

## ACADEMIC LITERACY AND READING (ALR)

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**ALR-1**  
**Reading Tutor Training** **2.00 units**  
 CSU

*Prerequisite: None.*

*Advisory: REA-3 or REA-83, ENG-1A or ENG-1AH.*

Description: Designed to prepare students to become peer tutors in the Reading and Writing Center. Participants learn specific tutoring techniques and discuss problems, questions, and challenges in tutoring reading. Tutors develop student-centered, non-intrusive tutoring skills. 27 hours lecture and 27 hours laboratory. (Letter grade or Pass/No Pass option)

**ALR-2**  
**Strategic Reading** **2.00 units**  
 CSU

*Prerequisite: None.*

Description: Intended for readers who are interested in enhancing reading flexibility and effectiveness in comprehension, vocabulary, and study skills. Students practice using a variety of comprehension strategies, including computer assisted instruction. 36 hours lecture. (Letter Grade, or Pass/No Pass option)

**ALR-3**  
**Reading for Academic and Lifelong Literacy** **3.00 units**  
 CSU

*Prerequisite: None.*

Description: Review and study of reading strategies for success in various college disciplines and for lifelong literacy. Students will receive instruction in academic, discipline-specific and practical lifelong reading skills. This course meets the graduation reading competency requirement. 54 hours lecture. (Letter Grade, or Pass/No Pass Option)

**ALR-4**  
**Critical Reading as Critical Thinking** **3.00 units**  
 CSU

*Prerequisite: None.*

Description: The relationship between critical reading and critical thinking. Emphasis will be placed on the development of reading skills in the interpretation, analysis, criticism and advocacy of ideas encountered in academic reading. 54 hours lecture. (Letter grade only)

**ALR-83**  
**College Reading and Thinking** **3.00 units**

*Prerequisite: None.*

Description: Intended for students who would like a review of reading comprehension strategies and foundational critical thinking skills to prepare for the rigors of college academic reading. Students will learn to apply active reading and thinking strategies to both expository and persuasive text. Instruction will also include basic approaches to analyzing arguments as well as writing evaluative responses. 54 hours lecture. (Non-degree credit course) (Letter Grade or Pass/No Pass option)

**ALR-86**  
**Reading Strategies for Textbooks** **1.00 unit**

*Prerequisite: None.*

Description: Intended for students currently enrolled in a content area lecture class where the curriculum and instruction depends on extensive textbook readings. Students will receive instruction on using different reading comprehension strategies designed for better understanding and retention of textbook material. 18 hours lecture. (Non-degree credit course) (Pass/No Pass only)

**ALR-882**  
**Reading Skills and Strategies** **0 units**

*Prerequisite: None.*

Description: Intended for students who experience difficulty in reading college-level materials. Instruction in reading skills and strategies along with practice work, in which a wide range of materials will be utilized. 54 hours lecture. (Pass/No Pass only)

**ALR-887**  
**Reading Clinic** **0 units**

*Prerequisite: None*

Description: This self-paced course provides practice on individually prescribed learning plans designed to improve and develop reading skills. Instruction is provided on an individualized basis through conferences with the student. Subsequent enrollment in the course will provide the student further opportunities for additional skill and competency development within the subject matter. May be taken a total of four times. 27 hours laboratory. (Pass/No Pass only)

## ACCOUNTING (ACC)

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**ACC-1A**  
**Principles of Accounting I** **3.00 units**  
 (C-ID:ACCT 110) UC, CSU

*Prerequisite: None.*

*Advisory: BUS-20.*

Description: An introduction to accounting principles and practice, as a manual and/or computerized information system that provides and interprets economic data for economic units within a global society. Includes recording, analyzing, and summarizing procedures used in preparing financial statements. 54 hours lecture. (Letter grade only)

**ACC-1B**  
**Principles of Accounting II** **3.00 units**  
 (C-ID:ACCT 120) UC, CSU

*Prerequisite: ACC-1A.*

Description: A study of managerial accounting principles and information systems including basic concepts, limitations, tools and methods to support the internal decision-making functions of an organization. 54 hours lecture. (Letter grade only)

<p><b>ACC-38</b> <b>Managerial Accounting</b> <span style="float: right;"><b>3.00 units</b> CSU</span></p> <p><i>Prerequisite: ACC-1A.</i> Description: Conceptual and technical analysis of accounting information used by managers as they carry out their planning, controlling, and decision-making responsibilities. Includes coverage of just-in-time systems, activity-based costing, flexible manufacturing systems, computer-integrated performance measures, and the impact of automation on capital budgeting decisions. 54 hours lecture. (Letter grade only)</p>	<p><b>ACC-65</b> <b>Computerized Accounting</b> <span style="float: right;"><b>3.00 units</b> CSU</span></p> <p><i>Prerequisite: ACC-1A or ACC/CAT-55.</i> <i>Advisory: CIS-1A or CIS-3.</i> Description: An introduction to computerized accounting, integrating the principles of accounting to an automated system in use by many accounting professionals. 54 hours lecture. (Letter Grade, or Pass/No Pass option)</p>
<p><b>ACC-55</b> <b>Applied Accounting/Bookkeeping</b> <span style="float: right;"><b>3.00 units</b> CSU</span></p> <p><i>Prerequisite: None.</i> Description: An introductory course for students who are non-accounting majors. The focus is basic bookkeeping and accounting principles for both merchandising and service oriented small business enterprises. Emphasis on the development of skills to record business transactions for cash and accrual methods, as well as the procedures to prepare financial statements and complete an accounting cycle. Attention is given to special journals, subsidiary ledgers, and payroll and banking procedures. 54 hours lecture. (Same as CAT-55) (Letter Grade, or Pass/No Pass option)</p>	<p><b>ACC-66</b> <b>Non-Profit and Governmental Accounting</b> <span style="float: right;"><b>3.00 units</b> CSU</span></p> <p><i>Prerequisite: ACC-1A.</i> <i>Advisory: BUS-20.</i> Description: Principles and practices of non-profit and governmental entities fund accounting. Topics include accounting concepts, types and structure of funds and accounts, and application of generally accepted accounting principles to non-profit and governmental organizations. 54 hours lecture. (Letter grade only)</p>
<p><b>ACC-61</b> <b>Cost Accounting</b> <span style="float: right;"><b>3.00 units</b> CSU</span></p> <p><i>Prerequisite: ACC-1B</i> Description: Presents the theory, procedures, and practice relating to product costs, including job order, process, and standard cost systems. Also includes analytical skills used to interpret accounting data used by management in planning and controlling business activities. Emphasizing the concept of "different costs for different purposes," this course focuses on cost accounting strategy and the decision making process and studies the development of detailed cost data essential to management for controlling operations, decision making, and planning. 54 hours lecture.(Letter grade only)</p>	<p><b>ACC-200</b> <b>Accounting Work Experience</b> <span style="float: right;"><b>1.00 - 4.00 units</b> CSU</span></p> <p><i>Prerequisite: None.</i> <i>Limitation on Enrollment: Students should have paid or voluntary employment.</i> Description: Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester. (Letter grade or Pass/No Pass option)</p>
<p><b>ACC-62</b> <b>Payroll Accounting</b> <span style="float: right;"><b>3.00 units</b> CSU</span></p> <p><i>Prerequisite: ACC-1A or ACC/CAT-55</i> Description: Covers accounting for payroll and examines aspects of the Social Security Act, California Unemployment Insurance Act, and the California Worker's Compensation Insurance Act. Payroll principles applied through the use of microcomputers. 54 hours lecture. (Letter Grade, or Pass/No Pass option)</p>	<p><b>ACC-801</b> <b>Setting Up Quickbooks for Small Business</b> <span style="float: right;"><b>0 units</b></span></p> <p><i>Prerequisite: None.</i> Description: Learn the basics of small business bookkeeping using QuickBooks, financial reporting, and how to analyze and record financial transactions. Discusses accounts receivable, accounts payable, payroll procedures, sales taxes and common banking activities. 16 hours lecture. (Pass/No Pass only)</p>
<p><b>ACC-63</b> <b>Income Tax Accounting</b> <span style="float: right;"><b>3.00 units</b> CSU</span></p> <p><i>Prerequisite: None</i> Description: Theory and method of preparation of federal income tax returns for individuals. Actual forms are studied and returns are prepared. 54 hours lecture.(Letter grade, or Pass/No Pass option.)</p>	<p><b>ACC-802</b> <b>Monthly Procedures Using Quickbooks</b> <span style="float: right;"><b>0 units</b></span></p> <p><i>Prerequisite: None</i> Description: Develop and apply monthly procedures used in accounting for small business. Continue to build small business accounting knowledge, gain practical experience working with day to day transactions. Reconcile balance sheet accounts and examine/audit income statement accounts on a monthly basis. Prepare adjusting journal entries. Prepare financial statements. 16 hours lecture. (Pass/No Pass only)</p>

**ACC-803****Year End Procedures With Quickbooks** 0 units*Prerequisite: None*

Description: Develop and apply year end procedures used in accounting for small business using QuickBooks. Prepare closing journal entries for year end. Prepare reports for tax accountants. Purge files and prepare for the new year. 16 hours lecture. (Pass/No Pass only)

**ACC-819****Volunteer Income Tax Assistance Training** 0 units*Prerequisite: None*

Description: The Volunteer Income Tax Assistance (VITA) program is an initiative sponsored by the Internal Revenue Service. This course is intended to provide students with the opportunity to serve low to moderate-income taxpayers, which the IRS has defined for the scope of the program as those individuals and families making less than \$54,000 per year. This course will teach students in income tax preparation, prepare students to apply for IRS VITA certification, in order to work with individuals and families with limited incomes to prepare tax returns - enabling them to receive proper tax credits and refunds. Completion of this course will allow students to volunteer, providing free, high-quality income tax service. 18 hours lecture.

## ADMINISTRATION OF JUSTICE (ADJ)

**ADJ-1****Introduction to the Administration of Justice** 3.00 units  
(C-ID:AJ 110) UC, CSU*Prerequisite: None*

Description: The history and philosophy of administration of justice in America; recapitulation of the system; identifying the various subsystems, role expectations, and their interrelationships; theories of crime, punishment, and rehabilitation; ethics, education, and training for professionalism in the system. 54 hours lecture. (Letter grade only)

**ADJ-2****Principles and Procedures of the Justice System** 3.00 units  
(C-ID:AJ 122) CSU*Prerequisite: None*

Description: An examination and analysis of due process in criminal proceedings from pre-arrest through trial and appeal utilizing statutory law and state and constitutional precedents. 54 hours lecture. (Letter grade only)

**ADJ-3****Concepts of Criminal Law** 3.00 units  
(C-ID:AJ 120) UC, CSU*Prerequisite: None*

Description: Historical development, philosophy of law and constitutional provisions; definitions, classification of crimes, and their application to the system of administration of justice; legal research, study of case law, methodology, and concepts of law as a social force. 54 hours lecture. (Letter grade only)

**ADJ-4****Legal Aspects of Evidence** 3.00 units  
(C-ID:AJ 124) CSU*Prerequisite: None*

Description: Origin, development, philosophy and constitutional basis of evidence; constitutional and procedural considerations affecting arrest, search and seizure; kinds and degrees of evidence and rules governing admissibility; judicial decisions interpreting individual rights and case studies. 54 hours lecture. (Letter grade only)

**ADJ-5****Community Relations** 3.00 units  
(C-ID:AJ 160) UC, CSU*Prerequisite: None.*

Description: Examines the complex, dynamic relationship between communities and the justice system in addressing crime and conflict with an emphasis on the challenges and prospects of administering justice within a diverse multicultural population. 54 hours lecture. (Letter grade only)

**ADJ-8****Juvenile Law and Procedures** 3.00 units  
(C-ID:AJ 220) UC, CSU*Prerequisite: None*

Description: The organization, functions, and jurisdiction of juvenile agencies; the processing and detention of juveniles; juvenile case disposition; juvenile statutes and court procedures. 54 hours lecture. (Letter grade only)

**ADJ-9****Law in American Society** 3.00 units  
UC, CSU*Prerequisite: None*

Description: A general survey of practical law intended as an introduction to the American legal system and to acquaint the student with elements of the law that affect everyday legal relationships: Criminal and juvenile justice, consumer law, family law, housing law, and individual rights and liberties. Emphasis is placed on the philosophical and political foundations of law and on civil law. Recommended for prelaw students and for others interested in the practical application of the law. 54 hours lecture. (Letter grade only)

**ADJ-9H****Honors Law in American Society** 3.00 units  
UC, CSU*Prerequisite: None**Limitation on Enrollment: Enrollment in the Honors Program.*

Description: Honors course general survey of practical law intended as an introduction to the American legal system and to acquaint the student with elements of the law that affect everyday legal relationships: adult criminal and juvenile justice, consumer law, family law, housing law, and individual rights and liberties. Emphasis is placed on the philosophical and political foundations of law and on civil law. Recommended for prelaw students and for others interested in the practical application of the law. This Honors course offers an enriched experience for accelerated students through limited class, seminar format, focus on primary texts, and application of higher level critical thinking skills. Students may not receive credit for both ADJ-9 and ADJ-9H. 54 hours lecture. (Letter grade only)

**ADJ-10****Introduction to Security****3.00 units**  
CSU*Prerequisite: None*

Description: This is an introductory course into the career ladder of Private Security. This course will serve as the entry point for understanding this career field, as unique from traditional law enforcement services, e.g., police officer, deputy sheriff. The students will focus on the provision of security services for the private sector and the business world by satisfying the customer through the provision of myriad services at the security officer, supervisor and manager/administrator level. 54 hours lecture. (Letter grade only)

**ADJ-12****Introduction to Criminalistics**  
(C-ID:AJ 150)**3.00 units**  
CSU*Prerequisite: None*

Description: An introduction to the role of criminalistics in criminal investigations. The methods utilized in the forensic analysis of crime scenes, pattern evidence, instruments, trace evidence, biological evidence, weapons and firearms, questioned documents, and controlled substances. The categories of direct evidence, circumstantial evidence, physical evidence, testimonial evidence, and exculpatory evidence will be explored, and the pattern, chemical, and biological types of evidence will be examined. 54 hours lecture and 12 hours laboratory. (Letter grade only)

**ADJ-13****Criminal Investigation****3.00 units**  
CSU*Prerequisite: None*

Description: Fundamentals of investigation, crime scene searches and documentation, collection and preservation of physical and testimonial evidence, forensic evidence analysis, modus operandi, sources of information, interviews and interrogations, follow-up and case preparation. 54 hours lecture. (Letter grade only)

**ADJ-14****Advanced Criminal Investigation****3.00 units**  
CSU*Prerequisite: ADJ-13*

Description: Advanced training and skill development in crime scene investigation and in the recording, collection, and preservation of physical and testimonial evidence. Focus in on the understanding and working knowledge of fingerprints, ballistics firearms identification, varieties of trace evidence and a basic introduction to forensic sciences. 54 hours lecture and 12 hours laboratory. (Letter grade only)

**ADJ-15****Narcotics****3.00 units**  
CSU*Prerequisite: None.*

Description: The study of the history and development of the criminal justice system's response to legal and illegal drugs, including alcohol. An overview of the manufacture, transportation, importation, distribution, and sales of legal and illegal drugs and the intersections with legal and illegal drug sales and use with criminal law and the criminal justice system, including a focus on changing and current legislation and the impact of drugs upon communities, including police and public safety agencies and corrections systems. A criminological analysis and evaluation of the effects of drug use on various societal systems peripheral to the criminal justice system. Identification of illegal drugs, enforcement procedures, and discussions of drugs as criminal evidence. 54 hours lecture. (Letter grade only)

**ADJ-19****Introduction to Policing****3.00 units**  
UC, CSU*Prerequisite: None*

Description: The history and development of American policing structures, including an overview of the different eras of policing and its evolution. An examination of community expectations of law enforcement and law enforcement professional expectations. An introduction to chain of command and the structure of police agencies, including recruitment and hiring practices. An analysis of the culture and training within law enforcement agencies, including a factual and research-based analysis of use of force issues. Discussion of successes and challenges within modern policing, including controversial topics within policing. Discussion of community oriented policing strategies, crime analysis, and future needs and evolutions of policing. 54 hours lecture. (Letter grade only)

**ADJ-20****Introduction to Corrections****3.00 units**  
UC, CSU*Prerequisite: None.*

Description: An overview of the history of adult and juvenile correctional systems in the United States, including historical trends and the eras of correctional philosophy. This course is an analysis of the operation of correctional facilities, including jails, prisons, juvenile facilities, community corrections systems, and custodial facilities run by local, state, and federal jurisdictions. An introduction and overview of corrections-specific statutes, policies, and procedures and civil rights within American corrections. The course also provides an introduction and analysis of current institutions of corrections, modern policies and successes and challenges of correctional agencies, along with current and future needs within the system. 54 hours lecture. (Letter grade only)

**ADJ-21**  
**Control and Supervision in Corrections** **3.00 units**  
 CSU

*Prerequisite: None.*

Description: This course provides an overview of the operational procedure and policies for inmate and client custody and supervision within local, state, and federal correctional and detention facilities. An introduction to the continuum of control within correctional facilities, from daily institutional responsibilities and living experiences to crisis situation is provided. Discussion and analysis of the relationships between and among correctional officers and staff, administration, inmates, clients, victims, and communities. This includes discussion and evaluation of topics including correctional officer and inmate subcultures, gang and organized crime activity within correctional facilities, violence and criminal investigations within corrections systems, the effects of crowding on inmates and staff, and correctional officer wellness initiatives. 54 hours lecture. (Letter grade or Pass/No Pass option)

**ADJ-22**  
**Legal Aspects of Corrections** **3.00 units**  
 CSU

*Prerequisite: None.*

Description: The development, philosophy, and Constitutional framework guiding correctional practice and policy. The statutory requirements, case law, and court precedent governing the correctional system and civil rights of incarcerated individuals. The legal responsibilities and liabilities of correctional facilities and professionals and judicial decisions interpreting individual rights and case law. 54 hours lecture. (Letter grade or Pass/No Pass option)

**ADJ-24**  
**Interviewing and Interrogation** **3.00 units**  
 CSU

*Prerequisite: None*

Description: The history and development of interviewing and interrogation methodologies within the criminal justice system. An introduction to proper and legal interviewing strategies and techniques to obtain information from witnesses, victims, and suspects. Legal aspects of ethically and legally obtained information, admissions, statements, and confessions and admissibility of confessions. Discussion and instruction on verbal and non-verbal communication interviewing and interrogative strategies. 54 hours lecture. (Letter Grade only)

**ADJ-25**  
**Introduction to Probation and Parole** **3.00 units**  
 CSU

*Prerequisite: None.*

Description: A comprehensive introduction to the historical development of probation and parole systems, from early criminal court procedure through modern practice. Issues and trends in community-based correctional systems and alternatives to incarceration, including diversion, transitional living, halfway houses, and community treatment centers. The course emphasizes modern corrections-based efforts, including intermediate sanctions and community-based treatment, both theory and application. 54 hours lecture. (Letter grade only)

**ADJ-31**  
**Cybercrime and Digital Forensics** **3.00 units**

*Prerequisite: None.*

Description: Discussion and analysis of the applications of criminal behavior in online environments, including an analysis of the topics of hacking, digital piracy, online economic crimes, digital sex crimes, online harassment, cyber terror, and social media crimes. An examination of criminological theories related to cybercrime. An introduction to the evolution of digital forensics and key technological concepts for cybercrime investigators. An introduction and evaluation of antiforensic measures. An introduction to digital investigations and digital evidence, including identifying, collecting, documenting, and preserving digital evidence. An introduction to examinations of digital forensic evidence, including the use of digital forensic tools, both hardware and software. Discussion and evaluation of specialized investigative needs, including internet, email, and network forensics and mobile device forensics. An in-depth analysis of the legal considerations of cybercrime and digital investigations. An introduction to basic concepts of wellness for cybercrime professionals. 54 hours lecture and 12 hours lab. (Letter grade only)

**ADJ-200**  
**Administration of Justice Work Experience** **1.00 - 4.00 units**  
 CSU

*Prerequisite: None.*

*Advisory: Students should have paid or voluntary employment.*

Description: Work Experience is designed to coordinate a student's on-the-job experience within the Administration of Justice professional field and their academic progression within the Administration of Justice program. This professional experience, which may be full- or part-time employment or internship/externship experience, provides students with valuable industry skills, technical knowledge, standards, and experiences that contribute to both student employability and student-centered community involvement and economic impact. Students may earn up to four (4) units per semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60/75 requirement, may be applied toward the work requirement. The course consists of 60 hours of volunteer work experience per unit with a maximum of 240 hours for 4 units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 hours for 4 units per semester. (Letter grade only)

## AIR CONDITIONING (AIR)

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**AIR-30**  
**Residential System Installation** **3.00 units**

*Prerequisite: None*

Description: Residential Air Conditioning installation, including residential split systems as well as Ductless mini-split zoned systems. Title 24 requirements including proper duct sizing and sealing. Class will include air balance and basic unit sizing. 36 hours lecture, 54 hours laboratory. (Letter grade only)

**AIR-61A****Beginning Air Conditioning and Refrigeration I 3.00 units***Prerequisite: None*

Description: A basic study of the theory of thermodynamics and heat transfer as applied to mechanical vapor compression refrigeration cycle and system components. Classes include lectures with practical demonstrations and hands-on experience including laboratory projects demonstrate heat transfer theories and vapor compression mechanical system cycle components and accessories. A lab uniform is required for this course. 36 hours lecture and 54 hours laboratory. (Letter grade only)

**AIR-61B****Advanced Air Conditioning and Refrigeration II 3.00 units***Prerequisite: AIR-61A*

Description: Basic types of compressors are introduced. This course covers operation of condensers within the refrigeration system. Basic evaporation process is studied. Metering devices are included with an emphasis on the specifics of modulating and fixed orifice controls. Laboratory experience provides the student an opportunity to practice the methods and techniques presented in the classroom. 36 hours lecture and 54 hours laboratory. (Letter grade only)

**AIR-64A****Beginning Air Conditioning and Refrigeration Electricity 3.00 units***Prerequisite: None*

Description: Basic theory of electricity and electronics, skills needed to install and service electrical circuits of air conditioning and refrigeration systems. Includes components and symbols, wiring diagrams, and wiring diagram exercises. A lab uniform is required for this course. 36 hours lecture and 54 hours laboratory. (Letter grade only)

**AIR-64B****Advanced Air Conditioning and Refrigeration Electricity II 3.00 units***Prerequisite: AIR-64A*

Description: Introduction to procedures, techniques, and instruments utilized for troubleshooting the motors, circuitry and control elements for air conditioning and refrigeration equipment. Variations in control systems, including solid state, are described and analyzed. 36 hours lecture, 54 hours laboratory. (Letter grade only)

**AIR-75****HVAC/R Systems Design 3.00 units***Prerequisite: None.**Advisory: AIR-61A.*

Description: Current industry practices for quality installation and design of residential air distribution systems as well as calculating heating and cooling loads to properly select air conditioning and heating systems. 45 lecture and 27 hours laboratory. (Letter grade only)

**AIR-76****Facilities Maintenance/Chillers 3.00 units***Prerequisite: None.**Advisory: AIR-61A.*

Description: Current industry practices in maintaining chilled water, hot water, steam, cooling towers, pumps, and energy management for central station systems. A lab uniform is required for this course. 45 hours lecture and 27 hours laboratory. (Letter grade only)

**AIR-77****Energy Conservation Methods for HVACR 3.00 units***Prerequisite: None**Advisory: AIR-61A*

Description: Current industry practices for auditing energy losses in residential and light commercial buildings. Methods of conserving energy and sustaining natural resources are presented. Blower door diagnostics are featured. A lab uniform is required for this course. 45 hours lecture and 27 hours laboratory. (Letter grade only)

**AIR-78****Safe Refrigerant Handling and Management 3.00 units***Prerequisite: None.*

Description: Current industry practices for recovery, reclamation, recycling and retro fitting. Emphasis is on safe use and management of common refrigerants as well as efficient use of pressure and temperature measurement to determine system operating parameters. 45 hours lecture and 27 hours laboratory. (Letter grade only)

**AIR-80****Gas Heating 3.00 units***Prerequisite: None*

Description: Basic principles of gas-fired furnaces. Introduction to gas heating, gas combustion, gas burners, gas ignition systems, safety and operating controls, installation practices, ventilation, venting, combustion air and gas troubleshooting. Emphasis is on service and maintenance of residential gas furnaces. 45 hours lecture and 27 hours laboratory. (Letter grade only)

**AIR-83****All Weather Heating and Cooling System 3.00 units***Prerequisite: None.**Advisory: AIR-61B.*

Description: Presents current industry practices for year-round conditioned air including air to air heat pumps, geothermal heat pumps, water source heat pumps, electric heat, and fuel oil heating. 45 hours lecture and 27 hours laboratory. (Letter grade only)

**AIR-84****Boiler and Hydronic Heating 3.00 units***Prerequisite: None.**Advisory: EST-10*

Description: Design, assembly, and operation of hot water boilers, hot water piping distribution (hydronic), and associated controls and control valves. Proper use of the related tools and safety included. 36 hours lecture and 54 hours laboratory. (Letter grade only)

**AIR-90****Building Automation Fundamentals 3.00 units***Prerequisite: AIR-61B*

Description: Basics of commercial HVAC control theory as it applies to electric, pneumatic, and digital control systems. Principles of chiller plant operation, air distribution, variable air volume (VAV), constant air systems, and multizone systems are discussed. A lab uniform is required for this course. 36 hours lecture and 54 hours laboratory. (Letter grade only)

**AIR-91**  
**Advanced Building Control Networks** **3.00 units**  
*Prerequisite: AIR-90*  
 Description: Building Control Network implementations and protocol standards including web based applications, Building Automation and Control Networks (BACnet), local operating network (Lon-Talk), and proprietary Zero Net Energy (ZNE) monitoring systems will be introduced. BACnet is a communications protocol for building automation and control networks. It is an ASHRAE, ANSI, and ISO 16484-5 standard [1] protocol. Lon-Talk is a networking platform specifically created to address the needs of control applications. Routers, installation, and troubleshooting will also be studied. 36 hours lecture and 54 hours laboratory. (Letter grade only)

**AIR-92**  
**Advanced Building Automation Networks And Programming** **3.00 units**  
*Prerequisite: AIR-90*  
 Description: Programming HVAC direct digital controllers using line (text) programming, icon based programming, and template programming. Stresses good programming practices including complete program documentation. 36 hours lecture and 54 hours laboratory. (Letter grade only)

**AIR-200**  
**Air Conditioning Work Experience** **1.00 - 4.00 units**  
 CSU  
*Prerequisite: None.*  
*Advisory: Students should have paid or voluntary employment.*  
 Description: Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester. (Letter grade on Pass/No Pass option)

## ANTHROPOLOGY (ANT)

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**ANT-1**  
**Physical Anthropology** **3.00 units**  
 (C-ID:ANTH 110) UC, CSU  
*Prerequisite: None*  
 Description: An introduction to human biological evolution, physical diversity, and relationship to the animal world, using scientific and comparative methods. Incorporates the study of genetics, fossils, primates, and modern human variation within an evolutionary framework. Students may not receive credit for both ANT-1 and ANT-1H. 54 hours lecture.(Letter grade only)

**ANT-1H**  
**Honors Physical Anthropology** **3.00 units**  
 (C-ID:ANT 110) UC, CSU  
*Prerequisite: None.*

*Limitation on enrollment: Enrollment in the RCCD Honors Program*  
 Description: This honors course offers an enriched introduction to human biological evolution, physical diversity, and relationship to the animal world, using scientific and comparative methods. Incorporates the study of genetics, fossils, primates, and modern human variation within an evolutionary framework. Students may not receive credit for both ANT 1 and ANT 1H. 54 hours lecture.(Letter grade only)

**ANT-1L**  
**Physical Anthropology Laboratory** **1.00 unit**  
 UC, CSU

*Prerequisite: None*  
*Corequisite: ANT-1 or ANT-1H*  
 Description: Laboratory course exploring case studies and problems of human genetics, human variation, the identification of fossils through examination of fossil casts, human evolution, the study of the human skeleton, observation of primate behavior and structures utilizing the scientific method. 54 hours laboratory. (Letter grade only)

**ANT-2**  
**Cultural Anthropology** **3.00 units**  
 (C-ID:ANTH 120) UC, CSU  
*Prerequisite: None*

Description: An introduction to the anthropological concept of culture and to the methods and theories used in the comparative analysis of cultures. Cultural practices and institutions are examined using perspectives that enhance effective participation in a culturally diverse world. 54 hours lecture.(Letter grade only)

**ANT-2H**  
**Honors Cultural Anthropology** **3.00 units**  
 (C-ID:ANTH 120) UC, CSU  
*Prerequisite: None.*

*Limitation on enrollment: Enrollment in the Honors Program*  
 Description: An introduction to the anthropological concept of culture and to the methods and theories used in the comparative analysis of cultures. Cultural practices and institutions are examined using perspectives that enhance effective participation in a culturally diverse world. This honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher level critical thinking skills. Students may not receive credit for both ANT-2 and ANT-2H. 54 hours lecture.(Letter grade only)

**ANT-3**  
**Prehistoric Cultures** **3.00 units**  
 UC, CSU

*Prerequisite: None*  
 Description: The development of human society from the earliest evidence of culture to the beginnings of recorded history. The concepts, methods, and data of prehistoric archaeology are used to examine the major transitions in human prehistory, including the origins of culture, agriculture, and early civilization. 54 hours lecture. (Letter Grade only)

**ANT-4**  
**Native American Cultures** **3.00 units**  
UC, CSU

*Prerequisite: None.*

Description: A survey of Native American cultures from the pre-Columbian period through conquest and reservation life and into the present. Incorporates evidence from archaeology, oral history, personal narratives, and other sources. Emphasis will be on the growth of Native American cultures, modern communities, including urban life, social and religious institutions, and traditional cultural elements and artistic traditions. 54 hours lecture. (Same as ETS-27) (Letter grade only)

**ANT-5**  
**Cultures of Ancient Mexico** **3.00 units**  
UC, CSU

*Prerequisite: None*

Description: The development of civilization in ancient Mexico, integrating evidence from archaeology and the prehispanic and post-Conquest written records. Emphasizes the history, lifeways, and social and religious institutions of Mexico from the earliest cultures to the Aztec civilization, and their persistence in the modern world. 54 hours lecture. (Letter grade only)

**ANT-6**  
**Introduction to Archaeology** **3.00 units**  
(C-ID:ANTH 150) UC, CSU

*Prerequisite: None*

Description: An examination of the basic concepts, methods, and findings of modern archaeology. Covers the history of archaeology, the application of archaeological methods of recovery and interpretation, and the analysis of archaeological evidence as it is used to reconstruct ancient societies and major trends in cultural evolution. 54 hours lecture.(Letter grade only)

**ANT-7**  
**Anthropology of Religion** **3.00 units**  
UC, CSU

*Prerequisite: None*

Description: Introduction to the anthropological study of religion in world cultures, using a cross-cultural approach to the analysis of beliefs, rituals, mythology, and the role of religion in society, particularly focusing on non-Western traditional societies. 54 hours lecture.(Letter grade only)

**ANT-8**  
**Language and Culture** **3.00 units**  
(C-ID:ANTH 130) UC, CSU

*Prerequisite: None*

Description: An introduction to the anthropological study of language in world cultures. Characteristics of human verbal and non-verbal communication, language diversity and change, and the relationship of language to culture and social groups. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ANT-10**  
**Forensic Anthropology** **3.00 units**  
UC, CSU

*Prerequisite: None*

Description: The application of the methods of physical anthropology, within a medicolegal framework, to the identification of human remains. Focuses on human osteology for the determination of age, sex, ancestry, stature, and unique features. 54 hours lecture.(Letter grade only)

**ANT-16**  
**Field Methods in Archaeology** **3.00 units**  
UC, CSU

*Prerequisite: ANT-6*

Description: Provides students experiential based training in archaeological survey, excavation, and laboratory processing of excavated material. Includes recognition and recordation of historic and prehistoric sites, theory and methods of archaeological processes (stratigraphy, sampling, record keeping, note taking, profiles, mapping), and basic archaeological field laboratory techniques. 36 hours lecture and 54 hours lab. (Pass/No Pass or Letter Grade)

## **APP DIGITAL MEDIA AND PRINTING (ADM)**

**ADM-1**  
**Introduction to Applied Digital Media and Printing** **3.00 units**  
CSU

*Prerequisite: None*

Description: Introduction to the Applied Digital Media and Printing program and the graphic communications industry. Provides an introduction to basic graphic design, typography, digital media, commercial printing, and production. 36 hours lecture and 72 hours laboratory. (Letter grade only)

**ADM-2A**  
**Color Systems and File Management** **2.00 units**  
CSU

*Prerequisite: None.*

Description: A course in color systems, digital media technology, and computer file management for graphic designers. This includes color theory, color gamut, color profiles, file formats, digital imaging hardware and software technology for graphic communications. 27 hours lecture and 27 hours laboratory. (Letter grade only)

**ADM-2B**  
**Pre-Press and Printing Substrates** **2.00 units**  
CSU

*Prerequisite: None.*

Description: A course in basic print production pre-press, pre-flight and printing substrates for graphic communications. This includes process and spot color separations, subtractive ink, paper and other substrates for professional print production. 27 hours lecture and 27 hours laboratory. (Letter grade only)



**ADM-2C**  
**Ethics and Legalities for Graphic Designers** 1.00 unit  
CSU

*Prerequisite: None.*

Description: An introductory course in the ethical and legal standards of conduct for graphic designers. This includes topics such as copyright law, contract negotiation, responsible image manipulation, and internet ethics. 18 hours lecture. (Letter grade only)

**ADM-55**  
**Business Management for Graphic Communications** 3.00 units

*Prerequisite: None*

Description: Introductory course in business administration and management principles for graphic communications. This includes instruction in freelance practices, design services, sales, marketing, estimating, planning, budgeting, personnel management, safety and environmental issues. 54 hours lecture. (Letter grade only)

**ADM-62**  
**Typography and Graphic Design** 3.00 units  
CSU

*Prerequisite: None.*

Description: This course is a study of the fundamentals of typography including type anatomy, design, hierarchy, and aesthetic expression. Emphasis is placed on the process of design development from roughs to comprehensives, layout, and the use of type for effective visual communication. Industry standard software is used in the development of typographic and graphic design solutions appropriate for print and digital media. 36 hours lecture and 72 hours laboratory. (Letter grade only)

**ADM-63A**  
**Design for Print Publication** 3.00 units  
CSU

*Prerequisite: None.*

Description: Beginning page layout and design for professional print publishing using Adobe InDesign. A course for graphic designers, production artists, and pre-press technicians. Integrates seamlessly with Adobe's other industry standard applications providing a consistent design environment. 36 hours lecture and 72 hours laboratory. (Letter grade only)

**ADM-63B**  
**Design for Electronic Publication** 3.00 units  
CSU

*Prerequisite: None*

*Advisory: ADM-63A*

Description: Advanced page layout and graphic design using Adobe InDesign. This course emphasizes the design and the production of interactive and multimedia documents in a variety of formats intended for electronic publishing. This includes digital media, web, mobile and tablet devices. 36 hours lecture and 72 hours laboratory. (Letter grade only)

**ADM-67**  
**Multimedia Animation** 3.00 units  
CSU

*Prerequisite: None.*

Description: A comprehensive course exploring the digital techniques, methods and software tools used by the industry to develop digital animation suitable for motion graphics, web design, film, video and multimedia platforms. 36 hours lecture and 72 hours laboratory. (Letter grade only)

**ADM-68A**  
**3D Animation With Maya I** 3.00 units  
CSU

*Prerequisite: None*

Description: A beginning course for animators, designers, and artists in 3D modeling, animation and computer graphics using the industry standard software, Maya. 36 hours lecture and 72 hours laboratory. (Letter grade only)

**ADM-68B**  
**3D Animation With Maya II** 3.00 units  
CSU

*Prerequisite: ADM-68A.*

Description: An intermediate course for animators, designers, and artists in 3D modeling, animation and computer graphics using the industry standard software, Maya. 36 hours lecture and 72 hours laboratory. (Letter grade only)

**ADM-69**  
**Motion Graphics and Special Effects with After Effects** 3.00 units

*Prerequisite: None*

Description: An introductory course that focuses on the methods and techniques used to design motion graphics and special effects for video, film, and animated projects using Adobe After Effects. The students will develop an understanding of the principles of typography, type in motion, animation, and digital special effects for creative visual communication and effective motion graphics. 36 hours lecture and 72 hours laboratory. (Letter grade only)

**ADM-70**  
**Project Production and Portfolio** 3.00 units

*Prerequisite: ADM-1 and ADM-62 and ADM-71A or CIS-78A or ART-36A.*

*Advisory: ADM-63A, ADM-77A.*

Description: Portfolio exit course for graduating students in graphic communications that covers career planning in various fields such as graphic design, multimedia art, production, advertising, and commercial printing. Includes job skills preparation, self-promotion techniques, production experience and personal portfolio and website development for job applications. 36 hours lecture and 72 hours laboratory. (Letter grade only)

<p><b>ADM-71A</b> <b>Adobe Photoshop for Image Manipulation</b> <b>3.00 units</b> CSU</p> <p><i>Prerequisite: None.</i> Description: An introductory course in image manipulation for graphic designers using Adobe Photoshop. This includes image editing, retouching, color correction, compositing, painting, and file preparation for various media applications including print, digital and web design. 36 hours lecture and 72 hours laboratory. (Letter grade only)</p>	<p><b>ADM-84A</b> <b>Screen Printing</b> <b>3.00 units</b> CSU</p> <p><i>Prerequisite: None.</i> Description: Basic elements and methods of screen printing. Students produce single and two-color designs applied to fabric and paper. Set up techniques may include a variety of stencil making methods such as film generation and photo-emulsion exposure and screen application. 36 hours lecture and 72 hours laboratory. (Letter grade only)</p>
<p><b>ADM-71B</b> <b>Adobe Photoshop, Advanced</b> <b>3.00 units</b> CSU</p> <p><i>Prerequisite: ADM-71A or ART-36A or PHO-18 or CIS-78A or CAT-78A.</i> Description: An advanced course in image manipulation for graphic designers using Adobe Photoshop. This includes advanced instruction in image editing, retouching, color correction, compositing, painting, and file preparation for various media applications including print, digital and web design. 36 hours lecture and 72 hours laboratory. (Letter grade only)</p>	<p><b>ADM-84B</b> <b>Screen Printing, Advanced</b> <b>3.00 units</b> CSU</p> <p><i>Prerequisite: ADM-84A.</i> Description: Advanced techniques in commercial screen printing. Students produce professional quality multicolored designs applied to fabric and paper using spot color separations and image registration. Set up techniques may include a variety of stencil making methods such as film generation and photo-emulsion exposure and screen application. 36 hours lecture and 72 hours laboratory. (Letter grade only)</p>
<p><b>ADM-74A</b> <b>Web Design</b> <b>3.00 units</b> UC, CSU</p> <p><i>Prerequisite: None.</i> Description: Basic web design and the fundamentals of web technology for graphic designers. Students will be introduced to various user-friendly web-building software applications. 36 hours lecture and 72 hours laboratory. (Letter grade only)</p>	<p><b>ADM-85A</b> <b>Commercial Printing</b> <b>3.00 units</b></p> <p><i>Prerequisite: None.</i> Description: Introductory course in the set-up and operation of commercial printing equipment including: offset printing presses, digital printers, large format, screen printing and promotional printing equipment. This includes prepress, binding and finishing operations. 36 hours lecture and 72 hours laboratory. (Letter grade only)</p>
<p><b>ADM-74B</b> <b>Web Design with Dreamweaver</b> <b>3.00 units</b> CSU</p> <p><i>Prerequisite: None.</i> <i>Advisory: ADM-74A.</i> Description: Intermediate web design course including contemporary web technology and trends for graphic designers. Students will be introduced to professional grade website building software like Adobe Dreamweaver including basic coding and scripting. 36 hours lecture and 72 hours laboratory. (Letter grade only)</p>	<p><b>ADM-85B</b> <b>Commercial Printing, Advanced</b> <b>3.00 units</b> CSU</p> <p><i>Prerequisite: ADM-85A</i> Description: Advanced instruction in the set-up and operation of commercial printing equipment including: offset printing presses, digital printers, large format, screen printing and promotional printing equipment. This includes prepress, binding and finishing operations. 36 hours lecture and 72 hours laboratory. (Letter grade only)</p>
<p><b>ADM-77A</b> <b>Adobe Illustrator for Graphic Art</b> <b>3.00 units</b> CSU</p> <p><i>Prerequisite: None.</i> Description: An introductory course in the use of Adobe Illustrator for graphic design, typography, digital illustration and vector art creation for graphic communications and commercial art. 36 hours lecture and 72 hours laboratory. (Letter grade only)</p>	<p><b>ADM-200</b> <b>Applied Digital Media Work Experience</b> <b>1.00 - 4.00 units</b> CSU</p> <p><i>Prerequisite: None</i> <i>Advisory: Students should have paid or voluntary employment.</i> Description: Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester. (Letter Grade or Pass/No Pass option)</p>
<p><b>ADM-77B</b> <b>Adobe Illustrator, Advanced</b> <b>3.00 units</b> CSU</p> <p><i>Prerequisite: ADM-77A or CIS-79 or CAT-79.</i> Description: A course including advanced techniques using Adobe Illustrator for graphic design, typography, digital illustration and vector art creation for graphic communications and commercial art. 36 hours lecture and 72 hours laboratory. (Letter grade only)</p>	

## ARABIC (ARA)

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**ARA-1**  
**Arabic 1** **5.00 units**  
UC, CSU

*Prerequisite: None*

Description: Develops basic skills in listening, reading, speaking and writing. Emphasis on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Arabic at the beginning level. Includes discussion of Arabic culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**ARA-2**  
**Arabic 2** **5.00 units**  
UC, CSU

*Prerequisite: ARA-1*

Description: Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of classical Arabic in conjunction with Modern Standard Arabic as spoken in the Eastern Arabic countries and in Egypt. This course includes an expanded discussion of Arabic world, culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**ARA-3**  
**Arabic 3** **5.00 units**  
UC, CSU

*Prerequisite: ARA-2*

Description: Development of intermediate skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of Modern Standard Arabic and classical Arabic at the intermediate level. This course includes an expanded discussion of Arabic culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**ARA-8**  
**Intermediate Conversation** **3.00 units**  
UC, CSU

*Prerequisite: ARA-2*

Description: Intermediate-level vocabulary building and improvement of speaking proficiency in the context of Arabic culture, daily life, and topics of current interest. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ARA-11**  
**Arabic Culture and Civilization** **3.00 units**  
UC, CSU

*Prerequisite: None*

Description: Introductory survey of Arabic culture and civilization as reflected in language, literature, art, history, politics, customs and social institutions. Class conducted in English. 54 hours lecture. (Letter Grade, or Pass/No Pass option)

**ARA-11H**  
**Honors Arabic Culture and Civilization** **3.00 units**  
UC, CSU

*Prerequisite: None.*

*Limitation on Enrollment: Enrollment in the Honors Program.*

Description: Introductory survey of Arabic culture and civilization intended for students in the Honors Program, as reflected in language, literature, art, history, politics, customs and social institutions. Class conducted in English. This Honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and application of higher level critical thinking skills. 54 hours lecture (Letter Grade, or Pass/No Pass option)

## ART (ART)

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**ART-6**  
**Art Appreciation** **3.00 units**  
UC, CSU

*Prerequisite: None.*

*Advisory: ENG-1A.*

Description: An introductory course for the non-art major. The creative process and the diversity of style, technique and media, evident in various art forms throughout history and culture. Students may not receive credit for both ART-6 and ART-6H. 54 hours lecture. (Same as AHS-6) (Letter Grade, or Pass/No Pass option.)

**ART-6H**  
**Honors Art Appreciation** **3.00 units**  
UC, CSU

*Prerequisite: None.*

*Advisory: ENG-1A.*

*Limitation on enrollment: Enrollment in the Honors Program.*

Description: An introductory course designed for the non-art major. The creative process and the diversity of styles, technique and media evident in various art forms throughout history and culture. Honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and application of higher level critical thinking skills. Students may not receive credit for both ART-6 and ART-6H. 54 hours lecture. (Same as AHS-6H) (Letter Grade, or Pass/No Pass option.)

**ART-11**  
**Gallery and Exhibition Design** **3.00 units**  
CSU

*Prerequisite: None.*

Description: Practical experience in all aspects of design and installation of art exhibits in a gallery environment; including design theory and the evaluation and analysis of the communicative, aesthetic, managerial and technical factors involved in the production of exhibits. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter grade or Pass/No Pass option.)

<p><b>ART-15</b> <b>Beginning Ceramics</b> <span style="float: right;"><b>3.00 units</b> UC, CSU</span></p> <p><i>Prerequisite: None.</i> Description: An introduction to ceramic art and pottery making. Hand built slab, coil and wheel throwing with emphasis on design, technique, craftsmanship, form, function and decoration. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)</p>	<p><b>ART-20</b> <b>Beginning Sculpture</b> <span style="float: right;"><b>3.00 units</b> UC, CSU</span></p> <p><i>Prerequisite: None.</i> Description: An introduction to the fundamentals of sculpture design and creation. A variety of materials, such as clay, wax and plaster, will be used. Additive, subtractive and construction methods for creating the sculptural pieces will be explored, as well as other traditional and contemporary forms and techniques. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Materials fee: \$15) (Letter Grade, or Pass/No Pass option.)</p>
<p><b>ART-16</b> <b>Intermediate Ceramics</b> <span style="float: right;"><b>3.00 units</b> UC, CSU</span></p> <p><i>Prerequisite: ART-15.</i> Description: An expansion and refinement of the skills learned and explored in Beginning Ceramics. Projects of greater scope, challenge and complexity will encourage personal artistic development and creativity. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)</p>	<p><b>ART-21</b> <b>Intermediate Sculpture</b> <span style="float: right;"><b>3.00 units</b> UC, CSU</span></p> <p><i>Prerequisite: ART-20.</i> Description: An expansion and refinement of the skills and techniques learned in Beginning Sculpture. Emphasis will be on improved design, better craftsmanship, originality and critical assessment. A variety of methods, such as clay, wax and plaster will be used. Additive, subtractive, and construction methods for creating the sculptural pieces will be explored, as well as other traditional and contemporary forms and techniques. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)</p>
<p><b>ART-17</b> <b>Beginning Drawing</b> <span style="float: right;"><b>3.00 units</b> UC, CSU</span> (C-ID:ARTS 110)</p> <p><i>Prerequisite: None.</i> Description: An introduction to the fundamentals of drawing in a variety of media. The exploration of the elements of art, the principles of composition, perspective and the development of observational, motor and creative skills. Emphasis will be on black and white media. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)</p>	<p><b>ART-22</b> <b>Basic Design</b> <span style="float: right;"><b>3.00 units</b> UC, CSU</span> (C-ID:ARTS 100)</p> <p><i>Prerequisite: None.</i> Description: An introduction to the fundamentals of two-dimensional design. The organization of visual elements according to the principles of design. Emphasis placed on visual perception, theory, dexterity, problem solving, analysis, application, skill, and presentation. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option)</p>
<p><b>ART-18</b> <b>Intermediate Drawing</b> <span style="float: right;"><b>3.00 units</b> UC, CSU</span> (C-ID:ARTS 205)</p> <p><i>Prerequisite: ART-17.</i> Description: Intermediate level and continued study of drawing with emphasis on the use of color media. Basic color theory will be explored in thoughtful compositions. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)</p>	<p><b>ART-23</b> <b>Color Theory and Design</b> <span style="float: right;"><b>3.00 units</b> UC, CSU</span> (C-ID:ARTS 270)</p> <p><i>Prerequisite: ART-22 or ART-17.</i> Description: The study of color theory and two-dimensional design. The practice of the organization of the visual elements according to the principles of design. Emphasis placed on more advanced methods of communicating ideas through color in design 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)</p>
<p><b>ART-19</b> <b>Experimental Methods and Materials</b> <span style="float: right;"><b>3.00 units</b> UC, CSU</span></p> <p><i>Prerequisite: ART-17.</i> Description: The use of experimental methods and materials in creating two dimensional artwork. Less attention will be directed toward traditional and fundamental academic concerns and more focus will be placed on the cultural, interpretive, psychological, and conceptual possibilities that result from exploration and engaging alternatives. The art elements, color, composition, mark-making, mixed-media, expression, concept, and context will be investigated. Students will be encouraged to access less conventional solutions to a variety of projects. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)</p>	<p><b>ART-24</b> <b>Three Dimensional Design</b> <span style="float: right;"><b>3.00 units</b> UC, CSU</span> (C-ID:ARTS 101)</p> <p><i>Prerequisite: None.</i> Description: An introduction to the fundamentals of three-dimensional design. The use of the visual elements and the practice of the principles of design as they relate to various three-dimensional art forms (i.e., sculpture, architecture and product, commercial, stage, environmental and interior design). Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Materials Fee: \$15) (Letter Grade, or Pass/No Pass option)</p>

**ART-25A****Watercolor - Beginning****3.00 units**  
UC, CSU*Prerequisite: ART-17.*

Description: Fundamentals of painting with transparent watercolors at an introductory level. Basic techniques, tools, and materials will be explored. Composition, idea, method, color, and creativity will be examined. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option)

**ART-25B****Watercolor - Intermediate****3.00 units**  
UC, CSU*Prerequisite: ART-25A.*

Description: Intermediate-level painting with transparent watercolors. Non-traditional methods, various techniques, tools, and materials will be explored. Intermediate concepts of composition, idea, method, color, and creativity will be examined. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option)

**ART-26****Beginning Painting**  
(C-ID:ARTS 210)**3.00 units**  
UC, CSU*Prerequisite: ART-17.*

Description: An introduction to the fundamentals of painting (oil or acrylic). An exploration of various considerations in painting; techniques, process, color theory, visual perception, composition, and creative skills. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-27****Intermediate Painting****3.00 units**  
UC, CSU*Prerequisite: ART-23 or ART-26.*

Description: Intermediate level of painting (oil or acrylic). Continued exploration of various techniques and the application of color theory. Development of visual, compositional, and creative skills. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-28A****Studio Painting-Portfolio Preparation****3.00 units**  
UC, CSU*Prerequisite: ART-27.*

Description: Independent painting studio for the self-motivated student with emphasis on individual art problems and portfolio development. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Emphasis will be on independent concept, development, and portfolio preparation. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option)

**ART-28B****Studio Painting-Portfolio Presentation****3.00 units**  
UC, CSU*Prerequisite: ART-28A.*

Description: Independent painting studio for the self-motivated student with emphasis on individual art problems, portfolio development and presentation. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Emphasis will be on independent concept, refinement, and portfolio presentation. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-30A****Printmaking-Introduction****3.00 units**  
UC, CSU*Prerequisite: None.*

Description: Introduction to the printmaking studio and the design and creation of original prints using a variety of techniques. Methods such as silkscreen, monotype, relief (woodcut, linoleum), intaglio and others will be explored. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-30B****Printmaking-Intermediate****3.00 units**  
UC, CSU*Prerequisite: ART-30A.*

Description: Intermediate level of printmaking. The design and creation of original prints using a variety of techniques as student progress in the art form. Methods such as silkscreen, monotype, relief (woodcut, linoleum), intaglio and others will be explored. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-34****Studio Three Dimensional Design****3.00 units**  
UC, CSU*Prerequisite: ART-24.*

Description: Continued three dimensional design studio work with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Students are expected to pay for their own materials. 36 hours lecture and 72 hours laboratory. (Materials Fee: \$15) (Letter Grade, or Pass/No Pass option.)

**ART-35A****Illustration - Beginning****3.00 units**  
UC, CSU*Prerequisite: ART-17.**Advisory: ART-23 or ART-26.*

Description: Course work that reflects the types of entrance level assignments an illustrator may encounter in the industry, using a variety of traditional media and techniques. Emphasis is placed on the evolutionary development of visual ideas. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-35B****Illustration - Intermediate****3.00 units**  
UC, CSU*Prerequisite: ART-35A.**Advisory: ART-23 or ART-26.*

Description: Course work that reflects the types of intermediate assignments an illustrator may encounter in the industry. Students will combine traditional and non-traditional techniques to create projects that reflect an intermediate level of finish and format. Projects will focus on conceptual content and process, and represent a range of possible industry application, such as entertainment design, editorial illustration and illustrations for an interactive environment. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-36A****Computer Art-Introduction**  
(C-ID:ARTS 250)**3.00 units**  
UC, CSU*Prerequisite: None.*

Description: Introduction to creating fine art and design using digital media. The exploration of the visual characteristics of electronic imagery with emphasis on the essentials of fine art, design, and creative problem solving. Artwork will be developed using the computer, related software, and/or other electronic equipment. Students pay for their own materials. 36 hours of lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option)

**ART-36B****Computer Art-Intermediate****3.00 units**  
UC, CSU*Prerequisite: ART-36A.*

Description: Intermediate level of creating fine art and design using digital media. The continuation of the exploration of electronic imagery with emphasis on the essentials of fine art, design, and creative problem solving. Artwork will be developed using the computer, related software, and/or other electronic equipment. Students pay for their own materials. 36 hours of lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option)

**ART-38****Studio Illustration****3.00 units**  
CSU*Prerequisite: ART-35A.*

Description: Continued illustration studio work with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-40A****Figure Drawing-Introduction**  
(C-ID:ARTS 200)**3.00 units**  
UC, CSU*Prerequisite: ART-17.*

Description: Introduction to drawing the human figure. Students will draw from a nude model using a variety of media. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option)

**ART-40B****Figure Drawing-Intermediate****3.00 units**  
UC, CSU*Prerequisite: ART-40A.*

Description: Intermediate level of drawing the human figure where emphasis will be on more developed and accurate figurative work, anatomy, improved composition, and further creative exploration. Students will draw from a nude model using a variety of media. Students pay for their own materials. 36 hours lecture and 72 hours laboratory (Letter Grade, or Pass/No Pass option).

**ART-41A****Figure Painting-Introduction****3.00 units**  
UC, CSU*Prerequisite: ART-26 and ART-40A.*

Description: Introduction to painting from the human figure. Students will paint from a nude model using a variety of methods and materials. Students pay for their own materials. 36 hours lecture and 72 hours laboratory (Letter Grade, or Pass/No Pass option.)

**ART-41B****Figure Painting-Intermediate****3.00 units**  
UC, CSU*Prerequisite: ART-41A.*

Description: Intermediate level of figure painting, with further development and refinement of painting compositions with the human form. Students will draw and paint from a nude model using a variety of methods and materials. Students pay for their own materials 36 hours lecture and 72 hours laboratory (Letter Grade, or Pass/No Pass option.)

**ART-42A****Studio Figure Drawing-Portfolio Preparation****3.00 units**  
UC, CSU*Prerequisite: ART-40B.*

Description: Continued figure drawing studio work for the self-motivated student, with emphasis on individual problems. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Emphasis will be on independent development and portfolio preparation. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-42B****Studio Figure Drawing-Portfolio Presentation****3.00 units**  
UC, CSU*Prerequisite: ART-42A.*

Description: Continued independent figure drawing studio for the self-motivated student with emphasis on refinement of individualized problems and portfolio presentation. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-43A**  
**Studio Figure Painting-Portfolio Preparation** **3.00 units**  
 UC, CSU

*Prerequisite: ART-41B.*

Description: Continued figure painting studio work for the self-motivated student with emphasis on individual art problems. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Emphasis will be on independent concept, development, and portfolio preparation. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-43B**  
**Studio Figure Painting-Portfolio Presentation** **3.00 units**  
 UC, CSU

*Prerequisite: ART-43A*

Description: Continued figure painting studio for the self-motivated student, with emphasis on individual art problems, independence, and portfolio refinement and presentation. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-44A**  
**Beginning Animation Principles** **3.00 units**  
 UC, CSU

*Prerequisite: ART-17.*

*Advisory: ART-22 and ART-40A.*

Description: Introduction to animation, including the history and the basic concepts of classical animation. Traditional methods such as flip books, storyboards, sequential drawings, layout design, character design, and concept development will be introduced. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-44B**  
**Intermediate Animation Principles** **3.00 units**  
 UC, CSU

*Prerequisite: ART-44A.*

*Advisory: ART-22 and ART-40A.*

Description: Intermediate level of animation principles where emphasis will be on more developed animation techniques and exercises of classical animation. Traditional methods such as flip books, storyboards, sequential drawings, layout design, character design, and concept development will be continued. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-44C**  
**Advanced Animation Principles** **3.00 units**  
 UC, CSU

*Prerequisite: ART-44B.*

*Advisory: ART-22 and ART-40A.*

Description: Advanced animation principles with emphasis on portfolio-ready traditional animation and experimental animation methods. Developed traditional methods such as flip books, storyboards, sequential drawings, layout design, character design, and concept development will be continued. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-45**  
**Studio Watercolor Painting** **3.00 units**  
 UC, CSU

*Prerequisite: ART-25A.*

Description: Continued watercolor studio work with emphasis on individual problems for the self-motivated student. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter grade, or Pass/No Pass option.)

**ART-46**  
**Studio Sculpture** **3.00 units**  
 UC, CSU

*Prerequisite: ART-21.*

Description: Continued studio work in sculpture, with emphasis on individual problems, for the self-motivated student. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-47**  
**Studio Ceramics** **3.00 units**  
 UC, CSU

*Prerequisite: ART-16.*

Description: Continued studio work in ceramics, with emphasis on individual problems, for the self-motivated student. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-48A**  
**Studio Drawing-Portfolio Preparation** **3.00 units**  
 UC, CSU

*Prerequisite: ART-18.*

Description: Continued studio drawing for the self-motivated student with emphasis on planning, independence, individualized problems, and portfolio organization and preparation. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-48B**  
**Studio Drawing-Portfolio Presentation** **3.00 units**  
 UC, CSU

*Prerequisite: ART-48A.*

Description: Continued studio drawing for the self-motivated student with emphasis on refinement of individualized problems and portfolio presentation. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ART-49A**  
**Studio Printmaking-Portfolio Preparation** **3.00 units**  
 UC, CSU

*Prerequisite: ART-30B.*

Description: Independent printmaking studio for the self-motivated student with emphasis on selected processes, individual problems, and portfolio preparation and development. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Materials Fee: \$15) (Letter grade, or Pass/No Pass option)

**ART-49B**  
**Studio Printmaking-Portfolio Presentation** **3.00 units**  
 UC, CSU

*Prerequisite: ART-49A.*

Description: Independent printmaking studio for the self-motivated student with emphasis on selected processes, individual problems, refinement, and portfolio presentation. Specific agreement identifying intent, ideas, goals, and media, to be arranged between instructor and student. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option.) (Materials fee: \$15.00)

**ART-50A**  
**Beginning Storyboarding** **3.00 units**  
 CSU

*Prerequisite: ART-17.*

*Advisory: ART-22 and ART-40A.*

Description: Introduction to storyboarding with animation principles. Basic concepts of writing and directing for animation, dialogue and story development will be explored in making basic story reel structure. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option)

**ART-50B**  
**Intermediate Storyboarding** **3.00 units**  
 CSU

*Prerequisite: ART-50A.*

*Advisory: ART-22 and ART-40A.*

Description: Intermediate level of storyboarding with animation principles where emphasis will be on developed cinematic storytelling techniques and compositions. More developed concepts of writing and directing for animation, dialogue and story development will be explored in making a story reel with a linear computer editing. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option)

**ART-51A**  
**Beginning Animation Production** **3.00 units**  
 UC, CSU

*Prerequisite: ART-17.*

*Advisory: ART-22 and ART-40A.*

Description: Introduction to animation production pipeline and film-making with animation principles. The story structure, visual design elements and film languages will be explored. Students will be assigned a short film project parallel to completing animation exercise assignments. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option)

**ART-51B**  
**Intermediate Animation Production** **3.00 units**  
 UC, CSU

*Prerequisite: ART-51A.*

*Advisory: ART-22 and ART-40A.*

Description: Intermediate level of animation production pipeline and film-making with animation principles. More developed story structure, visual design elements and film languages will be explored. Students will be assigned a short film project parallel to completing animation exercise assignments. Students pay for their own materials. 36 hours lecture and 72 hours laboratory. (Letter Grade, or Pass/No Pass option)

**ART-200**  
**Art Work Experience** **1.00 - 4.00 units**  
 CSU

*Prerequisite: None.*

*Advisory: Students should have paid or voluntary employment.*

Description: Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester. (Letter grade or Pass/No Pass option.)

## ART HISTORY (AHS)

**AHS-1**  
**History of Western Art: Prehistoric, Ancient, and Medieval** **3.00 units**  
 (C-ID:ARTH 110) UC, CSU

*Prerequisite: None.*

*Advisory: ENG-1A.*

Description: Survey of the history of Western art: Painting, architecture, and sculpture, Prehistoric through the Medieval periods. 54 hours lecture. (Formerly ART-1) (Letter Grade, or Pass/No Pass option)

**AHS-1H**  
**Honors History of Western Art: Prehistoric, Ancient, Medieval** **3.00 units**  
 (C-ID:ARTH 110) UC, CSU

*Prerequisite: None.*

*Advisory: ENG-1A.*

*Limitation on enrollment: Enrollment in the Honors Program.*

Description: Survey of the history of Western art: painting, architecture, and sculpture, Prehistoric through the Medieval periods. Students may not receive credit for both AHS-1 and AHS-1H. 54 hours lecture. (Formerly ART-1) (Letter grade only)



<p><b>AHS-2</b> <b>History of Western Art: Renaissance through Contemporary</b> (C-ID:ARTH 120) <i>Prerequisite: None.</i> <i>Advisory: ENG-1A.</i> Description: Survey of the history of Western art: Painting, architecture, and sculpture, from the Renaissance through contemporary art. Student may not receive credit for both AHS-2 and AHS-2H. 54 hours lecture. (Formerly ART-2) (Letter Grade, or Pass/No Pass option)</p>	<p><b>3.00 units</b> UC, CSU</p>	<p><b>AHS-6</b> <b>Art Appreciation</b> <i>Prerequisite: None.</i> <i>Advisory: ENG-1A.</i> Description: An introductory course for the non-art major. The creative process and the diversity of style, technique and media, evident in various art forms throughout history and culture. Students may not receive credit for both ART-6 and ART-6H. 54 hours lecture. (Same as AHS-6) (Letter Grade, or Pass/No Pass option)</p>	<p><b>3.00 units</b></p>
<p><b>AHS-2H</b> <b>Honors Art History of Western Art: Renaissance through Contemporary</b> (C-ID:ARTH 120) <i>Prerequisite: None.</i> <i>Advisory: ENG-1A.</i> <i>Limitation on enrollment: Enrollment in the Honors Program.</i> Description: Honors survey of the history of Western art: painting, architecture, and sculpture, from the Renaissance through Contemporary art. Students may not receive credit for both AHS-2 and AHS-2H. 54 hours lecture. (Formerly ART-2H) (Letter Grade, or Pass/No Pass option)</p>	<p><b>3.00 units</b> UC, CSU</p>	<p><b>AHS-6H</b> <b>Honors Art Appreciation</b> <i>Prerequisite: None.</i> <i>Advisory: ENG-1A.</i> <i>Limitation on enrollment: Enrollment in the Honors Program.</i> Description: An introductory course designed for the non-art major. The creative process and the diversity of styles, technique and media evident in various art forms throughout history and culture. Honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and application of higher level critical thinking skills. Students may not receive credit for both AHS-6 and AHS-6H. 54 hours lecture. (Same as ART-6H) (Letter Grade, or Pass/No Pass option.)</p>	<p><b>3.00 units</b></p>
<p><b>AHS-3</b> <b>Islamic Art History</b> <i>Prerequisite: None.</i> Description: An introduction to Islamic art from the seventh century to the present. Students will explore international and regional styles of various types of buildings (such as mosques), as well as in painting, calligraphy, and the decorative arts. They will get acquainted with both local and international styles of Islamic art and architecture and the ways in cross-fertilization of stylistic and architectural features took place. 54 hours lecture. (Formerly ART-90) (Letter Grade only)</p>	<p><b>3.00 units</b> UC, CSU</p>	<p><b>AHS-7</b> <b>Women Artists in History</b> <i>Prerequisite: None.</i> <i>Advisory: ENG-1A.</i> Description: Survey of the contributions of women artists from the ancient era through the present. 54 hours lecture. (Formerly ART-7) (Letter Grade, or Pass/No Pass option)</p>	<p><b>3.00 units</b> UC, CSU</p>
<p><b>AHS-4</b> <b>Introduction to Visual Culture</b> <i>Prerequisite: None.</i> <i>Advisory: ENG-50 or ENG-80 or qualification for ENG 1A.</i> Description: A study of visual culture and society that includes an examination of the various ways reality is constructed through vision and sight in contemporary culture including explorations in traditional art, photography, advertising, film and television, video games, and in other digital media. 54 hours lecture. (Formerly ART-4) (Letter Grade, or Pass/No Pass option)</p>	<p><b>3.00 units</b> UC, CSU</p>	<p><b>AHS-8</b> <b>Art History of the Photographic Image</b> <i>Prerequisite: None.</i> Description: Survey of the history of still photography from the discipline's inception to the present digital age. Explores the medium of photography as a form of visual communication in historical, socio-political, and cultural contexts. Topics include the evolution of photographic images, process, delivery, and meaning. Students develop visual literacy through verbal and written analyses. 54 hours lecture. (Formerly ART-91) (Letter grade or Pass/No Pass option)</p>	<p><b>3.00 units</b> UC, CSU</p>
<p><b>AHS-5</b> <b>Arts of Africa, Oceania, and Indigenous North America</b> <i>Prerequisite: None.</i> <i>Advisory: ENG-1A and college level reading recommended.</i> Description: An introductory survey of the arts of non-European cultures. History, form, functions, and aesthetics will be discussed in an overview of the arts of Indigenous North America, Oceania, and Africa. 54 hours lecture. (Formerly ART-5) (Letter Grade, or Pass/No pass option)</p>	<p><b>3.00 units</b> UC, CSU</p>	<p><b>AHS-9</b> <b>African Art History</b> <i>Prerequisite: None.</i> Description: A survey of the traditional through contemporary arts of African peoples. Both historical and current expressions of sculpture, body adornment, dance, architecture, painting, artifacts, ceramics, and textiles will be introduced and integrated with other aspects of life and culture in sub-Saharan Africa. 54 hours lecture. (Formerly ART-9) (Letter Grade, or Pass/No Pass option)</p>	<p><b>3.00 units</b> UC, CSU</p>

**AHS-10****Modern and Contemporary Art History****3.00 units**  
UC, CSU*Prerequisite: None.*

Description: A survey of the development and history of modern art with emphasis on its major movements, leading artists, and contemporary trends. Painting, sculpture, and architecture will be discussed in terms of their historical, social, and political context. Beginning with mid-19th century movements (Realism and Impressionism), the study will continue through the current trends and new media of the day. 54 hours lecture. (Formerly ART-10) (Letter Grade, or Pass/No Pass option)

**AHS-11****Visual Description: Writing About Art****3.00 units**  
UC, CSU*Prerequisite: None**Advisory: ENG-1A.*

Description: An introduction to the fundamentals of writing about visual things, particularly works of art, through an exploration of analyses typically used by art historians, art critics, and artists, themselves. May include but not limited to visually descriptive and analytical art writing, compiling annotated art bibliographies with traditional and online resources, crafting an artist's statement, defining research topics in the arts, and writing project or grant proposals. 54 hours lecture. (Formerly ART-92) (Letter grade or Pass/No Pass option)

**AHS-12****Asian Art History**  
(C-ID:ARTH 130)**3.00 units**  
UC, CSU*Prerequisite: None.*

Description: A survey of the history of Asian art from prehistoric times to the present, including the religious and philosophical influence on the development of the art forms of architecture, sculpture, ceramics, painting, and the minor arts. 54 hours lecture. (Formerly ART-12) (Letter Grade, or Pass/No Pass option)

**AHS-13****Pre-Columbian Art History**  
(C-ID:ARTH 145)**3.00 units**  
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

Description: A survey of the visual arts of ancient Mesoamerica and the Andes from 2000 BC-AD 1521 including the Maya, the Aztecs, and the Inca. 54 hours lecture. (Formerly ART-3) (Letter grade, or Pass/No Pass option)

**AHS-14****Latin American Art: Colonial to the Present****3.00 units**  
UC, CSU*Prerequisite: None.**Advisory: Qualification for ENG-1A.*

Description: Survey of architecture, sculpture, painting, and minor arts of Latin American countries from Colonial times through contemporary art. 54 hours lecture. (Formerly ART-14) (Letter Grade, or Pass/No Pass option)

**AHS-15****Rome: the Ancient City****3.00 units**  
UC, CSU*Prerequisite: None.*

Description: The art and culture of the ancient city of Rome. Major works of art and architecture will be studied in cultural and historical context. The importance of Rome and the Romans to later cultures will be explored. 54 hours lecture. (Formerly ART-93) (Letter grade or Pass/No Pass option)

## ASL - AMERICAN SIGN LANGUAGE (ASL)

**ASL-1****American Sign Language 1****4.00 units**  
UC, CSU*Prerequisite: None.*

Description: Focus on developing basic principles and skills of American Sign Language (ASL) through cultural appreciation and non-verbal instruction. Emphasis is placed on Deaf culture and Deaf people in history, visual training, sign vocabulary acquisition, comprehension and communicative skills development, as well as basic structural and grammatical patterns of ASL discourse at the beginning level. 72 hours lecture and 18 hours laboratory. (TBA Option) (Letter grade only)

**ASL-2****American Sign Language 2****4.00 units**  
UC, CSU*Prerequisite: ASL-1.*

Description: Further development of basic ASL skills in comprehension and expression. A continued emphasis on the acquisition of ASL vocabulary, fingerspelling, structures and grammatical patterns necessary for comprehension of standard signed ASL at the beginning/intermediate level. Non-verbal techniques are employed to further enhance the students' complex non-manual grammatical structures as well. 72 hours lecture and 18 hours laboratory. (TBA option)(Letter grade only.)

**ASL-3****American Sign Language 3****4.00 units**  
UC, CSU*Prerequisite: ASL-2.*

Description: Review of ASL grammar with special emphasis upon idiomatic constructions. Further development of conversational techniques focusing on expressive, as well as receptive skills, intermediate level vocabulary expansion, ASL structural and grammatical patterns necessary for comprehension of standard ASL at the intermediate level. This course includes an expanded discussion of Deaf cultural issues and daily life. 72 hours lecture and 18 hours laboratory. (TBA option)(Letter grade only.)

<b>ASL-4</b> <b>American Sign Language 4</b>	<b>4.00 units</b> UC, CSU	<b>ASL-13</b> <b>American Sign Language Interpreting III</b>	<b>4.50 units</b> CSU
<p><i>Prerequisite: ASL-3.</i></p> <p>Description: Further development of intermediate skills toward advanced skills of ASL fluency. An expanded review of ASL vocabulary, syntactical structures and grammatical patterns necessary for comprehension of standard American Sign Language is emphasized. This course also emphasizes aspects of Deaf culture and community through spontaneously generated conversations. There is also an emphasis on watching ASL narratives through various online media of varying lengths at native speed as a means of enhancing advanced ASL receptive skills. 72 hours lecture and 18 hours laboratory. (TBA option)(Letter grade only.)</p>		<p><i>Prerequisite: ASL-12.</i></p> <p>Description: Students will further develop simultaneous interpreting, and be provided experience related to this method, including critiqued interpreting, interaction, and discussion concerning experiences. Lab experience is an internship with an experienced professional ASL/English and/or ASL/English/Spanish interpreter. 72 hours lecture and 27 hours laboratory observation. (TBA option)(Letter grade only.)</p>	
<b>ASL-5</b> <b>American Sign Language for Interpreters</b>	<b>4.00 units</b> CSU	<b>ASL-14</b> <b>American Sign Lang Interpreting IV Practicum</b>	<b>2.00 units</b> CSU
<p><i>Prerequisite: ASL-4.</i></p> <p><i>Corequisite: ASL-11.</i></p> <p>Description: This is an advanced course in American Sign Language discourse, intended for students currently enrolled in the Interpreter Education Program or for professional interpreters currently working in the field who display advanced ASL communicative fluency at the ASL 4 level. Special attention is given to the anthropological linguistic evolution of ASL and the Socio-linguistics of American Sign Language, including the grammatical functions of ASL within discourse. 72 hours lecture and 18 hours laboratory. (TBA option) (Letter grade only)</p>		<p><i>Prerequisite: ASL-13.</i></p> <p>Description: Supervised field practicum as a sign language interpreter-in-training in entry-level situations with experienced interpreters as models/mentors. 108 laboratory hours. (TBA option) (Letter grade only)</p>	
<b>ASL-10</b> <b>Introduction to Sign Language Interpreting</b>	<b>3.00 units</b> CSU	<b>ASL-20</b> <b>Ethical and Professional Standards of Intrepreting</b>	<b>3.00 units</b> CSU
<p><i>Prerequisite: ASL-2.</i></p> <p>Description: An introduction to ASL/English interpretation between deaf and hearing people. Focus on theoretical models of interpretation, text analysis through intralingual translation exercises, and a historical overview of the profession of ASL/English interpretation. 54 hours lecture.(Letter grade only.)</p>		<p><i>Prerequisite: ASL-2.</i></p> <p>Description: Focus on the Registry of Interpreters for the Deaf Code of Professional Conduct pertaining to the professional standards of behavior and ethical conduct for ASL/English interpreters. Explores personal, as well as professional ethical behavior, for the purpose of exploring pragmatic reasons for the conduct governing this profession, on a macro, as well as micro, level. 54 hours lecture. (Letter grade only)</p>	
<b>ASL-11</b> <b>American Sign Language Interpreting I</b>	<b>4.50 units</b> CSU	<b>ASL-22</b> <b>American Deaf Culture</b>	<b>3.00 units</b> UC, CSU
<p><i>Prerequisite: ASL-4.</i></p> <p><i>Corequisite: ASL-5.</i></p> <p>Description: Development of skills necessary for ASL interpretation. Emphasis on voice-to-sign (English-to-ASL) interpreting skills. 72 hours lecture and 27 laboratory hours observation. (TBA option) (Letter grade only.)</p>		<p><i>Prerequisite: None.</i></p> <p>Description: An introduction to culture and values of Deaf people in North America as reflected in art, historical, educational, language, literature, multicultural, philosophical, political, psychological and social events of the deaf and hard of hearing. Class conducted in American Sign Language with English translation. No knowledge of American Sign Language is required. 54 hours lecture. (Letter grade only)</p>	
<b>ASL-12</b> <b>American Sign Language Interpreting II</b>	<b>4.50 units</b> CSU	<b>ASL-200</b> <b>American Sign Language Work Experience</b>	<b>1.00 - 4.00 units</b>
<p><i>Prerequisite: ASL-11.</i></p> <p>Description: Development of skills necessary for ASL interpretation. Emphasis on Sign-to-Voice (ASL to-English) interpreting skills. 72 hours lecture and 27 laboratory hours observation. (TBA option) (Letter grade only.)</p>		<p><i>Prerequisite: None</i></p> <p><i>Advisory: Students should have paid or voluntary employment.</i></p> <p>Description: Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester. (Letter grade or Pass/No Pass option)</p>	

## **ASTRONOMY (AST)**

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### **AST-1A**

#### **Introduction to the Solar System**

**3.00 units**  
UC, CSU

*Prerequisite: None.*

*Advisory: REA-82 or qualifying placement level.*

Description: A journey through the fundamental principles of astronomy specifically focused on the observed motions of the night sky, historical developments of astronomical theory, and the scientific principles explaining the physical characteristics and formation of the solar system. Part one of two courses which complete the fundamental knowledge base for astronomy. 54 hours lecture. (Letter grade only.)

### **AST-1B**

#### **Introduction to the Stars and Galaxies**

**3.00 units**  
UC, CSU

*Prerequisite: AST-1A.*

Description: A journey through the fundamental principles used to describe the sun, stars, galaxies and the universe as a whole. Description of observational measurements, determination of the physical properties and the theoretical predictions of stellar evolution, properties of; black holes, neutron stars, supernovae, quasars. Classification of, and determination of physical properties of galaxies and cosmology are covered as well. Part two of two courses that complete the fundamental knowledge base for astronomy. 54 hours lecture. (Letter grade only.)

## **AUTOMOTIVE BODY TECHNOLOGY (AUB)**

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### **AUB-50**

#### **Introduction to Automotive Collision Repair**

**4.00 units**

*Prerequisite: None.*

Description: Automotive collision damage repair theory and practical application with emphasis on the proper use of hand and power tools, spray equipment, refinishing materials, surface preparation, and shop safety awareness and practice. 36 hours lecture and 108 hours laboratory.(Letter grade only.)

### **AUB-51**

#### **Automotive Non-Structural Collision Repair and Estimating**

**4.00 units**

*Prerequisite: None.*

*Advisory: AUB-50.*

Description: Designed to teach students basic skills and processes to repair non-structural components of automotive bodies, as well as an introduction to writing estimates for the cost of labor and materials associated with the collision repair. 36 hours lecture and 108 hours laboratory. (Letter grade only.)

### **AUB-52**

#### **Automotive Refinishing and Paint**

**4.00 units**

*Prerequisite: None.*

*Advisory: AUB-50.*

Description: Theory and practice in automotive refinishing with emphasis on paint preparation, partial and complete vehicle painting, single and multiple stage paint application, color-sand and buffing. 36 hours lecture and 108 hours laboratory. (Letter grade only.)

### **AUB-53**

#### **Automotive Collision Repair Special Projects**

**4.00 units**

*Prerequisite: None.*

*Corequisite: AUB-50.*

Description: A special projects class for students who need in-depth experience in a particular auto body discipline. Course provides students with an opportunity for additional skill and competency development within the subject matter. 36 hours lecture and 108 hours laboratory.(Letter grade only)

### **AUB-54**

#### **Automotive Structural Collision Repair and Frame**

**4.00 units**

*Prerequisite: None.*

*Corequisite: AUB-50.*

Description: Theory and application of techniques associated with the repair of severe collision damage by measuring and straightening the various types of frame structures of modern vehicles. 36 hours lecture and 108 hours laboratory.(Letter grade only.)

### **AUB-55**

#### **Automotive Advanced Refinishing and Custom Paint**

**4.00 units**

*Prerequisite: None*

*Corequisite: AUB-52.*

Description: Designed for students who have prior knowledge of automobile refinishing techniques. Course includes advanced refinishing techniques, procedures, and materials including multicolored schemes, air brush, pinstripes, candy and translucent finishes. 36 hours lecture and 108 hours laboratory.(Letter grade only.)

### **AUB-56**

#### **Automotive Technology for the Automotive Collision Specialist**

**4.00 units**

*Prerequisite: AUB-50 or AUT-50.*

Description: Designed to give the automotive collision repair technician basic knowledge of mechanical principles needed to properly complete all repairs after collision damage. Areas of emphasis consist of, but not limited to, electricity, brakes, suspension and steering, and air conditioning. 45 hours lecture and 81 hours laboratory.(Letter grade only.)

### **AUB-57**

#### **Antique and Classic Auto Restoration and Fabrication**

**4.00 units**

*Prerequisite: None.*

*Corequisite: AUB-50.*

Description: Processes and techniques for the restoration and fabrication of the exterior body of antique, classic and custom vehicles. Includes the theory and practice of metal shaping techniques, metal forming, metal shrinking and stretching, planishing as well as the design and utilization of paper patterns, molds, and bucks. 36 hours lecture and 108 hours laboratory. (Letter grade only)

### **AUB-59A**

#### **Automotive Collision Service and Repair**

**2.00 units**

*Prerequisite: AUB-50.*

Description: Principles of service and repair procedures relating to an automotive collision repair program with emphasis on structural and non-structural collision repair laboratory experience. 108 hours laboratory.(Letter grade only.)

**AUB-60****Automotive Trim and Upholstery I** **4.00 units***Prerequisite: None.**Advisory: AUB-50.*

Description: Designed to be an adjunct to the Automotive Body Technology program, to provide the student with an introduction to automotive trim and upholstery. Course includes adequate safety procedures, use of tools, basic sewing (machine and hand stitching), pattern layout, work bench seat tear down and procedure of upholstery. Introduction to door trimming, side panels and headlining repair and installation. 36 hours lecture and 108 hours laboratory. (Letter grade only.)

**AUB-61****Automotive Trim and Upholstery II** **4.00 units***Prerequisite: AUB-60.*

Description: Designed to supplement the Automotive Body Technology program, and will provide the student with a concentrated training block to perfect basic techniques of Automotive Trim and Upholstery I. This will include pattern design and layout of seat upholstery, door paneling and door trimming, layout, cutting, trimming and design if required, for headliners made of various materials. 36 hours lecture and 108 hours laboratory. (Letter grade only)

**AUB-200****Autobody Work Experience** **1.00 - 4.00 units***Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

Description: Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester. (Letter grade or Pass/No Pass option)

## AUTOMOTIVE TECHNOLOGY (AUT)

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**AUT-1A****Automotive Engine Repair (upper End)** **4.00 units***Prerequisite: AUT-50.*

Description: Theory and principles of engine operation with emphasis on mechanical diagnosis, engine disassembly, rebuilding, reassembly, and related service of upper end engine components. Emphasis placed upon precision measuring. 45 hours lecture and 81 hours laboratory. (Formerly AUT-51A) (Letter grade only)

**AUT-1B****Automotive Engine Repair (lower End)** **4.00 units***Prerequisite: AUT-50.*

Description: Theory and principles of operation for engine mechanical diagnosis, engine disassembly, rebuilding, reassembly, and related service of lower end engine components. Emphasis placed upon precision measuring. 45 hours lecture and 81 hours laboratory. (Formerly AUT-51B) (Letter grade only)

**AUT-2****Automotive Automatic Transmission/Transaxles** **4.00 units***Prerequisite: AUT-50.*

Description: Prepares students to inspect, service, diagnose, repair, and rebuild automatic transmissions and transaxles. Emphasis placed on disassembly, component measurement, and reassembly. 45 hours lecture and 81 hours laboratory. (Formerly AUT-55A) (Letter grade only)

**AUT-3****Automotive Manual Drivetrain Systems** **4.00 units***Prerequisite: AUT-50.*

Description: Prepares students to inspect, service, diagnose, repair, and rebuild manual transmissions/transaxles and drivetrain systems. Emphasis placed on disassembly, component measurement, and reassembly. 45 hours lecture and 81 hours laboratory. (Formerly AUT-55B) (Letter grade only)

**AUT-4A****Automotive Steering and Suspension** **4.00 units***Prerequisite: AUT-50.*

Description: Prepares students to identify, inspect, test, service, and diagnose automotive steering and suspension systems. Emphasis placed on wheel alignment, vibration correction, system inspection, diagnosis, and repair/replacement of faulty components. 45 hours lecture and 81 hours laboratory. (Formerly AUT-53A) (Letter grade only)

**AUT-4B****Advanced Suspension and Brake Systems** **4.00 units***Prerequisite: AUT-6A.**Corequisite: AUT-5, AUT-4A.*

Description: Advanced Suspension and Brake Systems focuses on computer controlled suspension, steering and braking systems. Emphasis placed on theory, operation, diagnosis, and repair of systems found on modern automobiles. 45 hours lecture 81 hours laboratory. (Letter grade only)

**AUT-5****Automotive Brakes** **4.00 units***Prerequisite: AUT-50.*

Description: Prepares students to identify, inspect, test, service, and diagnose automotive braking systems. Emphasis placed on brake system malfunction, abnormal wear diagnosis, and correction procedures. 45 hours lecture and 81 hours laboratory. (Formerly AUT-53B) (Letter grade only)

**AUT-6A****Automotive Electrical Systems 1 4.00 units***Prerequisite: None.**Corequisite: AUT-50.*

Description: Prepares students to inspect, test, and repair electrical circuits found on modern automobiles. Emphasis will be placed on using wiring diagrams, electronic component locators, digital multimeters, and related test equipment to diagnose and repair automotive electrical and electronic circuits. 45 hours lecture and 81 hours laboratory. (Formerly AUT-54) (Letter grade only)

**AUT-6B****Automotive Electrical Systems 2 4.00 units***Prerequisite: AUT-6A.*

Description: Automotive Electrical Systems 2 focuses on advanced electrical and electronics systems. Emphasis placed on theory, operation, diagnosis and repair of advanced electrical/electronic system found on modern automobiles. 45 hours lecture 81 hours laboratory. (Letter grade only)

**AUT-7****Automotive Heating and Air Conditioning 4.00 units***Prerequisite: AUT-50.*

Description: Prepares students to identify, inspect, test, service, and diagnose automotive heating and air conditioning systems. Emphasis placed on diagnosis, service, and safe handling of refrigerants. 45 hours lecture and 81 hours laboratory. (Formerly AUT-57) (Letter grade only)

**AUT-8A****Automotive Engine Performance 1 4.00 units***Prerequisite: AUT-50.*

Description: Prepares students to service, diagnose, and repair base engine, ignition, fuel, and computer control systems. Emphasis placed on inspection procedures, the troubleshooting process, and electrical fault diagnosis. Battery, starting, and charging systems will be discussed as they relate to engine performance. 45 hours lecture and 81 hours laboratory. (Formerly AUT-52A) (Letter grade only.)

**AUT-8B****Automotive Engine Performance 2 4.00 units**

*Prerequisite: AUT-8A and AUT-6A. Other: ASE A8 Certification (engine performance) and ASE A6 Certification (electrical systems)*

Description: Prepares students to inspect, diagnose, and repair computer controlled systems found on modern automobiles. Powertrain and transmission control module operation and its effect on engine performance, transmission operation and emission controls are discussed. Emphasis placed on OBD II system operation, diagnosis and repair. 45 hours lecture and 81 hours laboratory. (Formerly AUT-56) (Letter grade only.)

**AUT-8C****Automotive Emission Controls 4.00 units**

*Prerequisite: AUT-6A and AUT-8A. Other: Current ASE certification in A6 (Electrical Systems) and Current ASE certification in A8 (Engine Performance)*

Description: Prepares students to inspect, diagnose and repair automotive emission control systems. Emphasis place on 5 gas analysis, state emission laws, state license requirements and dynamometer operation. 45 hours lecture and 81 hours laboratory. (Formerly AUT-52B) (Letter grade only)

**AUT-13A****Hybrid and Electric Vehicle Technology 1 3.00 units***Prerequisite: AUT-50 and AUT-6A.**Advisory: AUT-8A.*

Description: Prepares students to inspect, service, diagnose, and repair hybrid and electric vehicle systems. Topics include: high voltage safety, hybrid and electric vehicle propulsion systems, battery technology, and peripheral systems used on hybrid and electric vehicles. Emphasis placed on safely working around and repairing high voltage systems. 36 hours lecture and 54 hours laboratory. (Formerly AUT-95) (Letter grade only)

**AUT-13B****Advanced Hybrid and Electric Vehicle Technology 4.00 units***Prerequisite: AUT-13A.*

Description: Prepares students to service, diagnose, and repair high voltage systems found on modern hybrid and electric vehicles. Emphasis placed upon high voltage battery packs, propulsion systems, charging systems, and related hybrid/EV control systems. Intended for students and technicians who already have an understanding of hybrid and electric vehicle technology. 45 hours lecture and 81 hours laboratory. (Formerly AUT-96) (Letter grade only)

**AUT-30****Ford Minor Services and Shop Practices 2.00 units***Prerequisite: None.*

Description: An introduction to auto shop safety, auto shop practices, automotive dealership operation and minor service of Ford, Lincoln/ Mercury and Mazda vehicles, including wind noise and water leaks. Also includes an overview of the various career ladders and divisions of Ford Motor Company and dealership operations. The course prepares students for entry-level employment at Ford, Lincoln/ Mercury and Mazda automotive dealerships. 27 hours lecture and 27 hours laboratory. (Letter grade only.)

**AUT-40****Ford Electrical Systems - MLR (Maintenance and Light Repair) 4.00 units***Prerequisite: None.*

Description: This course presents the fundamentals of Ford Electrical system description, operation, diagnostic and repair. It includes the service of the starting, charging, battery, and chassis electrical systems. Additionally, this course emphasized the use of Ford specific methods and special equipment to diagnose and troubleshoot electrical system malfunctions. 54 hours lecture and 54 hours laboratory. (Letter grade only.)

**AUT-41****Ford Advanced Electronics MLR 4.00 units**

*Prerequisite: AUT-40 or successful completion of the Electrical Diagnosis and Repair Ford Mastery Exam.*

Description: This course examines in-depth the operation of Ford automotive computer controls as they relate to specific electronic systems. Laboratory oscilloscopes, digital meters, and Fords advanced diagnostic tools will be used throughout the course. The emphasis of the course is to apply the acquired information to the computer systems found on Ford and Lincoln vehicles and to enable the students to diagnose and repair today's computer laden vehicles. 54 hours lecture and 54 hours laboratory. (Letter grade only.)

**AUT-42****Ford Heating and Air Conditioning MLR 4.00 units**

*Prerequisite: AUT-40 or Completion of the Electrical course work at any Ford/Lincoln Dealership.*

Description: This course presents Ford climate control system operation and repair. Compressor service and refrigerant recovery and recycling are included. Emphasis will be placed on the diagnosis of climate control system performance concerns using Ford-approved test equipment. 54 hours lecture and 54 hours laboratory. (Letter grade only.)

**AUT-43****Ford Automotive Brakes MLR 4.00 units**

*Prerequisite: AUT-40 or Completion of the Electrical course work at any Ford/Lincoln Dealership.*

Description: Principles of Ford brake system (hydraulic and electronic, with and without anti-lock) operation and repair, including brake system overhaul and machining operations. Emphasis will be placed on the diagnosis of brake system concerns using Fords test methods and equipment. 54 hours lecture and 54 hours laboratory. (Letter grade only.)

**AUT-44****Ford Alignment, Steering and Suspension MLR 4.00 units**

*Prerequisite: AUT-40 or Completion of the Electrical course work at any Ford/Lincoln Dealership.*

Description: This course presents the fundamentals of Ford car and light truck suspension and steering system operation and repair, including base and electronically controlled systems. Wheel alignment service and tire balancing will also be covered. Emphasis will be placed on the diagnosis of steering and suspension system performance concerns using Ford testing methods and equipment. 54 hours lecture and 54 hours laboratory. (Letter grade only.)

**AUT-45****Ford Automotive Chassis Systems MLR 4.00 units**

*Prerequisite: None.*

Description: This course presents the principles of operation, diagnosis, and repair of the brake system, the suspension and steering system, and the climate control system. The course content includes hydraulic, mechanical, and electronic operation and repair, as well as brake system overhaul and service operations. Additionally, it presents the fundamentals of suspension and steering system operation and repair, including base and electronically controlled systems. Wheel alignment service and tire balancing will also be covered. Furthermore, the course will include climate control fundamentals. Emphasis will be placed on the diagnosis of brake system concerns, as well as the diagnosis of steering and suspension system performance concerns, and climate control concerns using Ford testing methods and equipment. 54 hours lecture and 54 hours laboratory. (Letter grade or Pass/No Pass option.)

**AUT-50****Automotive Principles 4.00 units  
CSU**

*Prerequisite: None.*

Description: General theory, principles and service procedures relating to an introduction to automotive technology with emphasis being placed upon component identification, basic functions, minor maintenance and service. 63 hours lecture and 27 hours laboratory. (Letter grade only)

**AUT-53B****Automotive Brakes 4.00 units**

*Prerequisite: AUT-50.*

Description: Theory and principles of automotive brake systems with emphasis placed upon malfunction, abnormal wear diagnosis, and correction procedures. 45 hours lecture and 81 hours laboratory. (Letter grade only.)

**AUT-56****Automotive Computer Controls 4.00 units**

*Prerequisite: AUT-52A or ASE Certification in engine performance or electrical systems.*

Description: Theory and principles of automotive computer controlled systems. This course will include the diagnosis of computer systems and the repair with emphasis placed on related emission and electrical component evaluation. 36 hours lecture and 54 hours laboratory. (Letter grade only.)

**AUT-58****Automotive Diesel Mechanics 4.00 units**

*Prerequisite: None.*

Description: This is an in-depth course in automotive diesel repair for students working toward a career in automotive diesel technology. It is designed to familiarize the student in the history, construction, operation and repair/adjustment of the operating components of the automotive diesel engine. 45 hours lecture and 81 hours laboratory. (Letter grade only.)

**AUT-99****Auto Technology Internship 2.00 units***Prerequisite: None.**Limitation on enrollment: Limited to students enrolled in corporate automotive programs.*

Description: This class is designed to coordinate the students occupational on-the-job work experience in sponsored corporate automotive programs with related classroom instruction. 120 hours of volunteer work or 150 hours of paid work over 8 weeks.(Letter grade only.)

**AUT-200****Automotive Work Experience 1.00 - 4.00 units**  
CSU*Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

Description: Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester.(Letter grade or Pass/No Pass option)

**AUT-801****Ase Test Preparation-Engine Repair 0 units***Prerequisite: None.*

Description: ASE Test Preparation: Engine Repair is designed to prepare technicians and students to successfully complete the A1 Engine Repair ASE (Automotive Service Excellence) test. Technical content and test taking strategies will be presented. 18 hours lecture. (Pass/No Pass only)

**AUT-802****Ase Test Preparation-Automatic Transmission/ Transaxle 0 units***Prerequisite: None.*

Description: ASE Test Preparation - Automatic Transmission/ Transaxle is designed to prepare technicians and students to successfully complete the A2 Automatic Transmission/Transaxle ASE (Automotive Service Excellence) exam. Technical content and test taking strategies will be presented. 18 hours lecture. (Pass/No Pass only)

**AUT-803****Ase Test Preparation-Manual Drive Train and Axles 0 units***Prerequisite: None.*

Description: ASE Test Preparation - Manual Drive Train and Axles is designed to prepare technicians and students to successfully complete the A3 Manual Drive Train and Axles ASE (Automotive Service Excellence) exam. Technical content and test taking strategies will be presented. 18 hours lecture. (Pass/No Pass only)

**AUT-804****ASE Test Preparation-Suspension and Steering 0 units***Prerequisite: None.*

Description: ASE Test Preparation - Suspension and Steering is designed to prepare technicians and students to successfully complete the A4 Suspension and Steering ASE (Automotive Service Excellence) exam. Technical content and test taking strategies will be presented. 18 hours lecture. (Pass/No Pass only)

**AUT-805****ASE Test Preparation-Brakes 0 units***Prerequisite: None.*

Description: Prepares technicians and students to successfully complete the A5 Brakes ASE (Automotive Service Excellence) test. Technical content and test taking strategies will be presented. 18 hours lecture. (Pass/No Pass only)

**AUT-806****ASE Test Preparation-Electrical/Electronic Systems 0 units***Prerequisite: None.*

Description: Prepares technicians and students to successfully complete the A6 Electrical/Electronic Systems ASE (Automotive Service Excellence) test. Technical content and test taking strategies will be presented. 18 hours lecture. (Pass/No Pass only)

**AUT-807****ASE Test Preparation-Heating and Air Conditioning 0 units***Prerequisite: None.*

Description: Prepares technicians and students to successfully complete the A7 Heating and Air Conditioning ASE (Automotive Service Excellence) test. Technical content and test taking strategies will be presented. 18 hours lecture. (Pass/No Pass only)

**AUT-808****ASE Test Preparation-Engine Performance 0 units***Prerequisite: None.*

Description: ASE Test Preparation- Engine Performance is designed to prepare technicians and students to successfully complete the A8 Engine Performance ASE (Automotive Service Excellence) test. Technical content and test taking strategies will be presented. 18 hours lecture. (Pass/No Pass only)

**AUT-811****ASE Test Preparation-Advanced Engine Performance 0 units***Prerequisite: None.*

Description: ASE Test Preparation - Advanced Engine Performance is designed to prepare technicians and students to successfully complete the L1 Advanced Engine Performance ASE (Automotive Service Excellence) test. Technical content and test taking strategies will be presented. 36 hours lecture. (Pass/No Pass only)



## BIOLOGY (BIO)

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### BIO-1

#### General Biology

**4.00 units**  
UC, CSU

*Prerequisite: None.*

Description: Introductory course designed for non-science majors that offers an integrated study of the basic principles of biology, with emphasis on the principles of structure and function, genetics, development, evolution, and ecology. Discussions on the philosophy, concepts, and implications of modern biology will be included. Students may not receive credit for both BIO-1 and BIO-1H. 54 hours lecture and 54 hours laboratory. (Letter grade only)

### BIO-1H

#### Honors General Biology

**4.00 units**  
UC, CSU

*Prerequisite: None.*

*Limitation on enrollment: Enrollment in the Honors program.*

Description: The course is designed for the non-science major. Students will explore the basic principles of biology, with particular emphasis on the molecular and cellular basis of life as well as genetics, development, evolution and ecology. Discussions on the philosophy, unifying concepts and applications/implications of biology will be included. The Honors course offers an enriched experience for accelerated students through smaller class size; a focus on the evidentiary basis of biological models; and the application of higher level critical thinking skills. Moreover, a thematic/concept-based approach to the course material will be used rather than the traditional topic-based, survey format. The laboratory component will involve completion of directed research projects that culminate in the submission and presentation of research papers, oral presentations and/or poster presentations in the appropriate scientific format. Students may not receive credit for both BIO-1 and BIO-1H. 54 hours lecture and 54 hours laboratory. (Letter grade only)

### BIO-2

#### Zoology

**5.00 units**  
CSU

*Prerequisite: None.*

*Advisory: BIO-1 or BIO-5 or BIO-6 or BIO-7 or BIO-61 or CHE-1A or CHE-1AH.*

Description: An intensive study of the Animal Kingdom for all life science majors, designed to prepare students for upper-division courses in organismal biology, zoology, ecology, pre-veterinary, pre-medical and scientific research fields. Emphasizes comparative animal structure, function, behavior, evolutionary history, classification, and ecology. 54 hours lecture and 108 hours laboratory. (Letter grade only)

### BIO-2A

#### Invertebrate Zoology

**5.00 units**  
UC, CSU

*Prerequisite: None.*

Description: This is a science-majors intensive study of invertebrate animals, emphasizing their structure, function, behavior, evolution, classification, and ecology. 54 hours lecture and 108 hours laboratory. (Letter grade only)

### BIO-2B

#### Vertebrate Zoology

**5.00 units**  
UC, CSU

*Prerequisite: None.*

*Advisory: BIO-2A*

Description: This is a science-majors intensive study of vertebrate animals, emphasizing their structure, function, behavior, evolution, classification, and ecology. 54 hours lecture and 108 hours laboratory. (Letter grade only)

### BIO-3

#### Field Botany

**4.00 units**  
UC, CSU

*Prerequisite: None.*

Description: Introduction to the classification of native and introduced plants with special emphasis on identification of species. Several field trips. 54 hours lecture and 54 hours laboratory. (Letter grade only)

### BIO-4

#### Human Biology

**4.00 units**  
UC, CSU

*Prerequisite: None.*

Description: A non-major introductory course in biology which offers an integrated study of the basic principles of biology as revealed in the human body. Emphasis is placed on cellular and system organization in relation to specific function and common disorders affecting the body; the interaction between the human body and its environment. Controversial, thought-provoking topics related to modern biology and medical advances involving genetic engineering will be included. This course satisfies district graduation and transfer requirements for a science lecture and laboratory course. 54 hours lecture and 54 hours laboratory. (Letter grade only)

### BIO-5

#### General Botany (C-ID:AG-PA 104)

**4.00 units**  
UC, CSU

*Prerequisite: None.*

Description: Introduction to the plant sciences with principal emphasis on the structures, functions and ecology of common members of each of the major plant divisions. Designed for nonmajors and majors in health science, forestry, agriculture, environmental science, landscape design, horticulture and general nature studies. 54 hours lecture and 54 hours laboratory. (Letter grade only)

### BIO-6

#### Introduction to Zoology

**4.00 units**  
UC, CSU

*Prerequisite: None.*

Description: Introduction to the structure, function, behavior, ecology and evolution of major invertebrate and vertebrate animal groups. Designed for the non-science major as a survey of animal biology. 54 hours lecture and 54 hours laboratory. (Letter grade only)

**BIO-7****Marine Biology****4.00 units**

UC, CSU

*Prerequisite: None.*

Description: An ecological study of the marine environment. Emphasis will be placed on the local marine algae, plants, and animals and their interactions with the physical environment. Frequent field trips are combined with laboratory observations to acquaint the student with the identification and understanding of the common marine organisms of the Southern California coastline. 54 hours lecture and 54 hours laboratory. (Letter grade only)

**BIO-8****Principles of Ecology****4.00 units**

UC, CSU

*Prerequisite: None.*

Description: Ecology is the study of the interactions between organisms and their environment. Basic principles include evolution and natural selection, climate and other abiotic factors, population growth and genetics, community interactions, species diversity, biogeography, and biome recognition. Human impacts on the above will also be discussed. This course requires field trips. 54 hours lecture and 54 hours laboratory. (Letter grade only)

**BIO-9****Introduction to the Natural History of Southern California****3.00 units**

UC, CSU

*Prerequisite: None.*

Description: An introduction to the identification, description, and adaptations of plant and animal species found in southern California. Examples of habitat types that will be covered include local mountains, deserts, and coastal marine ecosystems. This course is designed to offer students an opportunity to discover what factors have shaped habitat types in southern California, what types of organisms are found in these varying habitats, and how southern California compares to other regions of biologic interest. 36 hours lecture and 54 hours laboratory. (Letter grade only)

**BIO-10****Life Science Principles****3.00 units**

UC, CSU

*Prerequisite: None.*

Description: For non-life science majors. An introduction to the principles of life sciences through the study of basic biological concepts of living organisms involving structure, behavior, evolutionary relationships and the social and environmental implications of life science. No credit at the University of California if taken following BIO-1 or 1H. 54 hours lecture. (Letter grade only)

**BIO-14****Soil Science and Management****3.00 units**

UC, CSU

*Prerequisite: None.*

Description: An introduction to physical properties and classification of soils, physical and chemical properties of soil that governs soil reactions and interactions, nutrient regeneration, and management principles in relation to air, water, nutrients and organic matter. 54 hours lecture. (Letter grade only)

**BIO-15****Soil Science and Management Laboratory****2.00 units**

UC, CSU

*Prerequisite: None.*

Description: A supplementary laboratory course to BIO-14 (Soil Science and Management), focusing on the basics of soil science, physical and biogeochemical properties, and interpretation for use and management. This course will give students hands-on perspectives of soil science, ranging from agricultural, wild lands, watershed, and environmental impacts. 108 hours laboratory. (Letter grade only)

**BIO-16****Human Reproduction and Sexual Behavior (C-ID:PSY 130)****3.00 units**

UC, CSU

*Prerequisite: None.*

Description: Human anatomy, physiology and behavior as related to sexual reproduction, including discussion of fertilization, pregnancy, childbirth and birth control. Consideration also will be given to homosexuality, sexually transmitted disease, sex education, and sexual intercourse and response. 54 hours lecture. (Letter grade only)

**BIO-18****Human Genetics****3.00 units**

UC, CSU

*Prerequisite: None.*

*Advisory: High school biology or any college life science course with laboratory.*

Description: A general education course for non-biology majors and allied health students who are interested in the underlying mechanisms of human heredity. Emphasis will be given to the role of genetics and environment on cells, individuals, family and human populations. Discussion on human genetic disorders and the social implications of modern human genetics will be included. 54 hours lecture. (Letter grade only)

**BIO-19****Environmental Science****3.00 units**

UC, CSU

*Prerequisite: None.*

Description: A study of humans in relation to the environment that emphasizes population ecology, nutrient cycles and energy flow, pollution, food production, and conservation of natural resources. 54 hours lecture. (Letter grade only)

**BIO-20****Plants and Human Affairs****3.00 units**

UC, CSU

*Prerequisite: None.*

Description: A history of the use and management of plants and fungi by humans. Agricultural, culinary, medicinal, cultural, technological, and horticultural uses of plants will be covered. Plants, fungi, and their products will be examined in lecture and laboratory activities including field trips. 36 hours lecture and 54 hours laboratory. (Letter grade only)

<p><b>BIO-31A</b> <b>Regional Field Biology Studies</b> <b>1.00 unit</b> CSU</p> <p><i>Prerequisite: None.</i> Description: A field course with trips to regional points of biologic interest. This class is designed around its field excursions to sites with varying biologic interest. The course will include introductions to the local flora and fauna as well as basic geologic features and cultural history. 54 hours laboratory.(Letter grade only)</p>	<p><b>BIO-35</b> <b>Health Science</b> <b>3.00 units</b> UC, CSU</p> <p><i>Prerequisite: None.</i> Description: A general education course that offers a basic study of human health and health care as revealed in the anatomy and physiology of the body, nutrition, exercise, stress management, weight management, protection from degenerative and communicable diseases, personal safety, environmental health, wellness, and professional medical care. Students will explore making responsible decisions regarding all aspects of healthy life style including getting fit, disease prevention and treatments, substances use and abuse, human sexuality, and selection of health providers. This course satisfies the California requirement in drug, alcohol, tobacco and nutrition education for teacher certification. 54 hours lecture. (Letter grade only)</p>
<p><b>BIO-31B</b> <b>Regional Field Biology Studies</b> <b>2.00 units</b> CSU</p> <p><i>Prerequisite: None.</i> Description: A field course with trips to regional points of biologic interest. This class is designed around its field excursions to sites with varying biologic interest. The course will include introductions to the local flora and fauna as well as basic geologic features and cultural history. 108 hours laboratory.(Letter grade only)</p>	<p><b>BIO-40</b> <b>Biometrics</b> <b>4.00 units</b> UC, CSU</p> <p><i>Prerequisite: MAT-35.</i> <i>Advisory: BIO-1.</i> Description: Applied statistical analysis of biological data. The understanding, interpretation, and performance of data analysis in a research context. 54 hours lecture and 54 hours laboratory.(Letter grade only)</p>
<p><b>BIO-31C</b> <b>Regional Field Studies - Neotropics</b> <b>3.00 units</b> CSU</p> <p><i>Prerequisite: None.</i> Description: A field biology course that offers field trips and excursions to neotropical points of biologic interest. A study of the unique environmental conditions, plant and animal species diversity, factors that shape local communities and ecosystems, and cultural history of local areas. 162 hours laboratory.(Letter grade only)</p>	<p><b>BIO-45</b> <b>Survey of Human Anatomy and Physiology</b> <b>3.00 units</b> UC, CSU</p> <p><i>Prerequisite: None.</i> Description: An introductory and survey course of structural and functional aspects of the human body. Emphasis is placed on cell organization, human tissues, and discussion of each of the human systems. 54 hours lecture.(Letter grade only)</p>
<p><b>BIO-31D</b> <b>Regional Field Studies - Eurasia</b> <b>3.00 units</b> CSU</p> <p><i>Prerequisite: None.</i> Description: A field biology course that offers field trips and excursions to points of biologic interest in Eurasia. A study of the unique environmental conditions, plant and animal species diversity, factors that shape local communities and ecosystems, and cultural history of local areas. 162 hours laboratory.(Letter grade only)</p>	<p><b>BIO-50A</b> <b>Anatomy and Physiology I</b> <b>4.00 units</b> (C-ID:BIOL 115S=BIO 2A+BIO 2B) UC, CSU <i>Prerequisite: BIO-1 or BIO-1H or BIO-4 or BIO-55 or BIO-60 or BIO-60H.</i> Description: First of a two course sequence that introduces students to the basic concepts and principles of anatomy and physiology. This course will provide a foundation for advanced study of the human body. The course covers body orientation and organization, cells and tissues, the skeletal and muscular systems, and the eye and ear. Designed to meet the prerequisites for professional programs, e.g. nursing, dental hygiene, and physical therapy. 36 hours lecture and 108 hours laboratory.(Letter grade only)</p>
<p><b>BIO-31E</b> <b>Regional Field Studies - South America</b> <b>3.00 units</b> CSU</p> <p><i>Prerequisite: None.</i> Description: A field biology course that offers field trips and excursions to points of biologic interest in South America. A study of the unique environmental conditions in South America, plant and animal species diversity, factors that shape local communities and ecosystems, and cultural history of local areas. 162 hours laboratory. (Letter grade only)</p>	<p><b>BIO-50B</b> <b>Anatomy and Physiology II</b> <b>4.00 units</b> (C-ID:BIOL 115S=BIO 2A+BIO 2B) UC, CSU <i>Prerequisite: BIO-50A.</i> Description: First of a two course sequence that introduces students to the basic concepts and principles of anatomy and physiology. This course will provide a foundation for advanced study of the human body. The course covers body orientation and organization, cells and tissues, the skeletal and muscular systems, and the eye and ear. Designed to meet the prerequisites for professional programs, e.g. nursing, dental hygiene, and physical therapy. 36 hours lecture and 108 hours laboratory.(Letter grade only)</p>

**BIO-55****Microbiology****4.00 units**

UC, CSU

*Prerequisite:* CHE-2A or CHE-2B or CHE-3, and BIO-1 or BIO-1H or BIO-50A or BIO-60 or BIO-60H.

Description: General characteristics of microorganisms with emphasis on morphology, growth, control, metabolism and reproduction; their role in disease, body defenses, and application to the biomedical field. 54 hours lecture and 54 hours laboratory. (Letter grade only)

**BIO-60****Introduction to Molecular and Cellular Biology****5.00 units**

(C-ID:BIOL 190)(C-ID:BIOL 135S=BIO 60+BIO 61) UC, CSU

*Prerequisite:* CHE-1A or CHE-1AH

*Advisory:* MAT-35, ENG-50, ENG-80 or qualifying placement level.

Description: An intensive course for all Life Science majors designed to prepare the student for upper division courses in molecular biology, cell biology, developmental biology, evolution, and genetics. Course material includes principles of biochemistry, prokaryotic and eukaryotic cell structure and function, metabolism including photosynthesis and respiration, cell division and its control, classical and molecular genetics, signal transduction, early animal development, evolution and the diversity of life at the cellular level. 72 hours lecture and 54 hours laboratory. (Letter grade only)

**BIO-61****Introduction to Organismal and Population Biology****5.00 units**

(C-ID:BIOL 140)(C-ID:BIOL 135S=BIO 60+BIO 61) UC, CSU

*Prerequisite:* BIO-60 or BIO-60H.

Description: An intensive course designed for all Life Science majors to prepare the student for upper division courses in organismal and population biology. Course materials include plant structure and function, animal systems and behavior, ecological diversity and dynamics, and evolutionary theory, including population genetics. This course along with Biology 60 is intended to fulfill a year of transferable lower division general biology. Some field trips are required. 72 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**BIO-85****Special Topics in Biology****1.00 unit**

CSU

*Prerequisite:* None.

*Limitation on enrollment:* Intended for students who are involved in faculty-led research or other projects.

Description: Provides a foundation for conducting research and/or activities in the biological sciences with emphasis on the scientific method. Focuses on procedures and protocols appropriate for literature reviews, laboratory and field studies including equipment use and maintenance, field and lab safety procedures, and addressing ethical concerns in biological research. 54 hours laboratory. (Letter grade only)

**BUSINESS ADMINISTRATION (BUS)****BUS-10****Introduction to Business****3.00 units**

(C-ID:BUS 110)

UC, CSU

*Prerequisite:* None.

Description: Scope, function and organization of contemporary business; fundamentals, concepts, principles, and current practices in the major areas of business activity with an integrated global perspective. 54 hours lecture. (Letter grade only)

**BUS-10H****Honors Introduction to Business****3.00 units**

(C-ID:BUS 110)

UC, CSU

*Prerequisite:* None.

*Limitation on enrollment:* Enrollment in the Honors Program

Description: Scope, function and organization of contemporary business; fundamentals, concepts, principles and current practices in the major areas of business activity with an integrated global perspective. This honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher level critical thinking skills. Students may not receive credit for both BUS 10 and BUS 10H. 54 hours lecture. (Letter grade only)

**BUS-12****Opportunity Analysis for Entrepreneurs****2.00 units**

CSU

*Prerequisite:* None.

Description: This course examines the entrepreneur's role in the global economy as an exploiter of opportunities. Topics include the creative search for ideas, the innovation process, and the opportunity analysis to screen for the best ideas. Learning activities cover the decisions needed to transform an idea into a business opportunity. 36 hours lecture. (Letter grade only)

**BUS-13****Developing a Successful Business Plan/Model****2.00 units**

CSU

*Prerequisite:* None.

Description: This course provides a systematic process for developing a business plan or model. It establishes a clear road map for clarifying a vision for a business and the strategic, tactical, and operational plans and/or model to move ideas into action. Students further along in the planning and research process will work through the major components of writing a business plan and/or model and emerge with a completed draft of a business plan/model. 36 hours lecture. (Letter grade only)

**BUS-14****Social Media and Online Digital Media Promotions for Entrepreneurs****3.00 units**

CSU

*Prerequisite:* None

Description: Introduction to social media and online digital promotional tools used to help promote entrepreneurs with their online presence and to successfully establish their brands. 54 hours lecture. (Letter grade only)

<p><b>BUS-15</b> <b>Street Law: An Introduction to Law and Legal Issues</b> <b>3.00 units</b></p> <p style="text-align: right;">CSU</p> <p><i>Prerequisite: None.</i> Description: The evaluation, debate, and critical analysis of law and legal issues that affect individuals, their families, and communities. Students will learn about practical aspects of civil, criminal, constitutional, family, immigration, and consumer law in a diverse society with an orientation toward civic involvement in the local community. 54 hours lecture. (Letter grade only)</p>	<p><b>BUS-22</b> <b>Management Communications</b> <b>3.00 units</b></p> <p style="text-align: right;">CSU</p> <p><i>Prerequisite: None.</i> Description: Examines the dynamics of organizational communication relevant in current business environment. Focus is on composition and delivery of appropriate methods of communication in various business situations as a manager, including business documents, presentations, and job interviews. Practical experience is attained in verbal/non-verbal and written communication skills that fosters growth and advancement in business opportunities. Best suited for those aspiring to advance their careers by being prepared to be potential managers and leaders. 54 hours lecture. (Letter grade only)</p>
<p><b>BUS-18A</b> <b>Business Law I</b> <b>3.00 units</b></p> <p>(C-ID:BUS 125) UC, CSU</p> <p><i>Prerequisite: None.</i> Description: Covers the fundamental legal principles pertaining to business transactions. Provides an overview of an introduction to the legal process and dispute resolution. Coverage of federal and state court systems and a comprehensive study of contracts under the common law and the Uniform Commercial Code. Additional coverage includes include sources of law, business ethics, constitutional law, tort law, agency, business organizations, and criminal law as applied to business. 54 hours lecture. (Letter grade only)</p>	<p><b>BUS-24</b> <b>Business Communication</b> <b>3.00 units</b></p> <p>(C-ID:BUS 115) CSU</p> <p><i>Prerequisite: ENG-1A or ENG-1AH</i> Description: Applies the principles of ethical and effective communication to the creation of letters, memos, emails, and written and oral reports for a variety of business situations. The course emphasizes planning, organizing, composing and revising business documents using word processing software for written documents and presentation graphics software to create and deliver professional-level oral reports. Course is designed for students who have college-level writing skills. 54 hours lecture. (Letter grade only)</p>
<p><b>BUS-18B</b> <b>Business Law II</b> <b>3.00 units</b></p> <p style="text-align: right;">UC, CSU</p> <p><i>Prerequisite: None.</i> Description: An overview of the special applications of law in business as it pertains to commercial paper, creditors' rights, secured transactions, agency and employment, partnerships, corporations, personal and real property, and governmental regulation of business. Students will analyze laws and rules, then apply appropriate concepts to factual scenarios. 54 hours lecture. Letter grade only)</p>	<p><b>BUS-30</b> <b>Entrepreneurship: Foundations and Fundamentals</b> <b>3.00 units</b></p> <p style="text-align: right;">CSU</p> <p><i>Prerequisite: None.</i> Description: An introductory course designed to explore, identify and evaluate business opportunities with an emphasis on starting and managing a small or existing business: investigating tools and best practices associated with identifying and creating new venture opportunities; explore ways to shape and evaluate the viability of opportunities; understanding key industry factors, market, competitive factors, and customer needs. 54 hour lecture. (Letter grade or Pass/No Pass option)</p>
<p><b>BUS-20</b> <b>Business Mathematics</b> <b>3.00 units</b></p> <p style="text-align: right;">CSU</p> <p><i>Prerequisite: None.</i> Description: An introduction to quantitative approaches for solving common business problems using general mathematics and first degree equations. Includes the development and solution of problems in the areas of business statistics, trade and cash discounts, markups and markdowns, perishables, payroll, taxes, simple interest, promissory notes, compound interest, present and future value, annuities and sinking funds, installment buying and credit cards, home ownership costs, insurance, stocks and bonds, mutual funds, financial reports, depreciation, inventory, and overhead. 54 hours lecture. (Letter grade only)</p>	<p><b>BUS-40</b> <b>Introduction to Global Business</b> <b>3.00 units</b></p> <p style="text-align: right;">UC, CSU</p> <p><i>Prerequisites: None.</i> Description: A comprehensive overview of business designed to provide both beginners and experienced business people with a perspective of business opportunities and expansions in global markets, foreign investments, trade opportunities, impact of global financial markets, global marketing, and management and operation of multi-national corporations. 54 hours lecture. (Letter grade only)</p>
	<p><b>BUS-43</b> <b>Global Marketing</b> <b>3.00 units</b></p> <p style="text-align: right;">CSU</p> <p><i>Prerequisite: None.</i> Description: Problems of marketing in the international marketplace and how marketers approach and solve them. Focus on concepts and principles by teaching the theory and practice of international marketing, including: The United States international marketing position, market entry strategies, analysis of foreign markets, culture and marketing, product, pricing, distribution, promotion, and sales. 54 hours lecture. (Letter grade only)</p>

<b>BUS-46</b> <b>Global Trade</b>	<b>3.00 units</b> CSU	<b>BUS-58</b> <b>Marketing the Virtual Office</b>	<b>3.00 units</b> CSU
<p><i>Prerequisite: None</i></p> <p>Description: Overview of global trade concerns of the small U.S. firm and entrepreneurs, including procedures, requirements, and strategies. Focus on identifying import/export opportunities, compliance with government regulations, resources, documentation, supply chain and trade finance. 54 hours lecture.(Letter grade only)</p>		<p><i>Prerequisite: None</i></p> <p>Description: Identifies and evaluates various employment marketing techniques such as networking face-to-face, virtual interviews, associating with professional organizations, developing flyers and brochures, developing a professional Internet site, and using Web-based resources. The course is a core requirement of the Virtual Assistant certificate program. 54 hours of lecture. (Letter Grade, or Pass/No Pass option.)</p>	
<b>BUS-47</b> <b>Applied Business and Management Ethics</b>	<b>3.00 units</b> CSU	<b>BUS-67</b> <b>Business Practices for Photographers</b>	<b>3.00 units</b> CSU
<p><i>Prerequisite: None.</i></p> <p>Description: An examination of ethical concerns in business decision making. Includes corporate, personal, global, governmental, public, environmental, product, and job-related issues. Case studies and corporate ethics programs and audits also covered. 54 hours lecture. (Same as MAG-47) (Letter Grade, or Pass/No Pass option)</p>		<p><i>Prerequisite: None.</i></p> <p>Description: This course provides a foundation in business practices for photographers. Topics include: building a personal photography business model, pricing photographic services, negotiating with clients, protecting the photographer's work, assessing equipment needs and costs, insurance, accounting, contracts, copyright, marketing, stock photography, and archiving photographs. 54 hours lecture. (Same as PHO-67) (Letter grade only)</p>	
<b>BUS-48</b> <b>Global Management</b>	<b>3.00 units</b> CSU	<b>BUS-80</b> <b>Principles of Logistics</b>	<b>3.00 units</b> CSU
<p><i>Prerequisite: None</i></p> <p>Description: Overview of business management in the global arena. Focus on global differences in cultures, financial transactions, legalities, and other business practices necessary to manage a diverse workforce in international operations, as well as to successfully negotiate in global business settings. 54 hours lecture. (Letter grade only)</p>		<p><i>Prerequisite: None.</i></p> <p>Description: An introduction to the management of business logistics functions including purchasing, inventory management, transportation, warehousing and their related technologies. Focus is on integration of logistics functions to improve overall supply chain customer service and cost performance. 54 hours lecture. (Letter grade or Pass/No Pass option)</p>	
<b>BUS-51</b> <b>Principles of Electronic Commerce</b>	<b>3.00 units</b> CSU	<b>BUS-111</b> <b>Entrepreneurial Mindset</b>	<b>0 units</b>
<p><i>Prerequisite: None.</i></p> <p><i>Advisory: BUS-10 and CIS-1A.</i></p> <p>Description: An introduction to electronic commerce focusing on business, technological, and social issues in today's global market. Provides the theory and practice of conducting business over the Internet and the World Wide Web. 54 hours lecture. (Letter Grade, or Pass/No Pass option)</p>		<p><i>Prerequisite: None</i></p> <p>Description: An exploration of social and business entrepreneurs, the traits that enable these individuals to thrive in vastly different cultures, and the important contributions made by these innovators.</p>	
<b>BUS-53</b> <b>Introduction to Personal Finance</b>	<b>3.00 units</b> CSU	<b>BUS-200</b> <b>Business Administration Work Experience</b>	<b>1.00 - 4.00 units</b> CSU
<p><i>Prerequisite: None</i></p> <p>Description: An introduction to personal finance focusing on mastering the key concepts involved in attaining personal wealth. Personal finance focuses on the concepts, decision-making tools, and applications of financial planning. A financial plan will be utilized to guide decisions today and in years to come. Additional emphasis will be placed on interpreting financial information obtained online, the theory and practice regarding income tax law, health insurance provisions, retirement programs, and personal investing. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)</p>		<p><i>Prerequisite: None.</i></p> <p><i>Advisory: Students should have paid or voluntary employment.</i></p> <p>Description: Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester. (Letter grade or Pass/No Pass option)</p>	

**BUS-813****Solopreneurs: Personal Finance and Quickbooks Quickstart** 0 units*Prerequisite: None.*

Description: Learn the basics of personal finance and QuickBooks for the self-employed. Key concepts will be addressed in attaining personal wealth, focusing on decision-making and establishing a plan. Additionally, the course will focus on business finance for the self-employed with an emphasis on how to invoice and accept payments, maximize tax deductions, and track income and expenses, miles, and reports. 9 hours lecture. (Formerly BUS-113) (Pass/No Pass only)

**BUS-814****Business Skills: Professional Communication Basics** 0 units*Prerequisite: None.*

Description: This short course provides practical, professional business communication skills and can be used as a skills refresher. The focus of the content is professional oral, written, and online communication skills. Effective communications with clients and customers. 9 hours lecture. (Same as CAT-814) (Pass/No Pass only)

**BUS-815****Business Skills: Professional Online Presence** 0 units*Prerequisite: None.*

Description: This short course is designed to assist students with the development of a professional online persona/brand. Includes personal brand and reputation management for web and social media for business and professional networking with clients and customers. 9 hours lecture. (Pass/No Pass only)

**BUS-816****Business Skills: Managing the Customer Experience** 0 units*Prerequisite: None.*

Description: This short course is designed to assist students with the development of the customer experience for business. Includes identification of elements, and planning designing the customer experience for business. 9 hours lecture. (Pass/No Pass only)

**BUS-817****Business Skills: Professional Self-Management** 0 units*Prerequisite: None*

Description: This short course provides practical, professional self-management skills for the twenty first century professional and as a skills refresher. The focus of the content is image and self-management skills for professionals. 9 hours lecture. (Same as CAT-817) (Pass/No Pass only)

**BUS-819****Business Success Seminar** 0 units*Prerequisite: None.*

Description: A comprehensive course designed to guide and empower Business Administration students with the skills and resources necessary to succeed academically and professionally. This course offers learning strategies for success in and out of the classroom and in business such as improved communication skills, confidence building, engaging with the local business community, and utilizing networking opportunities. 27 hours lecture. (Formerly BUS-819) (Pass/No Pass only)

**BUS-840****Introduction to Global Business** 0 units*Prerequisite: None*

Description: A comprehensive overview of business designed to provide both beginners and experienced business people with a perspective of business opportunities and expansions in global markets, foreign investments, trade opportunities, impact of global financial markets, global marketing, and management and operation of multi-national corporations. 54 hours lecture. (Letter grade only)

**BUS-843****Global Marketing** 0 units*Prerequisite: None*

Description: Overview of business opportunities targeting global markets and global customers. Focus on research and analysis of foreign markets, including cultural, legal, political, and differences in business environments. Explores marketing mix strategies of product, price, distribution and promotion designed for various global markets. 54 hours lecture. (Letter grade only)

**BUS-846****Global Trade** 0 units*Prerequisite: None*

Description: Overview of global trade concerns of the small U.S. firm and entrepreneurs, including procedures, requirements, and strategies. Focus on identifying import/export opportunities, compliance with government regulations, resources, documentation, supply chain and trade finance. 54 hours lecture. (Letter grade only)

**BUS-848****Global Management** 0 units*Prerequisite: None*

Description: Overview of business management in the global arena. Focus on global differences in cultures, financial transactions, legalities, and other business practices necessary to manage a diverse workforce in international operations, as well as to successfully negotiate in global business settings. 54 hours lecture. (Letter grade only)

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## CHEMISTRY (CHE)

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**CHE-1A****General Chemistry, I** 5.00 units  
(C-ID:CHEM 110) UC, CSU*Prerequisite: CHE-2A or CHE-3 and MAT-35.*

Description: An exploration of simple chemical systems, their properties, and how they can be investigated and understood in terms of stoichiometry, gas laws, elementary thermodynamics, atomic structure, and bonding. Laboratory techniques in the investigation of chemical systems. Students may not receive credit for both CHE-1A and CHE-1AH. 54 hours lecture and 108 hours laboratory. (Letter Grade, or Pass/No Pass option)

**CHE-1AH****Honors General Chemistry, I****5.00 units**  
UC, CSU*Prerequisite: CHE-2A or CHE-3 and MAT-35.**Limitation on enrollment: Enrollment in the Honors Program.*

Description: An exploration of simple chemical systems, their properties, and how they can be investigated and understood in terms of stoichiometry, gas laws, elementary thermodynamics, atomic structure, and bonding. Laboratory techniques in the investigation of chemical systems. This Honors course offers an enriched experience for accelerated students through limited class size, seminar format, and student-led discussion of current scientific research based on scientific articles. The course also focuses on how research questions are formulated and designed. Laboratory will include completion of experimental procedures written by students based on previously learned techniques and background research. Lab reports will include submission of standard operation procedures (SOPs) or papers in appropriate scientific format. Students may not receive credit for both CHE-1A and CHE-1AH. 54 hours lecture and 108 hours laboratory. (Letter Grade, or Pass/No Pass option)

**CHE-1B****General Chemistry, II****5.00 units**  
UC, CSU*Prerequisite: CHE-1A or CHE-1AH.*

Description: Continued exploration of the principles of chemistry with emphasis on kinetics, thermodynamics, acid-base theory, equilibrium, and electrochemistry. Special topics from descriptive inorganic chemistry, nuclear chemistry, and introductory organic chemistry. Laboratory techniques in the investigation of chemical systems. Students may not receive credit for both CHE-1B and CHE-1BH. 54 hours lecture and 108 hours laboratory. (Letter Grade, or Pass/No Pass option)

**CHE-1BH****Honors General Chemistry, II****5.00 units**  
UC, CSU*Prerequisite: CHE-1A or CHE-1AH.**Limitation on enrollment: Enrollment in the Honors Program.*

Description: Continued exploration of the principles of chemistry with emphasis on kinetics, thermodynamics, acid-base theory, equilibrium, and electrochemistry. Special topics from descriptive inorganic chemistry, nuclear chemistry, and introductory organic chemistry. Laboratory techniques in the investigation of chemical systems. This Honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and student-led discussion of current scientific research based on scientific articles. The course continues to develop an understanding of how research questions are formulated and designed. Laboratory will include completion of experimental procedures written by students, based on previously learned techniques and background research. Lab reports will include submissions of standard operating procedures (SOPs) or papers in appropriate scientific format. Students may not receive credit for both CHE-1B and CHE-1BH. 54 hours lecture and 108 hours laboratory. (Letter Grade, or Pass/No Pass option)

**CHE-2A****Introductory Chemistry, I****4.00 units**  
UC, CSU*Prerequisite: MAT-52.*

Description: Introduction to the nature of chemicals, their properties, chemical bonding, reactions, and mixtures. Applications to health and environmental topics. Fulfills the needs of non-science majors. 54 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option)

**CHE-2B****Introductory Chemistry, II****4.00 units**  
UC, CSU*Prerequisite: CHE-2A or CHE-3.*

Description: Introduction to organic and biochemistry including: (1) structure, nomenclature, and reactions of some organic compounds and drugs, (2) structure and metabolism of carbohydrates, lipids, proteins, and nucleic acids, and (3) enzyme activity and inhibition. Meets the chemistry requirements for nursing, physical education, paramedics, nutrition, dental hygiene, physical therapy assistants, and inhalation therapy majors. 54 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option)

**CHE-3****Fundamentals of Chemistry****4.00 units**  
UC, CSU*Prerequisite: MAT-52.*

Description: A systematic presentation of the chemical, mathematical, and laboratory skills underlying Chemistry. Topics will include stoichiometry, bonding, reactions and solutions. Designed primarily as preparation for Chemistry 1A. 54 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option)

**CHE-10****Chemistry for Everyone****3.00 units**  
UC, CSU*Prerequisite: None.*

Description: A lecture-demonstration presentation of the basic principles of chemistry with special emphasis on how chemistry applies and contributes to society. The course is designed to provide a general overview of chemistry with emphasis on historical, industrial, environmental, organic, biological, and nuclear aspects. CHE-10 covers a wide variety of topics ranging from atoms and molecules, acids and bases, organic and biochemistry, to a look at biogeochemical cycles and nuclear chemistry. The chemistry of air and water pollution is also discussed. This course is designed for students desiring a general knowledge of the field and fulfills the natural science requirement for the Associate of Arts Degree. 54 hours lecture. (Letter Grade, or Pass/No Pass option)

**CHE-12A****Organic Chemistry I****5.00 units**  
UC, CSU*Prerequisite: CHE-1B or CHE-1BH*

Description: A discussion of aliphatic hydrocarbons that focuses on their structure, reactivity, methods of synthesis, physical properties, and reaction mechanisms. Laboratory work emphasizes techniques used to identify, separate, and purify substances. 54 hours lecture and 108 hours laboratory. (Letter Grade, or Pass/No Pass option)



**CHE-12B**  
**Organic Chemistry, II**

**5.00 units**  
UC, CSU

*Prerequisite: CHE-12A.*

Description: Continues discussion based on the content of CHE12A. Develops a detailed study of nucleophilic and elimination reactions from a mechanistic viewpoint. Aliphatic and aromatic chemistry will be fully integrated throughout CHE-12B. Considerable emphasis on synthesis. Laboratory includes techniques of syntheses, separation, and identification of several compounds, and an introduction to qualitative organic analysis. 54 hours lecture and 108 hours laboratory. (Letter Grade, or Pass/No Pass option)

**CHE-17**  
**Introduction to the Development of Modern Science**

**3.00 units**  
UC, CSU

*Prerequisite: None.*

Description: A survey of the rise of modern science in Western civilization from the Scientific Revolution of the 16th and 17th centuries through the biological and earth science revolutions of the 20th century. The historical forces that led to major scientific developments and the impact of science and science-based technology on society will be examined. 54 hours lecture. (Letter Grade, or Pass/No Pass option)

## CHINESE (CHI)

**CHI-1**  
**Chinese 1**

**5.00 units**  
UC, CSU

*Prerequisite: None*

Description: Develops basic skills in listening, reading, speaking and writing. Emphasis on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Mandarin Chinese at the beginning level. Includes discussion of Chinese culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CHI-2**  
**Chinese 2**

**5.00 units**  
UC, CSU

*Prerequisite: CHI-1*

Description: Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Mandarin Chinese at the beginning level. This course includes an expanded discussion of Chinese culture and daily life. 90 hours lecture and 18 hours laboratory.(TBA option) (Letter Grade, or Pass/No Pass option.)

**CHI-11**  
**Chinese Culture and Civilization**

**3.00 units**  
UC, CSU

*Prerequisite: None.*

Description: Introduction to China's cultural norms, values, social development and organization as revealed through its complex and unique history. Class conducted in English. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

## COMMUNICATION STUDIES (COM)

**COM-1**

**Public Speaking**  
(C-ID:COMM 110)

**3.00 units**  
UC, CSU

*Prerequisite: None*

Description: Prepares students to compose (develop outlines and research) and present a minimum of four speeches, including informative and persuasive presentations in front of a live audience. Emphasis will include: different purposes of speaking, types of speeches and organizational patterns, topic choice and audience adaptation, rhetorical principles, development and support of sound reasoning and argument, theories of persuasion, application of ethics in public speaking, listening skills, and theory and principles of effective delivery. Students will speak formally for a minimum of 20 total semester minutes. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**COM-1H**

**Honors Public Speaking**  
(C-ID:COMM 110)

**3.00 units**  
UC, CSU

*Prerequisite: None.*

*Limitation on enrollment: Enrollment in the Honors Program*

Description: Prepares students to compose (develop outlines and research) and present a minimum of four speeches, including informative and persuasive presentations in front of a live audience. Emphasis will include the enhanced exploration of: different purposes of speaking, types of speeches and organizational patterns, topic choice and audience adaptation, rhetorical principles, development and support of sound reasoning and argument, theories of persuasion, application of ethics in public speaking, listening skills, and theory and principles of effective delivery. Students will speak formally for a minimum of 20 total semester minutes. This Honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and application of higher level critical thinking skills. Students may not receive credit for both COM-1 and COM-1H. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**COM-2**

**Introduction to Persuasion**  
(C-ID:COMM 190)

**3.00 units**  
UC, CSU

*Prerequisite: None*

Description: An examination of historical and contemporary approaches to persuasive messages throughout time. A focus on theoretical perspectives involving persuasion including Aristotelian and Ciceronian Canons of Rhetoric and strategies on construction, delivery and critical analysis of persuasive messages. 54 course lecture. (Letter grade only)

**COM-3**

**Argumentation and Debate**  
(C-ID:COMM 120)

**3.00 units**  
UC, CSU

*Prerequisite: None*

Description: An examination of argumentation and debate including a systematic approach to the process of debate, theories of argumentation as related to topic analysis, research, case construction, refutation/rebuttals, cross-examination, utilization of sound reasoning, fallacies in reasoning, and the importance of ethical behavior in debate. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

<p><b>COM-5</b> <b>Parliamentary Procedure</b> <b>1.00 unit</b> CSU</p> <p><i>Prerequisite: None</i></p> <p>Description: Covers the nature, use, and function of formal parliamentary procedure in public meetings. Includes critical analysis of speaking and parliamentary discussion on contemporary public issues and focuses on the use of parliamentary procedures to facilitate group discussion. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)</p>	<p><b>COM-11</b> <b>Storytelling</b> <b>3.00 units</b> CSU</p> <p><i>Prerequisite: None.</i></p> <p>Description: A study of the history, theory, and practice of the oral art of storytelling. The historical and current practice of the oral tradition of both prose and poetry will be covered using a multicultural perspective. Students will research, prepare, and perform stories from a variety of genres and cultures. Oral presentations required. 54 hours lecture. (Letter Grade, or Pass/No Pass option)</p>
<p><b>COM-6</b> <b>Dynamics of Small Group Communication</b> <b>3.00 units</b> (C-ID:COMM 140) UC, CSU</p> <p><i>Prerequisite: None</i></p> <p>Description: Principles of communication in a variety of group contexts. Theory, application, and evaluation of group communication processes, including problem solving, conflict management, decision-making, and leadership. Oral group presentations required. Students will speak formally as part of a group for a minimum of 20 semester minutes. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)</p>	<p><b>COM-12</b> <b>Intercultural Communication</b> <b>3.00 units</b> (C-ID:COMM 150) UC, CSU</p> <p><i>Prerequisite: None</i></p> <p>Description: Introduction to the factors affecting intercultural communication focusing on culture, language, and social patterns and their influence on how members of groups relate among themselves and with members of different ethnic and cultural groups. Theory and knowledge of effective communication within and between cultures and appreciation and comparison of communication among diverse groups within the larger context of American culture are explored with an emphasis on self-evaluation and skill development. 54 hours lecture. (Letter Grade or Pass/No Pass option)</p>
<p><b>COM-7</b> <b>Oral Interpretation of Literature</b> <b>3.00 units</b> (C-ID:COMM 170) UC, CSU</p> <p><i>Prerequisite: None</i></p> <p>Description: Preparation and presentation of interpreting literature (prose, poetry and drama). Principles and techniques of interpreting the printed page are related to preparing and presenting an oral interpretation of literature for an audience. Provides opportunities for cultural enrichment, literary analysis, creative outlet, articulate expression and improved speaking ability. Oral presentations required. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)</p>	<p><b>COM-13</b> <b>Gender and Communication</b> <b>3.00 units</b> UC, CSU</p> <p><i>Prerequisite: None</i></p> <p>Description: Examines how communication is used to understand and create gender within the spectrum of masculinity and femininity. Theoretical approaches are discussed to heighten awareness of the importance of communication as a variable in the development of this communication construct. Gender communication issues are addressed with an emphasis on biological sex, society, media, education, culture, verbal, nonverbal communication and conflict in various contexts. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)</p>
<p><b>COM-9</b> <b>Interpersonal Communication</b> <b>3.00 units</b> (C-ID:COMM 130) UC, CSU</p> <p><i>Prerequisite: None</i></p> <p>Description: Analyzes the dynamics of the two-person communication process in relationships. Students study values, communication models, listening, verbal and nonverbal communication, perception, self-concept, self-disclosure, management of emotions, relationship theories and conflict management. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)</p>	<p><b>COM-20</b> <b>Introduction to Communication Theory</b> <b>3.00 units</b> (C-ID:COMM 180) UC, CSU</p> <p><i>Prerequisite: None</i></p> <p>Description: A survey of the discipline of communication studies with emphasis on multiple epistemological, theoretical, and methodological issues relevant to the systematic inquiry and pursuit of knowledge about human communication. This course explores the basic history, assumptions, principles, processes, variables, methods, and specializations of human communication as an academic field of study. 54 hours lecture. (Letter Grade, or Pass/No Pass Option)</p>
<p><b>COM-9H</b> <b>Honors Interpersonal Communication</b> <b>3.00 units</b> (C-ID:COMM 130) UC, CSU</p> <p><i>Prerequisite: None</i></p> <p><i>Limitation on enrollment: Enrollment in the Honors Program</i></p> <p>Description: Analyzes the dynamics of the two-person communication process in relationships. Students study values, communication models, listening, verbal and nonverbal communication, perception, self-concept, self-disclosure, management of emotions, relationship theories and conflict management. This Honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and greater application of higher level critical thinking skills. Students may not receive credit for both COM-9 and COM-9H. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)</p>	

**COM-51****Enhancing Communication Skills****1.00 unit***Prerequisite: None.*

Description: Pre-collegiate introduction to fundamentals of communication skills in various contexts. Designed to provide students with the necessary communication skills for college success, and outlines the basics of rhetorical principles which will assist in the development and organization of ideas within various communication contexts including public speaking and interpersonal communication. Focuses on choosing a topic for speeches/papers, research and outlining methods, as well as techniques for presentation with a particular focus on managing speech anxiety. 18 hours lecture. (Non-degree credit course. (Letter Grade, or Pass/No Pass option.)

**COM-85A****Communication Studies Clinic****0.50 units***Prerequisite: None.*

Description: Self-paced, open-entry/open-exit course intended to provide concentrated and personalized instruction in various communication skills. Students meet with an instructor in the Center for Communication Excellence and work to improve their communication skills based on assessment and need. 27 hours laboratory. (TBA option) (Non-degree credit course) (Pass/No Pass only.)

**COM-85B****Communication Studies Clinic II****1.00 unit***Prerequisite: None.*

Description: Self-paced, open-entry/open-exit course intended to provide concentrated and personalized instruction in various communication skills. Students meet with an instructor in the Center for Communication Excellence and work to improve their communication skills. 54 hours laboratory. (TBA option) (Non-degree credit course) (Pass/No Pass only)

**COM-89****Intramural Competition****0.50 units**

CSU

*Prerequisite: None*

*Limitation on enrollment (e.g. Performance tryout or audition): Audition on or before the first class meeting is required to approve participation.*

Description: Participation in the Communication Studies Bi-Annual Intramural Speaking Competition. An opportunity to prepare, practice, present and reflect upon competitor experience in the event. Participation may include a presentation in one or more of the following categories: Informative Speaking, Persuasive Speaking, Interpersonal Communication presentation, Small Group presentation, Intercultural presentation, Oral Interpretation presentation, Storytelling presentation and/or Argumentation and Debate presentation. 9 hours lecture. (Pass/No Pass Option)

**COMPUTER APPLICATIONS/OFFICE (CAT)****CAT-1A****Business Etiquette****1.00 unit**

CSU

*Prerequisite: None*

Description: Practical human relations skills with a primary emphasis on soft skills and expected workplace behaviors. Includes the essentials of appropriate and professional business communications and protocols using email, text, phone, portable devices, video and teleconferencing, and social media in the workplace. 18 hours lecture. (Letter grade, or Pass/No Pass option.)

**CAT-3****Computer Applications for Business****3.00 units**

CSU

*Prerequisite: None.*

Description: Introduces a suite of computer applications used in business and office professions. Individuals who are already established in these professions may also benefit from skills emphasized which include: use of basic operating system functions, file management, word processing, spreadsheets, database management, and presentation graphics. 54 hours lecture and 18 hours laboratory. (TBA option) (Same as CIS-3) (Letter Grade, or Pass/No Pass option)

**CAT-30****Business English****3.00 units***Prerequisite: None.*

*Advisory: Keyboarding skills or CAT-53 and familiarity with Microsoft Word or CAT-80.*

Description: An introduction to the mechanics of business communications. Includes a study of grammar fundamentals, sentence structure, punctuation, vocabulary, and spelling used in business communications. Basic principles of business writing are introduced. 54 hours of lecture. (Letter Grade, or Pass/No pass option.)

**CAT-30A****Business English 30A****1.00 unit***Prerequisite: None*

Description: The mechanics of business communications; includes a study of grammar fundamentals, sentence structure, punctuation, vocabulary, and spelling. 18 hours lecture. (Letter grade only)

**CAT-31****Business Communication Fundamentals****3.00 units**

(C-ID:BSOT 126 X)

CSU

*Prerequisite: None.**Advisory: CAT-30.*

Description: This course covers essential communication skills and techniques important to the modern workplace, including written, verbal, listening, and nonverbal communication by providing practical applications. Learners discuss, critique, and practice business-writing strategies to produce messages, letters, reports, email, and workplace communication while developing critical thinking skills. The course emphasizes planning, organizing, composing, and revising business documents using word processing software for written documents and presentation graphics software to create and deliver professional level reports. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

<p><b>CAT-34A</b> <b>Introduction to Word</b> <span style="float: right;"><b>1.50 units</b> CSU</span></p> <p><i>Prerequisite: None.</i> Description: Introductory word processing skills using Microsoft Word to create business documents. 27 hours lecture and 18 hours laboratory. (TBA option) (Same as CIS-34A.)(Letter Grade, or Pass/No Pass option.)</p>	<p><b>CAT-50</b> <b>Beginning Computer Keyboarding</b> <span style="float: right;"><b>3.00 units</b> CSU</span></p> <p><i>Prerequisite: None.</i> Description: Develops motor coordination and keyboarding mastery on computers. Includes an introduction to personal and business keyboarding using word processing software. 54 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option)</p>
<p><b>CAT-36A</b> <b>Legal Office Procedures I</b> <span style="float: right;"><b>3.00 units</b> CSU</span></p> <p><i>Prerequisite: None.</i> <i>Advisory: CAT-53 The ability to type using a computer keyboard by touch is strongly recommended and CAT-80 The ability to open, save, and format using Microsoft Word is strongly recommended or CIS-80 The ability to open, save, and format using Microsoft Word is strongly recommended.</i> Description: Designed to train students for employment as a secretary in a law office. Specialized training is given in the knowledge and skills required of legal secretaries by the presentation of a basic understanding of legal procedure for legal secretaries. 54 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)</p>	<p><b>CAT-51</b> <b>Intermediate Keyboarding/Document Format Formatting</b> <span style="float: right;"><b>3.00 units</b> CSU</span> (C-ID:BSOT 120 X)</p> <p><i>Prerequisite: None.</i> <i>Advisory: CAT-50.</i> Description: Mastery of professional keyboarding skills and document production. Emphasis placed on increasing speed, improving accuracy, developing and applying formatting skills and document production techniques using word processing software. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)</p>
<p><b>CAT-36B</b> <b>Legal Office Procedures II</b> <span style="float: right;"><b>3.00 units</b> CSU</span></p> <p><i>Prerequisite: None.</i> <i>Advisory: CAT-53 The ability to type using a computer keyboard by touch is strongly recommended and CAT-80 The ability to open, save, and format using Microsoft Word is strongly recommended or CIS-80 The ability to open, save, and format using Microsoft Word is strongly recommended.</i> Description: Designed to train students for employment as a secretary in a law office. Specialized training is given in the knowledge and skills required of legal secretaries by the presentation of a basic understanding of legal procedure for legal secretaries. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option)</p>	<p><b>CAT-53</b> <b>Keyboarding Fundamentals</b> <span style="float: right;"><b>1.00 unit</b></span> (C-ID:BSOT 110 X)</p> <p><i>Prerequisite: None.</i> Description: Develops basic alpha/numeric keyboarding skills. Designed primarily for individuals needing basic keyboarding skill to input and retrieve information from a computer. Develops a straight-copy rate of 25 gross words a minute. 18 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)</p>
<p><b>CAT-37</b> <b>Legal Terminology</b> <span style="float: right;"><b>3.00 units</b> CSU</span></p> <p><i>Prerequisite: None.</i> Description: A comprehensive study of the meaning, spelling, pronunciation, and current use of legal terms and their application to legal documents and procedure. Legal documents will be evaluated and edited for correct application of terms, definitions, and appropriated grammar. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)</p>	<p><b>CAT-55</b> <b>Applied Accounting/Bookkeeping</b> <span style="float: right;"><b>3.00 units</b> CSU</span></p> <p><i>Prerequisite: None.</i> Description: An introductory course for students who are non-accounting majors. The focus is basic bookkeeping and accounting principles for both merchandising and service oriented small business enterprises. Emphasis on the development of skills to record business transactions for cash and accrual methods, as well as the procedures to prepare financial statements and complete an accounting cycle. Attention is given to special journals, subsidiary ledgers, and payroll and banking procedures. 54 hours lecture. (Same as ACC-55) (Letter Grade, or Pass/No Pass option.)</p>
<p><b>CAT-38</b> <b>Legal Word Processing and Forms</b> <span style="float: right;"><b>3.00 units</b> CSU</span></p> <p><i>Prerequisite: None.</i> <i>Advisory: CAT-80 or CIS-80.</i> Description: Preparing legal documents and electronic forms utilized in a law office. Emphasis will be placed on the standards used in legal procedure for various areas of law. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)</p>	<p><b>CAT-61</b> <b>Professional Office Procedures</b> <span style="float: right;"><b>3.00 units</b> CSU</span></p> <p><i>Prerequisite: None.</i> <i>Advisory: CAT-3 and CAT-31 and CAT-51.</i> Description: Mastering procedures for the office professional through the development of: business communications, team building, business ethics, word processing, data base management, spreadsheets, presentation techniques, and general office skills. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)</p>

**CAT-62**  
**Records Management** **3.00 units**  
 CSU

*Prerequisite: None.*

*Advisory: CIS-62 or CSC-62.*

Description: An introduction to records information management filing, storage, and retrieval methods for physical and electronic records. Examines the basic procedures for alphabetic, numerical, geographical, subject, and chronological filing. Emphasis is placed on the use of electronic media to create and store documents. Requires the use of Microsoft Access for electronic records management. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CAT-65**  
**Introduction to Microsoft Powerpoint** **1.50 units**  
 (C-ID:BSOT 114 X) CSU

*Prerequisite: None.*

Description: Introduction to Microsoft PowerPoint to plan, create, enhance, deliver, and share electronic presentations. Content includes inserting text, graphics, animations, videos, tables, charts, and integrating PowerPoint with other programs. 27 hours lecture and 18 hours of laboratory. (Same as CIS 65) (Letter Grade, or Pass/No Pass option.)

**CAT-79**  
**Introduction to Adobe Illustrator** **3.00 units**  
 CSU

*Prerequisite: None.*

Description: Introduction to Adobe Illustrator, involving creating artwork for logos, illustrations, posters, perspective drawing and web content. Development of a working knowledge of creating graphic images and typography along with color use. 54 hours lecture and 18 hours laboratory. (TBA option) (Same as CIS-79) (Letter Grade, or Pass/No Pass option)

**CAT-80**  
**Word Processing: Microsoft Word for Windows** **3.00 units**  
 (C-ID:BSOT 111 X; BOST 121 X; BOST 131 X) CSU

*Prerequisite: None.*

*Advisory: CAT-51.*

Description: Develops introductory through advanced skills to format documents using Microsoft Word. Students create fliers, letters, memos, reports and office documents. Topics include mail merge and table basics and introduces advanced features and text editing tools of Microsoft Word. Students create reference documents, online forms and newsletters. Topics may include the use of macros and collaboration and integration tools. 54 hours lecture and 18 hours laboratory. (TBA Option) (Same as CIS-80) (Letter grade only)

**CAT-84**  
**Word Processing: Wordperfect for Windows** **3.00 units**  
*Prerequisite: None.*

*Advisory: CAT-51.*

Description: Introductory, intermediate, and advanced document formatting using WordPerfect for Windows. Students create fliers, letters, memos, reports and office documents. Topics include mail merge, table basics, advanced features and text editing tools of WordPerfect for Windows. Students create reference documents, online forms and newsletters. Topics may include the use of macros and collaboration and integration tools. 54 hours lecture and 18 hours laboratory. (Same as CIS-84) (TBA option)(Letter grade only)

**CAT-90**  
**Microsoft Outlook** **3.00 units**  
 CSU

*Prerequisite: None.*

Description: An introduction to the features of Microsoft Outlook. Students learn how to manage messages, schedule appointments, organize and manage tasks and contact lists, and customize Outlook for the workplace. Emphasis is placed on the use of Outlook for communication, sharing information, and productivity within a company or small business. 54 hours lecture and 18 hours laboratory. (TBA option) (Same as CIS-90) (Letter grade, or Pass/No Pass option)

**CAT-91**  
**Microsoft Project** **3.00 units**  
 CSU

*Prerequisite: None.*

Description: This course utilizes Microsoft Project to build, track, and account for variances and changes in the baseline plan. Emphasis is placed on project management, tracking, and information analysis using Microsoft Project. 54 hours lecture and 18 hours laboratory. (TBA option) (Same as CIS-91) (Letter grade only)

**CAT-92**  
**Adobe Acrobat** **1.50 units**  
 (C-ID:BSOT 125 X) CSU

*Prerequisite: None*

Description: Provides a basic understanding of Adobe Acrobat. Topics include creating portable document files (PDF), working with PDF files, annotation and editing of files plus interactive forms. Distribution and management of PDFs is also covered. 27 hours lecture and 18 hours of laboratory. (Letter Grade, or Pass/No Pass option.)

**CAT-93**  
**Computers for Beginners** **3.00 units**  
*Prerequisite: None.*

Description: A practical step-by-step introduction to computer literacy topics including computer hardware and software, application skills, the Internet and Internet searching, Web page creation, and computer ethics. 54 hours lecture and 18 hours laboratory. (TBA option) (Same as CIS-93) (Letter Grade, or Pass/No Pass option.)

**CAT-95A**  
**Introduction to the Internet - Living Online** **1.50 units**  
 CSU

*Prerequisite: None.*

Description: Introduction to concepts and skills needed to effectively use the Internet and/or work in a networked environment and maximize communication, education, collaboration, and social interactions in a safe and ethical manner. The course content aligns with the Internet Core Competency Certification (IC3) Global Standard 5 (GS5) Living Online exam, a component exam of the IC3 Digital Literacy Certification. 27 hours lecture and 18 hours lab. (TBA option) (Same as CIS-95A) (Letter grade only)

**CAT-98A**

**Introduction to Excel** 1.50 units  
(C-ID:BSOT 112 X) CSU

*Prerequisite: None.*

Description: Introductory spreadsheet development using Microsoft Excel for business and scientific related applications. The course covers introductory through intermediate spreadsheet development. 27 hours lecture and 18 hours laboratory. (TBA option) (Same as CIS-98A) (Letter Grade, or Pass/No Pass option)

**CAT-98B**

**Advanced Excel** 1.50 units  
CSU

*Prerequisite: CAT/CIS-98A.*

Description: Advanced concepts of Microsoft Excel including managing large spreadsheets, creating and working with databases, creating and using templates, and macro creation. Spreadsheet manipulation with advanced macro techniques, customizing Excel screen and toolbars and solving problems with goal seeker and solver. 27 hours lecture and 18 hours of laboratory. (TBA option) (Same as CIS-98B) (Letter Grade, or Pass/No Pass option)

**CAT-200**

**Computer Applications and Office Technology Work Experience** 1.00 - 4.00 units  
CSU

*Prerequisite: None.*

*Advisory: Students should have paid or voluntary employment.*

Description: Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester. (Letter grade or Pass/No Pass option)

**CAT-808**

**Critical Thinking, Problem Solving and Decision Making** 0 units  
*Prerequisite: None.*

Description: In today's workplace, it is everyone's job to solve problems and make decisions. Analytical thinking, decision making and problem solving involve breaking things down into their component parts, applying deductive reasoning and then applying judgment and insight. Learn hands-on techniques to generate breakthrough ideas, make decisions, and solve your most pressing problems. All by asking the right questions, challenging assumptions, and seeing others' viewpoints with clarity. 12 hours lecture. (Same as PDS-808) (Pass/No Pass only)

**CAT-809**

**Business Writing in a Technological World** 0 units  
*Prerequisite: None.*

Description: Participants will develop effective and professional business writing skills using business tone, organization and formatting, word choice and persuasion. Matching the delivery channel (email, letter, memo, or text) to the message type and situation will be covered, as well as the best methods to deliver bad news. 12 hours lecture. (Same as PDS-809) (Pass/No Pass only)

**CAT-810**

**Time Management** 0 units  
*Prerequisite: None.*

Description: Participants explore time management strategies and tools for effectively managing expanding workloads, shifting priorities and increasing demands. Practice prioritizing "important" versus "urgent" activities. Emphasis on analyzing current use of time; identifying organizational goals, roles and priorities; discovering gaps to achieving goals; and applying time management tools to the gaps to complete important priorities first. 12 hours lecture. (Same as PDS-810) (Pass/No Pass only)

**CAT-811**

**High Impact Presentations and Proposals For the Work Place** 0 units  
*Prerequisite: None.*

Description: Participants will learn how to craft a presentation focused on the message you need to convey to your audience. You will learn to consider your audience's expectations, biases, emotions, needs and wants to plan an effective slideshow. By finding what's the benefit for them in watching your presentation, you will manage to engage their attention from start to finish, and you will know what to avoid and what to strive for in the design of your deck. You will explore what is the logical order to convey your information, what makes for successful slide design, how to maintain consistency, edit for simplicity using the "less is more" principle and how to use powerful imagery and meaningful data. 12 hours lecture. (Same as PDS-811) (Pass/No Pass only)

**CAT-812**

**Workplace Communication Strategies** 0 units  
*Prerequisite: None.*

Description: Participants assess and optimize current workplace communication skills. Differentiate content, emotions, perceptions, and intentions in a communication exchange. Build an advanced communication toolkit to forward your career. Illustrate clear and congruent verbal and nonverbal messages tailored to the personalities involved, the desired outcomes, and the context. 12 hours lecture. (Same as PDS-812) (Pass/No Pass only)

**CAT-814**

**Business Skills: Professional Communication Basics** 0 units  
*Prerequisite: None*

Description: This short course provides practical, professional business communication skills and can be used as a skills refresher. The focus of the content is professional oral, written, and online communication skills. Effective communications with clients and customers. 9 hours lecture. (Same as BUS-814) (Pass/No Pass only)

**CAT-817****Business Skills: Professional Self-Management** 0 units*Prerequisite: None*

Description: This short course provides practical, professional self-management skills for the twenty first century professional and as a skills refresher. The focus of the content is image and self-management skills for professionals. 9 hours lecture. (Same as BUS-817) (Pass/No Pass only)

**CAT-831****Word Processing Skills: Editing and Formatting Documents** 0 units*Prerequisite: None*

Description: Skill development in the use of word processing software to edit and format documents. 3 hours lecture and 6 hours laboratory. (Pass/No Pass only)

**CAT-832****Spreadsheet Skills: Creating and Formatting Workbooks** 0 units*Prerequisite: None*

Description: Skill development in the use of spreadsheet software to create and edit worksheets, workbooks, and basic formulas. 3 hours lecture and 6 hours laboratory. (Pass/No Pass only)

**CAT-833****Presentation Software Skills: Creating and Formatting Presentations** 0 units*Prerequisite: None*

Description: Skill development in the use of presentation graphics software to create and format basic presentations. 3 hours lecture and 6 hours laboratory. (Pass/No Pass only)

**CAT-841****Mosprep: Microsoft Office Word-Expert Exam Preparation** 0 units*Prerequisite: None*

*Advisory: Previous experience using Microsoft Word to navigate and format documents, create tables, indexes, and multipage reports, work with Templates, Themes, and Styles, use Mail Merge, and manage long documents.*

Description: Preparation structured to meet the guidelines established by Microsoft for the Microsoft Office Specialist (MOS) Word Expert exam. Software and training tools will be utilized to provide computer-based preparation and practice for the MOS Word Expert exam. Course provides students, educators, project managers, business information workers, and educators to apply the necessary skills to use the advanced features of Word for document and content management, and advanced formatting to documents such as business plans, research papers, books, specialized brochures, and mass mailings. A single, free Microsoft Office Word Expert Exam will be administered at the end of the course. Course repeatability is unlimited. However there is a limit to one free exam per student regardless of number of times the course is repeated. 9 hours lecture and 9 hours laboratory. (TBA option) (Pass/No Pass only)

**CAT-842****Mosprep: Microsoft Office Excel Expert Exam Preparation** 0 units*Prerequisite: None*

*Advisory: Previous experience using Microsoft Excel to create, manage, and distribute spreadsheets, customize the Excel environment, and use templates, financial charts and tables.*

Description: Certification exam preparation structured to meet the guidelines established by Microsoft for the Microsoft Office Specialist (MOS) Excel Expert exam. Software and training tools will be utilized to provide computer-based preparation and practice for the MOS Excel Expert exam. The course provides students, educators, accountants, financial analysts, data analysts, and business information workers training and practice to apply skills to the advanced features of Excel for enhanced productivity, data analysis, financial charts, tables, and inventory schedules. A single, free Microsoft Office Excel Expert Exam will be administered at the end of the course. Course repeatability is unlimited, however there is a limit to one free exam per student regardless of number of times the course is repeated. Unlimited repeatability. 9 hours lecture and 9 hours laboratory. (Pass/No Pass only)

**CAT-843****Mosprep: Microsoft Office Powerpoint Core Exam Preparation** 0 units*Prerequisite: None*

*Advisory: Previous experience using Microsoft PowerPoint to create, edit, and enhance presentations and slideshows.*

Description: Certification exam preparation structured to meet the guidelines established by Microsoft for the Microsoft Office Specialist (MOS) PowerPoint Core exam. Software and training tools will be utilized to provide computer-based preparation and practice for the MOS PowerPoint Core exam. The course provides students, educators, and business information workers training and practice to apply skills to professional-grade sales presentations, employee training, instructional materials, and kiosk slideshows. A single, free Microsoft Office PowerPoint Core Exam will be administered at the end of the course. Course repeatability is unlimited, however there is a limit to one free exam per student regardless of number of times the course is repeated. Unlimited repeatability. 4.5 hours lecture and 4.5 hours laboratory. (Pass/No Pass only)

**CAT-844****Mosprep: Microsoft Office Access Core Exam Preparation** 0 units*Prerequisite: None*

*Advisory: Previous experience using Microsoft Access to create and maintain database tables, queries, forms, and reports.*

Description: Certification exam preparation structured to meet the guidelines established by Microsoft for the Microsoft Office Specialist (MOS) Access Core exam. Software and training tools will be utilized to provide computer-based preparation and practice for the MOS Access Core exam. The course provides students, educators, and business information workers training and practice to apply skills to create and maintain basic Access database objects including tables, relationships, data entry forms, multi-level reports, and multi-table queries. A single, free Microsoft Office Access Core Exam will be administered at the end of the course. Course repeatability is unlimited, however there is a limit to one free exam per student regardless of number of times the course is repeated. Unlimited repeatability. 4.5 hours lecture and 4.5 hours laboratory. (Pass/No Pass only)

**CAT-845****Mosprep: Microsoft Office Outlook Core Exam Preparation** 0 units*Prerequisite: None**Advisory: Previous experience using Microsoft Outlook to create and edit professional-looking email messages, maintain calendars across time zones, schedule tasks, create calendars, schedule appointments, and organize and manage contacts.*

Description: Certification exam preparation structured to meet the guidelines established by Microsoft for the Microsoft Office Specialist (MOS) Outlook Core exam. Software and training tools will be utilized to provide computer-based preparation and practice for the MOS Outlook Core exam. The course provides students, educators, and business information workers training and practice to apply skills to enhance professional correspondence, send messages for marketing campaigns, plan staff meetings, and assign meeting action items. A single, free Microsoft Office Outlook Core Exam will be administered at the end of the course. Course repeatability is unlimited, however there is a limit to one free exam per student regardless of number of times the course is repeated. Unlimited repeatability. 4.5 hours lecture and 4.5 hours laboratory. (Pass/No Pass only)

**CAT-846****Access Skills: Creating and Using Tables** 0 units*Prerequisite: None.*

Description: Use of database software to create, edit, and use database tables. 3 hours lecture and 6 hours laboratory. (same as CIS-846) (Pass/No Pass only)

**CAT-898****Windows, File Management, Internet, and Canvas Basics** 0 units*Prerequisite: None.*

Description: Use Windows to manage files, directories, folders, and settings. Use system tools, including task manager, file compression, and snipping tool. Internet skills for safe browsing, basic security, and cloud storage. Canvas navigation and tools for better classroom experience. 9 hours lecture and 9 hours laboratory. (Same as CIS-898) (Pass/No Pass only)

## COMPUTER INFORMATION SYSTEMS (CIS)

**CIS-1A****Introduction to Computer Information Systems** 3.00 units  
(C-ID:ITIS 120) UC, CSU*Prerequisite: None.*

Description: 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. Utilizing a systems approach students will use databases, spreadsheets, word processors, presentation graphics, and the Internet to solve business problems and communicate solutions. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter grade only.)

**CIS-1B****Advanced Concepts in Computer Information Systems** 3.00 units

CSU

*Prerequisite: CIS-1A.*

Description: Advanced computer applications. Advanced concepts and skills of word processing, spreadsheets, presentation graphics, the Internet and databases with an emphasis on multitasking, integrating applications, linking, and embedding are covered. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter grade only)

**CIS-2****Fundamentals of Systems Analysis** 3.00 units

CSU

*Prerequisite: None.*

Description: A systematic methodology for analyzing a business problem or opportunity, determining what role, if any, computer-based technologies can play in addressing the business need, articulating business requirements for the technology solution, specifying alternative approaches to acquiring the technology capabilities needed to address the business requirements, and specifying the requirements for the information systems solution in particular, in-house development, development from third-party providers, or purchased commercial-off-the-shelf packages. 54 hours lecture and 18 hours laboratory. (TBA option) (Same as CSC-2) (Letter Grade, or Pass/No Pass option.)

**CIS-3****Computer Applications for Business** 3.00 units

CSU

*Prerequisite: None.*

Description: This course introduces a suite of computer applications used in business and office professions. Individuals who are already established in these professions may also benefit from skills emphasized which include: use of basic operating system functions, file management, word processing, spreadsheets, database management, and presentation graphics. 54 hours lecture and 18 hours laboratory. (TBA option) (Same as CAT-3) (Letter Grade, or Pass/No Pass option)

**CIS-5****Programming Concepts and Methodology I: C++** 4.00 units  
(C-ID: COMP 122) UC, CSU*Prerequisite: None.**Advisory: CIS-1A.*

Description: Introduction to the discipline of computer science incorporating problem definitions, algorithm development, and structured programming logic for business, scientific and mathematical applications. The C++ language will be used for programming problems. 54 hours lecture and 54 hours laboratory. (Same as CSC-5) (Letter grade only)

**CIS-7****Discrete Structures** 3.00 units  
(C-ID:COMP 152) UC, CSU*Prerequisite: CIS/CSC-5.*

Description: 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 Set; Basic Logic; Proof Techniques; Basics of Counting; Graphs and Trees; and Discrete Probability. 54 hours lecture and 18 hours laboratory. (TBA option) (Same as CSC-7) (Letter grade only)



**CIS-11**

**Computer Architecture and Organization: Assembly** 3.00 units  
(C-ID:COMP 142) UC, CSU

*Prerequisite: None.*

*Advisory: CIS/CSC-5.*

Description: An introduction to microprocessor architecture and assembly language programming. The relationship between hardware and software will be examined in order to understand the interaction between a program and the total system. 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 performed, noting the various data representation errors and potential procedural errors. 54 hours lecture and 18 hours laboratory. (TBA option) (Same as CSC-11) (Letter grade only)

**CIS-12**

**Php Dynamic Web Site Programming** 3.00 units  
CSU

*Prerequisite: None.*

*Advisory: CIS/CSC-5 and CIS-72A and CIS/CSC-14A.*

Description: Dynamic web site programming using PHP. Fundamentals of server-side web programming. Introduction to database-driven web sites, using PHP to access a database such as MySQL. Web applications such as user registration, content management, and e-commerce. This course is intended for students already familiar with the fundamentals of programming and HTML. 54 hours lecture and 18 hours laboratory. (TBA Lab) (Same as CSC-12) (Letter Grade, or Pass/No Pass option.)

**CIS-14A**

**Web Programming: Javascript** 3.00 units  
CSU

*Prerequisite: None.*

*Advisory: Previous programming experience and knowledge of HTML, CIS-5 or CSC-5 and CIS-72A.*

Description: Fundamentals of JavaScript programming for the world wide web for students already familiar with the fundamentals of programming and HTML. Language features will include control structures, functions, arrays, JavaScript objects, browser objects and events. Web applications will include image rollovers, user interactivity, manipulating browser windows, form validation and processing, cookies, and interactive page content. 54 hours lecture and 18 hours laboratory. (TBA Option) (Same as CSC-14A) (Letter Grade, or Pass/No Pass option)

**CIS-14B**

**Web Programming: Active Server Pages** 3.00 units  
CSU

*Prerequisite: None*

*Advisory: CIS/CSC-5 and CIS-72A*

Description: Fundamentals of server-side Web programming using Active Server Pages (ASP) for students already familiar with the fundamentals of programming and HTML. Language features will include control structures, functions, arrays, collections, objects, and events. Focus on server-side programming to generate dynamic web content and database access. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**CIS-17A**

**Programming Concepts and Methodology II: C++** 3.00 units  
(C-ID:COMP 132) UC, CSU

*Prerequisite: CIS/CSC-5.*

Description: The application of software engineering techniques to the design and development of large programs; data abstraction, structures, and associated algorithms. A comprehensive study of the syntax and semantics of the C++ language and the methodology of Object-Oriented program development. 54 hours lecture and 18 hours laboratory. (TBA option) (Same as CSC-17A) (Letter grade only)

**CIS-17B**

**C++ Programming: Advanced Objects** 3.00 units  
UC, CSU

*Prerequisite: None.*

*Advisory: CIS/CSC-17A.*

Description: This is an advanced C++ programming course for students familiar with object-oriented programming that implements basic graphical user interfaces. An emphasis will be placed on advanced concepts associated with complex business and gaming applications that utilize exception handling, multithreading, multimedia, and database connectivity. 54 hours lecture and 18 hours laboratory. (TBA option) (Same as CSC-17B) (Letter Grade, or Pass/No Pass option)

**CIS-17C**

**C++ Programming: Data Structures** 3.00 units  
UC, CSU

*Prerequisite: None.*

*Advisory: CIS/CSC-17A.*

Description: This course offers a thorough presentation of the essential principles and practices of data structures using the C++ programming language. The course emphasizes abstract data types, software engineering principles, lists, stacks, queues, trees, graphs, and the comparative analysis of algorithms. 54 hours lecture and 18 hours laboratory. (TBA option) (Same as CSC-17C) (Letter Grade, or Pass/No Pass option.)

**CIS-18A**

**Java Programming: Objects** 3.00 units  
UC, CSU

*Prerequisite: None.*

*Advisory: CIS/CSC-5.*

Description: An introduction to Java programming for students already experienced in the fundamentals of programming. An emphasis will be placed upon object-oriented programming. Other topics include graphical interface design and typical swing GUI components. 54 hours lecture and 18 hours laboratory. (TBA option) (Same as CSC-18A) (Letter Grade, or Pass/No Pass option.)

**CIS-18B****Java Programming: Advanced Objects****3.00 units**  
UC, CSU*Prerequisite: None.**Advisory: CIS/CSC-18A.*

Description: This is an advanced Java programming course for students familiar with object-oriented programming and utilization of basic graphical interface techniques. An emphasis will be placed on advanced concepts associated with Business, E-Commerce and Gaming applications that utilize exception handling, multithreading, multimedia, and database connectivity. 54 hours lecture and 18 hours laboratory. (TBA option) (Same as CSC-18B) (Letter Grade, or Pass/No Pass option)

**CIS-18C****Java Programming: Data Structures****3.00 units**  
UC, CSU*Prerequisite: None.**Advisory: CIS/CSC-18A.*

Description: This course offers a thorough presentation of the essential principles and practices of data structures using the Java programming language. The course emphasizes abstract data types, software engineering principles, lists, stacks, queues, trees, graphs, and the comparative analysis of algorithms. 54 hours lecture and 18 hours laboratory. (TBA option) (Same as CSC-18C) (Letter Grade, or Pass/No Pass option.)

**CIS-20****Systems Analysis and Design****3.00 units**  
CSU*Prerequisite: CIS-2 or CSC-2.**Advisory: CIS-62.*

Description: Structured design techniques for the development and implementation of computerized business applications. Course includes project planning, analysis of current system, design of a new system, implementation, consideration of data base design and development; file organization, and modular programming techniques. 54 hours lecture and 18 hours laboratory. (TBA option) (Same as CSC-20) (Letter Grade, or Pass/No Pass option.)

**CIS-21****Introduction to Operating Systems****3.00 units**  
CSU*Prerequisite: CIS-1A.*

Description: An introduction to operating system concepts, structure, functions, performance, and management. A current operating system, such as Windows, Linux, or UNIX is used as a case study. File multi-processing, system security, device management, network operating systems, and utilities are introduced. 54 hours lecture and 18 hours laboratory. (TBA option) (Same as CSC-21) (Letter Grade, or Pass/No Pass option.)

**CIS-21A****Linux Operating System Administration****3.00 units**  
CSU*Prerequisite: None.**Advisory: CIS-1A or CIS-27.*

Description: This course covers the fundamentals of the Linux operating system, system architecture, installation, command line functions, performance, and file systems. All major administrative responsibilities associated with this operating system are performed. These tasks shall include but not be limited to system installation, configuration, security, and backups for both client and server which might be found in a small business environment. This course aligns with the Linux Professional, LPI.org LPIC-1 Certification exam. 54 hours lecture. (Same as CSC-21A) (Letter Grade, or Pass/No Pass option)

**CIS-21B****Linux Operating System Administration II****3.00 units**  
CSU*Prerequisite: None.**Advisory: CIS-21A and CIS-21*

Description: Intermediate fundamentals of the Linux operating system, system architecture, installation, command line and file system. The goal of this course is to build on the Linux I course and provide student learners the knowledge and skills to prepare for the exam objectives aligned to the Linux Professional Institute, LPI.org, LPIC-1 (or the CompTIA Linux powered by LPI) second certification exam. Individuals who complete this course should understand shells, scripting, data management, interfaces and desktops, administrative tasks, essential system services, network fundamentals and system security. 54 hours lecture and 18 hours laboratory. (Letter grade or Pass/No Pass option)

**CIS-21C****Red Hat Linux System Administration I****3.00 units***Prerequisite: None.**Advisory: CIS-21 or CIS-21A.*

Description: An introduction to Red Hat Linux System Administration. Develops the skills needed for basic administration and configuration of Red Hat Enterprise Linux. This course introduces key command-line concepts and enterprise-level tools, laying the foundation for the rapid deployment of Red Hat Enterprise Linux. Also introduces the basic administration skills needed for resolving configuration issues and integrating Red Hat Enterprise Linux systems with other existing environments. It lays the foundation for secure user and group administration, and develops skills that allow administrators to use available storage solutions more efficiently and securely. This is the first of a two-course series that takes a computer professional knowing nothing about Red Hat Linux to becoming a fully capable Red Hat Linux system administrator. 54 hours lecture 18 hours laboratory. (Letter grade only)

**CIS-25****Information and Communication Technology Essentials** **4.00 units**

CSU

*Prerequisite: None.**Advisory: CIS-1A.*

Description: Introduction to the computer hardware and software skills needed to help meet the growing demand for entry-level ICT professionals. The fundamentals of computer hardware and software as well as advanced concepts such as security, networking, and the responsibilities of an ICT professional will be introduced. Preparation for the CompTIA A+ certification exams. 54 hours lecture and 54 hours laboratory. (Same as CSC-25) (Letter Grade, or Pass/No Pass option.)

**CIS-26A****Cisco Networking Academy 1A** **4.00 units**

CSU

*Prerequisite: None.**Advisory: CIS-1A, CIS-21, CSC-21 or CIS-25.*

Description: The first course in the CCNA curriculum introduces the architectures, models, protocols, and networking elements that connect users, devices, applications and data through the internet and across modern computer networks - including IP addressing and Ethernet fundamentals. By the end of the course, students can perform basic configurations for routers and switches to build simple local area networks (LANs) that integrate IP addressing schemes and foundational network security. Preparation for the CompTIA A+ and Cisco Certified Network Associate (CCNA) certification exam. This course is the 1st of 4 courses in the Cisco CCNA Routing and Switching Curriculum. 72 hours lecture. (Letter grade only)

**CIS-26B****Cisco Networking Academy 1B** **4.00 units**

CSU

*Prerequisite: CIS-26A.*

Description: The Switching, Routing, and Wireless Essentials (SRWE) course is the second course in the CCNA v7 curriculum. This course focuses on switching technologies and router operations that support small-to-medium business networks. It includes wireless local area networks (WLANs) and security concepts. Students learn key switching and routing concepts. They can perform basic network configuration and troubleshooting, identify and mitigate LAN security threats, and configure and secure a basic WLAN. This course is designed to prepare students for Cisco Certified Network Associate (CCNA) certification examination. 72 hours lecture. (Letter Grade, or Pass/No Pass option.)

**CIS-26C****Cisco Networking Academy 1C** **4.00 units**

CSU

*Prerequisite: CIS-26B.*

Description: Enterprise Networking, Security, and Automation (ENSA) describes the architecture, components, operations, and security to scale for large, complex networks, including wide area network (WAN) technologies. The course emphasizes network security concepts and introduces network virtualization and automation. Students learn how to configure, troubleshoot, and secure enterprise network devices and understand how application programming interfaces (API) and configuration management tools enable network automation. This course is 3rd Cisco-related curricula designed to prepare students for Cisco Certified Network Associate (CCNA) certification examination. 72 hours lecture. (Letter Grade, or Pass/No Pass option.)

**CIS-26D****Cisco Networking Academy 1D** **4.00 units**

CSU

*Prerequisite: CIS-26C.*

Description: Cisco CCNA examination certification review that provides students a comprehensive and engaging preparation for certification. The course enables students to review network fundamentals, network access, IP connectivity, IP services, security fundamentals, automation, and programmability. Students perfect configuring and troubleshooting Cisco routers, and switch configurations to resolve complex WAN/LAN configurations. Students also develop the knowledge and skills needed to implement device monitoring, management, fine-tuning, virtualization, network automation concepts, and troubleshooting operations in a complex network. This course is the last of four Cisco-related curricula designed to prepare students for Cisco Certified Network Associate (CCNA) certification examination. 72 hours lecture. (Letter Grade, or Pass/No Pass option.)

**CIS-26F****Cisco Networking Security** **4.00 units**

CSU

*Prerequisite: None**Advisory: CIS-26B, CIS-26C, and CIS-27*

Description: Provides students with in-depth network security education and a comprehensive understanding of network security concepts. Instruction includes, but is not limited to, installation, troubleshooting and monitoring of network devices to maintain integrity, confidentiality and availability of data, skills needed to develop a security infrastructure, recognize vulnerabilities to networks, and mitigate potential security threats. Course is designed to prepare students for CCNA Security Certification (IINS 280-260 exam). 72 hours lecture. (Letter grade only.)

<p><b>CIS-27</b> <b>Information and Network Security</b> <b>3.00 units</b> CSU</p> <p><i>Prerequisite: None.</i> <i>Advisory: CIS-1A or CIS-25.</i></p> <p>Description: An introduction to the fundamental principles and topics of Information Technology Security and Risk Management at the organizational level. It addresses hardware, software, processes, communications, applications, and policies and procedures with respect to organizational Cybersecurity and Risk Management. Preparation for the CompTIA Security+ certification exams. 54 hours lecture. (Same as CSC-27) (Letter grade only)</p>	<p><b>CIS-28A</b> <b>Ms Access Programming</b> <b>3.00 units</b> CSU</p> <p><i>Prerequisite: None.</i> <i>Advisory: CIS/CSC-5.</i></p> <p>Description: Use of the data management program, MS Access, in writing command file programs to automate database management applications with the use of Visual Basic Applications variables, expressions, and functions. This course shows students how event driven programs operate. 54 hours lecture and 18 hours laboratory. (TBA option) (Same as CSC-28A) (Letter Grade, or Pass/No Pass option.)</p>
<p><b>CIS-27A</b> <b>Computer Forensics Fundamentals</b> <b>3.00 units</b> CSU</p> <p><i>Prerequisite: None</i> <i>Advisory: CIS/CSC-27</i></p> <p>Description: An introduction to the methods used to properly conduct a computer forensics investigation beginning 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; the computer investigation process; understanding operating systems boot processes and disk structures; data acquisition and analysis; technical writing; and a review of familiar computer forensics tools. 54 hours lecture and 18 hours laboratory. (Same as CSC-27A) (Letter grade only)</p>	<p><b>CIS-30A</b> <b>Introduction to Python Programming</b> <b>3.00 units</b> UC, CSU</p> <p><i>Prerequisite: CIS-1A</i> <i>Advisory: CIS-5</i></p> <p>Description: Combined features of Python are suitable for program development. Practical applications of Python may be found in the prominent fields of many different sciences field. Introduces the beginner or curious programmer to Python and basic programming concepts through a series of practical hands-on exercises following concept lecture and discussions. Provides an overview of the history and use of Python in scripting, web and software development and security. Emphasizes principles of software development, style, and testing. Focuses on programming and problem solving using Python programming language. 48 hours lecture and 27 hours lab. (Letter grade only)</p>
<p><b>CIS-27B</b> <b>Introduction to Cybersecurity: Ethical</b> <b>3.00 units</b> CSU</p> <p><i>Prerequisite: None</i> <i>Advisory: CIS-1A, CIS-26A and CIS-27</i></p> <p>Description: Introduces the network security specialist to the various methodologies for attacking a network. Students will be introduced to the concepts, principles, and techniques, supplemented by hands-on exercises, for attacking and disabling a network within the context of properly securing a network. The course will emphasize network attack methodologies with the emphasis on student use of network attack techniques and tools and appropriate defenses and countermeasures. Students will receive course content information through a variety of methods: lecture and demonstration of hacking tools will be used in addition to a virtual environment. Students will experience a hands-on practical approach to penetration testing measures and ethical hacking. This course aligns with the CEH Certified Ethical Hacker certification exam. 54 hours lecture and 18 hours laboratory. (Letter grade or Pass/No Pass)</p>	<p><b>CIS-34A</b> <b>Introduction to Word</b> <b>1.50 units</b> CSU</p> <p><i>Prerequisite: None.</i></p> <p>Description: Introductory word processing skills using Microsoft Word to create business documents. 27 hours lecture and 18 hours laboratory. (TBA option) (Same as CAT-34A) (Letter Grade, or Pass/No Pass option.)</p>
<p><b>CIS-27C</b> <b>Palo Alto Networks Firewall Essentials</b> <b>3.00 units</b> CSU</p> <p><i>Prerequisite: None.</i> <i>Advisory: CIS-26B and CIS-27.</i></p> <p>Description: Essential skills for working with Palo Alto Networks Firewall technology. Students will learn to configure and manage next-generation firewalls, manage protection for systems outside of the data center perimeter, configure firewall high availability and monitor network traffic using an interactive web interface and firewall reports. 54 hours lecture 18 hours laboratory. (Letter grade only)</p>	<p><b>CIS-40C</b> <b>Installing, Configuring and Administering Microsoft Operating Systems</b> <b>3.00 units</b> CSU</p> <p><i>Prerequisite: CIS-1A</i> <i>Advisory: CIS-21 and CIS-25 and CIS-40A</i></p> <p>Description: Install and configure Windows desktops, server, mobile computers and devices that run on Windows in a network environment. Addresses Windows application, tools, settings in network client and server systems. Course content follows the Microsoft Official Academic Course curriculum and is intended to prepare students to take the Microsoft Client component of the Microsoft Certified IT Professional (MCITP), Microsoft Certified Solution Associates (MCSA) and Microsoft Certified Technology Specialist (MCTS) certification exam. 48 hours lecture and 32 hours laboratory. (Letter Grade only)</p>

**CIS-40D****Systems and Network Administration****3.00 units**  
CSU*Prerequisite: CIS-1A and CIS-25**Advisory: CIS-21 and CIS-40A*

Description: Build, maintain, troubleshoot and support server hardware and software technologies. Focuses on network operating system administration concepts, structure, functions, performance, and resource management is covered. Current desktop and server operating systems, such as Windows, Linux or UNIX, Mac OS are explored in this course. File and storage management techniques, system security measures, device management, and utilities in network administration and technical support procedures are examined in this course. The students will be able to identify environmental issues; understand and comply with disaster recovery and physical / software security procedures; become familiar with industry terminology and concepts of incident handling; understand server roles / specializations and interaction within the overall computing environment. 48 hours lecture and 32 hours laboratory. (Letter Grade only)

**CIS-41B****Healthcare Information Security and Privacy for Practitioner****3.00 units**  
CSU*Prerequisite: CIS-27.**Advisory: CIS-1A, CIS-40A, CIS-40D, CIS-41*

Description: Encompasses concepts and practices in implementing, managing and assessing system security and privacy controls to protect healthcare organizations. Include the technical strategies for health data management, global and national regulatory requirements and controls, privacy principles and governance, information risk management life cycle, and remediation of security gaps in healthcare organizations. Preparation for (ISC)2 HealthCare Information Security and Privacy Practitioner (HCISPP) certification. Aligned with ITIS 166 - Cybersecurity Operations. 48 hours lecture and 32 hours laboratory. (Letter grade or Pass/No Pass option)

**CIS-41D****Advanced Security Concepts and Practices****3.00 units***Prerequisite: CIS-27.**Advisory: CIS-1A and CIS-40A and CIS-40B and CIS-41A.*

Description: Explores the concepts and steps to become a cybersecurity professionals or consultants. Topics will include the functions and responsibilities of security consultant, approaches in security consulting and the pathway to become a successful cyber-security consultant. Tools used, type of training needed, and the ethics of security consulting are explained. There will be a lecture and hands-on portions of the course demonstrating tools commonly used by a security consulting. Topics include identifying enterprise system problem, deriving solutions, data classification for protective measures, decision making, risk management, incident handling, threat assessment, forensic investigation, allocating resources, and implementation of System Security Life Cycle processes to improve organization security landscape. Preparation for (ISC)2 SSCP certification or CompTIA Advanced Security Practitioner Certification (CASP+). Aligned with ITIS 166 - Cybersecurity Operations. (Letter grade or Pass/No Pass option)

**CIS-49A****AWS Academy Cloud Foundations****4.00 units**  
CSU*Prerequisite: None.*

*Advisory: CIS-1A. Description AWS Academy Cloud Foundations is intended for students who seek an overall understanding of cloud computing concepts, independent of specific technical roles. It provides a detailed overview of cloud concepts, AWS core services, security, architecture, pricing, and support. Preparation for the AWS Certified Cloud Practitioner exams. 54 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option)*

*Advisory: CIS-1A. Description AWS Academy Cloud Foundations is intended for students who seek an overall understanding of cloud computing concepts, independent of specific technical roles. It provides a detailed overview of cloud concepts, AWS core services, security, architecture, pricing, and support. Preparation for the AWS Certified Cloud Practitioner exams. 54 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option)*

**CIS-49B****AWS Academy Cloud Architecting****4.00 units**  
CSU*Prerequisite: CIS-49A.*

Description: AWS Academy Cloud Architecture covers the fundamentals of building IT infrastructure on AWS. Designed to teach solutions architects how to optimize their use of the AWS Cloud by understanding AWS services and how they fit into cloud-based solutions. Although architectural solutions can differ depending on the industry, type of application, and size of the business, this course emphasizes best practices for the AWS Cloud that apply to all of them. It also recommends various design patterns to help you think through the process of architecting optimal IT solutions on AWS. Students will explore case studies that showcase how some AWS customers have designed their infrastructures and the strategies and services that they have implemented. Finally, this course provides opportunities for students to build a variety of infrastructures through a guided, hands-on approach. This course aligns with the AWS Solutions Architect Associate certification exam. 54 hours lecture and 54 hours laboratory. 54 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**CIS-54A****Introduction to Animate****3.00 units**  
CSU*Prerequisite: None.*

*Advisory: CIS-95A or CAT-95A or competency in the use of a computer and familiarity with the Internet.*

Description: Essential knowledge and skills required to use Animate. Includes instruction on the authoring tools, drawing tools, working with symbols, creating interactive buttons, and streaming sound. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter grade only)

**CIS-54B****Flash Scripting****3.00 units**  
CSU*Prerequisite: None**Advisory: CAT/CIS-54A*

Description: Learn how to design, write, and debug scripts (programs) using the Flash scripting language. Incorporate scripts into Flash projects to control sophisticated animation, import video and sound files, integrate buttons, and create compelling interactivity using powerful features such as the Motion Editor, inverse kinematics, and support for 3D. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CIS-56A****Designing Web Graphics****3.00 units**  
CSU*Prerequisite: None**Advisory: Competency in the use of a computer and familiarity with the Internet recommended, such as CIS/CAT-95A.*

Description: Introduction to the concepts and skills required to create, modify, and prepare visual elements for placement within web pages. Focus on the understanding of file compression, color palettes, visual design, and layout principles. The course uses Adobe Photoshop. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter grade only)

**CIS-61****Introduction to Database Theory****3.00 units**  
CSU*Prerequisite: None.*

Description: Database design and development using modern "Entity-Relationship" techniques, including data structures, performance, data validation, security and failure recovery techniques. 54 hours lecture, 18 hours laboratory. (TBA option) (Same as CSC-61) (Letter grade or Pass/No Pass option)

**CIS-62****Microsoft Access****3.00 units***Prerequisite: None.*

Description: Provides a comprehensive introduction to the implementation of database management systems using Microsoft Access. Hands-on experience in modeling work problems and transforming them to a relational data model. Students will design data tables to efficiently store data. Students will be shown techniques for entering, changing, and deleting data using datasheets and forms. Students will learn to filter and modify data using queries and to output data using both forms and reports. Access macros will be applied to forms and reports. Students will be presented with database projects to reinforce lectures. 54 hours lecture and 18 hours laboratory. (TBA option)(Same as CSC-62.) (Letter grade only.)

**CIS-63****Introduction to Structured Query Language (sql)****3.00 units**  
CSU*Prerequisite: None.*

Description: This course provides an introduction to the relational database management system industry standard - Structured Query Language (SQL). Students will analyze, design, and implement database schema using the SQL programming language. SQL will be utilized to develop a database structure (DDL). The student will use SQL to create both Select and action queries(DML). Joins, Unions, Differences and sub-query statements will be covered. Both the Access and Oracle SQL statements will be covered. 54 hours lecture and 18 hours laboratory. (TBA option) (Same as CSC-63) (Letter grade only)

**CIS-65****Introduction to Microsoft Powerpoint****1.50 units**  
CSU*Prerequisite: None.*

Description: Introduction to Microsoft PowerPoint to plan, create, enhance, deliver, and share electronic presentations. Content includes inserting text, graphics, animations, videos, tables, charts, and integrating PowerPoint with other programs. 27 hours lecture and 18 hours of laboratory. (Same as CAT 65) (Letter Grade, or Pass/No Pass option)

**CIS-72A****Introduction to Web Page Creation****1.50 units**  
CSU*Prerequisite: None**Advisory: Competency in the use of a computer, familiarity with the Internet or CIS-95A*

Description: An introduction to Web page creation using HTML (Hypertext Markup Language). Use HTML and CSS to design and create Web pages with formatted text, hyperlinks, lists, images, tables, and forms. 27 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.) (TBA option)

**CIS-72B****Intermediate Web Page Creation Using Cascading Style Sheets (CSS)****1.50 units***Prerequisite: None**Advisory: Knowledge of HTML and the Internet and CIS-72A and CIS-95A*

Description: Intermediate Web page creation using cascading style sheets (CSS) to format and lay out web page content. CSS works with HTML, so HTML knowledge is recommended. Inline styles, embedded styles, and external style sheets are covered. CSS is used to format text, links, set fonts, colors, margins, and position text and graphics on a page. CSS is also a component of Dynamic HTML. 27 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CIS-72C****Introduction to XML****1.50 units**  
CSU*Prerequisite: None**Advisory: Knowledge of HTML and CSS*

Description: Introduction to XML (Extensible Markup Languages) on the World Wide Web. Understand and create XML documents, and explore the various applications of the XML technology. 27 hours lecture. (Letter Grade, or Pass/No Pass option.)

**CIS-76A****Introduction to Microsoft Expression Web****3.00 units**  
CSU*Prerequisite: None.**Advisory: CIS-95A and competency in the use of the Internet and in managing files and folders.*

Description: This course provides students with the knowledge and skills required to quickly design and implement webpages and to administer and update existing websites using Microsoft Expression Web. The course uses Microsoft Expression Web to streamline and automate website management on a web site. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter grade only)

**CIS-76B****Introduction to Dreamweaver****3.00 units**  
CSU*Prerequisite: None**Advisory: CIS-95A*

Description: Provides students with the knowledge and skills required to quickly design and implement webpages and to administer and update existing websites using Dreamweaver. The course uses Dreamweaver to streamline and automate website management on a website. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option)

**CIS-78A****Introduction to Adobe Photoshop****3.00 units**  
CSU*Prerequisite: None.*

Description: Introduction to Adobe Photoshop including mastery of digital image editing, selections, photo correction, image improvement, and vector drawing. Additional instruction in these skills: type manipulation, special effects, color correction, and web page illustrations. 54 hours lecture and 18 hours laboratory. (TBA option) (Same as CAT-78A) (Letter grade only)

**CIS-78B****Advanced Adobe Photoshop****3.00 units**  
CSU*Prerequisite: CIS-78A or CAT-78A or ADM-71A*

Description: Advanced techniques and methods for using Adobe PhotoShop to produce custom graphic solutions. Focus on real-world projects, workflow foundations, adjusting and optimizing images, and tips and tricks for enhanced image creation. 54 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**CIS-79****Introduction to Adobe Illustrator****3.00 units**  
CSU*Prerequisite: None*

Description: Introduction to Adobe Illustrator, involving creating artwork for logos, illustrations, posters, perspective drawing and web content. Development of a working knowledge of creating graphic images and typography along with color use. 54 hours lecture and 18 hours laboratory. (TBA option) (Same as CAT-79) (Letter grade or Pass/No Pass)

**CIS-80****Word Processing: Microsoft Word for Windows****3.00 units**  
CSU*Prerequisite: None.**Advisory: CAT-51.*

Description: Develops introductory through advanced skills to format documents using Microsoft Word. Students create fliers, letters, memos, reports and office documents. Topics include mail merge and table basics and introduces advanced features and text editing tools of Microsoft Word. Students create reference documents, online forms and newsletters. Topics may include the use of macros and collaboration and integration tools. 54 hours lecture and 18 hours laboratory. (TBA Option) (Same as CAT-80) (Letter grade only)

**CIS-81****Introduction to Desktop Publishing Using Adobe Indesign****3.00 units**  
CSU*Prerequisite: None.*

Description: Introduction to Adobe InDesign, the industry-standard publishing app. Design and publish high-quality documents across a full spectrum of digital and print media. 54 hours lecture and 18 hours laboratory. (TBA option) (Same as CAT-81) (Letter grade or Pass/No Pass option)

**CIS-84****Word Processing: Wordperfect for Windows****3.00 units**  
CSU*Prerequisite: None.**Advisory: CAT-51.*

Description: Introductory, intermediate, and advanced document formatting using WordPerfect for Windows. Students create fliers, letters, memos, reports and office documents. Topics include mail merge, table basics, advanced features and text editing tools of WordPerfect for Windows. Students create reference documents, online forms and newsletters. Topics may include the use of macros and collaboration and integration tools. 54 hours lecture and 18 hours laboratory. (TBA option) (Same as CAT-84) (Letter grade only)

**CIS-90****Microsoft Outlook****3.00 units**  
CSU*Prerequisite: None.*

Description: An introduction to the features of Microsoft Outlook. Students learn how to manage messages, schedule appointments, organize and manage tasks and contact lists, and customize Outlook for the workplace. Emphasis is placed on the use of Outlook for communication, sharing information, and productivity within a company or small business. 54 hours lecture and 18 hours laboratory. (TBA option) (Same as CAT-90) (Letter Grade, or Pass/No Pass option.)

<b>CIS-91</b> <b>Microsoft Project</b>	<b>3.00 units</b> CSU	<b>CIS-98B</b> <b>Advanced Excel</b>	<b>1.50 units</b> CSU
<i>Prerequisite: None.</i>		<i>Prerequisite: CAT/CIS-98A.</i>	
Description: This course utilizes Microsoft Project to build, track, and account for variances and changes in the baseline plan. Emphasis is placed on project management, tracking, and information analysis. 54 hours lecture and 18 hours laboratory. (TBA option) (Same as CAT-91) (Letter grade only)		Description: Advanced concepts of Microsoft Excel including managing large spreadsheets, creating and working with databases, creating and using templates, and macro creation. Spreadsheet manipulation with advanced macro techniques, customizing Excel screen and toolbars and solving problems with goal seeker and solver. 27 hours lecture and 18 hours of laboratory. (TBA option) (Same as CAT-98B) (Letter Grade, or Pass/No Pass option)	
<b>CIS-93</b> <b>Computers for Beginners</b>	<b>3.00 units</b>	<b>CIS-200</b> <b>Computer Information Services Work Experience</b>	<b>1.00 - 4.00 units</b> CSU
<i>Prerequisite: None.</i>		<i>Prerequisite: None.</i>	
Description: A practical step-by-step introduction to computer literacy topics including computer hardware and software, application skills, the Internet and Internet searching, Web page creation, and computer ethics. 54 hours lecture and 18 hours laboratory. (TBA option) (Same as CAT-93) (Letter grade, or Pass/No Pass option)		Description: Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester. (Letter grade or Pass/No Pass option)	
<b>CIS-94</b> <b>Data Analysis Using Excel and Access</b>	<b>2.00 units</b>		
<i>Prerequisite: None.</i>			
<i>Advisory: CAT-98B or CIS-98B, CIS-62.</i>			
Description: Analysis, problem-solving, and decision making using Excel and Access for business. Using computer-based case studies, students analyze and solve business problems using the Access database management system and the Excel spreadsheet tools. 36 hours lecture. (Letter grade or Pass/No Pass option)			
<b>CIS-95A</b> <b>Introduction to the Internet - Living Online</b>	<b>1.50 units</b> CSU	<b>CIS-801</b> <b>Remote Work Technology</b>	<b>0 units</b>
<i>Prerequisite: None.</i>		<i>Prerequisite: None.</i>	
Description: Introduction to concepts and skills needed to effectively use the Internet and/or work in a networked environment and maximize communication, education, collaboration, and social interactions in a safe and ethical manner. The course content aligns with the Internet Core Competency Certification (IC3) Global Standard 5 (GS5) Living Online exam, a component exam of the IC3 Digital Literacy Certification. 27 hours lecture and 18 hours lab. (TBA option) (Same as CAT-95A) (Letter grade only)		Description: Explores topics related to creating remote workspaces including evaluating equipment, software and hardware, as well as the ergonomics, efficiency, and safety issues related to working remotely. 9 hours lecture. (Pass/No Pass only)	
<b>CIS-98A</b> <b>Introduction to Excel</b>	<b>1.50 units</b> CSU	<b>CIS-802</b> <b>Remote Work Communication Tools and Apps</b>	<b>0 units</b>
<i>Prerequisite: None.</i>		<i>Prerequisite: None.</i>	
Description: Introductory spreadsheet development using Microsoft Excel for business and scientific related applications. The course covers introductory through intermediate spreadsheet development. 27 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)		Description: Evaluation of technology communication tools and applications for communication and collaboration used for remote work. Topics include identification and basic use of common communication and application tools used for remote work as well as online safety considerations. 9 hours lecture. (Pass/No Pass only)	
		<b>CIS-803</b> <b>Remote Productivity and Time Management Tools</b>	<b>0 units</b>
		<i>Prerequisite: None.</i>	
		Description: Evaluation and selection of technology tools for productivity and time management. Topics include identification and basic use of tools and apps used for productivity and time management. 9 hours lecture. (Pass/No Pass only)	



**CIS-825****Cyber Skills - Intro to Cybersecurity 0 units***Prerequisite: None.**Advisory: Basic computer, operating system and network skills.*

Description: The Cyber Skills - Introduction to Cybersecurity is designed for students who are considering IT as career with specialization in cybersecurity. This exploratory course provides the students an introduction to cybersecurity. The course will explore ways to be safe online. Students will learn the different types of malware and attacks and measures used by organizations to mitigate the attacks. Students will research their career opportunities. 9 hours lecture and 9 hours laboratory. (Pass/No Pass only)

**CIS-826****Cyber Skills Intro to Virtualization 0 units***Prerequisite: None**Advisory: Basic computer, operating system and network skills.*

Description: The Cyber Skills - Introduction to Virtualization is designed for students who are considering IT as career with specialization in cybersecurity. Virtualization skills are necessary to the cybersecurity professional due to its ubiquitous use in the IT field. Cybersecurity professionals need to understand how virtualization works to analyze the threats within the virtual environment as well as use virtualization for isolating systems for malware analysis and testing. This exploratory course provides the students an introduction to virtualization. The curriculum will explore ways to be safe online, learn the different types of malware and attacks, measures used by organizations to mitigate the attacks, and research their career opportunities. 9 hours lecture and 9 hours laboratory. (Pass/No Pass only)

**CIS-827****Cyber Skills-Intro to Protocol Analysis 0 units***Prerequisite: None.**Advisory: Basic computer, operating system and network skills.*

Description: The Cyber Skills - Introduction to Protocol Analysis is designed for students who are considering IT as career with specialization in cybersecurity. Within the cybersecurity career path, protocol analysis is used to perform ongoing attacks as well as post attack analysis of network logs and data. This exploratory course provides the students an introduction to protocol analysis. The course will explore ways that protocol analysis can be used to detect and investigate different types of malware and attacks within an organizations network for incident response. 9 hours lecture and 9 hours laboratory. (Pass/No Pass only)

**CIS-830****Introduction to Python Programming: Part 1 0 units***Prerequisite: None.*

*Advisory: Know the fundamental computer concepts and terminology used for input, processing, output, and storage. Know the basic features of software such as operating systems, and basic applications programs.*

Description: Introduction to the Python programming language by covering the basics of programming in Python to develop business, gaming, scientific and mathematical applications. 18 hours lecture. (Letter grade or Pass/No Pass option.)

**CIS-831****Introduction to Python Programming: Part 2 0 units***Prerequisite: None.**Advisory: CIS-830.*

Description: Introduction to decision and iteration statements used in the Python programming language to further advance the student in developing business, gaming, scientific and mathematical applications. 18 hours lecture. (Letter grade or Pass/No Pass option.)

**CIS-832****Intro to Python Programming: Part 3 0 units***Prerequisite: None*

*Advisory: CIS-831 Course Credit Recommendation: Non-Credit Introduction to functions, arrays and file input/output statements used in the Python programming language to further advance the student in developing business, gaming, scientific and mathematical applications. 18 hours lecture. (Pass/No Pass option.)*

**CIS-834****Historical Perspective: Napier to Torval 0 units***Prerequisite: None*

Description: The need for accurate and subsequently ever faster computations in science and engineering provides the background for the age of computers. Beginning with the development of logarithms and proceeding to the development and deployment of super computer computations using the Linux operating system. 9 hours lecture. (Pass/No Pass only)

**CIS-835****Foundational Approach: Word Problems to Work Flow 0 units***Prerequisite: None.*

Description: There are systematic techniques to solve basic procedural problems. Mapping the known inputs to the desired outcome is a method used by all software engineers. These procedures can be applied to simple as well as complex problems. 9 hours lecture. (Pass/No Pass only)

**CIS-836****Computational Tools: Calculators to Spreadsheets 0 units***Prerequisite: None.*

Description: Estimate the solution to a problem and confirm simple results with a calculator. For more complex problems, utilize formulaic spreadsheet techniques and develop test conditions for further checks. 9 hours lecture. (Pass/No Pass only)

**CIS-837****Boolean Formulation: Logic to Relationships 0 units***Prerequisite: None.*

Description: All programs utilize basic boolean statements for branching and looping constructs. As such, a thorough understanding of simple logic is fundamentally required. 9 hours lecture. (Pass/No Pass only)

**CIS-838****Pseudocode and Flowcharts: Descriptive to Visual 0 units***Prerequisite: None.*

Description: This course presents a non-coding technique of solving a problem using word models and pictures. Also, allows the lay person to understand how a solution is reached and how code can be documented. 9 hours lecture. (Pass/No Pass only)

**CIS-839****Tools of the Trade: Ide's to Backup** 0 units*Prerequisite: None.*

Description: This course presents what tools programmers utilize in their coding every day solutions to problems. The environment they use to code and the need to make constant backups along with collaborating with other programmers. 9 hours lecture. (Pass/No Pass only)

**CIS-846****Access Skills: Creating and Using Tables** 0 units*Prerequisite: None.*

Description: Use of database software to create, edit, and use database tables. 3 hours lecture and 6 hours laboratory. (Pass/No Pass only) (Same as CAT-846)

**CIS-898****Windows, File Management, Internet, and Canvas Basics** 0 units*Prerequisite: None.*

Description: Use Windows to manage files, directories, folders, and settings. Use system tools, including task manager, file compression, and snipping tool. Internet skills for safe browsing, basic security, and cloud storage. Canvas navigation and tools for better classroom experience. 9 hours lecture and 9 hours laboratory. (Same as CAT-898)(Pass/No Pass only)

## COMPUTER SCIENCE (CSC)

**CSC-2****Fundamentals of Systems Analysis** 3.00 units  
CSU*Prerequisite: None.*

Description: The course presents a systematic methodology for analyzing a business problem or opportunity, determining what role, if any, computer-based technologies can play in addressing the business need, articulating business requirements for the technology solution, specifying alternative approaches to acquiring the technology capabilities needed to address the business requirements, and specifying the requirements for the information systems solution in particular, in-house development, development from third-party providers, or purchased commercial-off-the-shelf packages. 54 hours lecture and 18 hours laboratory.(TBA option) (Same as CIS-2) (Letter Grade, or Pass/No Pass option.)

**CSC-5****Programming Concepts and Methodology I:c++** 4.00 units  
UC, CSU*Prerequisite: None.**Advisory: CIS-1A.*

Description: Introduction to the discipline of computer science incorporating problem definitions, algorithm development, and structured programming logic for business, scientific and mathematical applications. The C++ language will be used for programming problems. 54 hours lecture and 54 hours laboratory. (Same as CIS-5) (Letter grade only)

**CSC-7****Discrete Structures** 3.00 units  
UC, CSU*Prerequisite: CIS/CSC-5.*

Description: 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 Set; Basic Logic; Proof Techniques; Basics of Counting; Graphs and Trees; and Discrete Probability. 54 hours lecture and 18 hours laboratory. (TBA option) (Same as CIS-7) (Letter grade only)

**CSC-8****Programming Concepts: Python** 3.00 units*Prerequisite: MAT-5 or MAT-12 or MAT-36.*

Description: Introduction to the discipline of computer science incorporating problem definitions, algorithm development, and structured programming logic for business, scientific, and mathematical applications. The Python language will be used for programming projects. 54 hours lecture. (Letter grade only)

**CSC-11****Computer Architecture and Organization: Assembly** 3.00 units  
UC, CSU*Prerequisite: None.**Advisory: CIS/CSC-5.*

Description: An introduction to microprocessor architecture and assembly language programming. The relationship between hardware and software will be examined in order to understand the interaction between a program and the total system. 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 performed, noting the various data representation errors and potential procedural errors. 54 hours lecture and 18 hours laboratory. (TBA option) (Same as CIS-11) (Letter grade only)

**CSC-12****Php Dynamic Web Site Programming** 3.00 units  
CSU*Prerequisite: None.**Advisory: CIS/CSC-5 and CIS-72A and CIS/CSC-14A*

Description: Dynamic web site programming using PHP. Fundamentals of server-side web programming. Introduction to database-driven web sites, using PHP to access a database such as MySQL. Web applications such as user registration, content management, and e-commerce. This course is intended for students already familiar with the fundamentals of programming and HTML. 54 hours lecture and 18 hours laboratory. (TBA Option)(Same as CIS-12) (Letter Grade, or Pass/No Pass option.)

**CSC-14A****Web Programming: Javascript** 3.00 units  
CSU*Prerequisite: None.**Advisory: Previous programming experience and knowledge of HTML, CIS/CSC-5 and CIS-72A*

Description: Fundamentals of JavaScript programming for the world wide web for students already familiar with the fundamentals of programming and HTML. Language features will include control structures, functions, arrays, JavaScript objects, browser objects and events. Web applications will include image rollovers, user interactivity, manipulating browser windows, form validation and

processing, cookies, creating dynamic content, and Dynamic HTML programming. 54 hours lecture and 18 hours laboratory. (TBA Option) (Same as CIS-14A) (Letter Grade, or Pass/No Pass option.)

**CSC-17A**

**Programming Concepts and Methodology II: C++** **3.00 units**  
(C-ID:COMP 132) UC, CSU

*Prerequisite:* CIS-5 or CSC-5.

Description: The application of software engineering techniques to the design and development of large programs; data abstraction, structures, and associated algorithms. A comprehensive study of the syntax and semantics of the C++ language and the methodology of Object-Oriented program development. 54 hours lecture and 18 hours laboratory. (TBA option) (Same as CIS-17A) (Letter grade only)

**CSC-17B**

**C++ Programming: Advanced Objects** **3.00 units**  
UC, CSU

*Prerequisite:* None.

*Advisory:* CIS/CSC-17A.

Description: This is an advanced C++ programming course for students familiar with object-oriented programming that implements basic graphical user interfaces. An emphasis will be placed on advanced concepts associated with complex business and gaming applications that utilize exception handling, multithreading, multimedia, and database connectivity. 54 hours lecture and 18 hours laboratory. (TBA option) (Same as CIS-17B) (Letter Grade, or Pass/No Pass option)

**CSC-17C**

**C++ Programming: Data Structures** **3.00 units**  
UC, CSU

*Prerequisite:* None.

*Advisory:* CIS/CSC-17A.

Description: This course offers a thorough presentation of the essential principles and practices of data structures using the C++ programming language. The course emphasizes abstract data types, software engineering principles, lists, stacks, queues, trees, graphs, and the comparative analysis of algorithms. 54 hours lecture and 18 hours laboratory. (TBA option) (Same as CIS-17C) (Letter Grade, or Pass/No Pass option)

**CSC-18A**

**Java Programming: Objects** **3.00 units**  
UC, CSU

*Prerequisite:* None.

*Advisory:* CIS/CSC-5.

Description: An introduction to Java programming for students already experienced in the fundamentals of programming. An emphasis will be placed upon object-oriented programming. Other topics include graphical interface design and typical swing GUI components. 54 hours lecture and 18 hours laboratory. (TBA option) (Same as CIS-18A) (Letter Grade, or Pass/No Pass option.)

**CSC-18B**

**Java Programming: Advanced Objects** **3.00 units**  
UC, CSU

*Prerequisite:* None.

*Advisory:* CIS/CSC-18A.

Description: This is an advanced Java programming course for students familiar with object-oriented programming and utilization of basic graphical interface techniques. An emphasis will be placed on advanced concepts associated with Business, E-Commerce and Gaming applications that utilize exception handling, multithreading, multimedia, and database connectivity. 54 hours lecture and 18 hours laboratory. (TBA option) (Same as CIS-18B) (Letter Grade, or Pass/No Pass option.)

**CSC-18C**

**Java Programming: Data Structures** **3.00 units**  
UC, CSU

*Prerequisite:* None.

*Advisory:* CIS/CSC-18A.

Description: This course is designed to be an advanced Java programming course for students familiar with object-oriented programming and database concepts. The major emphasis will be related to concepts of storing and retrieving data efficiently, which are the essential principles, and practices of data structures. 54 hours lecture and 18 hours laboratory. (TBA option) (Same as CIS-18C) (Letter Grade, or Pass/No Pass option.)

**CSC-20**

**Systems Analysis and Design** **3.00 units**  
CSU

*Prerequisite:* CIS/CSC-2.

*Advisory:* CIS-62.

Description: Structured design techniques for the development and implementation of computerized business applications. Course includes project planning, analysis of current system, design of a new system, implementation, consideration of data base design and development; file organization, and modular programming techniques. 54 hours lecture and 18 hours laboratory. (TBA option) (Same as CIS-20) (Letter Grade, or Pass/No Pass option.)

**CSC-21**

**Introduction to Operating Systems** **3.00 units**  
CSU

*Prerequisite:* CIS-1A.

Description: An introduction to operating system concepts, structure, functions, performance, and management is covered. A current operating system, such as Windows, Linux, or UNIX is used as a case study. File multi-processing, system security, device management, network operating systems, and utilities are introduced. 54 hours lecture and 18 hours laboratory. (TBA option) (Same as CIS-21) (Letter Grade, or Pass/No Pass option.)

<b>CSC-21A</b> <b>Linux Operating System Administration</b>	<b>3.00 units</b> CSU	<b>CSC-28A</b> <b>Ms Access Programming</b>	<b>3.00 units</b> CSU
<p><i>Prerequisite:</i> None.  <i>Advisory:</i> CIS-1A or CIS-23.</p> <p>Description: This course covers the fundamentals of the Linux operating system, system architecture, installation, command line functions, performance, and file systems. All major administrative responsibilities associated with this operating system are performed. These tasks shall include but not be limited to system installation, configuration, security, and backups for both client and server which might be found in a small business environment. This course aligns with the Linux Professional, LPI.org LPIC-1 Certification exam. 54 hours lecture. (Same as CIS-21A) (Letter Grade, or Pass/No Pass option.)</p>		<p><i>Prerequisite:</i> None.  <i>Advisory:</i> CIS/CSC-5.</p> <p>Description: Use of the data management program, MS Access, in writing command file programs to automate database management applications with the use of Visual Basic Applications variables, expressions, and functions. This course shows students how event driven programs operate. 54 hours lecture and 18 hours laboratory. (TBA option) (Same as CIS-28A) (Letter Grade, or Pass/No Pass option.)</p>	
<b>CSC-25</b> <b>Information and Communication Technology Essentials</b>	<b>4.00 units</b> CSU	<b>CSC-61</b> <b>Introduction to Database Theory</b>	<b>3.00 units</b> CSU
<p><i>Prerequisite:</i> None.  <i>Advisory:</i> CIS-1A.</p> <p>Description: Introduction to the computer hardware and software skills needed to help meet the growing demand for entry-level ICT professionals. The fundamentals of computer hardware and software as well as advanced concepts such as security, networking, and the responsibilities of an ICT professional will be introduced. Preparation for the CompTIA A+ certification exams. 54 hours lecture and 54 hours laboratory. (Same as CSC-25) (Letter Grade, or Pass/No Pass option.)</p>		<p><i>Prerequisite:</i> None.</p> <p>Description: This course provides the students with an introduction to the core concepts in data and information management. It is centered around the core skills of identifying organizational information requirements, modeling them using conceptual data modeling techniques, converting the conceptual data models into relational data models and verifying its structural characteristics with normalization techniques, and implementing and utilizing a relational database using an industrial-strength database management system. The course will also include coverage of basic database administration tasks and key concepts of data quality and data security. In addition to developing database applications, the course helps the students understand how large-scale packaged systems are highly dependent on the use of Database Management Systems (DBMSs). Building on the transactional database understanding, the course provides an introduction to data and information management technologies that provide decision support capabilities under the broad business intelligence umbrella. 54 hours of lecture and 18 hours.(TBA Option) (Same as CIS-61) (Letter grade only)</p>	
<b>CSC-27</b> <b>Information and Network Security</b>	<b>3.00 units</b> CSU	<b>CSC-62</b> <b>Microsoft Access</b>	<b>3.00 units</b>
<p><i>Prerequisite:</i> None.  <i>Advisory:</i> CIS-1A or CSC-25.</p> <p>Description: An introduction to the fundamental principles and topics of Information Technology Security and Risk Management at the organizational level. It addresses hardware, software, processes, communications, applications, and policies and procedures with respect to organizational Cybersecurity and Risk Management. Preparation for the CompTIA Security+ certification exams. 54 hours lecture. (Same as CIS-27) (Letter grade only)</p>		<p><i>Prerequisite:</i> None.</p> <p>Description: Provides a comprehensive introduction to the implementation of database management systems using Microsoft Access. Hands-on experience in modeling work problems and transforming them to a relational data model. Students will design data tables to efficiently store data. Students will be shown techniques for entering, changing, and deleting data using datasheets and forms. Students will learn to filter and modify data using queries and to output data using both forms and reports. Access macros will be applied to forms and reports. Students will be presented with database projects to reinforce lectures. 54 hours lecture and 18 hours laboratory. (TBA option) (Same as CIS-62) (Letter grade only.)</p>	
<b>CSC-27A</b> <b>Computer Forensics Fundamentals</b>	<b>3.00 units</b> CSU		
<p><i>Prerequisite:</i> None.  <i>Advisory:</i> CIS-27.</p> <p>Description: An introduction to the methods used to properly conduct a computer forensics investigation beginning 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; the computer investigation process; understanding operating systems boot processes and disk structures; data acquisition and analysis; technical writing; and a review of familiar computer forensics tools. 54 hours lecture and 18 hours laboratory. (Same as CIS-27A) (Letter grade only)</p>			

**CSC-63**  
**Introduction to Structured Query Language (sql)** **3.00 units**  
 CSU

*Prerequisite: None.*

Description: This course provides an introduction to the relational database management system industry standard - Structured Query Language (SQL). Students will analyze, design, and implement database schema using the SQL programming language. SQL will be utilized to develop a database structure (DDL). The student will use SQL to create both Select and action queries(DML). Joins, Unions, Differences and sub-query statements will be covered. Both the Access and Oracle SQL statements will be covered. 54 hours lecture and 18 hours laboratory. (TBA option)(Same as CIS-63) (Letter grade only)

## **COSMETOLOGY (COS)**

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**COS-1A**  
**Introduction to Cosmetology Level I** **3.00 units**  
*Prerequisite: None.*

Description: An introduction to beginning cosmetology concepts, including California Board of Barbering and Cosmetology Act and Regulations, Disinfection and Sanitation. Theory subjects include California Board of Barbering and Cosmetology Act and Regulations, Disinfection and Sanitation. 54 hours lecture. (Letter grade only)

**COS-1B**  
**Introduction to Cosmetology Level II** **3.00 units**  
*Prerequisite: COS-1A*

Description: An introduction to beginning cosmetology concepts, Cosmetology related sciences and the practice of cosmetology principles. Theory subjects include: Cosmetology communication skills, general anatomy and physiology, basics of electricity, OSHA health and safety, and basics of cosmetology chemistry. 54 hours lecture.(Letter grade only)

**COS-1C**  
**Cosmetology Business Concepts** **1.00 unit**  
*Prerequisite: COS-1B.*

Description: Cosmetology Business Concepts, Cosmetology related business skills, employment, and interviewing. Theory subjects include: Cosmetology employment preparation, business skills, job interviewing, and on the job skills. 18 hours lecture.(Letter grade only)

**COS-10A**  
**Level I Hairstyling Concepts I** **3.00 units**  
*Prerequisite: None*  
*Corequisite: COS-1A*

Description: An introduction to beginning cosmetology concepts, Level I Hairstyling. Theory subjects include: Level I hairstyling in relation to wet hairstyling, thermal hairstyling, and health and safety in hairstyling. Laboratory practices include: Health and safety practices, Level I wet hairstyling, and level I thermal hairstyling. 36 hours lecture, 54 hours laboratory. (Letter grade only)

**COS-10B**  
**Level II Hairstyling Concepts** **3.00 units**  
*Prerequisite: COS-10A*  
*Corequisite: COS-1B*

Description: The second course in an introduction to beginning cosmetology concepts, Level II Hairstyling. Theory subjects include: Level II hairstyling in relation to wet hairstyling, thermal hairstyling, and health and safety in hairstyling. Laboratory practices include: Health and safety practices, Level II wet hairstyling, and level II thermal hairstyling. 36 hours' lecture, 54 hours laboratory. (Letter grade only)

**COS-10C**  
**Level III Hairstyling Concepts** **2.00 units**  
*Prerequisite: COS-10B*

Description: The third course as an advanced introduction to cosmetology concepts, Level III Hairstyling. Theory subjects include: Level III hairstyling in relation to wet hairstyling, thermal hairstyling, and health and safety in hairstyling. Laboratory practices include: Health and safety practices, Level III wet hairstyling, and level III thermal hairstyling. 18 hours' lecture, 54 hours laboratory. (Letter grade only)

**COS-20A**  
**Level I Chemical Texture Concepts** **3.00 units**  
*Prerequisite: None.*  
*Corequisite: COS- 1A.*

Description: An introduction to beginning cosmetology concepts, Level I chemical straightening, soft perm, and health and safety in chemical texture services. Laboratory practices include: Health and safety practice, Level I permanent waving, chemical straightening, and soft perms. 36 hours lecture, 54 hours laboratory.(Letter grade only)

**COS-20B**  
**Level II Chemical Texture Concepts** **3.00 units**  
*Prerequisite: COS-20A*  
*Corequisite: COS-1B*

Description: Advanced introduction to Level II cosmetology concepts, Level II Chemical Texture. Theory subjects include Level II chemical texture services such as permanent waving, chemical straightening, soft perm, and health and safety in chemical texture services. Laboratory practices include health and safety practices, Level II permanent waving, chemical straightening, and soft perms. 36 hours lecture, 54 hours laboratory.(Letter grade only)

**COS-30A**  
**Level I Haircutting Concepts** **2.00 units**  
*Prerequisite: None*  
*Corequisite: COS- 1A*

Description: An introductory course in cosmetology haircutting techniques and concepts. Lecture and laboratory that cover introductory Level I Haircutting, and health and safety practices in haircutting. 18 hours lecture, 54 hours laboratory.(Letter grade only)

**COS-30B****Level II Haircutting Concepts** **2.00 units***Prerequisite: COS-30A**Corequisite: COS-1B*

Description: The second course in cosmetology haircutting techniques and concepts covering expanded theory and application of Level II cosmetology haircutting concepts. Lecture and laboratory expands on haircutting theory, as well as health and safety in cosmetology haircutting practices. 18 hours lecture, 54 hours laboratory. (Letter grade only)

**COS-30C****Level III Haircutting Concepts** **1.50 units***Prerequisite: COS-30B*

Description: The third course in cosmetology haircutting techniques and concepts which continues to expand theory and application of Level III cosmetology haircutting concepts. Lecture and laboratory expand on haircutting theory, as well as health and safety in cosmetology haircutting practices. 9 hours lecture, 54 hours laboratory. (Letter grade only)

**COS-30D****Level IV Haircutting Barbering Concepts** **7.00 units***Prerequisite: COS-30C*

Description: The fourth course in cosmetology haircutting techniques and concepts. Includes barbering techniques. This fourth course meets the minimum requirement in haircutting for a Barbering license. The lecture and lab component continues to expand theory and application of level IV cosmetology concepts with the addition of barbering. This course has a lecture and laboratory which expands haircutting theory, as well as health and safety in cosmetology and barbering haircutting practices. 108 hours lecture and 54 hours laboratory. (Letter grade only)

**COS-40A****Level I Haircoloring and Bleaching Concepts** **3.00 units***Prerequisite: None.**Corequisite: COS-1A*

Description: An introduction to beginning cosmetology concepts, Level I Haircoloring and Bleaching. Theory subjects include Level I haircoloring and bleaching techniques such as haircoloring, bleaching, and health and safety in haircoloring and bleaching services. Laboratory practices include health and safety practices, Level I haircoloring, and bleaching. 36 hours lecture, 54 hours laboratory. (Letter grade only)

**COS-40B****Level II Haircoloring and Bleaching Concepts** **3.00 units***Prerequisite: COS-40A**Corequisite: COS-1B*

Description: Level II haircoloring and bleaching cosmetology concepts, Level II haircoloring and Bleaching. Theory subjects include Level II techniques such as haircoloring and bleaching, health and safety in haircoloring, and bleaching services. Laboratory practices include health and safety practices, Level II haircoloring, and bleaching. 36 hours lecture, 54 hours laboratory. (Letter grade only)

**COS-57A****Level I Skin Care Concepts** **2.50 units***Prerequisite: None**Corequisite: COS-1A*

Description: An introduction to beginning cosmetology concepts, Level I Skin Care. Theory subjects include: Level I skin care, and health and safety in skin care. Laboratory practices include: Health and safety practices, Level I skin care. 36 hours lecture, 27 hours laboratory. (Letter grade only)

**COS-57B****Level II Skin Care Concepts** **2.00 units***Prerequisite: COS-57A**Corequisite: COS-1B*

Description: Level II skin care concepts, Level II Skin Care. Theory subjects include: Level II skin care, and health and safety in skin care. Laboratory practices include: Health and safety practices, Level II skin care. 27 hours lecture, 27 hours laboratory. (Letter grade only)

**COS-57C****Level III Skin Care Concepts** **8.00 units***Prerequisite: COS-57B.*

Description: Level III skin care concepts, Level III Skin Care. Theory subjects include: Level III skin care, and health and safety in skin care. Laboratory practices include: Health and safety practices, Level III skin care. 108 hours lecture, 108 hours laboratory. (Letter grade only)

**COS-60A****Beginning Cosmetology Concepts** **11.00 units***Prerequisite: None.*

*Limitation on enrollment: Enrollment in the Cosmetology Program. Courses will be taken in alphabetical sequence regardless which semester enrollment begins. (The student is required to purchase a selected tool/supply kit and textbooks at the first semester meeting. Check with the Cosmetology Department for the current cost.)*

Description: An introduction to beginning cosmetology concepts, California Board of Barbering and Cosmetology Act and Regulations, cosmetology related sciences, and the practice of cosmetology principles. Theory subjects include: health and safety, cosmetology related sciences, level I hair care, skin care and nail care. Laboratory practices include: health and safety, level I hair care, skin care, and nail care. 144 hours lecture and 186 hours laboratory. (Letter grade only)

**COS-60B****Level II Cosmetology Concepts** **10.50 units***Prerequisite: COS-60A.*

Description: Level II cosmetology related sciences and the practice of cosmetology principles. Theory subjects include: health and safety, cosmetology related sciences, level II hair care, skin care and nail care. Laboratory practices include: health and safety, level II hair care, skin care, and nail care. 126 hours technical instruction and 204 hours laboratory. (Letter grade only)

**COS-60C****Level III Cosmetology Concepts 10.00 units***Prerequisite: COS-60B.*

Description: Level III study of California Board of Barbering and Cosmetology Act and Regulations, cosmetology related sciences and the practice of cosmetology principles. Theory subjects include: health and safety, level III cosmetology related sciences, level II hair care, skin care, and nail care. Laboratory practices include: health and safety, hair care, skin care, and nail care. 108 hours technical instruction and 222 hours laboratory. (Letter grade only)

**COS-60D****Level IV Cosmetology Concepts 8.00 units***Prerequisite: COS-60C.*

Description: Level IV study of California Board of Barbering and Cosmetology Act and Regulations, cosmetology related sciences and the practice of cosmetology principles. Theory subjects include: health and safety, level IV cosmetology related sciences, advanced level IV hair care, skin care and nail care. Laboratory practices include: health and safety, level IV hair care, skin care, and nail care. 54 hours lecture, 276 hours laboratory. (Letter grade only)

**COS-60E****Level V Cosmetology Concepts 8.00 units***Prerequisite: COS-60D.*

Description: Level V study of California Board of Barbering and Cosmetology Act and Regulations, cosmetology related sciences and the practice of cosmetology principles. Theory subjects include: State licensing exam readiness, health and safety, business practices, level V cosmetology related sciences, advanced level V hair care, skin care and nail care. Laboratory practices include: health and safety, level V hair care, skin care, and nail care. 54 hours lecture, 276 hours laboratory. (Letter grade only)

**COS-60F****Remedial Training Course 0.50 units***Prerequisite: None*

Description: Remedial Training Course Pertinent to health and safety laws and regulations of the Board of Barbering and Cosmetology (Board). 9 hours lecture. (Letter grade only)

**COS-61A****Level I Cosmetology Instructor Concepts A 9.50 units***Prerequisite: None*

*Limitation on enrollment: Cosmetology license issued in the United States*

Description: An introduction to beginning cosmetology instructor pedagogy, California Board of Barbering and Cosmetology Act and Regulations, and the practice of Cosmetology instructor principles. Theory subjects include: basic learning styles and principles, learning environments and teaching plans. Laboratory practices include: oral presentations, audio and visual aids, classroom observations. 108 hours of lecture/technical instruction and 192 hours laboratory. (Letter grade only)

**COS-61B****Level II Cosmetology Instructor Concepts B 9.50 units***Prerequisite: COS-61A*

Description: Level II Cosmetology instructor pedagogy, California Board of Barbering and Cosmetology Act and Regulations, and the practice of Cosmetology instructor principles. Theory subjects include: basic pedagogical classroom management and student assessments. Laboratory practices include: student clinical/laboratory observations, classroom presentations and classroom assessment observations. 108 hours lecture/technical instruction and 192 hours laboratory. (Letter grade only)

**COS-62A****Level I Esthetician Concepts 10.00 units***Prerequisite: None.*

*Limitation on enrollment: Enrollment in the Esthetician Program.*

Description: An introduction to level I skin care concepts, California Board of Barbering and Cosmetology Act and Regulations, skin care related sciences, and the practice of skin care principles. Theory subjects include: health and safety, skin care related sciences, and level I skin care. Laboratory practices include: health and safety, level I skin care. 113 hours lecture and 202 hours laboratory. (Letter Grade only)

**COS-62B****Level II Esthetician Concepts 10.00 units***Prerequisite: COS-62A.*

Description: Level II skin care concepts, California Board of Barbering and Cosmetology Act and Regulations, skin care related sciences, and the practice of skin care principles. Theory subjects include: health and safety, skin care related sciences, and level II skin care. Laboratory practices include: health and safety, level II skin care. 113 hours lecture and 202 hours laboratory. (Letter grade only)

**COS-64A****Lvl: I Manicuring and Pedicuring 7.00 units**

*Prerequisite: Courses will be taken in alphabetical sequence regardless which semester enrollment begins*

Description: Prepares students for a career in manicuring and pedicuring. An in-depth scientific study of nail care as related to the practice of level I manicuring and pedicuring, including the State Board of Cosmetology Rules and Regulations and Cosmetology Act; related chemistry; bacteriology; sanitation; disinfection; safety precautions; anatomy and physiology; water and oil manicures; pedicuring, artificial nails (liquid and powder techniques) nail tips, nail wraps and repair. Subsequent enrollment in Section B will provide the student an opportunity for additional skill and competency development within the subject matter. Total of 81 hours lecture and 135 hours laboratory. (Letter grade only)

**COS-64B****Level II: Manicuring and Pedicuring 7.00 units***Prerequisite: COS-64A.*

Description: Prepares students for a career in manicuring and pedicuring. An in-depth scientific study of nail care as related to the practice of level II manicuring and pedicuring, including the State Board of Cosmetology Rules and Regulations and Cosmetology Act; related chemistry; bacteriology; sanitation; disinfection; safety precautions; anatomy and physiology; water and oil manicures; pedicuring, artificial nails (liquid and powder techniques) nail tips, nail wraps and repair. Total of 81 hours lecture and 135 hours laboratory. (Letter grade only)

**COS-67A****New Trends and Techniques in Hairdressing A 1.00 unit***Prerequisite: None*

*Limitation on enrollment (e.g. Performance tryout or audition): Completion of 1600 hours of cosmetology training or equivalent.*

Description: Designed for the practicing licensed cosmetologists as a review of the new styles and for updating technical knowledge and manipulative skills relating to current styles and trends. Subsequent enrollment in Sections B, C, and/or D will provide the student an opportunity for additional skill and competency development within the subject matter. 54 hours laboratory.(Letter grade only)

**COS-67B****New Trends and Techniques in Hairdressing B 1.00 unit***Prerequisite: COS-67A*

Description: Designed for the practicing licensed cosmetologists as a review of the new styles and for updating technical knowledge and manipulative skills relating to current styles and trends. Subsequent enrollment in Sections B, C, and/or D will provide the student an opportunity for additional skill and competency development within the subject matter. 54 hours laboratory.(Letter grade only)

**COS-67C****New Trends and Techniques in Hairdressing C 1.00 unit***Prerequisite: COS-67B*

Description: Designed for the practicing licensed cosmetologists as a review of the new styles and for updating technical knowledge and manipulative skills relating to current styles and trends. Subsequent enrollment in Sections B, C, and/or D will provide the student an opportunity for additional skill and competency development within the subject matter. 54 hours laboratory.(Letter grade only)

**COS-67D****New Trends and Techniques in Hairdressing D 1.00 unit***Prerequisite: COS-67C*

Description: Designed for the practicing licensed cosmetologists as a review of the new styles and for updating technical knowledge and manipulative skills relating to current styles and trends. Subsequent enrollment in Sections B, C, and/or D will provide the student an opportunity for additional skill and competency development within the subject matter. 54 hours laboratory.(Letter grade only)

**COS-68A****Principles and Practices of Competition Hairstyling 2.00 units***Prerequisite: None.*

*Limitation on enrollment: Currently enrolled cosmetology students.*

Description: A specialized course to develop precision performance in hair design at an advanced level of competency. Students will learn to create hairstyles to a high level of perfection. 18 hours lecture and 54 hours laboratory. (Letter grade only)

**COS-68B****Special Artistic Effects Used in Competition Hairstyling 2.00 units***Prerequisite: None*

*Limitation on enrollment: Currently enrolled cosmetology students*

Description: A specialized course to develop artistic effects in conjunction with competition hairstyling. The students will learn to adapt art principles to enhance original hair designs. 18 hours lecture and 54 hours laboratory.(Letter grade only)

**COS-69A****Mens Hair Design A 2.00 units***Prerequisite: None*

*Limitation on enrollment (e.g. Performance tryout or audition): Completion of a Barber or Cosmetology program.*

Description: Course meets requirements to update minimum barber standards of hair design. Subsequent enrollment in COS 69B, 69C, and/or 69D will provide the student an opportunity for additional skill and competency development within the subject matter. 18 hours lecture and 54 hours laboratory.(Letter grade only)

**COS-69B****Mens Hair Design B 2.00 units***Prerequisite: COS-69A*

Description: Course meets requirements to update minimum barber standards of hair design. Subsequent enrollment in COS 69C and/or COS 69D will provide the student an opportunity for additional skill and competency development within the subject matter. 18 hours lecture and 54 hours laboratory.(Letter grade only)

**COS-69C****Mens Hair Designs C 2.00 units***Prerequisite: COS-69B*

Description: Course meets requirements to update minimum barber standards of hair design. Subsequent enrollment in COS 69D will provide the student an opportunity for additional skill and competency development within the subject matter. 18 hours lecture and 54 hours laboratory. (Letter grade only)

**COS-69D****Mens Hair Design D 2.00 units***Prerequisite: COS-69C*

Description: Course meets requirements to update minimum barber standards of hair design. Culmination of a four-course series that provides an opportunity for additional skill and competency development within the subject matter. 27 hours lecture and 27 hours laboratory. (Letter grade only)



**COS-70A****Level I Makeup and Hair Removal Concepts** 3.00 units*Prerequisite: None**Corequisite: COS-1A*

Description: An introduction to beginning cosmetology concepts, Level I makeup and eyebrow arching. Theory subjects include Level I makeup and eyebrow arching. Laboratory practices include Level I makeup and eyebrow arching. 45 hours lecture, 27 hours laboratory. (Letter grade only)

**COS-70B****Level II Makeup and Hair Removal Concepts** 3.00 units*Prerequisite: COS-70A**Corequisite: COS-1B*

Description: Level II makeup and hair removal cosmetology concepts. Theory subjects include Level II makeup and hair removal. Laboratory practices include Level II makeup and hair removal. 45 hours lecture, 27 hours laboratory. (Letter grade only)

**COS-80A****Level I Nail Care Concepts** 2.00 units*Prerequisite: None**Corequisite: COS-1A*

Description: An introduction to beginning nail care cosmetology concepts, Level I Nail Care. Theory subjects include: Level I nail care, and health and safety in nail care. Laboratory practices include: Level I nail care. 27 hours' lecture, 27 hours' laboratory. (Letter grade only)

**COS-80B****Level II Nail Care Concepts** 3.00 units*Prerequisite: COS-80A**Corequisite: COS-1B*

Description: Level II Nail Care cosmetology concepts, Level II Nail Care. Theory subjects include: Level II Nail care, and health and safety in nail care. Laboratory practices include: Level II nail care. 36 hours' lecture, 54 hours' laboratory. (Letter grade only)

**COS-80C****Level III Nail Care Concepts** 4.00 units*Prerequisite: COS-80B*

Description: Level III Nail Care cosmetology concepts, Level III Nail Care. Theory subjects include: Level III Nail care, and health and safety in nail care. Laboratory practices include: Level III nail care. 54 hours' lecture, 54 hours. (Letter grade only)

**COS-90A****Level I Clinic Floor Concepts** 1.00 - 8.00 units*Prerequisite: COS- 1A, COS-10A, COS- 20A, COS-30A, COS-40A, COS-57A, COS-70A, COS-80A*

Description: An introduction to beginning cosmetology concepts, Level I Clinic Floor. Laboratory practices include: Level I Clinic floor. 56 hours assigned laboratory, (7 hours per weeks assigned laboratory). (Letter grade only)

**COS-90B****Level II Clinic Floor Concepts** 2.00 - 8.00 units*Prerequisite: COS-90A .*

Description: Level II Clinic floor cosmetology concepts, Level I Clinic Floor. Level II Clinic Floor. Laboratory practices include: Level II Clinic floor. Assigned laboratory 112 hours, (14 hours per week of assigned laboratory). (Letter grade only)

**COS-90C****Level III Clinic Floor Concepts** 4.00 - 8.00 units*Prerequisite: COS-90B*

Description: Level III Clinic Floor cosmetology concepts, Level III Clinic Floor. Laboratory practices include: Level III Clinic Floor. Assigned laboratory: 224 hours to 448 hours (28 hours per week of assigned laboratory). TBA laboratory option. (Letter grade only)

**COS-95A****Hairstyling Theory Exam Readiness** 0.50 units*Prerequisite: None*

*Limitation on Enrollment (e.g. Performance tryout or audition): Students must be enrolled in the RCC Cosmetology Program, and are preparing for Licensing Examinations.*

Description: Hairstyling Exam readiness. Theory subjects include: State licensing exam readiness, and health and safety related to state licensing examination. 9 hours lecture. (Letter grade only)

**COS-95B****Hairstyling Practical Exam Readiness** 0.50 units*Prerequisite: None*

*Limitation on Enrollment (e.g. Performance tryout or audition): Student must be enrolled in the Cosmetology Program, and are preparing for licensing examinations.*

Description: Hairstyling Exam Readiness Theory subjects include: State licensing exam readiness, and health and safety related to state licensing examination. Laboratory practices include: Health and safety and hairstyling. 27 hours laboratory. (Letter grade only)

**COS-96A****Barbering Theory Exam Readiness Concepts** 0.50 units*Prerequisite: None*

*Limitation on Enrollment (e.g. Performance tryout or audition): Students must be enrolled in the RCC Cosmetology or Barbering Program, and are preparing for Barbering Licensing Examination.*

Description: Barbering Exam Readiness Theory subjects include: State licensing exam readiness, and health and safety related to state licensing examination. 9 hours lecture. (Letter grade only)

**COS-96B****Barbering Practical Exam Readiness Concepts** 0.50 units*Prerequisite: None*

*Limitation on Enrollment (e.g. Performance tryout or audition): Students must be enrolled in the RCC Cosmetology or Barbering Program, and are preparing for Licensing Examinations.*

Description: Barbering Exam Readiness Practical subjects include: State licensing exam readiness, Barbering practical subject matter, and health and safety related to state licensing examination. 27 hours laboratory. (Letter grade only)

**COS-97A****Cosmetology Theory Exam Readiness Concepts** 0.50 units*Prerequisite: None.**Limitation on enrollment: Students must be enrolled in the RCC Cosmetology Program, and are preparing for Licensing Examinations.*

Description: Cosmetology Exam Readiness Theory subjects include: State licensing exam readiness, and health and safety related to state licensing examination. (Letter grade only)

**COS-97B****Cosmetology Practical Exam Readiness Concepts** 0.50 units*Prerequisite: None.**Limitation on enrollment: Students must be enrolled in the RCC Cosmetology Program, and are preparing for Licensing Examinations.*

Description: Cosmetology Exam Readiness Practical subjects include: State licensing exam readiness, Cosmetology practical subject matter, and health and safety related to state licensing examination. (Letter grade only)

**COS-98A****Esthetics Theory Exam Readiness Concepts** 0.50 units*Prerequisite: None.**Limitation on enrollment: Students must be enrolled in the RCC Cosmetology Program, and are preparing for Esthetics Licensing Examinations.*

Description: Esthetics Exam Readiness Theory subjects include: State licensing exam readiness, and health and safety related to state licensing examination. 9 lecture hours. (Letter grade only)

**COS-98B****Esthetics Practical Exam Readiness Concepts** 0.50 units*Prerequisite: None.**Limitation on enrollment: Students must be enrolled in the RCC Cosmetology Program, and are preparing for Esthetics Licensing Examinations.*

Description: Esthetics Exam Readiness Theory subjects include: State licensing exam readiness, and health and safety related to state licensing examination. Laboratory practices include: Health and safety, and skin care. 27 laboratory hours. (Letter grade only)

**COS-99A****Manicure Theory Exam Readiness Concepts** 0.50 units*Prerequisite: None.**Limitation on enrollment: Students must be enrolled in the RCC Cosmetology Program, and are preparing for Manicure Licensing Examinations.*

Description: Manicurist Exam Readiness Theory subjects include: State licensing exam readiness, and health and safety related to state licensing examination. 9 lecture hours. (Letter grade only)

**COS-99B****Manicure Practical Exam Readiness Concepts** 0.50 units*Prerequisite: None.**Limitation on enrollment: Students must be enrolled in the RCC Cosmetology Program, and are preparing for Esthetics Licensing Examinations.*

Description: Manicurist Exam Readiness Laboratory practice include: Health and safety, and nail care. 27 laboratory hours. (Letter grade only)

**COS-200****Cosmetology Work Experience** 1.00 - 4.00 units  
CSU*Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

Description: Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester. (Letter grade or Pass/No Pass option)

**COS-801****Level VI Cosmetology Concepts** 0 units*Prerequisite: COS-60E or COS-60E2.*

Description: This class is designed for the student who has not acquired all the skills and/or accrued the required total of 1600 hours to sit for the state licensing exam. Students work solely under the supervision of a qualified instructor in a laboratory setting. In the course, students may review applications and techniques and improve subject matter knowledge. Students may perform operations and applications such as chemical hair treatments, manicuring, and facials and/or receive instructor in salon management or employment skills. Student work is evaluated by an instructor. Students may take up to 100 hours of laboratory. (Pass/No Pass only)

**COS-811****Cosmetology Teacher Training** 0 units*Prerequisite: None.**Limitation on enrollment: Completion of COS-61B*

Description: This course is designed for the experienced cosmetologist to become a qualified instructor. When a student has not acquired all the skills and/or accrued the required total of 600 hours to qualify for the local teacher-training certificate, they may enroll in COS-811. Students work solely under the supervision of a qualified instructor in a laboratory setting. In the course, students may review applications and techniques and improve subject matter knowledge. Students may perform operations and applications such as assisting the instructor with laboratory work for student demo haircutting, chemical relaxing, press and curl manicuring and/or receive instructor in-classroom management or employment skills. Student work is evaluated by an instructor. Students may take up to 300 hours of laboratory. (No Grade only)

**COS-812****Level II Esthetician Concepts****0 units***Prerequisite: None.**Limitation on enrollment: Completion of COS-62B*

Description: This course is designed to prepare the student for a career in skin care and make-up. When a student has not completed all the skills and/or accrued the required total of 600 hours to sit for the state licensing exam, they may enroll in COS-812. Students work solely under the supervision of a qualified instructor. In this course, students may review application and techniques and improve subject matter knowledge. Students may perform operations and applications such as eyebrow arching and hair removal (wax, tweezer and depilatories), corrective make-up, application of artificial eyelashes (strip and individual), facials and/or receive instruction in salon management or employment skills. Student work is evaluated by an instructor. Students may take up to 100 hours of laboratory. (No grade only)

**COS-60E1****Level V Cosmetology Concepts****4.00 units***Prerequisite: COS-60D.*

Description: A study of and related hazardous chemicals, principles of salon management employment skills and opportunities, retailing and salesmanship, and current fashion concepts of hair styling. Advanced level instruction and practices of salon clinic principles, chemical hair relaxing, manicuring, pedicuring and facials. 27 hours technical instruction and 138 hour laboratory. (Letter grade only)

**COS-60E2****Level V Cosmetology Concepts****4.00 units***Prerequisite: COS-60E2.*

Description: An in-depth study relating principles of retailing, advertising and marketing. Current salon concepts and operations mandated by the Board of Barbering and Cosmetology will be practiced. 27 hours lecture and 138 hours laboratory. (Letter grade only)

## CULINARY ARTS (CUL)

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**CUL-20****Fundamentals of Baking I****2.00 units***Prerequisite: None.*

Description: Study of the effects of the essential ingredients and techniques of baked products; pour and drop batters; soft and stiff doughs; baking times, temperatures, and handling techniques. 27 hours lecture and 27 hours laboratory. (Materials fee: \$65) (Letter grade only)

**CUL-21****Fundamentals of Baking II****2.00 units***Prerequisite: None.**Advisory: CUL-20.*

Description: Study of advanced professional baking principles and techniques used by hotels and quality restaurant pastry chefs including: types, properties and ingredients of breads, pastries and cakes; soft and stiff doughs; baking times, temperatures and handling techniques. 27 hours lecture and 27 hours laboratory. (Materials fee: \$65) (Letter grade only)

**CUL-22****Cake Decorating I****2.00 units***Prerequisite: None*

Description: Professional cake decorating principles and techniques used by hotel and quality restaurant pastry chefs including fine techniques in fancy, decorative work; preparation and display of fine desserts. Artistic design is used in the presentation of these products. 27 hours lecture 27 hours laboratory. (Letter grade only)

**CUL-23****Advanced Cake Decorating****2.00 units***Prerequisite: CUL-22*

Description: Advanced professional cake decorating principles and techniques used by hotel and quality restaurant pastry chefs including fine techniques, fancy decorative work; preparation and display of extra fine desserts. Focus on decorative works and display pieces made of Marzipan and chocolate paste, dark, white and colored. Students will also be taught the use of the airbrush on cakes and pastries, spun sugar, flowers and leaves. 27 hours lecture 27 hours laboratory. (Letter grade only)

**CUL-36****Introduction to Culinary Arts****8.00 units***Prerequisite: None.**Limitation on Enrollment: Negative TB test/chest x-ray within the last three years.*

Description: An introduction to the culinary arts, both front and back of the house operations. Covers basic food preparation, menu and recipe planning/costing, food safety and sanitation, and nutrition. Learned skills will be implemented in food service and breakfast cookery in the Academy's full service restaurant. 45 hours lecture and 297 hours laboratory. (Letter grade only).

**CUL-37****Intermediate Culinary Arts****8.00 units***Prerequisite: CUL-36.**Limitation on Enrollment: Passing score (75% or above) required on ServSafe exam in Culinary 36 (for safety and sanitation reasons) and negative TB test/chest x-ray within the last three years.*

Description: Intermediate level of food preparation using classical cooking methods and knife skills of various proteins, vegetables, starches, fruits, and baking products. Students will practice proper receiving, storage, and issuing procedures and practice safety and sanitation procedures in accordance to local, state, and federally regulatory agencies. 45 hours lecture and 297 hours laboratory. (Letter grade only).

**CUL-38****Advanced Culinary Arts****8.00 units***Prerequisite: CUL-37**Limitation on Enrollment: Negative TB test/chest x-ray within the last three years.*

Description: A comprehensive and advanced exploration of classical, modern, and international food preparation; cooking and food service operations. Students will learn and develop food production and service skills by being exposed to quantity cooking methods and the use and care of equipment as they rotate through various positions in the daily operation of a full scale restaurant serving lunch. Emphasis on high standards of quality and efficient production of sauces, meats, poultry, fish, sausages, cured food, pates, terrines, and other cold foods. Further menu selection and balance, use of recipes, and

evaluation of food products will be studied. An analysis of daily operations will focus on consistent or improved performance in a team environment and further development of supervision and restaurant skills. 45 hours lecture and 297 hours laboratory. (Letter grade only)

**CUL-41****Fundamentals of Exploring Wine****2.00 units***Prerequisite: None.*

*Limitation on enrollment: Students must be at least 21 years old to sample wines.*

Description: An Introduction to the characteristics of different wine families, the varietals within each family and the characteristics of each varietal. Learn the history and how wine is made by today's wine makers. Learn how the climate, topography and geography of a region and even the individual vineyard affects the wine it produces. Learn to identify the specific characteristics of each wine varietal and to distinguish between different varietals. Learn to read a wine label and choose the best varietals and desired characteristics to compliment any food being served. Learn to sample wines to distinguish the numerous characteristics between varietals. 36 hours lecture. (Letter grade only)

**CUL-42****International Cuisine****2.00 units***Prerequisite: None.*

Description: This class introduces the skills necessary to prepare international foods including traditional methods of preparation and the cultural influences on each dish. Introduces a variety of preparation methods and ingredients of international cuisine including the history, climate and topography of each country and influences on its people. The class teaches skills necessary for great cooking and promotes a global understanding and appreciation of cultures different from one's own. 18 hours lecture and 54 hours laboratory. (Materials fee: \$65) (Letter grade only)

**CUL-46****Fundamentals of Baking and Pastry****8.50 units***Prerequisite: None*

Description: An introduction to the fundamental skills, concepts, and techniques of baking. Through lectures, demonstrations and lab work, this elementary baking course will cover the theory of safety and sanitation, purchasing and receiving, business and math skills, weights and measures, baking terminology, the use of hand tools and equipment found in the bakeshop, the exploration of baking and pastry ingredients and their functions. Students will gain a working knowledge of the major methods such as creaming, blending, foaming, meringues, precooked, cut-in, lamination, straight dough, custards, pies, tarts, cookies and brownies. This course covers the steps in the bread baking process, straight dough mixing method, sponge dough mixing method, shaping rolls and breads, sour dough starters, nutritional and specialty breads, and organic bread with an emphasis on artisan breads, enriched yeast breads and specialty breads. Emphasis will be placed on fundamental production techniques and evaluation of quality characteristics. Creaming method will be covered by the production of muffins and quick breads, also included will be bread variations with low sodium and sugar. 54 hours lecture and 297 hours lab. (Letter grade only)

**CUL-47****Advanced Baking and Pastry****8.50 units***Prerequisite: CUL-46*

Description: Advanced baking and pastry will complete the two semester certificate program. This course introduces the basics of decorative work as applied to showpieces and special occasion cakes, students will have the opportunity to design and execute their own three-tier wedding cake as well as work on a special occasion cake and team wedding cake using gumpaste, pastillage, chocolate, or marzipan. Topics to be covered include fillings, icings, custards, mousses, and glazing techniques, along with a comparison of classical and modern dessert preparations and presentations. Sugar work such as pulled, blown, and poured will be covered, as will the use of tempered and modeling chocolate. This course will focus on chocolate and confectionery technology, ingredient function, and the production of chocolates and confections in an artisan setting. Vital concepts in both theory and practice will include controlling the crystallization of fats and sugars, manipulating water and free water in centers, and understanding the mechanics of emulsions. Techniques include chocolate tempering methods, sugar cooking technique, hand dipping centers, and shell molding. This course will also cover frozen desserts, ice creams and sorbets. 54 lecture hours and 297 hours laboratory. (Letter grade only)

**CUL-50****ServSafe Food Safety****2.00 units**

(C-ID:HOSP 110)

*Prerequisite: None*

Description: An introduction to the principles of the prevention foodborne illness through proper handling of potentially hazardous foods, HACCP procedures, legal guidelines, kitchen safety, facility sanitation, and guidelines for safe food preparation, storing, and reheating. Students will also take the National Restaurant Association ServSafe examination. 36 hours lecture. (Letter Grade or Pass/No Pass)

**CUL-824****The Art of Garde Manger****0 units***Prerequisite: None*

Description: Techniques used to present cold foods that are artistically beautiful and delicious. Special emphasis will be placed on making foods as delicious as they are beautiful. Topics include garnishes, salads, sandwiches, crudits, cheeses, pates, terrines, sausages, cured and smoked foods, as well as marinated and composed ingredients. 4 hours lecture and 26 hours laboratory. (Pass/No Pass only)

**CUL-825****Menu Planning****0 units***Prerequisite: None*

Description: Fundamentals of menu planning. Topics include: Menu trends, the market survey, nutrition and menu planning, foodservice menus, yield tests, standard recipes, recipe costing, menu development and design, sale history, merchandising, and equipment analysis. Emphasis is placed on developing the skills necessary to effectively create a professional restaurant menu. 30 hours lecture. (Letter Grade or Pass/No Pass)

**CUL-826****Food Cost Accounting** 0 units*Prerequisite: None*

Description: This course introduces culinary students to the financial aspects of menu development, ingredient and yield utilization, and financial considerations associated with food offerings. 30 lecture hours. (Letter Grade or Pass/No Pass)

**CUL-827****Culinary Purchasing and Receiving** 0 units*Prerequisite: None*

Description: To understand the overall concept of purchasing and receiving practices in quality food service operations. To apply knowledge of quality standards and regulations governing food products to the purchasing function. To receive and store food and non-food items properly. 30 lecture hours. (Letter Grade or Pass/No Pass)

**CUL-828A****Culinary Food Preparation I** 0 units*Prerequisite: None.*

*Limitation on Enrollment (e.g. Performance tryout or audition): Negative TB test required.*

Description: To develop skills in knife, tool, and equipment handling and apply principles of food preparation to produce a variety of food products, to operate equipment safely and correctly, to apply knowledge of laws and regulations relating to safety and sanitation. 30 hours lecture. (Letter grade or Pass/No Pass option)

**CUL-828B****Culinary Food Preparation II** 0 units*Prerequisite: None.*

*Limitation on Enrollment: Negative TB test and Passing Score (75%) on SafeServ exam required.*

Description: To develop skills in knife, tool, and equipment handling and apply principles of food preparation to produce a variety of food products, to operate equipment safely and correctly, to apply knowledge of laws and regulations relating to safety and sanitation. 30 hours lecture. (Letter grade or Pass/No Pass option)

**CUL-842****International Cuisine** 0 units*Prerequisite: None*

Description: Introduces the skills necessary to prepare international foods including traditional methods of preparation and the cultural influences on each dish. Introduces a variety of preparation methods and ingredients of international cuisine including the history, climate and topography of each country and influences on its people. Teaches skills necessary for great cooking and promotes a global understanding and appreciation of cultures different from one's own. 4 hours lecture and 26 hours laboratory. (Pass/No Pass only)

**CUL-850****ServSafe Food Safety** 0 units*Prerequisite: None.*

Description: An introduction to the principles of the prevention of foodborne illness through proper handling of potentially hazardous foods, HACCP procedures, legal guidelines, kitchen safety, facility sanitation, and guidelines for safe food preparation, storing, and reheating. Students will also take the National Restaurant Association ServSafe examination. (Letter grade or Pass/No Pass option)

**CUL-875****Introduction to Math for Baking Professionals** 0 units*Prerequisite: None.*

Description: An introduction to the fundamental skills of math as they are applied to the baking and pastry arts industry, including fractions, decimals, and percentages. Students will also learn the basics of working with a digital kitchen scale using both US and metric measurements. 8 hours lecture, 4 hours laboratory. (Pass/No Pass only)

**CUL-876****Introduction to Cost Control for Professional Bakers** 0 units*Prerequisite: None*

Description: An introduction to cost control for baking, including As Purchased (AP) and Edible Portion (EP) calculations. Student will also use industry SPECS, and cost out recipes/formulas to determine selling price. 8 hours lecture and 4 hours laboratory. (Pass/No Pass only)

**CUL-877****Baker's Percentages and Recipe Conversion** 0 units*Prerequisite: None*

Description: An in depth look into Baker's Percentages from understanding what they are, to creating a recipe/formula. With previous knowledge and experience using basic math principles of decimals and percentages, students will use those skills to view a recipe with Baker's Percentages, and convert that information into a recipe appropriate to the amount of product needed. Students will also gain experience on the conversion of recipes using a conversion factor and yield. 6 hours lecture and 6 hours laboratory. (Pass/No Pass only)

**CUL-878****Cost Control for Baking and Pastry** 0 units*Prerequisite: None*

Description: A complete view of math skills for the professional baker, and applying those learned skills into costing out a recipe, and providing a menu price. The review of SPECS sheets and application of costing a recipe from start to finish will be the focus of this course, which will then provide a better understanding of assigning a menu price to ensure profits are being made. 6 hours lecture and 6 hours laboratory. (Pass/No Pass only)

## DANCE (DAN)

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**DAN-6****Dance Appreciation** 3.00 units

UC, CSU

*Prerequisite: None*

Description: A nontechnical course for the general student leading to the appreciation and understanding of dance as a medium of communication, entertainment, and as an art form. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

<p><b>DAN-6H</b> <b>Honors Dance Appreciation</b> <b>3.00 units</b> UC, CSU</p>	<p><b>DAN-13</b> <b>Pilates Methodology</b> <b>2.00 units</b> UC, CSU</p>
<p><i>Prerequisite: None.</i> <i>Limitation on enrollment: Enrollment in Honors Program</i> Description: A non-technical course for the general student leading to the appreciation and understanding of dance as a medium of communication, entertainment, and as an art form. This Honors course offers an enriched experience for accelerated students by means of limited class size, seminar format, discussions and projects generated and led by students, a focus on primary texts in translation, and the applications of higher-level thinking and writing skills - analysis, synthesis, and evaluation. Student may not receive credit for both DAN-6 and DAN-6H. 54 hours lecture. (Letter grade only)</p>	<p><i>Prerequisite: DAN-12.</i> Description: Designed to educate and prepare students to teach the Pilates Method, beginning through advanced, to a variety of populations. Upon successful completion of the course students will be prepared to teach Pilates based matwork and equipment work. Students will be able to teach individual sessions as well as group sessions in Pilates studios as well as gym/fitness establishments. 36 hours lecture and 72 hours laboratory. (Letter grade only)</p>
<p><b>DAN-7</b> <b>Choreography</b> <b>2.00 units</b> UC, CSU</p> <p><i>Prerequisite: None.</i> Description: An introduction to the creation of movement material through solo improvisations and guided choreographic studies. 18 hours lecture and 54 hours laboratory. (Letter grade only)</p>	<p><b>DAN-14</b> <b>Internship in Pilates Education and Teaching</b> <b>4.00 units</b> CSU</p> <p><i>Prerequisite: DAN-13.</i> Description: Supervised experience in the teaching of the Pilates method of conditioning. Students will observe various populations and skill levels of Pilates learners and will research and develop lesson plans for beginning, intermediate and advanced level Pilates classes. Students are required to do 18 hours lecture, 100 hours of observation, and 62 hours of teaching under the direction of a certified Pilates teacher. (Letter grade only)</p>
<p><b>DAN-8</b> <b>Composition</b> <b>2.00 units</b> UC, CSU</p> <p><i>Prerequisite: DAN-7</i> Description: The exploration of space, time, and energy as well as crafting techniques and devices to create and stage group work. 18 hours lecture and 54 hours laboratory. (Letter grade only)</p>	<p><b>DAN-200</b> <b>Dance Work Experience</b> <b>1.00 - 4.00 units</b> CSU</p> <p><i>Prerequisite: None.</i> <i>Advisory: Students should have paid or voluntary employment.</i> Description: Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester.(Letter grade or Pass/No Pass option)</p>
<p><b>DAN-9</b> <b>Dance Making</b> <b>2.00 units</b> UC, CSU</p> <p><i>Prerequisite: DAN-8.</i> <i>Limitation on enrollment: Audition on or before first class meeting.</i> Description: The continuing study of dance composition with emphasis on making a complete dance. 18 hours lecture and 54 hours laboratory. (Letter grade only)</p>	
<p><b>DAN-12</b> <b>Kinesiology for Pilates/Dance</b> <b>3.00 units</b> UC, CSU</p> <p><i>Prerequisite: DAN-D47.</i> Description: Designed to provide students with an understanding of the human body in motion as it learns and experiences the repertoire of the Pilates Method of body conditioning and dance. The course addresses the anatomical and biomechanical principles as they apply to these forms of movement. 54 hours lecture. (Letter grade only)</p>	<p><b>DAN-D5</b> <b>Summer Showcase Dance Performance</b> <b>2.00 units</b> UC, CSU</p> <p><i>Prerequisite: None.</i> Description: Provides an opportunity to prepare, perform and appraise choreography in an informal studio setting for public performance. Subsequent enrollment will provide students with opportunities for additional skill and competency development within the subject matter. May be taken a total of three times. 108 hours laboratory. (Letter grade only)</p>

<p><b>DAN-D8</b>  <b>American College Dance Association Rehearsal and Performance</b>      <b>1.00 unit</b>  UC, CSU</p> <p><i>Prerequisite: None.</i>  <i>Advisory: DAN-7.</i>  <i>Limitation on enrollment: Audition on or before the first class meeting.</i>  Description: Prepares dance participants for attendance at American College Dance Association events. Participation in master classes and participation/attendance at adjudication and informal concerts. May be taken a total of four times. 54 hours laboratory. (Letter grade only)</p>	<p><b>DAN-D14</b>  <b>Dance Repertoire, Jazz</b>      <b>1.00 unit</b>  UC, CSU</p> <p><i>Prerequisite: None.</i>  <i>Limitation on enrollment: Audition on or before the first class meeting.</i>  Description: Develop a concert repertoire in the genre of jazz, as choreographed by a visiting artist or dance faculty. Rehearsal and practice of a concert piece choreographed by the faculty artist. 54 hours laboratory. (Letter grade only)</p>
<p><b>DAN-D9</b>  <b>Performance Lab</b>      <b>0.50 units</b>  UC, CSU</p> <p><i>Prerequisite: None.</i>  <i>Limitation on enrollment: Audition on or before the first class meeting.</i>  Description: This course is designed to provide students with an opportunity for intensive preparation, performance, and appraisal of choreography for public performance. 27 hours laboratory. (Letter grade only)</p>	<p><b>DAN-D15</b>  <b>Dance Repertoire, Ballet</b>      <b>1.00 unit</b>  UC, CSU</p> <p><i>Prerequisite: None.</i>  <i>Limitation on enrollment: Audition on or before the first class meeting.</i>  Description: Develop a concert repertoire in the genre of ballet, as choreographed by a visiting artist or dance faculty. Rehearsal and practice of a concert piece choreographed by the faculty artist. 54 hours laboratory. (Letter grade only)</p>
<p><b>DAN-D10</b>  <b>Dance Performance</b>      <b>3.00 units</b>  UC, CSU</p> <p><i>Prerequisite: None.</i>  <i>Limitation on enrollment: Audition on or before the first class meeting.</i>  Description: Develop, rehearse, and perform concert repertoire as choreographed by a student choreographer, or visiting artist for the student dance concert. 162 hours laboratory. (Letter grade only)</p>	<p><b>DAN-D16</b>  <b>Dance Repertoire, Tap</b>      <b>1.00 unit</b>  UC, CSU</p> <p><i>Prerequisite: None.</i>  <i>Limitation on enrollment: Audition on or before the first class meeting.</i>  Description: Develop a concert repertoire in the genre of tap, as choreographed by a visiting artist or dance faculty. Rehearsal and practice of a concert piece choreographed by the faculty artist. 54 hours laboratory. (Letter grade only)</p>
<p><b>DAN-D12</b>  <b>Dance Touring Ensemble</b>      <b>2.00 units</b>  UC, CSU</p> <p><i>Prerequisite: DAN-D11</i>  Description: The student will develop ensemble performance skills through creating, rehearsing and performing a repertory of various dance genres and choreographic styles for the RCC Dance Touring Ensemble school performance season. 108 hours laboratory.(TBA option)(Letter Grade, or Pass/No Pass option.)</p>	<p><b>DAN-D17</b>  <b>Dance Repertoire, Ethnic</b>      <b>1.00 unit</b>  UC, CSU</p> <p><i>Prerequisite: None.</i>  <i>Limitation on enrollment: Audition on or before the first class meeting.</i>  Description: Develop a concert repertoire in the genre of ethnic dance, as choreographed by a visiting artist or dance faculty. Rehearsal and practice of a concert piece choreographed by the faculty artist. 54 hours laboratory. (Letter grade only)</p>
<p><b>DAN-D13</b>  <b>Dance Repertoire, Modern</b>      <b>1.00 unit</b>  UC, CSU</p> <p><i>Prerequisite: None.</i>  <i>Limitation on enrollment: Audition on or before the first class meeting.</i>  Description: Develop a concert repertoire in the genre of modern dance, as choreographed by a visiting artist or dance faculty. Rehearsal and practice of a concert piece choreographed by the faculty artist. 54 hours laboratory. (Letter grade only)</p>	<p><b>DAN-D20</b>  <b>Introduction to Social Dance</b>      <b>1.00 unit</b>  UC, CSU</p> <p><i>Prerequisite: None</i>  Description: This course is designed to introduce students to social dance technique. Styles to be studied will include Waltz, Cha cha, Fox trot, or Swing. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)</p>

<p><b>DAN-D21</b> <b>Ballet, Beginning</b> <span style="float: right;"><b>1.00 unit</b></span> UC, CSU</p> <p><i>Prerequisite: None.</i> Description: An opportunity to learn, practice, and apply beginning level ballet skills and vocabulary. Introduction to historical and cultural context of ballet. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)</p>	<p><b>DAN-D30A</b> <b>Tango</b> <span style="float: right;"><b>1.00 unit</b></span></p> <p><i>Prerequisite: None</i> Description: An in-depth focus on Tango and its various styles, regional influences, and specialty techniques. 54 hours laboratory. (Letter grade only)</p>
<p><b>DAN-D22</b> <b>Ballet, Intermediate</b> <span style="float: right;"><b>1.00 unit</b></span> UC, CSU</p> <p><i>Prerequisite: None</i> <i>Limitation on enrollment: Audition on or before the first class meeting</i> Description: Learn, practice, and apply basic ballet skills learned in beginning ballet to more complex movement phrases and vocabulary characteristic of intermediate level technique. Continued study of the historical and cultural context of ballet as introduced in beginning ballet. May be taken a total of four times. 54 hours laboratory. (Letter Grade or Pass/No Pass option)</p>	<p><b>DAN-D30B</b> <b>Swing Dance</b> <span style="float: right;"><b>1.00 unit</b></span></p> <p><i>Prerequisite: None</i> Description: An in-depth focus on Swing Dance and its various styles, regional influences, and specialty techniques. 54 hours laboratory. (Letter grade only)</p>
<p><b>DAN-D23</b> <b>Ballet, Advanced</b> <span style="float: right;"><b>1.00 unit</b></span> UC, CSU</p> <p><i>Prerequisite: DAN-D22</i> Description: Learn, practice, and apply intermediate ballet skills learned in intermediate ballet towards the refinement of technical and artistic expression characteristic of advanced level technique. The study of historical and cultural context of ballet will be augmented. May be taken a total of four times. 54 hours laboratory. (Letter Grade or Pass/No Pass option)</p>	<p><b>DAN-D30C</b> <b>Latin Social Dance</b> <span style="float: right;"><b>1.00 unit</b></span></p> <p><i>Prerequisite: None.</i> Description: An in-depth focus on Latin Social Dances including Salsa, Bachata, and Cha Cha Cha. Learn and practice various styles, regional influences, and specialty techniques. 54 hours laboratory. (Letter grade only)</p>
<p><b>DAN-D25</b> <b>Floor Barre</b> <span style="float: right;"><b>1.00 unit</b></span> UC, CSU</p> <p><i>Prerequisite: None.</i> Description: This course is designed for students of all levels. Students will concentrate on ballet-based floor exercises designed to build strength and true alignment of the body. By improving flexibility and agility, the students will learn how to prevent injuries and increase movement longevity. 54 hours laboratory. (Letter grade only)</p>	<p><b>DAN-D31</b> <b>Hip-Hop Dance, Beginning</b> <span style="float: right;"><b>1.00 unit</b></span> UC, CSU</p> <p><i>Prerequisite: None.</i> Description: Learn, practice and apply beginning hip-hop dance skills and vocabulary. Introduction to the historical and cultural context of hip-hop culture. 54 hours laboratory. (Letter grade only)</p>
<p><b>DAN-D26</b> <b>Mexican Ballet Folklorico</b> <span style="float: right;"><b>1.00 unit</b></span> UC, CSU</p> <p><i>Prerequisite: None</i></p>	<p><b>DAN-D31B</b> <b>Hip-Hop Dance - Intermediate</b> <span style="float: right;"><b>1.00 unit</b></span> UC, CSU</p> <p><i>Prerequisite: None.</i> <i>Limitation on enrollment: Audition on or before the first class meeting.</i> Description: Learn, practice and apply intermediate hip-hop dance skills, technique and vocabulary. Continued study of the historical and cultural context of hip-hop culture. 54 hours laboratory. (Letter grade only)</p>
<p><b>DAN-D29</b> <b>Celebrate Dance Rehearsal</b> <span style="float: right;"><b>2.00 units</b></span> UC, CSU</p> <p><i>Prerequisite: None.</i> <i>Limitation on Enrollment: Audition on or before the first class meeting.</i> Description: An introduction to the dance rehearsal experience and performance practicals. This course will provide choreographers and dancers an opportunity to prepare and implement movement material for a public performance in a concert setting. 108 hours laboratory. (Letter grade only)</p>	<p><b>DAN-D32</b> <b>Jazz, Beginning</b> <span style="float: right;"><b>1.00 unit</b></span> UC, CSU</p> <p><i>Prerequisite: None.</i> Description: Learn, practice, and apply fundamental jazz dance skills and vocabulary. Introduction to the historical and cultural context of jazz dance. 54 hours laboratory. (Letter Grade or Pass/No Pass option)</p>
	<p><b>DAN-D33</b> <b>Jazz, Intermediate</b> <span style="float: right;"><b>1.00 unit</b></span> UC, CSU</p> <p><i>Prerequisite: None.</i> <i>Limitation on enrollment: Audition on or before the first class meeting. Retention based on successful audition.</i> Description: Learn, practice, and apply basic jazz dance skills learned in beginning jazz to more complex movement phrases and vocabulary characteristic of intermediate level technique. Continued study of historical and cultural context of jazz dance as introduced in beginning jazz. 54 hours laboratory. (Letter Grade, or Pass/No Pass option)</p>



<p><b>DAN-D34</b> <b>Jazz, Advanced</b> <span style="float: right;"><b>1.00 unit</b> UC, CSU</span></p> <p><i>Prerequisite: DAN-D33.</i> Description: Learn, practice and apply advanced jazz dance skills and vocabulary with a focus on pre-professional performance skills and advanced musicality. Continued study of the historical and cultural context of jazz as it applies to the genre of Jazz dance. 54 hours laboratory. (Letter grade, or Pass/No Pass option.)</p>	<p><b>DAN-D44</b> <b>Tap, Intermediate</b> <span style="float: right;"><b>1.00 unit</b> UC, CSU</span></p> <p><i>Prerequisite: None.</i> <i>Limitation on enrollment: Audition on or before the first class meeting.</i> Description: Learn, practice and apply complex movement phrases and vocabulary of intermediate level Tap dance technique. Tap dance improvisation will be introduced. 54 hours laboratory. (Letter grade only)</p>
<p><b>DAN-D35</b> <b>Dance Repertoire, Hip-Hop</b> <span style="float: right;"><b>1.00 unit</b></span></p> <p><i>Prerequisite: None.</i> Description: Develop a concert repertoire in the genre of Hip-Hop, as choreographed by a visiting artist or dance faculty. Rehearsal and practice of a concert piece choreographed by the faculty artist. 54 hours laboratory. (Letter grade only)</p>	<p><b>DAN-D46</b> <b>Pilates Mat Work</b> <span style="float: right;"><b>1.00 unit</b> UC, CSU</span></p> <p><i>Prerequisite: None.</i> Description: Structured on the total body floor mat exercises developed by Joseph H. Pilates. Exercises include stretching and strengthening, in a non-impact system of floor work that emphasizes improving alignment, body awareness and control. 54 hours laboratory. (Letter grade only)</p>
<p><b>DAN-D37</b> <b>Modern Dance, Beginning</b> <span style="float: right;"><b>1.00 unit</b> UC, CSU</span></p> <p><i>Prerequisite: None.</i> Description: Learn, practice, and apply fundamental modern dance skills and vocabulary. Introduction to the historical and cultural context of modern dance. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option)</p>	<p><b>DAN-D47</b> <b>Pilates, Beginning</b> <span style="float: right;"><b>1.00 unit</b> UC, CSU</span></p> <p><i>Prerequisite: None.</i> Description: This beginning level course in Pilates is based on exercises and concepts developed by Joseph H. Pilates. The course will include mat work and apparatus work on the universal reformer and will emphasize alignment and balance of muscle groups through strengthening, stretching, breathing, and concentration. 54 hours laboratory. (Letter grade only)</p>
<p><b>DAN-D38</b> <b>Modern Dance, Intermediate</b> <span style="float: right;"><b>1.00 unit</b> UC, CSU</span></p> <p><i>Prerequisite: None.</i> <i>Limitation on enrollment: Audition on or before the first class meeting.</i> Description: Learn, practice and apply basic modern dance skills learned in beginning modern dance to more complex movement phrases and vocabulary characteristic of intermediate level technique. Continued study of historical and cultural context of modern dance as introduced in beginning modern. May be taken a total of four times. 54 hours laboratory. (Letter Grade or Pass/No Pass option)</p>	<p><b>DAN-D48</b> <b>Universal Reformer Technique</b> <span style="float: right;"><b>1.00 unit</b> UC, CSU</span></p> <p><i>Prerequisite: DAN-D49.</i> Description: Intensive repertoire work on the universal reformer emphasizing alignment and correct balance of muscle groups through strengthening, stretching, breathing, and concentration at an intermediate and advanced level. 54 hours laboratory. (Letter grade only)</p>
<p><b>DAN-D39</b> <b>Modern Dance, Advanced</b> <span style="float: right;"><b>1.00 unit</b> UC, CSU</span></p> <p><i>Prerequisite: DAN-D38.</i> Description: Learn, practice and apply intermediate modern dance skills learned in intermediate modern dance toward refinement of technical and artistic expression characteristic of advanced level technique. Continued use of improvisation as applied to performance. The study of historical and cultural context of modern dance will be augmented. May be taken a total of four times. 54 hours laboratory. (Letter grade only)</p>	<p><b>DAN-D49</b> <b>Pilates, Intermediate</b> <span style="float: right;"><b>1.00 unit</b> UC, CSU</span></p> <p><i>Prerequisite: DAN-D47.</i> Description: The continued study of alignment and correctives based on the concepts and exercises of the Pilates method. Students will engage in intermediate mat work and apparatus work and will emphasize alignment and balance of muscle groups through a series of strengthening and stretching exercises. 54 hours laboratory. (Letter grade only)</p>
<p><b>DAN-D43</b> <b>Tap, Beginning</b> <span style="float: right;"><b>1.00 unit</b> UC, CSU</span></p> <p><i>Prerequisite: None.</i> Description: Learn, practice and apply fundamental tap dance skills and vocabulary. Introduction to the historical and cultural context of tap dance. 54 hours laboratory. (Letter grade only)</p>	<p><b>DAN-D50</b> <b>Pilates for Dancers</b> <span style="float: right;"><b>1.00 unit</b> UC, CSU</span></p> <p><i>Prerequisite: DAN-D47.</i> Description: Conditioning and specialized training for dancers using the Pilates Method for the development of dance technique. Includes mat work and apparatus work emphasizing the specialized needs of dancers. 54 hours laboratory. (Letter grade only)</p>

**DAN-D51****Pilates, Advanced****1.00 unit**  
UC, CSU*Prerequisite: DAN-D49.*

Description: This advanced level course in Pilates teaches alignment and correctives work based on the concepts and exercises developed by Joseph H. Pilates. The course will include advanced mat work and apparatus work and will emphasize alignment and balance of muscle groups through a series of advanced level exercises based on Pilates principles. 54 hours laboratory. (Letter grade only)

**DAN-D60****Musical Theater Dance****1.00 unit**  
UC, CSU*Prerequisite: None.*

Description: Principles and techniques of various musical theater styles and genres. Genres/styles to be studied may include jazz, tap, modern, ballet and ethnic/world dance. 54 hours laboratory. (Letter grade only)

## **EARLY CHILDHOOD EDUCATION (EAR)**

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**EAR-19****Observation and Assessment-ECE**  
(C-ID:ECE 200)**3.00 units**  
CSU*Prerequisite: None.**Advisory: EAR-20 and EAR-24.*

Description: The appropriate use of a variety of assessment and observation strategies to document child development and behavior. Child observations will be conducted and analyzed. 54 hours lecture. (Letter grade only)

**EAR-20****Child Growth and Development**  
(C-ID:CDEV 100)**3.00 units**  
UC, CSU*Prerequisite: None*

Description: This introductory course examines the major physical, psychosocial, and cognitive/language developmental milestones for children, both typical and atypical, from conception through adolescence. Emphasis on interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences, and analyze characteristics of development at various stages. Outside observations required. 54 hours lecture. (Letter grade only)

**EAR-23****Family Home Child Care Program****3.00 units**  
CSU*Prerequisite: None.*

Description: Meets the specific needs of the family child care provider. Emphasis will be given to licensing regulations, recordkeeping, developing contracts, child development, and creating partnerships with parents. Topics include creating appropriate environments, using appropriate positive guidance techniques, and planning and implementing developmentally appropriate curricula for mixed-age groups of children. Outside observations required. 54 hours lecture. (Letter grade only)

**EAR-24****Introduction to Curriculum**  
(C-ID:ECE 130)**3.00 units**  
CSU*Prerequisite: None.*

Description: An overview of knowledge and skills related to providing appropriate curriculum and environments for young children. Students will examine a teacher's role in supporting development and engagement for all young children. Provides strategies for developmentally-appropriate practice based on observation and assessments across the curriculum, including: academic content areas; play, art, and creativity; and development of social-emotional, communication, and cognitive skills. 54 hours lecture. (Letter grade only)

**EAR-25****Teaching in a Diverse Society**  
(C-ID:ECE 230)**3.00 units**  
UC, CSU*Prerequisite: None.*

Description: Examines the development of social identities in diverse societies including theoretical and practical implications affecting young children, families, programs, teaching, education and schooling. Culturally relevant and linguistically appropriate anti-bias approaches supporting all children in becoming competent members of a diverse society. Self-reflection of one's own understanding of educational principles in integrating anti-bias goals in order to better inform teaching practices and/or program development. 54 hours lecture. (Letter grade only)

**EAR-26****Health, Safety and Nutrition**  
(C-ID:ECE 220)**3.00 units**  
UC, CSU*Prerequisite: None.*

Description: 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. 54 hours lecture. (Letter grade only.)

**EAR-28****Principles and Practices of Teaching Young Children**  
(C-ID:ECE 120)**3.00 units**  
CSU*Prerequisite: None.*

Description: An examination of the underlying theoretical principles of developmentally appropriate practices applied to programs, environments, emphasizing the key role of relationships, constructive adult-child interactions, and teaching strategies in supporting physical, social, creative and intellectual development for all young children. Includes a review of the historical roots of early childhood programs and the evolution of the professional practices promoting advocacy, ethics, and professional identity. 54 hours lecture. (Letter grade only)

**EAR-30**

**Practicum in Early Childhood Education** 4.00 units  
(C-ID:ECE 210) CSU

*Prerequisite: EAR-20 and EAR-24 and EAR-28 and EAR-42.*

Description: In this course the student will practice and demonstrate developmentally appropriate early childhood program planning and teaching competencies under the supervision of ECE/CD faculty and other qualified early education professionals. 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. Lab hours will be completed under the direction of a qualified master/mentor teacher. 36 hours lecture and 108 hours laboratory. (Letter grade only)

**EAR-33**

**Infant and Toddler Development** 3.00 units  
CSU

*Prerequisite: None*

Description: A study of infants and toddlers from pre-conception to age three including physical, cognitive, language, social, and emotional growth and development. Applies theoretical frameworks to interpret behavior and interactions between heredity and environment. Emphasizes the role of family and relationships in development. 54 hours lecture. (Letter Grade only.)

**EAR-34**

**Infant and Toddler Care and Education** 3.00 units  
CSU

*Prerequisite: None.*

Description: Applies current theory and research to the care and education of infants and toddlers in group settings. Examines essential policies, principles and practices that lead to quality care and developmentally appropriate curriculum for children birth to 36 months. 54 hours lecture. (Letter Grade only)

**EAR-35**

**Practicum in Infant and Toddler Care** 3.00 units  
CSU

*Prerequisite: EAR-20.*

*Advisory: EAR-33 and EAR-34.*

Description: In this supervised teaching course, the student will practice and demonstrate developmentally appropriate care and education of infants and toddlers. State recognized Infant and Toddler Learning and Development Guidelines will be explored to observe and identify social, emotional, language, cognitive, and perceptual/motor needs expressed by infants and toddlers. Planning and design of child oriented activities by respectfully individualizing the development of each child. Interpreting social emotional expressions of infants and toddlers as guidance to strengthen relationships with caregivers, peers, and families. Students will practice program planning, teaching competencies, and self-reflection of their application of theory to practice in a laboratory setting under the supervision of ECE/CD faculty and other qualified early education professionals. Professional behaviors consistent with Title 22 Licensing Regulations will be expected. 36 hours of lecture and 54 hours of laboratory experiences will be required. (Letter grade only)

**EAR-38**

**Adult Supervision and Mentoring in Early Care and Education** 3.00 units  
CSU

*Prerequisite: None.*

Description: Methods and principles of supervising student teachers, volunteers, staff, and other adults in early care and education settings. Emphasis is on the roles and development of early childhood professionals as mentors and leaders. 54 hours lecture. (Letter Grade only.)

**EAR-40**

**Introduction to Children With Special Needs** 3.00 units  
UC, CSU

*Prerequisite: None.*

Description: Introduces variations in development of children with special needs ages birth through eight and the resulting impact on families. Includes an overview of historical and societal influences, laws relating to children with special needs, and the identification and referral process. This course will include required observations of programs for infants and children with special needs and their families. 54 hours lecture. (Letter Grade only)

**EAR-41**

**Practicum in Early Intervention/Special Education** 4.00 units  
CSU

*Prerequisite: EAR-28 EAR-24 EAR-42 EAR-20*

*Advisory: EAR-40 or EAR-46*

Description: Provides hands-on experience working with infants, toddlers and young children with special needs in a variety of early intervention and educational settings, including natural environments, self-contained special day and fully-included early childhood classrooms. Reflective practice is emphasized as student teachers design, implement, and evaluate approaches, strategies and techniques that promote development and learning. 36 hours lecture and 108 hours laboratory. (TBA option) (Letter grade only)

**EAR-42**

**Child, Family, and Community** 3.00 units  
(C-ID:CDEV 110) CSU

*Prerequisite: None.*

Description: An examination of the developing child in a societal context which focuses on the interrelationships of family, school, and community and emphasizes historical and socio-cultural factors. The processes of socialization and identity development will be highlighted. 54 hours lecture. (Letter grade only)

**EAR-43**

**Children with Challenging Behaviors** 3.00 units  
UC, CSU

*Prerequisite: EAR-19 and EAR-20.*

Description: An overview of the developmental, environmental and cultural factors that impact the behavior of young children, including family stressors, child temperament, violence, attachment disorders, and special needs; and proactive intervention and prevention techniques. Topics include addressing reasons children misbehave, how to carefully observe a child, how to create a positive environment to encourage appropriate behavior, and how to effectively address many types of behaviors including those that are aggressive and antisocial, disruptive, destructive, emotional and dependent. Outside observations required. 54 hours lecture. (Letter grade only)

**EAR-44****Administration I: Programs in Early Childhood Education** 3.00 units

CSU

*Prerequisite: EAR-20 and EAR-24 and EAR-28 and EAR-42.*

Description: Introduction to the administration of early childhood programs. Covers program types, budget, management, regulations, laws, development and implementation of policies and procedures. Examines administrative tools, philosophies, and techniques needed to organize, open, and operate an early care and education program. 54 hours lecture. (Letter Grade only)

**EAR-45****Administration II: Personnel and Leadership in Early Childhood Education** 3.00 units

CSU

*Prerequisite: EAR-20 and EAR-24 and EAR-28 and EAR-42.**Advisory: EAR-44.*

Description: Effective strategies for personnel management and leadership in early care and education settings. Includes legal and ethical responsibilities, supervision techniques, professional development, and reflective practices for a diverse and inclusive early care and education program. 54 hours lecture. (Letter Grade only)

**EAR-46****Curriculum and Strategies for Children with Special Needs** 3.00 units

CSU

*Prerequisite: None.**Advisory: EAR-40.*

Description: Covers curriculum and intervention strategies for working with children with special needs in partnership with their families. Focuses on the use of observation and assessment in meeting the individualized needs of children in inclusive and natural environments. Includes the role of the teacher as a professional working with families, collaboration with interdisciplinary teams, and cultural competence. 54 hours lecture. (Letter grade only)

**EAR-47****Childhood Stress and Trauma** 3.00 units

UC, CSU

*Prerequisite: None.*

Description: A comprehensive overview of concepts, theories, and issues related to childhood stress and trauma. Emphasis is on the short-and long-term effects that stress and trauma has on the physical, cognitive, language, social, and emotional stages of a child's development. Students will be introduced to child behavior patterns and potential responses to stress and trauma. Students will examine research and innovative methods that support the child's coping skills and healing process. This course is designed to develop an understanding of how children react and adapt to stress and trauma and what parents and early childhood practitioners can do to assist children. 54 hours lecture. (Letter grade only)

**EAR-53****Parenting: Guiding Young Children - Approaches to Discipline** 2.00 units*Prerequisite: None.*

Description: An examination of various theoretical approaches to child guidance with an overview of social and emotional development in young children and the need for guidance. Exploration about how values that people hold influence and shape the behavior of young children. Problem-solving techniques that utilize positive behavioral support methods will be examined and discussed. 36 hours lecture. (Letter grade only)

**EAR-54****Contemporary Parent** 1.00 unit*Prerequisite: None.*

Description: An introduction of how contemporary parenting issues currently affect children. An examination of historical antecedents of change in relation to parenting and adult/child relationships of today. Attempts to relate how changes in society and forces impacting on these changes influence child-rearing. Issues addressed will include play, obesity, sleep patterns, family structures, education practices, the sexual acceleration of childhood, and media/technology influence. 18 hours lecture. (Letter grade only)

**EAR-200****Early Childhood Work Exp** 1.00 - 4.00 units

CSU

*Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

Description: Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester. (Letter grade or Pass/No Pass option)

**EAR-810****Family Child Care - Our Business** 0 units*Prerequisite: None.*

Description: Meets the specific needs of the family child care provider. Introduction to requirements for obtaining a license to operate a family child care business. Emphasis will be given to licensing requirements, developing contracts, professionalism and health and safety. Topics will include: Review of the National Association for Education of Young Children (NAEYC) code of ethical conduct, Thelma Harms Family Child Care Environment Rating Scale, licensing procedures, and family child care business practices. 8 hours lecture. (Pass/No Pass only)

**EAR-811****Family Child Care - Our Curriculum****0 units***Prerequisite: None.*

Description: Meets the specific needs of the family child care provider. Introduction to developmentally appropriate and culturally relevant curriculum. Emphasis on developing age appropriate activities and creating effective learning environment for children in a diverse family home day care setting. Topics include: Areas of development, age appropriate activities including language and literacy, math and science, music and movement, and creative arts; routines, schedules and systems; and the physical learning environment. 8 hours lecture. (Pass/No Pass only)

**EAR-812****Family Child Care - Our Family and Community****0 units***Prerequisite: None.*

Description: Meets the specific needs of the family child care provider. Introduction to stages of child development, best practices in supporting healthy growth and development of children birth to six years of age, and family and community resources. Emphasis on ages and stages of development, and effective communication and positive guidance for working in a diverse family home care setting. 8 hours lecture. (Pass/No Pass only)

## **ECONOMICS (ECO)**

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**ECO-4****Introduction to Economics****3.00 units**

UC, CSU

*Prerequisite: None.*

Description: An entry-level, general education course which introduces and surveys basic macroeconomic and microeconomic principles. This course emphasizes the causes and consequences of the business cycle on output, employment, and prices as well as basic supply and demand analysis across different market structures. Analysis further includes the role of the government in the macro-economy and the micro-economy. 54 hours lecture. (Letter grade only)

**ECO-5****Economics of the Environment****3.00 units**

UC, CSU

*Prerequisite: None.*

Description: Economics 5 searches for an economic understanding of contemporary environmental problems. Economic theory is used to explain why there is inefficient resource use and pollution. Public policy to correct environmental problems is examined critically, looking at the costs and benefits of such programs as Superfund cleanup, government regulation, and market incentives. The course also studies the effect of environmental problems and policies on wealth distribution, economic growth and international relations. 54 hours lecture. (Letter grade only)

**ECO-6****Introduction To Political Economy****3.00 units**

UC, CSU

*Prerequisite: None.*

Description: Examines the historical, structural, and cultural elements in the development of international political economy. Topics covered will include the relation of politics and economics on development, globalization, national institutions, social groups and classes, and democracy. 54 hours lecture. (Same as POL-6) (Letter grade or Pass/No Pass option)

**ECO-7****Principles of Macroeconomics****3.00 units**

(C-ID:ECON 202)

UC, CSU

*Prerequisite: MAT-52.**Advisory: MAT-35.*

Description: Economic theory and analysis as applied to the U.S. economy as a whole. Emphasizes aggregative economics dealing with the macroeconomic concepts of national income and expenditure, aggregate supply and demand, fiscal policy, monetary policy, and economic stabilization and growth. Students may not receive credit for both ECO-7 and ECO-7H. 54 hours lecture. (Letter grade only)

**ECO-7H****Honors Principles of Macroeconomics****3.00 units**

(C-ID:ECON 202)

UC, CSU

*Prerequisite: MAT-52 or qualifying placement.**Advisory: MAT-35.**Limitation on enrollment: Enrollment in the Honors Program.*

Description: Economic theory and analysis as applied to the U.S. economy as a whole. Emphasizes the enhanced exploration of aggregative economics dealing with the macroeconomic concepts of national income and expenditure, aggregate supply and demand, fiscal policy, monetary policy, and economic stabilization and growth. This honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher order critical thinking skills. Students may not receive credit for both ECO-7 and ECO-7H. 54 hours lecture. (Letter grade only)

**ECO-8****Principles of Microeconomics****3.00 units**

(C-ID:ECON 201)

UC, CSU

*Prerequisite: MAT-52 or qualifying placement.**Advisory: MAT-3.*

Description: Economic theory and analysis as applied to consumer and producer behavior in markets. Emphasizes the allocation of resources and the distribution of income through the price mechanism, and deals with the microeconomic concepts of equilibrium in product and factor markets, perfect and imperfect competition, government intervention in the private sector, and international trade and finance. 54 hours lecture. (Letter grade only)

**ECO-8H****Honors Principles of Microeconomics**  
(C-ID:ECON 201)**3.00 units**  
UC, CSU*Prerequisite: MAT-52 or qualifying placement level.**Advisory: MAT-35.**Limitation on enrollment: Enrollment in the Honors program.*

Description: Economic theory and analysis as applied to consumer and producer behavior in markets. Emphasizes the allocation of resources and the distribution of income through the price mechanism, and deals with the microeconomic concepts of equilibrium in product and factor markets, perfect and imperfect competition, government intervention in the private sector, and international trade and finance. This honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher level critical thinking skills. Students may not receive credit for both ECO-8 and ECO-8H. 54 hours lecture. (Letter grade only)

**ECO-9****Economics of Poverty, Inequality and Discrimination** **3.00 units**  
UC, CSU*Prerequisite: None.**Advisory: MAT-35 and ENG-50 or ENG-80 or eligibility for ENG-1A.*

Description: This course examines the phenomenon of poverty and the role of discrimination as a potential contributing cause. The course has a strong policy focus including examination of recent policy debates on welfare reform and affirmative action. The course begins with a discussion of the definition and measurement of the poor in the US and in developing economies. This discussion is followed by an examination of differing views of the causes of poverty. Next, the role of racial, class, and sex discrimination in both education and the labor market is considered. The remainder of the class focuses on policy options including welfare programs, employment policies, and equal opportunity policies. 54 hours lecture. (Letter grade only)

**ECO-9H****Honors Economics of Poverty, Inequality And Discrimination** **3.00 units**  
UC, CSU*Prerequisite: None.**Advisory: MAT-35 and ENG-50 eligibility for ENG-1A., ENG-80.**Limitation on enrollment: Enrollment in the Honors Program.*

Description: This course examines the phenomenon of poverty and the role of discrimination as a potential contributing cause. The course has a strong policy focus including examination of recent policy debates on welfare reform and affirmative action. The course begins with a discussion of the definition and measurement of the poor in the US and in developing economies. This discussion is followed by an examination of differing views of the causes of poverty. Next, the role of racial, class, and sex discrimination in both education and the labor market is considered. The remainder of the class focuses on policy options including welfare programs, employment policies, and equal opportunity policies. This honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher level critical thinking skills. Students may not receive credit for both ECO 9 and ECO 9H. 54 hours lecture. (Letter grade only)

**ECO-10****Economics and Personal Decision-Making** **3.00 units**  
UC, CSU*Prerequisite: None.*

Description: Identifies and emphasizes principles, theories, and methods of social science. Students will learn fundamental social science concepts, paradigms, and theories. The course examines how public policy influences the market economy and personal decision-making. 54 hours lecture. (Letter grade only)

**EDUCATION (EDU)****EDU-1****Introduction to Elementary Classroom Teaching** **4.00 units**  
(C-ID:EDUC 200) UC, CSU*Prerequisite: None.*

Description: This course introduces students to the concepts and issues related to teaching diverse learners in today's contemporary schools, Kindergarten through grade 12 (K-12). Topics include teaching as a profession and career, historical and philosophical foundations of the American education system, contemporary educational issues, California's content standards and frameworks, and teacher performance standards. In addition to class time, the course requires a minimum of 54 hours of structured fieldwork in public school elementary classrooms that represent California's diverse student population, and includes cooperation with at least one carefully selected and campus-approved certificated classroom teacher. 54 hours lecture, 54 hours laboratory. (Letter grade only)

**EDU-10****Introduction to Education Studies** **3.00 units**  
UC, CSU*Prerequisite: None.*

Description: An overview of the field of education and learning inside and outside of the classroom. Introduces public policy and a critical perspective on the ideological and social construction of schools in the United States. Interpretations of learning conditions through student observations and experiences in varied educational and learning contexts. 54 hours lecture. (Letter grade only)

**EDU-51****Introduction to Leadership** **3.00 units**  
CSU*Prerequisite: None**Advisory: ENG-1A*

Description: Introduces emerging student leaders to the theories and concepts of leadership that contribute to a deeper understanding of individual leadership skills. Students are encouraged to create a personal leadership framework by integrating readings and content from humanities, leadership, organizational theory, human resources management and education. Activities, exercises, and group projects will be introduced to assist students in deepening their understanding of leadership skills. (54 hours lecture)(Letter grade or Pass/No Pass)

**EDU-200**  
**Education Work Experience** **1.00 - 4.00 units**  
 CSU

*Prerequisite: None.*

*Advisory: Students should have paid or voluntary employment.*

Description: Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester. (Letter grade or Pass/No Pass option)

## **ENERGY SYSTEMS TECHNOLOGY (EST)**

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**EST-10**  
**Industrial Calculations** **3.00 units**  
*Prerequisite: None*

Description: This contextualized math course provides technical trade specific applications of basic math skills. It is intended for Applied Technology students seeking a certificate. Topics include adding, subtracting, multiplying, and dividing rational numbers, percentages, ratios and proportions, measurement, and career applications. 45 hours lecture, 27 hours laboratory. (Letter grade only)

**EST-15**  
**Zero Net Energy Building Science** **4.00 units**  
*Prerequisite: None*

Description: Zero Net Energy (ZNE) Building Science includes an overview of many progressive measures that improve the energy performance of buildings. Studies focus on architectural design of building, construction methodology, green HVAC systems, renewable energy systems, and the terminology used in the ZNE Industry. A survey of projects, policies and programs driving ZNE performance in residential and non-residential buildings will be studied. 72 hours lecture. (Letter grade only)

**EST-20**  
**California Energy Codes** **3.00 units**  
*Prerequisite: None*

Description: A study of California's Building Energy Efficiency Standards for Residential and Nonresidential Buildings (Title 24, Part 6), which establishes a minimum level of building energy efficiency to ensure that building construction, system design, and installation achieves energy efficiency and preserves the quality of both indoor and outdoor environments. It emphasizes the understanding and application of the Building Energy Efficiency Standards and supporting documents, the Reference Appendices, Residential Compliance Manual, and the Nonresidential Compliance Manual. 54 hours lecture. (Letter grade only)

**EST-21**  
**California Building Codes** **3.00 units**  
*Prerequisite: None*

Description: A study of California Building, Housing, Energy and Disabled Access Codes used for construction, maintenance, and use of buildings and grounds within the State of California. Emphasis on understanding and application of code sections and provisions and the relationships between building, housing, energy, and disabled access codes. 54 hours lecture. (Letter grade only)

**EST-22**  
**California Mechanical Codes** **3.00 units**  
*Prerequisite: None*

Description: A study of California Building and Mechanical Codes used for construction, maintenance, and use of buildings and grounds within the State. Emphasis on understanding and application of code sections and provisions and the relationships between building and mechanical codes. 54 hours lecture. (Letter grade only)

**EST-23**  
**California Plumbing Codes** **3.00 units**  
*Prerequisite: None*

Description: A study of California Building and Plumbing Codes used for construction, maintenance, and use of buildings and grounds within the State. Emphasis on understanding and application of code sections and provisions, and the relationships between building and plumbing codes. 54 hours lecture. (Letter grade only)

**EST-24**  
**California Electrical Codes** **3.00 units**  
*Prerequisite: None*

Description: A study of California Building and Electrical Codes used for construction, maintenance, and use of buildings and grounds within the State. Emphasis on understanding and application of code sections and provisions, and the relationships between building and electrical codes. 54 hours lecture. (Letter grade only)

**EST-25**  
**California Residential Codes** **3.00 units**  
*Prerequisite: None*

Description: A study of information from the most updated version of the California Residential Code and compiles all building, plumbing, mechanical, fuel gas, and electrical requirements for one- and two-family dwellings up to three stories as mandated by the California Building Standards Commission. Topics under Title 24, Part 2.5 include Scope and Application, Administration, Definitions, Building Planning, Foundations, Floors, Wall Construction, Wall Covering, Roof-Ceiling Construction, Roof Assemblies, and Chimneys and Fireplaces. 54 hours lecture. (Letter grade only)

**EST-26**  
**California Fire Codes** **3.00 units**  
*Prerequisite: None*

Description: A study of building and fire codes used for construction, maintenance, and use of buildings and grounds in the State of California. Emphasis on understanding and application of code sections and provisions, and the relation between Fire and Building Codes. Addresses elements of codes in areas of special occupancies, grading, fire and building material standards, and building codes appendices as they apply to both building and fire applications. 54 hours lecture. (Letter grade only)

**EST-30**  
**Architectural Blueprint Reading** **3.00 units**  
*Prerequisite: None*  
 Description: A study of basic information for reading blueprints and construction drawings. Designed for those who must assimilate information found in working drawings and specifications. 54 hours lecture. (Letter grade only)

**EST-32**  
**Architectural Practice I** **3.00 units**  
*Prerequisite: None*  
 Description: An introductory course in wood construction methods and processes. Focus on the use of drafting tools, office equipment and references to assist in selection and drawing of architectural details, including foundation, floors, walls and roofs. 36 hours lecture and 54 hours laboratory. (Letter grade only)

**EST-33**  
**Materials of Construction** **4.00 units**  
*Prerequisite: None*  
 Description: An introduction to construction materials and processes. Lab demonstrations in construction techniques and field trips to construction sites are utilized to assist students' understanding of construction principles and practices. Emphasis on the selection of materials in a design context helps develop students' spatial and three dimensional skills. 54 lecture and 54 hours laboratory. (Letter grade only)

**EST-200**  
**Energy Systems Technology Work Experience** **1.00 - 4.00 units**  
*Prerequisite: None*  
 Description: Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester. (Letter Grade or Pass/No Pass)

## ENGINEERING (ENE)

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**ENE-4**  
**Introduction to Engineering Design** **3.50 units**  
 UC, CSU  
*Prerequisite: None.*  
 Description: Students will develop an understanding of engineering design including the role of troubleshooting, research and development, invention and innovation, and experimentation in problem solving in order to produce a product. 54 hours lecture and 27 hours laboratory. (Letter Grade, or Pass/No Pass option)

**ENE-5A**  
**Engineering Principles I** **3.00 units**  
 UC, CSU  
*Prerequisite: None*  
*Advisory: MAT-36*  
 Description: First in a two-part series of project-based courses that demonstrates mastered skills in all fields of engineering. Course embraces the tenets of project-based learning, where students develop specific projects in mechanics, electrical and control systems. 36 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option)

**ENE-5B**  
**Engineering Principles II** **3.00 units**  
 UC, CSU  
*Prerequisite: ENE-5A.*  
*Advisory: PHY-2A.*  
 Description: Second in a two-part series of project-based courses that demonstrate skill mastery in all fields of engineering. These projects include design and execution of engineering systems such as thermodynamics, statics, strength of materials, engineering reliability and, as a capstone project, the design and implementation of an electrical/electronic marble sorter. 36 hours lecture and 54 hours laboratory. (Letter grade or Pass/No Pass only)

**ENE-10**  
**Intro to Engineering** **3.00 units**  
 (C-ID:ENGR 110) UC, CSU  
*Prerequisite: None.*  
 Description: Explores the branches of engineering, the functions of an engineer, and the industries in which engineers work. Covers the engineering education pathways and explores effective strategies for students to reach their full academic potential. Presents an introduction to the methods and tools of engineering problem solving and design including the interface of the engineer with society and engineering ethics. Develops communication skills pertinent to the engineering profession. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ENE-21**  
**Drafting** **3.00 units**  
 UC, CSU  
*Prerequisite: None.*  
 Description: Fundamentals of Architectural and Mechanical Engineering drafting including lettering, instruments and their uses, geometric construction, types of projection, freehand drawing, sectioning, dimension, auxiliary views, and pictorial drawing. Recommended for beginners and students with up to one year of drafting in high school. 27 hours lecture and 81 hours laboratory. (Letter Grade, or Pass/No Pass option)

**ENE-35**  
**Statics** **3.00 units**  
 UC, CSU  
*Prerequisite: PHY-4A and MAT-1A*  
 Description: A study of force and equilibrium problems; free body diagram techniques, friction problems, second moments and moments of inertia, and their application to engineering. Algebraic, vector and classical, and graphical methods of calculation. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)



## ENGLISH (ENG)

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**ENE-38**  
**Introduction to Programming Concepts and Methodologies for Engineers** **4.00 units**  
 (C-ID:ENGR 120) UC, CSU  
*Prerequisite: MAT-10*  
*Advisory: Students will be expected to have a basic understanding of computing technology and computer operating procedures, with typing skills.*  
 Description: Introduces the basics of software development using a high level language utilizing programming and the interface of software with the physical world (e.g., the use of sensors). 54 hours lecture and 54 hours laboratory. (Letter grade only).

**ENE-39**  
**Engineering Circuit Analysis** **4.00 units**  
 (C-ID:ENGR 260; ENGR 260L) UC, CSU  
*Prerequisite: PHY-4B.*  
*Corequisite: MAT-2.*  
 Description: An introduction to the analysis of electrical circuits. Use of analytical techniques based on the application of circuit laws and network theorems. Analysis of DC and AC circuits containing resistors, capacitors, inductors, dependent sources, operational amplifiers, and/or switches. Natural and forced responses of first and second order RLC circuits; the use of phasors; AC power calculations; power transfer; and energy concepts. 54 hours lecture and 54 hours laboratory. (Letter grade only)

**ENE-51**  
**Blueprint Reading** **2.00 units**  
 CSU  
*Prerequisite: None.*  
*Advisory: ENE-21 or MAT-36.*  
 Description: A beginning course in the study of blueprints and their interpretation, types of projections, sections, symbols and abbreviations. This course is designed for students interested in engineering blueprint reading for the basic mechanical, electrical and machine trades. 27 hours lecture and 27 hours laboratory. (Letter Grade, or Pass/No Pass option)

**ENE-60**  
**Math for Engineering Technology** **3.00 units**  
*Prerequisite: None.*  
 Description: A course in mathematical problems frequently used by students enrolled in the trade and industrial and engineering programs. A review of basic arithmetic, linear measurement, basic algebra, basic plane geometry, trigonometry, and compound angles. 54 hours lecture. (Letter Grade, or Pass/No Pass option)

**ENG-1A**  
**English Composition** **4.00 units**  
 (C-ID:ENGL 100) UC, CSU  
*Prerequisite: ESL-50 or ENG-50 or ENG-80 or qualifying placement.*

Description: Emphasizes skills in critical reading, and writing, including research. Integrated reading and writing assignments respond to various rhetorical situations. Students will produce a minimum of 7500 words of assessed writing. Classroom instruction integrates writing lab activities. Students may not receive credit for both ENG-1A and ENG-1AH. 72 hours lecture and 18 hours laboratory. (TBA option) (Letter grade only)

**ENG-1AH**  
**Honors English Composition** **4.00 units**  
 (C-ID:ENGL 100) UC, CSU  
*Prerequisite: ENG-50 or ENG-80 or qualifying placement level.*

*Limitation on enrollment: Enrollment in the Honors Program.*  
 Description: Emphasizes skills in critical reading, and writing, including research. Integrated reading and writing assignments respond to various rhetorical situations. Students will produce a minimum of 7500 words of assessed writing. Classroom instruction integrates writing lab activities. This Honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and application of higher level critical thinking skills. Students may not receive credit for both ENG-1A and ENG-1AH. 72 hours lecture and 18 hours laboratory. (TBA option) (Letter grade only)

**ENG-1B**  
**Critical Thinking and Writing** **4.00 units**  
 (C-ID:ENGL 105 110) UC, CSU  
*Prerequisite: ENG-1A or ENG-1AH.*

Description: Students will critically read diverse literary texts in order to compose inquiry-driven writing. Students will write a minimum of 7500 words of assessed writing. Classroom instruction integrates writing lab activities. Students may not receive credit for both ENG-1B and 1BH. 72 hours lecture and 18 hours laboratory. (TBA option) (Letter grade only)

**ENG-1BH**  
**Honors Critical Thinking and Writing** **4.00 units**  
 (C-ID:ENGL 105 110) UC, CSU  
*Prerequisite: ENG-1A or ENG-1AH.*

*Limitation on enrollment: Enrollment in the Honors Program.*  
 Description: Students will critically read diverse literary texts in order to compose inquiry-driven writing. Students will write a minimum of 7500 words of assessed writing. Classroom instruction integrates writing lab activities. This honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher level critical thinking skills. Students may not receive credit for both ENG-1B and 1BH. 72 hours lecture and 18 hours laboratory. (TBA option) (Letter grade only)

<p><b>ENG-4</b> <b>Writing Tutor Training</b> <span style="float: right;"><b>2.00 units</b> CSU</span></p> <p><i>Prerequisite: ENG-1A or ENG-1AH.</i> Description: Designed to prepare students to become peer tutors in the Writing Center. Participants learn specific tutoring techniques and discuss problems, questions, and challenges in tutoring writing. Tutors develop student-centered, non-intrusive tutoring skills that avoid appropriating the text (i.e., becoming a proofreader, editor, or co-author). Topics include theory and practice of tutoring writing, including writing as a process, interpersonal communication techniques, cross-cultural tutoring, group learning, and computer programs applicable to writing instruction. 27 hours lecture and 27 hours laboratory. (TBA option) (Letter grade only)</p>	<p><b>ENG-9</b> <b>Introduction to Shakespeare</b> <span style="float: right;"><b>3.00 units</b> UC, CSU</span></p> <p><i>Prerequisite: None</i> <i>Advisory: ENG-1B or ENG-1BH</i> Description: A survey of Shakespeares plays and poetry, with the primary emphasis on exposing students to a representative sampling of his dramatic works and to the cultural, intellectual, and artistic contexts for his work. Both students who have read Shakespeare before and students who have no experience with Shakespeare are encouraged to take this class. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)</p>
<p><b>ENG-6</b> <b>British Literature I: Anglo-Saxon through Eighteenth Century</b> <span style="float: right;"><b>3.00 units</b> UC, CSU</span> (C-ID:ENGL 160) <i>Prerequisite: ENG-50 or ENG-80 or eligibility for ENG-1A</i> <i>Advisory: ENG-1B or ENG-1BH</i> Description: A survey of British literature from the eighth century CE to 1800, including a comprehensive exposure to the poetry, drama, and fiction of this era as well as a basic understanding of the cultural, intellectual, and artistic trends it embodies. 54 hours lecture. (Letter Grade, or Pass/No Pass Option.)</p>	<p><b>ENG-10</b> <b>Special Studies in Literature</b> <span style="float: right;"><b>3.00 units</b> CSU</span></p> <p><i>Prerequisite: None.</i> <i>Advisory: ENG-1B or ENG-1BH</i> Description: Designed to provide students with opportunities to focus on specialized areas of literature and/or specific authors, genres, or literary themes. Topics are selected according to student and instructor interest and needs. 54 hours lecture. (Letter Grade, or Pass/No Pass option)</p>
<p><b>ENG-7</b> <b>British Literature II: Romanticism through Modernism/Post-Modernism</b> <span style="float: right;"><b>3.00 units</b> UC, CSU</span> (C-ID:ENGL 165) <i>Prerequisite: ENG-50 or ENG-80 or eligibility for ENG-1A</i> <i>Advisory: ENG-1B or ENG-1BH</i> Description: A survey of British literature from 1800 to the present, including a comprehensive exposure to the poetry, drama, and fiction of this era as well as a basic understanding of the cultural, intellectual, and artistic trends it embodies. 54 hours lecture. (Letter Grade, or Pass/No Pass Option.)</p>	<p><b>ENG-11</b> <b>Creative Writing</b> <span style="float: right;"><b>3.00 units</b> UC, CSU</span> (C-ID:ENGL 200) <i>Prerequisite: ENG-1A or ENG-1AH</i> Description: Studies in fundamental principles and practice of writing fiction and poetry. Lectures and discussions emphasize analysis of professional examples of creative writing and study of creative writing theory. In-class workshops provide practice in creative writing techniques. In-class and out-of-class class writing assignments provide practice in writing techniques and in peer- and self-analysis. 54 hours lecture. (Letter Grade, or Pass/No Pass Option.)</p>
<p><b>ENG-8</b> <b>Introduction to Mythology</b> <span style="float: right;"><b>3.00 units</b> UC, CSU</span></p> <p><i>Prerequisite: None.</i> <i>Advisory: ENG-1B or ENG-1BH and REA-83.</i> Description: A study of Greco-Roman and other mythological traditions. Emphasizes the historical sources and cultural functions of myths and legends in ancient societies and their continuing relevance to modern thought and culture. 54 hours lecture. (Same as HUM-8) (Letter grade only)</p>	<p><b>ENG-12</b> <b>Special Studies in Creative Writing</b> <span style="float: right;"><b>3.00 units</b> CSU</span></p> <p><i>Prerequisite: None</i> <i>Advisory: ENG-1A or ENG-1AH</i> Description: Studies in the principles and practice of specialized areas of creative writing, such as genre writing, blogging, travel writing, the personal essay, long form writing. Lectures and discussions emphasize analysis of professional examples of creative writing and study of creative writing theory. In-class workshops provide practice in creative writing techniques. In-class and out-of-class writing assignments provide practice in writing techniques as well as peer- and self-analysis. Topics are selected according to student and instructor needs and interest. 54 hours lecture. (Letter Grade, or Pass/No Pass Option.)</p>

**ENG-14****American Literature I: Pre-Contact through Civil War** 3.00 units

(C-ID:ENGL 130) UC, CSU

*Prerequisite: ENG-50 or ENG-80 or eligibility for ENG-1A**Advisory: ENG-1B or ENG-1BH*

Description: A survey of American literature from the pre-contact period to the Civil War, including a comprehensive exposure to the prose, poetry and fiction of this era as well as a basic understanding of the cultural, intellectual and artistic trends it embodies. 54 hours lecture. (Letter Grade, or Pass/No Pass option)

**ENG-15****American Literature II: 1860 to the Present** 3.00 units

(C-ID:ENGL 135) UC, CSU

*Prerequisite: ENG-50 or ENG-80 or eligibility for ENG-1A**Advisory: ENG-1B or ENG-1BH*

Description: A survey of American literature from 1860 to the present, including a comprehensive exposure to the prose, poetry, fiction, and drama of this era as well as a basic understanding of the cultural, intellectual, and artistic trends it embodies. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ENG-16****Introduction to Linguistics** 3.00 units

UC, CSU

*Prerequisite: None.**Advisory: ENG-50 or ENG-80 or qualification for English 1A.*

Description: A survey of language structure, theory and development, including a study of phonetics, phonology, morphology, semantics and syntax, language variation and change, language acquisition, and the psychological and social issues involved in language learning. 54 hours lecture. (Letter Grade, or Pass/No Pass Option.)

**ENG-17A****Literary Magazine Production: Beginning** 3.00 units

CSU

*Prerequisite: None**Advisory: ENG-1A or ENG-1AH*

Description: Beginning-level literary magazine production with an emphasis on both theory and practice. Qualified students may serve in various capacities, though all will be involved in editorial work. 36 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option)

**ENG-17B****Literary Magazine Production: Intermediate** 3.00 units

CSU

*Prerequisite: ENG-17A**Advisory: ENG-1A or ENG-1AH*

Description: Intermediate-level literary magazine production with an emphasis on both theory and practice. Qualified students may serve in various capacities, though all will be involved in editorial work. 36 hours lecture and 54 hours of laboratory. (Letter Grade, or Pass/No Pass Option)

**ENG-17C****Literary Magazine Production: Advanced** 3.00 units

CSU

*Prerequisite: ENG-17B**Advisory: ENG-1A or ENG-1AH*

Description: Advanced-level literary magazine production with an emphasis on both theory and practice. Qualified students may serve in various capacities, though all will be involved in editorial work. 36 hours lecture and 54 hours of laboratory. (Letter Grade or Pass/No Pass Option)

**ENG-18****Survey of Native American Literature** 3.00 units

UC, CSU

*Prerequisite: None.**Advisory: ENG-1B or ENG-1BH.*

Description: A survey of Native American literature from early oral narrative to contemporary literature using the critical lens of ethnic studies. Includes a comprehensive exposure to Native American prose, poetry, oratory, essay and modern fiction and an introduction to the concepts of ethnic studies focused on the social, intellectual and artistic trends of Native American culture and their relationship to contemporary literature. 54 hours lecture. (Same as ETS-18) (Letter Grade, or Pass/No Pass option)

**ENG-20****Survey of African American Literature** 3.00 units

UC, CSU

*Prerequisite: None.**Advisory: ENG-1B or ENG-1BH.*

Description: A survey of African American literature from the early oral tradition to the present using the critical lens of ethnic studies. Includes a comprehensive exposure to African American prose, poetry, and fiction and an introduction to the concepts of ethnic studies focused on the social, intellectual, and artistic trends of African American culture and their relationship to contemporary literature. Students who have taken both ENG-21 and ENG-22 may not receive credit for ENG-20 or ETS-20. 54 hours lecture. (Same as ETS-20) (Letter Grade, or Pass/No Pass option)

**ENG-23****The Bible As Literature** 3.00 units

UC, CSU

*Prerequisite: None.**Advisory: ENG-1B or ENG-1BH and REA-83.*

Description: A survey of the Hebrew Bible and New Testament with emphasis on literary form, styles, and themes. 54 hours lecture. (Same as HUM-23) (Letter Grade, or Pass/No Pass Option.)

**ENG-24****Survey of Asian American Literature** 3.00 units*Prerequisite: None.**Advisory: ENG-1B or ENG-1BH.*

Description: A survey of Asian American literature from the mid-19th century to the present using the critical lens of ethnic studies. Includes a comprehensive exposure to Asian American prose, poetry, drama, and fiction, as well as a basic understanding of the cultural, intellectual, and artistic trends of Asian American culture and their relationship to literature. 54 hours lecture. (Same as ETS-24) (Letter Grade, or Pass/No Pass option)

<p><b>ENG-25</b> <b>Latinx Literature of the United States</b> <b>3.00 units</b> UC, CSU</p> <p><i>Prerequisite: None.</i> <i>Advisory: ENG-1B or ENG-1BH.</i></p> <p>Description: Latinx literature of the regional United States in all genres from the early oral traditions, chronicles, and epic poems of the 15th through 19th centuries to the essays, poems, plays, and novels of 20th century authors. The course will also explore Latinx history, culture, and identity as expressed in the writings of American Latinx writers using the critical lens of ethnic studies. 54 hours lecture. (Same as ETS-25) (Letter Grade, or Pass/No Pass option)</p>	<p><b>ENG-38A</b> <b>Screenwriting: Beginning</b> <b>3.00 units</b> CSU</p> <p><i>Prerequisite: None</i> <i>Advisory: ENG-1A or ENG-1AH</i></p> <p>Description: An overview of the elements of structure, theme, plot, character, and dialogue in writing for film. Students will critically analyze professional scripts, view model examples of film writing, and complete the first act of their own feature-length screenplay. Students will have the opportunity to read and critique each others' screenplays in a workshop setting. 54 hours lecture. (Letter Grade or Pass/No Pass option.)</p>
<p><b>ENG-30</b> <b>Children's Literature</b> <b>3.00 units</b> (C-ID:ENGL 180) UC, CSU</p> <p><i>Prerequisite: ENG-50 or ENG-80 or eligibility for ENG-1A</i></p> <p>Description: A general survey of children's literature from early times, with emphasis on contemporary works, including fantasy/science fiction, realistic, multicultural, and historical fiction. Both oral and written assignments are required. 54 hours lecture. (Letter Grade, or Pass/No pass option)</p>	<p><b>ENG-38B</b> <b>Screenwriting: Intermediate</b> <b>3.00 units</b> CSU</p> <p><i>Prerequisite: ENG-38A</i> <i>Advisory: ENG-1A or ENG-1AH</i></p> <p>Description: An intermediate exploration of the elements of structure, theme, plot, character, and dialogue in writing for film. Students will critically analyze professional scripts, view model examples of film writing, and complete the second act of their own feature-length screenplay. Students will have the opportunity to read and critique each others' screenplays in a workshop setting. 54 hours lecture. (Letter Grade or Pass/No Pass option.)</p>
<p><b>ENG-34</b> <b>Literature by Women</b> <b>3.00 units</b> UC, CSU</p> <p><i>Prerequisite: None</i> <i>Advisory: ENG-1B or ENG-1BH</i></p> <p>Description: A study of literary works by female authors with unique and/or representative voices emphasizing the cultural or historical factors that have contributed to the creation of these fictional works. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)</p>	<p><b>ENG-38C</b> <b>Screenwriting: Advanced</b> <b>3.00 units</b> CSU</p> <p><i>Prerequisite: ENG-38B</i> <i>Advisory: ENG-1A or ENG-1AH or</i></p> <p>Description: An advanced exploration of the elements of structure, theme, plot, character, and dialogue in writing for film. Students will critically analyze professional scripts, view model examples of film writing, and complete the third act of their own feature-length screenplay. Students will have the opportunity to read and critique each others' screenplays in a workshop setting. 54 hours lecture. (Letter Grade or Pass/No Pass option.)</p>
<p><b>ENG-35</b> <b>Women in Literature</b> <b>3.00 units</b> UC, CSU</p> <p><i>Prerequisite: None</i> <i>Advisory: ENG-1B or ENG-1BH</i></p> <p>Description: A study of images of women in literature which includes male and female authors and explores the cultural, sociological, political, and economic bases for historical and contemporary literary images of women. 54 hours lecture. (Letter Grade, or Pass/No Pass Option.)</p>	<p><b>ENG-39</b> <b>Screenwriting II</b> <b>3.00 units</b> CSU</p> <p><i>Prerequisite: None</i> <i>Advisory: ENG-38, FTV-70 and Qualification for ENG-1A</i></p> <p>Description: Intermediate level exploration of the elements of structure, theme, plot, character, and dialogue in writing for film and television. Students will critically analyze professional scripts, view model examples of film writing, and work on their own screenplays, focusing primarily on refinement of previous material and additional act development. Students will also read and critique each others' screenplays in a workshop setting. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)</p>
<p><b>ENG-38</b> <b>Introduction to Screenwriting</b> <b>3.00 units</b> CSU</p> <p><i>Prerequisite: None</i> <i>Advisory: Qualification for ENG-1A</i></p> <p>Description: An introduction to an overview of the elements of structure, theme, plot, character, and dialogue in writing for film. Students will critically analyze professional scripts, view model examples of film writing, and work on their own screenplay. Students will have the opportunity to read and critique each others' screenplays in a workshop setting. 54 hours lecture. (Letter Grade or Pass/No Pass option.)</p>	

**ENG-40**

**World Literature I: From Ancient Literatures to the Seventeenth Century** 3.00 units  
(C-ID:ENGL 140) UC, CSU

*Prerequisite:* ENG-50 or ENG-80 or qualification for ENG 1A.  
*Advisory:* ENG-1B or ENG-1BH

Description: Significant works of world literature from Ancient literatures to the Seventeenth Century, including a comprehensive exposure to the poetic, dramatic, and prose forms of early cultures as well as a basic understanding of the cultural, intellectual, and artistic trends these works embody. Primary emphasis is on literature in translation. 54 hours lecture. (Letter Grade, or Pass/No Pass Option.)

**ENG-41**

**World Literature II: Seventeenth Century Through the Present** 3.00 units  
(C-ID:ENGL 145) UC, CSU

*Prerequisite:* ENG-50 or ENG-80

*Advisory:* ENG-1B or ENG-1BH

Description: Significant works of world literature from the Seventeenth Century through the present, including a comprehensive exposure to the poetry, drama, and fiction of these periods as well as a basic understanding of the cultural, intellectual, and artistic trends these works embody. Emphasis on literature in translation. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ENG-44**

**Poetry from the Twentieth Century to the Present** 3.00 units  
UC, CSU

*Prerequisite:* None

*Advisory:* ENG-1B or ENG-1BH

Description: The study of major voices and trends in poetry of the twentieth and twenty-first century, examining the cultural and artistic contexts from which this poetry emerged. Topics include poetic structure and development and thematic elements. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ENG-45**

**Modern Drama** 3.00 units  
UC, CSU

*Prerequisite:* None

*Advisory:* ENG-1B or ENG-1BH

Description: A survey of drama from (roughly) 1870 to the present, including appraisal of modern theatrical movements, examination of dramas function as a form of creative expression, exploration of ideas, societal factors and technology that have influenced modern drama, and investigation into the practice of the playwright and dramaturge. (Letter Grade, or Pass/No Pass option.)

**ENG-48**

**Short Story and Novel from the Twentieth Century to the Present** 3.00 units  
UC, CSU

*Prerequisite:* None

*Advisory:* ENG-1B or ENG-1BH

Description: A study of prose fiction from the twentieth century to the present, with an emphasis on writers of international standing whose work embodies significant formal developments and thematic concerns of prose narrative in the last century. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ENG-50**

**Basic English Composition** 4.00 units

*Prerequisite:* None

*Advisory:* ESL-55

Description: Emphasizes and develops skills in critical reading and academic writing as preparation for college-level composition. Students will produce a minimum of 5,000 words of instructor-evaluated writing. This course is recommended for ESL 55 students before taking ENG 1A. Classroom instruction integrates lab activities. 72 hours lecture and 18 hours laboratory. (Letter Grade only.)

**ENG-80**

**Preparatory Composition** 6.00 units

*Prerequisite:* None

Description: Accelerated preparation for English Composition (ENG 1A), this course offers intensive instruction in the academic reading, reasoning, and writing expected in transfer and associate-degree courses. Students will read college-level texts and write a minimum of 10,000 words. Classroom instruction is supplemented by writing lab activities. 108 hours lecture and 18 hours laboratory. (TBA option) (Non-degree credit course)(Letter grade only)

**ENG-85**

**Writing Clinic (English)** 0.50 units

*Prerequisite:* None.

Description: Intended for students who need concentrated attention in various areas of grammar, punctuation, and composition. Self-paced, open-entry/open-exit, with no traditional lecture-based component. Instead, it requires students to do the majority of their coursework independently. Each student follows a sequential series of modules based on his or her diagnosis. Students meet with their instructor in the Writing and Reading Center for the pre-and post-test and as needed for one-on-one instruction or small group study for the duration of the students' enrollment in the course. 27 hours laboratory. (TBA option) (Non-degree credit course) (Pass/No Pass only)

**ENG-90B**

**Special Topics in English: Research Methodologies** 1.00 unit  
CSU

*Prerequisite:* None.

Description: Presents the essential process of conducting and presenting academic discipline-based research. Students learn and practice the process of developing and refining an academic research question beyond the composition level course research introduction; conducting library, field, and internet research; crafting a thesis statement; organizing gathered research material; drafting/outlining the presentation; using academic formatting in APA and MLA styles; and presenting the research in oral, written, and visual formats. Students may not receive credit for both ENG-90B and ENG-90BH. 18 hours lecture. (Letter Grade or Pass/No Pass option)

**ENG-90BH****Honors Special Topics in English: Research Methodologies** **1.00 unit**

CSU

*Prerequisite: None.**Limitation on Enrollment: Enrollment in Honors Program.*

Description: Presents the essential process of conducting and presenting academic discipline-based research. Students learn and practice the process of developing and refining an academic research question beyond the composition level course research introduction; conducting library, field, and internet research; crafting a thesis statement; organizing gathered research material; drafting/outlining the presentation; using academic formatting in APA and MLA styles; and presenting the research in oral, written, and visual formats. This Honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and application of higher level critical thinking skills. Students may not receive credit for both ENG-90B and ENG-90BH. 18 hours lecture. (Letter grade or Pass/No Pass option)

**ENG-91****Academic Support for English 1** **2.00 units***Prerequisite: None.*

*Description: Limited to students concurrently enrolled in the co-requisite English 1A class, English 91 provides students with additional support for college-level English. This 2-unit class offers additional instruction and practice in reading strategies, writing process, sentence craft, metacognitive reflection, and college success skills. 36 hours lecture. (Non-degree credit course) (Pass/No Pass only)*

*Corequisite: ENG-1A.*

Description: Limited to students concurrently enrolled in the co-requisite English 1A class, English 91 provides students with additional support for college-level English. This 2-unit class offers additional instruction and practice in reading strategies, writing process, sentence craft, metacognitive reflection, and college success skills. 36 hours lecture. (Non-degree credit course) (Pass/No Pass only)

**ENG-802****Composition Skills and Support for English 1A** **0 units***Prerequisite: None.*

*Limitation on Enrollment: Student must be actively enrolled in a section of English 1A to take this optional English 1A support course.*

Description: Offers composition skill support (primarily in reading strategies, writing process, and composition skills as needed from sentence-level skills to essay structure) for students concurrently enrolled in an English 1A course. This non-credit 18 hour course provides students additional instructional time with a dedicated instructor and a community of other students also seeking additional support for their writing skills in order to successfully complete English 1A. (Pass/No Pass only)

**ENG-885****Writing Clinic** **0 units***Prerequisite: None.*

Description: Intended for students who need concentrated attention in various areas of grammar, punctuation, and composition. Self-paced, open-entry/open-exit, with no traditional lecture-based component. Instead, it requires students to do the majority of their coursework independently. Each student follows a sequential series of modules based on his or her diagnosis. Students meet with their instructor in the Writing and Reading Center for the pre-and post-test and as needed for one-on-one instruction or small group study for the duration of the students' enrollment in the course. May be taken a total of four times. 27 hours laboratory. (TBA option) (Pass/No Pass only)

## **ENGLISH AS A SECOND LANGUAGE (ESL)**

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**ESL-46****Beginning American College English** **5.00 units***Prerequisite: None*

*Advisory: Students should be aware that courses are taught in English.*

Description: Designed for non-native speakers of English. Develops writing, reading, and oral language expression in academic American English language at beginning level to prepare students to enter ESL 47. Students will produce a minimum of 1,250 words of instructor-evaluated writing with an emphasis on academic paragraph writing in response to reading. 90 hours lecture. (Letter Grade or Pass/No Pass Option.)

**ESL-47****Low-Intermediate American College English** **5.00 units***Prerequisite: ESL-46 or ESL-846*

Description: Designed for non-native speakers of English. Develops writing, reading, and oral language expression in academic American English language at a low-intermediate level to prepare students to enter ESL 48. Students will produce a minimum of 2,250 words of instructor-evaluated writing with an emphasis on academic paragraph writing in response to reading. 90 hours lecture. (Letter Grade or Pass/No Pass Option.)

**ESL-48****Intermediate American College English** **5.00 units***Prerequisite: ESL-47 or ESL-847.*

Description: Designed for non-native speakers of English. Develops writing reading, and oral language expression in academic American English language at an intermediate level to prepare students to enter ESL 49. Students will produce a minimum of 3,500 instructor-evaluated writing with an emphasis on basic essay writing in response to reading. Classroom instruction integrates writing lab activities. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade only)

**ESL-49**  
**High-Intermediate American College English** **5.00 units**  
 UC, CSU

*Prerequisite: ESL-48 or ESL-848.*

Description: Designed for non-native speakers of English. Develops writing, reading, and oral language expression in academic American English language at an intermediate level to prepare students to enter ESL 50. Students will produce a minimum of 6,000 words of instructor-evaluated writing with an emphasis on essay writing in response to reading. Classroom instruction integrates writing lab activities. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade only)

**ESL-50**  
**Advanced American College English** **5.00 units**  
 UC, CSU

*Prerequisite: ESL-49 or ESL-849 or qualifying placement.*

Description: Designed for non-native speakers of English. Develops writing, reading, and oral language expression in academic American English language at an advanced level to prepare students to enter English 1A. Students will produce a minimum of 7,000 words of instructor-evaluated writing with an emphasis on expository essay writing in response to advanced readings from various sources and a novel. Classroom instruction integrates writing lab activities. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter grade only)

**ESL-51**  
**Basic Writing and Grammar** **4.00 units**  
*Prerequisite: None.*

Description: Emphasizes elementary competency in standard written English with a focus on basic writing and grammar skills. Instruction will also include vocabulary and reading skills necessary for success in basic English as a Second Language courses. 72 hours lecture and 18 hours laboratory. (Non-degree credit course) (Pass/No Pass only.)

**ESL-52**  
**Low-intermediate Writing and Grammar** **4.00 units**  
*Prerequisite: ESL-51 or Qualifying placement level on a state-approved placement instrument.*

Description: Develops competency in standard written English with a continued focus on basic writing and grammar skills. Instruction includes vocabulary and reading skills necessary for success in low-intermediate English as a Second Language courses. 72 hours lecture and 18 hours laboratory. (Non-degree credit course) (Pass/No Pass only)

**ESL-53**  
**Intermediate Writing and Grammar** **4.00 units**  
*Prerequisite: Qualifying placement level on a state-approved placement instrument or ESL-52.*

Description: Increases competency in standard written English with a focus on intermediate and writing grammar skills. Instruction includes vocabulary and reading skills necessary for success in intermediate English as a Second Language courses. 72 hours lecture and 18 hours laboratory. (Non-degree credit course) (Pass/No Pass only)

**ESL-54**  
**High-intermediate Writing and Grammar** **5.00 units**  
 UC, CSU

*Prerequisite: Qualifying placement level on a state-approved placement instrument or ESL-53.*

Description: Emphasizes competency in standard written English with a focus on high-intermediate grammar and writing skills. Instruction includes an intensive review of vocabulary and reading skills necessary for success in high-intermediate English as a Second Language courses. 90 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ESL-55**  
**Advanced Writing and Grammar** **5.00 units**  
 UC, CSU

*Prerequisite: Qualifying placement level on a state-approved placement instrument or ESL-54.*

Description: Emphasizes competency in standard written English with a focus on developing paragraphs and essays in preparation for English composition classes. Instruction includes continued development of vocabulary, reading and academic skills necessary for success in college classes. 90 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option)

**ESL-65**  
**American Classroom Culture** **1.00 unit**  
*Prerequisite: None.*

Description: Assists international students with the transition from the social/educational systems in their own cultures to the social/educational systems in the U.S. Provides non-native speaking students with theory and practice of academic and language skills needed for success in an American educational setting. 18 hours lecture. (Pass/No Pass only.)

**ESL-71**  
**Basic Reading and Vocabulary** **4.00 units**  
*Prerequisite: None.*  
*Advisory: ESL-51 or ESL-52 or qualifying placement level on a state-approved placement instrument.*

Description: Emphasizes the acquisition of simple reading skills, expansion of receptive and productive vocabulary, developing dictionary skills, and comprehension of short, adapted reading selections. 72 hours lecture and 18 hours laboratory. (Non-degree credit course) (Pass/No Pass only)

**ESL-72**  
**Intermediate Reading and Vocabulary** **4.00 units**  
*Prerequisite: None.*

*Advisory: ESL-71 and ESL-53 or ESL-54.*

Description: Emphasizes the continued acquisition of reading skills needed for college level courses, expansion of receptive and productive vocabulary, and comprehension of medium-length adapted reading selections. 72 hours lecture and 18 hours laboratory. (Non-degree credit course) (Pass/No Pass only)

**ESL-73****High Intermediate Reading and Vocabulary** 4.00 units*Prerequisite: None.**Advisory: ESL-72 and ESL-53 or ESL-54 or ESL-55 or qualifying placement level on a state-approved placement instrument.*

Description: Emphasizes the acquisition of higher level reading skills needed for college level courses, expansion of receptive and productive vocabulary, further development of library skills, and comprehension of both adapted and authentic reading selections of varying lengths. 72 hours lecture and 18 hours laboratory. (Letter grade, or Pass/No Pass option)

**ESL-90A****Special Topics in ESL: Improving Note Taking Skills** 1.00 unit*Prerequisite: None.**Advisory: Qualification for ESL-53 or higher.*

Description: Provides students with basic instruction and extensive practice in listening and organizing notes for college classes. Preparatory listening exercises designed to sharpen listening discrimination skills are followed by short lectures on various note taking methods and strategies for academic success. 18 hours lecture. (Non-degree credit course) (Pass/No Pass only)

**ESL-90D****Special Topics in ESL: Verb Tense Review** 2.00 units*Prerequisite: None.**Advisory: Qualification for or enrollment in ESL 54 or higher.*

Description: Provides students with intensive review, practice, and use of all the basic English verb tenses. 36 hours lecture. (Non-degree credit course) (Pass/No Pass only)

**ESL-90L****Special Topics in English as a Second Language: Punctuation of Phrases and Clauses** 2.00 units*Prerequisite: None.**Advisory: Qualification for or enrollment in ESL 53 or higher.*

Description: Provides students with the conventions of punctuation use in American English. Enhances the students competence in identifying types of phrases and clauses in English and in using proper punctuation in compound and complex sentence structures. 36 hours lecture. (Non-degree credit course) (Pass/No Pass only)

**ESL-90M****Special Topics in English as a Second Language: Articles and Prepositions** 2.00 units*Prerequisite: None.**Advisory: ESL-53 or qualification for ESL 53 or higher.*

Description: Basic instruction and practice in the use of prepositions and articles. Attention will focus on prepositional phrases, verbal and adverbial idioms, and the use of definite and indefinite articles. 36 hours lecture. (Non-degree credit course) (Pass/No Pass only)

**ESL-90P****Special Topics in ESL: Mastering Academic Vocabulary** 2.00 units*Prerequisite: None.**Advisory: ESL-47 or higher.*

Description: Instruction and practice aimed at understanding and using high-frequency academic vocabulary. Vocabulary study is approached on three levels: the word, the sentence, and the context level. Provide students with the rules of spelling in American English. Enhance the students' competence in identifying roots and affixes in borrowed words and using proper spelling in written discourse. 36 hours lecture. (Non-Degree credit) (Pass/No Pass option)

**ESL-91****Oral Skills I: Beginning Oral Communication** 3.00 units*Prerequisite: None.**Advisory: Concurrent enrollment in ESL 51 or 52.*

Description: This course emphasizes beginning conversation, pronunciation, and idiomatic skills along with basic listening comprehension. Conversational and idiomatic skills focus on fluent and appropriate use of common words and functional expressions in life skills areas--shopping, food, clothing, money/banking, car/license, travel, medicine. Pronunciation focuses on the articulation of English vowels and consonants and on the development of basic English patterns of stress and intonation. Listening stresses understanding verbal instructions and questions, common vocabulary and daily functions in an aural context, main ideas and details in monologues and dialogues. 54 hours lecture and 18 hours laboratory. (Non-degree credit course) (Pass/No Pass only)

**ESL-92****Oral Skills II: Intermediate Oral Communication** 3.00 units*Prerequisite: None.**Advisory: ESL-91 and concurrent enrollment in ESL 53 or 54.*

Description: This course develops intermediate conversation, pronunciation, idiomatic and aural comprehension skills. It is intended for non-native speakers of English who can make themselves understood but are not yet proficient in self-expression. Conversational and idiomatic skills focus on fluent and appropriate use of oral communication skills in a variety of social, business and/or academic situations. Pronunciation focuses on clearer articulation of English vowels and consonants and on increased control of the stress, intonation and rhythm of English. Listening comprehension stresses understanding verbal instructions and questions on campus and in the workplace. Students continue to learn appropriate verbal and non-verbal behavior as well as conversation management techniques to exchange ideas in small and large group communication. 54 hours lecture and 18 hours laboratory. (Non-degree credit course) (Pass/No Pass only)



**ESL-93****Oral Skills III: Advanced Oral Communication** 3.00 units*Prerequisite: None.**Advisory: ESL-92 and concurrent enrollment in ESL 54, 55 or ENG-50.*

Description: This course develops advanced conversation, pronunciation, idiomatic and aural comprehension skills. Conversational and idiomatic skills focus on increasingly fluent communication and interaction skills in complex speaking situations and comfortable use of English in a variety of situations, both academic and professional. Pronunciation focuses on improved clarity of speech and on increased control of the stress, intonation and rhythm of English. Listening comprehension stresses understanding complex syntax, register, nuance and tone in conversations on campus and in the workplace. Students will learn how to speak at length on a given topic, both prepared and extemporaneous, and to understand the subtleties of conversational English. 54 hours lecture and 18 hours laboratory. (Letter grade, or Pass/No Pass option)

**ESL-95****Pronunciation and Accent Reduction** 3.00 units*Prerequisite: None.**Advisory: Qualification for ESL 52 or higher recommended.*

Description: Provides students with basic instruction and practice in the oral production of English. Listening activities focus on comprehension of sentences, dialogs and paragraphs at normal speed and on discrimination of sound patterns in American English. Pronunciation focuses on stress, intonation, rhythm, phrasing, reduction, and linking as well as consonants, vowels, and digraphs. The course emphasizes overall pronunciation improvement to make spoken communication more intelligible and to approximate more closely native rhythms and intonation. 54 hours lecture and 18 hours laboratory. (Non-degree credit course) (Pass/No Pass only)

**ESL-801****ESL Support for Career and Technical Programs** 0 units*Prerequisite: None.**Advisory: ESL-53.*

Description: This course, designed for multi-lingual students whose primary language is not English, is intended for students currently enrolled in an entry-level vocational class. Students will receive instruction including writing, reading, speaking, vocabulary building and test taking skills designed to help them succeed in the content area course. Subsequent enrollment in an additional semester will provide the student with an opportunity for continued skills and competency development within the level and subject matter. May be taken a total of eight times. 6-36 hours lecture. (Pass/No Pass only.)

**ESL-810****It Workplace Language Support** 0 units*Prerequisite: None.*

Description: Introduces Information Technology (IT) careers with a focus on cybersecurity and workplace language support for advanced ESL students. Technology field-related vocabulary and language will be featured with emphasis on professional communication. (Pass/No Pass only)

**ESL-811****Basic Computer and Technology Language Support** 0 units*Prerequisite: None.*

Description: An introduction to basic computer skills and technology for ESL students. Covers basic computer components and functions related to keyboards, operating systems, web browsers, and applications as well as related technical language and grammar. (Pass/No Pass only)

**ESL-846****Beginning American College English** 0 units*Prerequisite: None**Advisory: Students should be aware that course is taught in English.*

Description: Designed for non-native speakers of English. Develops writing, reading, and oral language expression in academic American English language at beginning level to prepare students to enter ESL-847. Students will produce a minimum of 1,250 words of instructor-evaluated writing with an emphasis on academic paragraph writing in response to reading. 90 hours lecture. (Letter grade or Pass/No Pass option)

**ESL-847****Low-Intermediate American College English** 0 units*Prerequisite: ESL-846 or ESL-46.*

Description: Designed for non-native speakers of English. Develops writing, reading, and oral language expression in academic American English language at a low-intermediate level to prepare students to enter ESL 848. Students will produce a minimum of 2,250 words of instructor-evaluated writing with an emphasis on academic paragraph writing in response to reading. 90 hours lecture. (Letter grade or Pass/No Pass option)

**ESL-848****Intermediate American College English** 0 units*Prerequisite: ESL-47 or ESL-847.*

Description: Designed for non-native speakers of English. Develops writing reading, and oral language expression in academic American English language at an intermediate level to prepare students to enter ESL 49. Students will produce a minimum of 3,500 instructor-evaluated writing with an emphasis on basic essay writing in response to reading. Classroom instruction integrates writing lab activities. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter grade only)

**ESL-849****High-Intermediate American College English** 0 units*Prerequisite: ESL-48 or ESL-848.*

Description: Designed for non-native speakers of English. Develops writing, reading, and oral language expression in academic American English language at an intermediate level to prepare students to enter ESL 50. Students will produce a minimum of 6,000 words of instructor-evaluated writing with an emphasis on essay writing in response to reading. Classroom instruction integrates writing lab activities. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter grade only)

**ESL-850****Advanced American College English****0 units***Prerequisite: ESL-49 or ESL-849.*

Description: Designed for non-native speakers of English. Develops writing, reading, and oral language expression in academic American English language at an advanced level to prepare students to enter English 1A. Students will produce a minimum of 7,000 words of instructor-evaluated writing with an emphasis on expository essay writing in response to advanced readings from various sources and a novel. Classroom instruction integrates writing lab activities. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter grade only)

## ENTREPRENEURSHIP (ENP)

**ENP-50****Introduction to Entrepreneurship****3.00 units**

CSU

*Prerequisite: None*

Description: Designed for those interested in starting their own business, either as their primary income or extra income, including individual contributor businesses such as freelancers, contractors, consultants, and others in the gig economy. The curriculum is centered on three key aspects of entrepreneurship: 1) the individual, their traits, skills, and attributes that make entrepreneurs successful, 2) the business ideas, how to generate them, where to look for them, how to expand them, and 3) how to ensure they are valid business ideas with potential to meet profit goals. These elements, developed in the course, will assist any current or potential entrepreneur develop and grow a business now or in the future. 54 hours lecture. (Letter grade only)

**ENP-51****Entrepreneurship Basics****3.00 units**

CSU

*Prerequisite: None*

Description: Entrepreneurship has been described as the capacity and willingness to develop, organize and manage a business venture along with any of its risks in order to make a profit. This course will expose students to the basics of entrepreneurship, including design thinking, customer assessment, and problem solving. Additionally, students will focus on lean market strategies for testing product/service validity. 54 hours lecture. (Letter grade only)

**ENP-52****Starting a Business With Limited Resources****3.00 units***Prerequisite: None*

Description: Entrepreneurs start and grow businesses in home offices, garages, and even on public transportation using a laptop or smartphone. Social media and technology have leveled the playing field for the ordinary person wanting to become an entrepreneur. These entrepreneurs are finding creative ways of starting businesses in spite of limited networks and financial resources. This course will introduce students to bootstrapping (limited-resource startup concepts and strategies), social media strategies and platforms, cybersecurity, and tactics to launch their business or expand their reach. Students will experience entrepreneurial situations and best practices through case studies, interactive sessions, and class exercises. 54 hours lecture. (Letter grade only)

**ENP-53****Money, Finance and Accounting for Entrepreneurs****3.00 units**

CSU

*Prerequisite: None*

Description: One of the more challenging aspects of entrepreneurship deals with financing. Determine how much you need and how entrepreneurial finance works: where, when, and how to get financing, equity, bootstraps, angel investors and venture capitalists. Learn the critical importance of leveraging resources. Discover what you really need to know about bookkeeping, accounting, and using numbers to make smarter decisions. 54 hours lecture. (Letter grade only)

**ENP-54****Business Model Canvas and Presentations For Entrepreneurs****3.00 units**

CSU

*Prerequisite: None*

Description: Designed to utilize the Business Model Canvas technique, such as value proposition, customer relationships, revenue streams, and key resources. Students will learn how to translate Business Model Canvas into powerful sales tools using technology to create presentations using video, animation, visuals, stories, and simulations. 54 hours lecture. (Letter grade only)

**ENP-55****Entrepreneurial Simulation - Capstone****3.00 units**

CSU

*Prerequisite: None*

Description: Challenges students to apply entrepreneurial strategies and concepts to the development of a business. Students will employ strategic planning, communication, conflict management and negotiation, team-building, creative problem solving, self-management, resourcing, and operating a small business. Student entrepreneurs will be challenged with the opportunity of assembling a complete start-up utilizing the tools and concepts from all previous entrepreneurship courses in a competency-based computer simulation. 54 hours lecture. (Letter grade only)

**ENP-70****Building an Entrepreneurial Team****3.00 units**

CSU

*Prerequisite: None*

Description: The composition of the entrepreneurial founding team can be an important indicator of future revenue and project success. Provides critical insights into the often overlooked basics of founding-team formation. Why are some motivations of the team more profitable than others? This course covers finding the right hires for your team and common mistakes in hiring key players. Upon successful completion of this course, students will be better prepared to position their start-up for success by making evidence-based decisions about founding partners, early hires, first managers, and distribution of ownership. 54 hours lecture. (Letter grade only)

**ENP-71****Solopreneurship****3.00 units**  
CSU*Prerequisite: None*

Description: Business opportunities develop in many forms, from sole-proprietors to corporations. A new and growing entity is the Solopreneur. This course will discuss the differences between the many types of solopreneurs such as freelancer, nomadic, and self-employed business owners. Students will learn about the Gig economy, legal business structures, e-commerce, networks, and key relationships. 54 hours lecture. (Letter grade only)

**ENP-801****Facebook for Business****0 units***Prerequisite: None.*

Description: Facebook is the most popular social network and a powerful tool for growing and promoting your business. Create effective profiles, pages, groups, and ads. Establish goals and learn how and what to post to achieve them. Build relationships with current and new customers. Increase traffic to your website. Measure the success of your Facebook marketing. 10 hours lecture. (Pass/No Pass only)

**ENP-802****Pinterest and Instagram for Business****0 units***Prerequisite: None.*

Description: Students learn to market and expand a brand using Pinterest and Instagram. Provides the basics and beyond of these platforms, including how to produce high level content and effectively use the sites in a marketing strategy to develop a loyal, enthusiastic customer base for their brand. 10 hours lecture. (Pass/No Pass only)

**ENP-803****YouTube for Business****0 units***Prerequisite: None*

Description: Students learn to use YouTube to broadcast user and business-generated videos. Topics include creating a custom channel and building a following by uploading and sharing videos that communicate a brand and engage an audience. Students learn to view, upload, and share videos; create playlists and optimize videos for search engines; and add annotations, notes, and links. Uploading and editing film for YouTube is also covered. 10 hours lecture. (Pass/No Pass only)

**ENP-804****Twitter for Business****0 units***Prerequisite: None.*

Description: Students learn to set up a Twitter Business presence to leverage the power of real-time marketing, optimize and manage an account, and find and follow influencers and leads. Includes engaging with prospects using tweets, RTs, DMs, follows, mentions, and hashtags. Students use tools to monitor feeds and schedule tweets, in addition to tracking the impact and measure the results of promoted tweets. 10 hours lecture. (Pass/No Pass only)

**ENP-805****LinkedIn for Business****0 units***Prerequisite: None*

Description: LinkedIn is the world's most popular business-oriented social media networking platform. Students learn to use LinkedIn to develop business through relationship marketing. Topics include optimizing a company profile, developing content that engages a target audience, building a professional brand, marketing a company, showcasing credentials, getting business advice, reconnecting with former colleagues, and connecting with businesses around the globe. 10 hours lecture. (Pass/No Pass only)

**ENP-850****Introduction to Entrepreneurship****0 units***Prerequisite: None*

Description: Designed for those interested in starting their own business, either as their primary income or extra income, including individual contributor businesses such as freelancers, contractors, consultants, and others in the gig economy. The curriculum is centered on three key aspects of entrepreneurship: 1) the individual, their traits, skills, and attributes that make entrepreneurs successful, 2) the business ideas, how to generate them, where to look for them, how to expand them, and 3) how to ensure they are valid business ideas with potential to meet profit goals. These elements, developed in the course, will assist any current or potential entrepreneur develop and grow a business now or in the future. 54 hours lecture. (Letter grade only)

**ENP-851****Entrepreneurship Basics****0 units***Prerequisite: None*

Description: Entrepreneurship has been described as the capacity and willingness to develop, organize and manage a business venture along with any of its risks in order to make a profit. This course will expose students to the basics of entrepreneurship, including design thinking, customer assessment, and problem solving. Additionally, students will focus on lean market strategies for testing product/service validity. 54 hours lecture. (Letter grade only)

**ENP-852****Starting a Business With Limited Resources****0 units***Prerequisite: None.*

Description: Entrepreneurs start and grow businesses in home offices, garages, and even on public transportation using a laptop or smartphone. Social media and technology have leveled the playing field for the ordinary person wanting to become an entrepreneur. These entrepreneurs are finding creative ways of starting businesses, in spite of limited networks and financial resources. This course will introduce students to bootstrapping (limited-resource startup concepts and strategies), social media strategies and platforms, cybersecurity, and tactics to launch their business or expand their reach. Students will experience entrepreneurial situations and best practices through case studies, interactive sessions, and class exercises. 54 hours lecture. (Letter grade only)

**ENP-853****Money, Finance and Accounting for Entrepreneurs 0 units***Prerequisite: None*

Description: One of the more challenging aspects of entrepreneurship deals with financing. Determine how much you need and how entrepreneurial finance works: where, when, and how to get financing, equity, bootstraps, angel investors and venture capitalists. Learn the critical importance of leveraging resources. Discover what you really need to know about bookkeeping, accounting, and using numbers to make smarter decisions. 54 hours lecture. (Letter grade only)

**ENP-854****Business Model Canvas and Presentations For Entrepreneurs 0 units***Prerequisite: None*

Description: Designed to utilize the Business Model Canvas technique, such as value proposition, customer relationships, revenue streams, and key resources. Students will learn how to translate Business Model Canvas into powerful sales tools using technology to create presentations using video, animation, visuals, stories, and simulations. 54 hours lecture. (Letter grade only)

**ENP-855****Entrepreneurial Simulation - Capstone 0 units***Prerequisite: None*

Description: Challenges students to apply entrepreneurial strategies and concepts to the development of a business. Students will employ strategic planning, communication, conflict management and negotiation, team-building, creative problem solving, self-management, resourcing, and operating a small business. Student entrepreneurs will be challenged with the opportunity of assembling a complete start-up utilizing the tools and concepts from all previous entrepreneurship courses in a competency-based computer simulation. 54 hours lecture. (Letter grade only)

**ENP-870****Building an Entrepreneurial Team 0 units***Prerequisite: None*

Description: The composition of the entrepreneurial founding team can be an important indicator of future revenue and project success. Provides critical insights into the often overlooked basics of founding-team formation. Why are some motivations of the team more profitable than others? This course covers finding the right hires for your team and common mistakes in hiring key players. Upon successful completion of this course, students will be better prepared to position their start-up for success by making evidence-based decisions about founding partners, early hires, first managers, and distribution of ownership. 54 hours lecture. (Letter grade only)

**ENP-871****Solopreneurship 0 units***Prerequisite: None*

Description: Business opportunities develop in many forms, from sole-proprietors to corporations. A new and growing entity is the Solopreneur. This course will discuss the differences between the many types of solopreneurs such as freelancer, nomadic, and self-employed business owners. Students will learn about the Gig economy, legal business structures, e-commerce, networks, and key relationships. 54 hours lecture. (Letter grade only)

**ETHNIC STUDIES (ETS)****ETS-1****Introduction to Ethnic Studies 3.00 units***Prerequisite: None.*

Description: An introduction to the academic discipline of Ethnic Studies. Ethnic Studies is unique as an educational experience that defines and redefines the lives of people of color from their own perspectives. This course is an intersectional investigation that focuses on the histories, cultures and experiences of African Americans, Latinx peoples, Asian American and Pacific Islander, Indigenous peoples of America, and Middle Eastern and Arab American. Additionally, this course shall explore the work of key theorists of race, ethnicity, de-colonization and futurity whose work and ideas have formed the basis of the discipline. This course is in dialogue with the creative historical work of social movements, cultural and artistic productions, legal and public policy activisms, indigenous and liberationist epistemologies, community and identity formation, and radical social and political thought. This course emphasizes ideologies of resistance, persistence, liberation struggle, and radical knowledge production that both confront and transform oppressive conditions and create new possibilities for social change. (Letter grade only)

**ETS-2****Introduction to Chicana/O/X Studies 3.00 units***Prerequisite: None.*

Description: Introduction to the academic discipline of Chicana/o/x Studies. The course will focus on the varied experiences of Chicana/o/x people, including their history, identity, and culture. Key moments in the history of the Chicana/o/x population are highlighted from the pre-Columbian and Spanish colonial periods to the present. Emphasis is placed on analyzing the complexity and diversity of the culture and identity of the Chicana/o/x people, with focus on race and ethnicity, class, citizenship, gender, sexuality, and region. 54 hours lecture. (Same as HIS-31) (Letter grade only)

**ETS-3****Introduction to African American Studies 3.00 units***Prerequisite: None.*

Description: An introduction to the discipline of African American Studies. African American Studies is unique as an academic discipline in that it defines and redefines the lives of African peoples from their own perspectives. Additionally, it will examine the sociological, political, economic, and philosophical perspectives on the experience of people of African ancestry in the United States and the diaspora. The values, experience, and cultural contributions of Black/African American individuals in the United States will be identified, examined, and authenticated. 54 hours lecture. (Letter grade only)

**ETS-7****Women of Color in the United States 3.00 units***Prerequisite: None.*

Description: An interdisciplinary, multi-perspective, and comparative study of the experiences of women of color in the United States. The constructs of race, ethnicity, class, gender, and sexuality as they relate to social institutions and national ideologies will be explored. The examination and analysis of the historical, political, and economic influences that have informed the relationships between women of color and white women in the United States is foundational to this course. 54 hours lecture. (Letter grade only)

**ETS-8****Introduction to Black Feminism****3.00 units***Prerequisite: None.*

Description: An interdisciplinary, multi-perspective, critical analysis, and comparative study of Black Feminism. Students will examine some of the key theories and ideas of Black Feminism and Black Feminist Thought, including womanist theory, the theory of intersectionality, and standpoint theory. The course will consider how Black women have challenged the intersecting effects of racism, sexism, classism, colonialism, homophobia, media exploitation, and other forms of social violence. Students will read major works, learn to engage in critical dialogue, and articulate their own positions concerning the basic ideas and principles of Black Feminism. The values, experience, and cultural contributions of Black feminist and/or Black womanist individuals in the United States will be identified, examined, and authenticated. 54 hours lecture. (Letter grade only)

**ETS-13****Survey of Black Thought****3.00 units***Prerequisite: None.*

Description: An introduction to the influence of African philosophy and thought in the speeches and writings of influential African American thinkers. Surveys the core principles of African philosophy and their presence in modern texts related to significant movements in African American history, culture, and politics. African, African American, and Caribbean sources are used to provide a comparative perspective. Total of 54 hours lecture. (Same as PHI-14) (Letter grade only)

**ETS-14****African American History I****3.00 units***Prerequisite: None.*

Description: A survey of the experience of Americans of African descent in America from the 1600s to 1865. The course begins with the history of African civilizations on the coast of West Africa, moves through the rise of slavery in the Americas, the origins and developments of American ideas about race, and the formation of African American culture(s) and identities. It then culminates with emancipation at the end of the Civil War. Although the history of African Americans is one of struggle and almost constant adversity, it is also one of strength and perseverance. In spite of the challenges, African Americans lived, loved, formed enduring communities, and created a unique culture. Since their involuntary arrival on the shores of North America during the early seventeenth century, Africans and their descendants confronted adversity by means of individual and collective action in numerous ways. The course explores these dimensions of the African American experience, and in so doing, highlights the multifaceted ways African Americans have made their own history while simultaneously shaping and contributing to the history of the United States. 54 hours lecture. (Same as HIS-14) (Letter grade only)

**ETS-15****African American History II****3.00 units**

UC, CSU

*Prerequisite: None.*

Description: A study of the economic, political, social and cultural history and traditions of African Americans since Reconstruction. An examination of African American struggle for identity and status since the late 19th century, including: concepts of integration, segregation, accommodation, nationalism, separatism, Pan Africanism; social forces of Jim Crow, Great Migration, Harlem Renaissance, legislative and political action, Civil Rights Revolution, and concerns of post civil rights era. This course will examine the meaning of "freedom" and "equality" and their impact on the larger discussion of "race" and "racism" in the United States. 54 hours lecture. (Same as HIS-15) (Letter grade only)

**ETS-18****Survey of Native American Literature****3.00 units***Prerequisite: None.**Advisory: ENG-1B or ENG-1BH.*

Description: A survey of Native American literature from early oral narrative to contemporary literature using the critical lens of ethnic studies. Includes a comprehensive exposure to Native American prose, poetry, oratory, essay and modern fiction and an introduction to the concepts of ethnic studies focused on the social, intellectual and artistic trends of Native American culture and their relationship to contemporary literature. 54 hours lecture. (Same as ENG-18) (Letter Grade, or Pass/No Pass option)

**ETS-20****Survey of African American Literature****3.00 units***Prerequisite: None.**Advisory: ENG-1B or ENG-1BH.*

Description: A survey of African American literature from the early oral tradition to the present using the critical lens of ethnic studies. Includes a comprehensive exposure to African American prose, poetry, and fiction and an introduction to the concepts of ethnic studies focused on the social, intellectual, and artistic trends of African American culture and their relationship to contemporary literature. Students who have taken both ENG-21 and ENG-22 may not receive credit for ENG-20 or ETS 20. 54 hours lecture. (Same as ENG-20) (Letter Grade, or Pass/No Pass option)

**ETS-21****Latinx Politics****3.00 units***Prerequisite: None.*

Description: An examination of United States structures of political, social, and economic power from the history and experiences of the Latinx population. Students will survey demographic research on the diversity of Latinx identity and political behavior in the U.S. as well as the institutional relationship that Latinx groups have established and challenged within the U.S. political system. Students will also analyze the political relationship Latinx groups have with the U.S. Constitution and civil society organizations. 54 hours lecture. (Same as POL-21) (Letter grade only)

**ETS-23****Race, Ethnicity and Politics in America 3.00 units***Prerequisite: None.*

Description: An examination of United States institutions of social, political and economic power from the history and experiences of minoritized populations such as African Americans, Latinas/os, Native Americans, Women, Asian Americans, and Immigrants. Students will analyze the U.S. Constitution as well the legislative, executive and judicial branches of governance with regard to citizenship, pluralism, and civil rights and liberties. Other emphases will be on diverse forms of political participation and how it influences U.S. institutions at the local, state and federal levels in movements towards achieving social justice. 54 hours lecture. (Same as POL-23) (Letter grade only)

**ETS-24****Survey of Asian American Literature 3.00 units***Prerequisite: None.**Advisory: ENG-1B or ENG-1BH*

Description: A survey of Asian American literature from the mid-19th century to the present using the critical lens of ethnic studies. Includes a comprehensive exposure to Asian American prose, poetry, drama, and fiction, as well as a basic understanding of the cultural, intellectual, and artistic trends of Asian American culture and their relationship to literature. 54 hours lecture. (Same as ENG-24) (Letter Grade, or Pass/No Pass option.)

**ETS-25****Latinx Literature of the United States 3.00 units***Prerequisite: None.**Advisory: ENG-1B or ENG-1BH.*

Description: Latinx literature of the regional United States in all genres from the early oral traditions, chronicles, and epic poems of the 15th through 19th centuries to the essays, poems, plays, and novels of 20th century authors. The course will also explore Latinx history, culture, and identity as expressed in the writings of American Latinx writers using the critical lens of ethnic studies. 54 hours lecture. (Same as ENG-25) (Letter Grade, or Pass/No Pass option)

**ETS-27****Native American Cultures 3.00 units***Prerequisite: None.*

Description: A survey of Native American cultures from the pre-Columbian period through conquest and reservation life and into the present. Incorporates evidence from archaeology, oral history, personal narratives, and other sources. Emphasis will be on the growth of Native American cultures, modern communities, including urban life, social and religious institutions, and traditional cultural elements and artistic traditions. 54 hours lecture. (Same as ANT-4) (Letter grade only)

**ETS-28****Native American History to 1871 Contact Period 3.00 units***Prerequisite: None.*

Description: A study of the European/Native American contact period from 1492 to 1871 as presented from the American Indian's point of reference. 54 hours lecture. (Same as HIS-28) (Letter grade only)

**ETS-29****Native American History II: Contemporary Society 3.00 units***Prerequisite: None*

Description: A study of federal Indian policy and economic development on Indian reservations as it has developed since 1871. Cultural conflicts, recent movements, and the struggle for and use of land will be examined from an American Indian's point of reference. 54 hours lecture. (Same as HIS-29) (Letter grade only)

**ETS-40****Interdisciplinary Research Methods in Ethnic Studies 3.00 units***Prerequisite: None.*

Description: An advanced survey of key issues, themes, and debates in the field of critical race and ethnic studies. Examines methodological approaches to the study of race and ethnicity in the United States. The course also assesses the relative strengths and weaknesses of key methodological paradigms. Perspectives may include ethnography and oral history, archival research, literary and cultural analysis, and decolonizing methods. This course uses model studies to explore how comparative and relational problems are posed as research projects, how research questions are constructed, and how they employ methodological approaches to frame the project and establish what is at stake in the research. This course enhances students' disciplinary training by providing an interdisciplinary framework for applying their disciplinary research skills. 54 hours lecture. (Letter grade only)

**ETS-44****Asian American History 3.00 units***Prerequisite: None.*

Description: A survey of Asian immigration to the United States and Asian American history from the 19th century to the present. Emphasis will be placed upon major historical moments such as the California Gold Rush, Asian Exclusion, World War II, the Vietnam War, and the Civil Rights Movement to help underscore the development of Asian American communities and populations here in the United States. 54 hours lecture. (Same as HIS-44) (Letter grade only)

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## FILM STUDIES (FST)

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**FST-1****Introduction to Film Studies 3.00 units**  
UC, CSU*Prerequisite: None**Advisory: Eligibility for ENG-1A*

Description: An introduction to the movies as an object of academic inquiry. Covers strategies for analyzing the formal elements (mise-en-scene, the shot, editing, and sound) and narrative structures of film. Provides instruction on discussing, researching, and writing about film as a complex form of creative expression rooted within history, society, and culture. Discussion is supported by American and international examples of feature, documentary, and experimental film. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**FST-1H****Honors Introduction to Film Studies****3.00 units**  
UC, CSU*Prerequisite: None**Advisory: Eligibility for ENG-1A**Limitation on enrollment: Enrollment in the Honors Program.*

Description: An Honors Program introduction to the movies as an object of academic inquiry. Covers strategies for analyzing the formal elements (mise-en-scene, the shot, editing, and sound) and narrative structures of film. Provides instruction on discussing, researching, and writing about film as a complex form of creative expression rooted within history, society, and culture. Discussion is supported by American and international examples of feature, documentary, and experimental film. This honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher level critical thinking skills. Students may not receive credit for both FST-1 and FST-1H. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**FST-2****Introduction to Television Studies****3.00 units**  
UC, CSU*Prerequisite: None**Advisory: ENG-50 or ENG-80 or eligibility for ENG-1A*

Description: An introduction to television as an object of academic inquiry. Covers strategies for analyzing television's formal elements, including its stylistic conventions; primary genres; evolving modes of production, distribution, and exhibition; and various critical methodologies. Provides instruction for writing about television as a complex form of creative expression rooted within history, society, and culture. Discussion is supported by a survey of American and international television examples. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**FST-3****Introduction to International Cinema****3.00 units**  
UC, CSU*Prerequisite: None**Advisory: ENG-50 or ENG-80 or eligibility for ENG-1A*

Description: An introduction to international cinema, focusing upon select films, filmmakers, and national cinemas from outside the United States, ranging from films earliest decades to the present. Films, filmmakers, and national cinemas are studied in relation to questions of artistry, history, genre, style, culture, and politics. Includes an overview of methodologies for analyzing and researching film. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**FST-4****Introduction to Film Genres****3.00 units**  
UC, CSU*Prerequisite: None**Advisory: ENG-50 or ENG-80 or eligibility for ENG-1A*

Description: An introduction to classical and contemporary film genres, such as the crime film or the musical, within American and international film. Investigates their origins and evolutions, recognizing their role within creative and social expression, and examining their technical and thematic conventions. Includes a survey of representative film genres, movements and styles. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**FST-5****Fiction and Film: Adaptation****3.00 units**  
UC, CSU*Prerequisite: None**Advisory: ENG-50 or ENG-80 or eligibility for ENG-1A*

Description: An introductory study of the interplay between twentieth and twenty-first century literature and film from the point of view of the writer and organized around selected case studies of fiction and/or literary non-fiction adapted into film. Examples of literature and film are used to explore adaptation as a creative process. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

## FILM, TELEVISION AND VIDEO (FTV)

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**FTV-12****History of American Film****3.00 units**  
UC, CSU*Prerequisite: None.*

Description: This course examines the historical development of film from the perspective of technology, and the art and science of filmmaking. Filmmaking is explored in the context of history and the reciprocal and reflective influences of history on films, and films on history. Lectures, readings, discussions, viewing of films and film excerpts comprise the elements of this course. 54 hours lecture. (Letter grade only)

**FTV-38A****Beginning Film, Television and Video Production Project****3.00 units**  
CSU*Prerequisite: None.**Advisory: FTV-42 or FTV-43 or FTV-44A or FTV-45A or FTV-48 or FTV-64A or FTV-66 or FTV-71A.*

Description: Supervised production of an approved project in television production, film production, audio or graphics in media. All aspects of pre-production planning, production, and post production will be required to arrive at a finished product that adheres to project intent and schedule. Specific agreement identifying intent, ideas, goals, responsibilities and outcomes will be arranged between instructor and student. 18 hours lecture and 108 hours laboratory. (Letter grade only)

**FTV-38B****Advanced Film, Television and Video Production Project****3.00 units**  
CSU*Prerequisite: FTV-38A.*

Description: Supervised completion of an approved project in television production, film production or audio production in media. Project pre-planning must be complete; emphasis on remaining production and post production activities. Completion of production and post production will be required to arrive at a finished product that adheres to project intent and schedule. Specific agreement identifying intent, ideas, goals, responsibilities and outcomes will be arranged between instructor and student. 18 hours lecture and 108 hours laboratory. (Letter grade only)

<p><b>FTV-41</b> <b>Introduction to Telecommunications</b> <b>3.00 units</b> UC, CSU</p> <p><i>Prerequisite: None.</i> Description: A survey of electronic media including the history and development of electronic media from its beginning in early radio and television to the current period of dynamic change in the telecommunications industry. The course also explores current developments and anticipated trends in telecommunications, including the sociological, technological, and economic implications on society. 54 hours lecture. (Letter grade only)</p>	<p><b>FTV-46</b> <b>Editing for Television</b> <b>3.00 units</b> CSU</p> <p><i>Prerequisite: None</i> Description: A course in Post-production practices and procedures for television with emphasis on off-line and on-line editing including sound and music, insert editing and assembly editing. Video and/or sound procedures of mixing techniques. 35 hours lecture and 85 hours laboratory. (Letter grade only)</p>
<p><b>FTV-42</b> <b>Writing for Broadcast Television</b> <b>3.00 units</b> CSU</p> <p><i>Prerequisite: None</i> Description: The theory and practice of short-form writing for broadcast television. Introduces techniques of narrative and documentary copy writing, characteristics of media writing, elements of style, tone and content, forms of scripts for news, commercials and public service announcements. Also includes use of script-writing software. 54 hours lecture. (Letter Grade or Pass/No Pass option)</p>	<p><b>FTV-48</b> <b>Short Film Production</b> <b>3.00 units</b> CSU</p> <p><i>Prerequisite: None.</i> <i>Advisory: FTV-74.</i> Description: Introduction to the filmmaking process; includes practical experience in production planning, filming and post-production. Emphasis on the techniques of motion picture photography and the operation of 16mm film cameras, the use of lenses and filters, film exposure, composition and the film processing and film-to-digital tape transfer. 36 hours lecture and 54 hours laboratory. (Letter Grade or Pass/No Pass option)</p>
<p><b>FTV-43</b> <b>TV Studio/Equipment</b> <b>3.00 units</b> CSU</p> <p><i>Prerequisite: None.</i> Description: Introduction to the use and set up of cameras, VTRs, editors, character generators, and test equipment for in-studio production. Activities will include theory and practice of studio set-up for live-to-tape production, production terminology, and operation of control room monitoring equipment. 36 hours of lecture and 54 hours laboratory. (Letter Grade or Pass/No Pass option)</p>	<p><b>FTV-51A</b> <b>Film, Television and Video Laboratory I</b> <b>1.00 unit</b> CSU</p> <p><i>Prerequisite: None</i> <i>Corequisite: FTV-45A or FTV-44A</i> Description: Supervised laboratory work on television production, audio recording and film projects. Builds and reinforces skills through practical application in industry internships and project studies in the area of television, audio recording and film production. 54 hours laboratory.(Letter Grade or Pass/No Pass option)</p>
<p><b>FTV-44A</b> <b>Beginning Television Production</b> <b>3.50 units</b> CSU</p> <p><i>Prerequisite: None.</i> <i>Corequisite: FTV-51B.</i> Description: Basic principles of television production including operation of equipment, ENG (electronic news gathering) and live-to-tape studio production. Emphasis on the process and crew functions of live-to-tape studio production. Students will produce one roll-in segment of approximately 4 minutes. 36 hours lecture and 81 hours laboratory. (Letter grade only)</p>	<p><b>FTV-51B</b> <b>Film, Television and Video Laboratory II</b> <b>1.00 unit</b> CSU</p> <p><i>Prerequisite: FTV-51A</i> <i>Corequisite: FTV-45B</i> Description: Supervised laboratory work on television, film or audio production projects. Builds and reinforces skills through practical application in professional internships and project studies. 54 hours laboratory.(Letter Grade, or Pass/No Pass option.)</p>
<p><b>FTV-45A</b> <b>Beginning Television News Production</b> <b>3.50 units</b> CSU</p> <p><i>Prerequisite: None</i> <i>Advisory: JOU-1 or ENG-1A or ENG-1AH</i> <i>Corequisite: FTV-51A</i> Description: An entry-level course in television news gathering and television news production for cablecast. Includes in-studio live-to-tape production principles of journalism and journalistic ethics as well as the practice of television news gathering. Students are involved in all aspects of writing, producing, and editing completed news stories for a regularly scheduled news program that is cablecast. 36 hours lecture and 81 hours laboratory. (Letter Grade, or Pass/No Pass option.)</p>	<p><b>FTV-52</b> <b>Film, Television and Video Laboratory</b> <b>2.00 units</b> CSU</p> <p><i>Prerequisite: None</i> Description: Supervised laboratory work on television production, audio recording and film projects. Builds and reinforces skills through practical application in industry internships and project studies in the area of television, audio recording and film production. 108 hours laboratory. (Letter Grade or Pass/No Pass option)</p>



**FTV-53****Telecommunications Laboratory****3.00 units**  
CSU*Prerequisite: FTV-11 or FTV-42 or FTV-43 or FTV-44 or FTV-45 or FTV-64.*

Description: Supervised laboratory work on television production, audio recording and film projects. Builds and reinforces skills through practical application in industry internships and project studies in the area of television, audio recording and film production. Students will use film and TV equipment to make a film or video. 162 hours laboratory. (Letter grade or Pass/No Pass option)

**FTV-64A****Beginning Digital Editing Principles And Techniques****3.00 units**  
UC, CSU*Prerequisite: None.*

Description: Non-linear computer-based editing. Includes basic concepts of editing in post production designed to teach the aesthetics as well as techniques of the edit for film and TV. 36 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**FTV-65****Director's Art in Filmmaking****3.00 units**  
UC, CSU*Prerequisite: None.*

Description: Analysis and exploration of the principles of film aesthetics with emphasis on the director's role in influencing and creating a film. The course covers the terminology of filmmaking and film analysis, the director's responsibilities and relationship to other crew members; also explores the tools and strategies that directors use in shaping the impact of a film. Lecture, discussion, viewing of films and film excerpts expose students to the influences of classic and contemporary films and the styles of great directors, including but not limited to: David Lynch, Woody Allen, The Cohen Brothers, John Woo, Marc Forster, Wayne Wang, Orson Welles, Alfred Hitchcock, Stanley Kubrick, Francis Ford Coppola and Martin Scorsese. 54 hours lecture. (Letter Grade or Pass/No Pass option)

**FTV-66****Advanced Digital Editing Concepts****3.00 units**  
CSU*Prerequisite: FTV-64.*

Description: Advanced concepts in digital video editing. Emphasis will be placed on importing multimedia files, special effects, titling, graphics, and chroma key. 36 hours lecture and 54 hours laboratory. (Letter grade only)

**FTV-67****Introduction to Video Production****2.00 units**  
CSU*Prerequisite: None.*

Description: An introduction to video production procedures, practices and production equipment. Students will learn the basic components, proper care and use of a video camera and editing equipment, the three stages of the production process and electronic storytelling. Intended for career exploration and for non-majors. 27 hours lecture and 27 hours laboratory. (Letter Grade or Pass/No Pass option)

**FTV-68****Story Development Process****3.00 units**  
CSU*Prerequisite: None.*

Description: An overview of the process involved in developing and pitching story ideas and scripts to studios, production companies and networks for production consideration. Includes an introduction to key individuals involved in the process, from agents to producers to creative executives, as well as the process involved in generating and developing story ideas appropriate for commercial development. 54 hours lecture. (Letter Grade or Pass/No Pass option)

**FTV-72****Introduction to Lighting Design for Film and Television****3.00 units**  
CSU*Prerequisite: None.*

Description: Introduction to the practice of interpreting and implementing effective lighting designs for film, television, video and multimedia applications. Students will learn to use a variety of lighting techniques and instruments, both professional and improvised, to achieve specific artistic objectives. Course includes characteristics of light, quantity and quality of light, interpreting lighting requirements, and mood enhancement through the use of light. 36 hours lecture and 54 hours laboratory. (TBA option)(Letter Grade or Pass/No Pass option)

**FTV-74****Production Planning and Management****3.00 units**  
CSU*Prerequisite: None.**Advisory: FTV-38A or FTV-48.*

Description: Practical and technical elements of developing the shooting script required to move the story from the page to the screen. The course introduces techniques for developing the script breakdown with camera placement and movement, location and production scheduling, budgeting, and lining the script. Particular emphasis is placed on balancing the art of the story with the practicalities of filmmaking. Students will develop the shooting script for an original short film screenplay idea or adaptation. 54 hours lecture. (Letter Grade or Pass/No Pass option)

**FTV-76****Advanced Digital Audio Recording ProTools 201****3.00 units**  
CSU*Prerequisite: FTV-75*

Description: Advanced principles of computer-based studio recording and audio editing using the industry standard software, Pro Tools. Course covers the core concepts and skills you need to operate a Pro Tools system in a professional studio environment. Students will go into greater depth into concepts such as automation, editing, mixing and session management. 36 hours lecture and 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**FTV-77****Intermediate Lighting Techniques for Film, Tv and Video**      **3.00 units**

CSU

*Prerequisite: FTV-72*

Description: Intermediate concepts in lighting for film, television, video, and multimedia applications. Specific methods of film and television lighting. Included will be maximizing the camera performance including Kelvin manipulation, perfecting the scout, coordinating the set, shot checking before the edit, continuity of light during coverage, adjusting windows on the set, creating the different movie genres in lighting, exterior lighting with bounce, green screen, film noir, and creating black and white images. 36 hours lecture and 54 hours laboratory. (Letter grade or Pass/No Pass)

**FTV-79****Introduction to Special Effects Make-Up For Film, Television and Video**      **3.00 units**

CSU

*Prerequisite: None.*

Description: Basic skills necessary to implement basic special effect makeup for film, television and video. Introduces techniques including but not limited to basic three dimensional correction, basic makeup (male/female), color theory, skin pigment tone matching, aging, aging stretch and stipple, facial hair, animal simulation, injury simulation, cadaver makeup, appliance and prosthetic application. Using design concepts, students will learn to recognize and implement the inherent components that are needed in character analysis and development, script breakdown and use of the morgue. Throughout the technical applications, students will learn and practice professional behavior, etiquette and industry language required to create a career in the entertainment industry. 54 hours lecture. (Letter grade only)

**FTV-200****Telecommunications Work Experience**      **1.00 - 4.00 units***Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

Description: Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester. (Letter grade or Pass/No Pass option)

**FRENCH (FRE)****FRE-1****French 1****5.00 units**

UC, CSU

*Prerequisite: None*

Description: Develops basic skills in listening, reading, speaking, and writing. Emphasis on acquisition of vocabulary, structures, and grammatical patterns necessary for comprehension of native spoken and written French at the beginning level. Includes discussion of French culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**FRE-2****French 2****5.00 units**

UC, CSU

*Prerequisite: FRE-1 or qualifying placement levels on the French assessment test or the equivalent.*

Description: Further development of basic skills in listening, reading, speaking, and writing. A continued emphasis on the acquisition of vocabulary, structures, and grammatical patterns necessary for comprehension of standard spoken and written French at the beginning level. Includes an expanded discussion of French culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**FRE-3****French 3****5.00 units**

UC, CSU

*Prerequisite: FRE-2 or qualifying placement levels on the French assessment test or the equivalent.*

Description: Development of intermediate skills in listening, reading, speaking, and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written French at the intermediate level. Includes an expanded discussion of French culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**FRE-8****Intermediate Conversation****3.00 units**

UC, CSU

*Prerequisite: FRE-2 or FRE-3*

Description: Intermediate-level vocabulary building and improvement of speaking proficiency in the context of French culture, daily life, and topics of current interest. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**FRE-11****Culture and Civilization****3.00 units**

UC, CSU

*Prerequisite: None*

Description: Introduction to France's cultural norms, values, social development, and organization as revealed through its complex and unique history. Class conducted in English. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

## GEOGRAPHY (GEG)

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### GEG-1

**Physical Geography** **3.00 units**  
(C-ID:GEOG 110) UC, CSU

*Prerequisite: None.*

Description: The interacting physical processes of air, water, land, and life that impact Earth's surface. Topics include weather and climate, the water cycle, landforms and plate tectonics, and the characteristics of plant and animal life. Emphasis is on interrelationships among systems and processes and their resulting patterns and distributions. There is a heavy emphasis on maps as descriptive and analytical tools. Students may not receive credit for both GEG-1 and GEG-1H. 54 hours lecture. (Letter grade only)

### GEG-1H

**Honors Physical Geography** **3.00 units**  
(C-ID:GEOG 110) UC, CSU

*Prerequisite: None.*

*Limitation on enrollment: Enrollment in the Honors Program.*

Description: The interacting physical processes of air, water, land, and life that impact Earth's surface. Topics include weather and climate, the water cycle, landforms and plate tectonics, and the characteristics of plant and animal life. Emphasis is on interrelationships among systems and processes and their resulting patterns and distributions. There is a heavy emphasis on maps as descriptive and analytical tools. The honors course offers an enriched experience for accelerated students by limited class size, seminar format, student generated and led discussions and projects, the application of higher level thinking, reading, and writing skills - analysis, synthesis, and evaluation. Students may not receive credit for both GEG-1 and GEG-1H. 54 hours lecture. (Letter grade only)

### GEG-1L

**Physical Geography Laboratory** **1.00 unit**  
(C-ID:GEOG 111) UC, CSU

*Prerequisite: None.*

*Corequisite: GEG-1DE or GEG-1H.*

Description: Practical application of scientific principles through geographically based in-class exercises using a variety of tools, such as maps, photos, and data in various forms. 54 hours laboratory. (Letter grade only)

### GEG-2

**Human Geography** **3.00 units**  
(C-ID:GEOG 120) UC, CSU

*Prerequisite: None.*

Description: The geographic analysis of the human imprint on the planet. A study of diverse human populations, their cultural origins, diffusion and contemporary spatial expressions emphasizing demography, languages, religions, urbanization, landscape modification, political units and nationalism, economic systems and development. Emphasis is given to interrelationships between human activities and the biophysical environment. 54 hours lecture. (Letter grade only)

### GEG-3

**World Regional Geog** **3.00 units**  
(C-ID:GEOG 125) UC, CSU

*Prerequisite: None.*

Description: A study of major world regions, emphasizing current characteristics and issues including cultural, economic, political and environmental conditions. Topics may include the natural environment, population distribution, cultural practices, political institutions, economic development, agricultural practices, and urbanization. 54 hours lecture. (Letter grade only)

### GEG-4

**Geography of California** **3.00 units**  
(C-ID:GEOG 140) UC, CSU

*Prerequisite: None.*

Description: An introduction to California's physical and cultural diversity as well as the issues facing individual regions. The course introduces students to a geographic approach to observing, understanding, and explaining California's ethnic diversity, culture, environment, natural resources, geologic and human history, and environmental impact. Emphasis is placed on contemporary social, economic, and environmental issues that Californians are facing in the context of California's history and reputation as a leader in cultural, social, and technological innovation. Topics include the formation of California's physical landscapes and physiographic regions, natural resources, weather and climate, biogeography and ecology, environmental change, water resources, air quality, agriculture, technology and manufacturing, population, Native American history and demographic change, culture and ethnic and racial diversity. 54 hours lecture. (Letter grade or Pass/No Pass only)

### GEG-5

**Weather and Climate** **3.00 units**  
(C-ID:GEOG 130) UC, CSU

*Prerequisite: None.*

Description: The nature and causes of common meteorological phenomena, severe weather occurrences, and climatic patterns. Topics include: atmospheric structure, solar radiation and energy balances, atmospheric moisture, clouds and fog, air pressure, wind, air masses and fronts, cyclones, tornadoes, hurricanes, weather forecasting, climate classification, and climate change. Understanding the human impact on weather and climate is an important thread throughout the course. 54 hours lecture. (Same as PHS-5.) (Letter grade only)

### GEG-6

**Geography of Us and Canada** **3.00 units**  
UC, CSU

*Prerequisite: None.*

Description: An overview of the regions of the United States and Canada. Topics include physical geography, regional interactions and current political, economic, demographic and cultural issues. 54 hours lecture. (Letter grade only)

**GEG-7****Map Interpretation and Analysis****3.00 units**  
UC, CSU*Prerequisite: None.*

Description: Maps are tools that we use to navigate, explore, and understand our world. This course introduces us to maps and their interpretation and analysis as forms of data, information, and as tools of communication about our world. The elements of map design, including data sources, projections, scale, and symbology are examined. The role that map design, error, and subjective choices play in creating maps that inform, impress, or mislead, as well as other map purposes, may be covered. Fundamental skills, including the use of map grids, scale, and symbols to identify and interpret landscape features are developed. Methods and the use of tools for measurement and analysis of distances, areas, direction, and route finding with maps, will be practiced. The relationship between remote sensing data/satellite images and aerial photography may be examined, including image and air photo analysis techniques. 54 hours lecture. (Letter grade only)

**GEG-8****Introduction to Geographic Information Systems, With Lab****3.00 units**  
UC, CSU*Prerequisite: None.*

Description: Study of Geographic Information Systems (GIS) and science. Examines fundamental concepts including the utility of GIS in numerous career fields, digital data models, spatial database design, and approaches for spatial analysis of geographic data. Lab introduces students to applications of GIS for exploring environmental and social issues while developing core skills for working with, evaluating, and extracting information from digital map data. GIS and GPS applications will be used for data gathering, management, analysis, and display. 36 hours lecture and 54 hours laboratory. (Letter grade only)

**GEG-30A****Field Studies in Geography****1.00 unit**  
CSU*Prerequisite: None*

Description: A field course with trips to regional points of geographic interest. Can be delivered as a series of weekend field excursions or as one, week-long geography expedition to a site of interest. Includes guided field-based observations and investigations of regional geography including a variety of topographic expressions, basic geographic processes, and cultural landscapes. Students may be required to camp outdoors in campgrounds. Designed to supplement other courses in geography and to increase interest and understanding of the world we live in. Class meets during the first week of the semester. 54 hours laboratory. (Letter grade only)

**GEG-30B****Field Studies in Geography****1.00 unit**  
CSU*Prerequisite: None*

Description: A field course with trips to regional points of geographic interest. Can be delivered as a series of weekend field excursions or as one, week-long geography expedition to a site of interest. Includes guided field-based observations and investigations of regional geography including a variety of topographic expressions, basic geographic processes, and cultural landscapes. Students may be required to camp outdoors in campgrounds. Designed to supplement other courses in geography and to increase interest and understanding of the world we live in. Class meets during the first week of the semester. 54 hours laboratory. (Letter grade only)

**GEG-30C****Field Studies in Geography****1.00 unit***Prerequisite: None*

Description: A field course with trips to regional points of geographic interest. Can be delivered as a series of weekend field excursions or as one, week-long geography expedition to a site of interest. Includes guided field-based observations and investigations of regional geography including a variety of topographic expressions, basic geographic processes, and cultural landscapes. Students may be required to camp outdoors in campgrounds. Designed to supplement other courses in geography and to increase interest and understanding of the world we live in. Class meets during the first week of the semester. 54 hours laboratory. (Letter grade only)

**GEG-30D****Field Studies in Geography****1.00 unit**  
CSU*Prerequisite: None*

Description: A field course with trips to regional points of geographic interest. Can be delivered as a series of weekend field excursions or as one, week-long geography expedition to a site of interest. Includes guided field-based observations and investigations of regional geography including a variety of topographic expressions, basic geographic processes, and cultural landscapes. Students may be required to camp outdoors in campgrounds. Designed to supplement other courses in geography and to increase interest and understanding of the world we live in. Class meets during the first week of the semester. 54 hours laboratory. (Letter grade only)

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## GEOLOGY (GEO)

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**GEO-1****Physical Geology**  
(C-ID:GEOL 100)**3.00 units**  
UC, CSU*Prerequisite: None.*

Description: Examines the composition and structure of the earth, and the processes that shape its surface such as earthquakes, volcanoes, running water, glaciers, and plate tectonics. Also examines some of the social consequences of geologic processes, and addresses the study of the geology of other planetary bodies. Has an optional laboratory course (Geology 1L) and optional field courses (Geology 30 and Geology 31). 54 hours lecture. (Letter grade only)

**GEO-1B****Historical Geology**  
(C-ID:GEOL 111)**4.00 units**  
UC, CSU*Prerequisite: None**Advisory: GEO-1 and MAT-35 and ENG-1A.*

Description: Examines the geologic history of the earth and the fossil record, emphasizing principles and methods of interpretation. Special topics discussed are: continental drift, the San Andreas Fault, evolution, extinction, and mountain building. Laboratory includes study of fossils, geologic maps, and methods of interpreting ancient environments. Field trips to local areas of geologic interest may be required. 54 hours lecture and 54 hours laboratory. (Letter grade only)

**GEO-1L****Physical Geology Laboratory**  
(C-ID:GEOL 100L)**1.00 unit**  
UC, CSU*Prerequisite: None.**Corequisite: GEO-1.*

Description: This is a laboratory course designed to acquaint students with the concepts presented in Physical Geology (GEO-1). Topics studied include, but are not limited to, topographic and geologic map reading, earthquake analysis, physical properties and identification of rocks and minerals, and the study of plate tectonics. 54 hours laboratory. (Letter grade only)

**GEO-2****Geology of National Parks and Monuments****3.00 units**  
CSU*Prerequisite: None.*

Description: A survey of the principles of physical and historical geology as interpreted through the study of several of the National Parks and Monuments. Emphasis on understanding the geologic processes which have shaped the present landscape, with considerable use made of rock and fossil specimens, videos, pictures and maps. 54 hours lecture. (Letter grade only)

**GEO-3****Geology of California**  
(C-ID:GEOL 200)**3.00 units**  
UC, CSU*Prerequisite: None.*

Description: A study of California's geological history, including the examination of the varying geological provinces and environments which exist throughout the state. Topics include: examining present and ancient geological environments; examining major structural elements (faults) within the state; the study of the geology and the history of California's geologic resources; the study of geologic hazards; and the relationship of California geology to global tectonics. 54 hours lecture. (Optional field trips in GEO-30A, 30B or 31 will accompany this course.) (Letter grade only)

**GEO-4****Earth Science for Educators****4.00 units**  
UC, CSU*Prerequisite: None.*

Description: The study of the forces and processes that have created and shaped the solar system, the Earth, its atmosphere and oceans. This lecture and lab combination course is oriented towards students seeking to become earth science teachers in a K-12 setting. This course is not the equivalent of Geology 1, Physical Geology, and does not fulfill any requirements for the ADT in geology, or transfer for a bachelors in geology or earth science. 54 hours lecture and 54 hours laboratory. (Letter grade only)

**GEO-5****Natural Hazards and Disasters****3.00 units**  
UC, CSU*Prerequisite: None.**Advisory: MAT-35 and ENG-1A.*

Description: Focus on natural hazards and disasters that includes such phenomena as earthquakes, volcanic eruptions, tsunamis, hurricanes, tornadoes, landslides, meteor impacts, sea level rise, mass extinctions, flooding, and climate change. Topics also include preparation, monitoring, response and mitigation. (Letter grade only)

**GEO-30A****Geologic Field Studies of Southern California****1.00 unit**  
UC, CSU*Prerequisite: None.**Advisory: GEO-1 and GEO-1B and GEO-2 and GEO-3.*

Description: An extensive field course experience with trips to regional points of geologic interest. This class includes a series of three to four field excursions, often found in rugged or remote locations, and requires students to camp outdoors in primitive campgrounds. These sites include, but are not limited to, the Landers seismic zone to view ground ruptures associated with the 1992 Landers earthquake, the Blawkhawk Landslide, the San Andreas fault zone, Salton Sea geothermal field, Amboy crater, California's coastline, the San Bernardino Mountains, Rainbow Basin, Calico Mountains, Portuguese Bend Landslide, Red Rock Canyon State Park, Pisgah Crater, San Diego mining district and others. This course is designed to supplement other courses in geology and to increase the interest and understanding of those enrolled in these courses. Class meets during the first week of the semester. Total of 54 hours laboratory. (TBA option) (Letter grade only)

**GEO-30B****Geologic Field Studies of Southern California****1.00 unit**  
UC, CSU*Prerequisite: None.**Advisory: GEO-1 and GEO-1B and GEO-2 and GEO-3*

Description: An extensive field course with trips to regional points of geologic interest. This class includes two weekend field excursions, to sites of geologic interest, often found in rugged or remote locations, and requires students to camp outdoors in primitive campgrounds. These sites include, but are not limited to, the Eastern Mojave Desert National Preserve, Red Rock Canyon State Park, Salton Trough, Anza-Borrego Desert State Park, and Rainbow Basin. This course is designed to supplement other courses in geology and to increase the interest and understanding of those enrolled in these courses. The first class meeting is during the first week of the semester. 54 hours laboratory. (TBA option) (Letter grade only)

**GEO-31****Regional Field Studies in Geology****1.00 unit**  
UC, CSU*Prerequisite: None.**Advisory: GEO-1 and GEO-1B and GEO-2 and GEO-3*

Description: An extensive field course experience with trips to regional points of geologic interest. This class can be taught as a series of field excursions or as one, week-long geology trip to a site of interest, often found in rugged or remote locations, and requires students to camp outdoors in primitive campgrounds. Sites include, but are not limited to, Yosemite, Grand Canyon, Death Valley, Owens Valley, the Mother Lode country, Mount Lassen, San Luis Obispo, Carlsbad Caverns and Baja California. Designed to supplement other courses in geology and to increase the interest and understanding of those enrolled in these courses. 54 hours laboratory. (TBA option) (Letter grade only)

**GEO-32****Regional Field Studies in Geology****2.00 units**  
UC, CSU*Prerequisite: None.**Advisory: GEO-1 and GEO-1B and GEO-2 and GEO-3.*

Description: An extensive field course experience with trips to regional points of geologic interest. This class encompasses a two-week field excursions, often found in rugged or remote locations, and requires students to camp outdoors in primitive campgrounds. Sites include, but are not limited to Hawaii, Mount St. Helens, Crater Lake, Rocky Mountains, Sierra Madre, Appalachians, British Columbia, Newfoundland, Nova Scotia and Alaska. Designed to increase student understanding and interest in the geologic sites visited. This course is also designed to supplement other courses in geology and to increase the interest and understanding of those enrolled in these courses. 108 hours during summer session or winter intersession. (TBA option) (Letter grade only)

## GUIDANCE (GUI)

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**GUI-45****Introduction to College****1.00 unit**  
UC, CSU*Prerequisite: None*

Description: Guidance 45 is designed to introduce academic and occupational programs, college resources and personal factors that contribute to success as a college student. This course includes an extensive exploration of Riverside Community College District resources and policies, orientation to college life, student rights and responsibilities, as well as certificates, graduation and transfer requirements. Students will prepare a Student Educational Plan (S.E.P.). Outcomes of higher education will be discussed through the exploration and application of sociological and psychological principles that lead to success in college and in accomplishing goals. As a result of class activities and exploration of factors influencing educational decisions, class members will be able to utilize the information obtained in class to contribute to their college success. 18 hours lecture. (Pass/No Pass only.)

**GUI-46****Intro Transfer Process****1.00 unit**  
UC, CSU*Prerequisite: None.*

Description: Provides an introduction to the transfer process. Includes an in-depth exploration of transfer requirements, admission procedures, requirements for majors, and financial aid opportunities. The information learned will enable students to make informed choices on majors, four-year institutions and in academic planning. 18 hours lecture. (Letter Grade, or Pass/No Pass option)

**GUI-47****Career Exploration and Life Planning****3.00 units**  
UC, CSU*Prerequisite: None*

Description: In depth career and life planning: Topics include extensive exploration of one's values, interests and abilities; life problem-solving and self-management skills; adult development theory and the changes that occur over the life span; self-assessment including identifying one's skills and matching personality with work. An intensive career investigation; decision making, goal setting and job search strategies, as well as resume writing and interviewing skills will also be addressed. This course is designed to assist those students considering the transition of a career change or undecided about the selection of a college major. 54 hours lecture. (Letter grade only)

**GUI-48****College Success Strategies****3.00 units**  
UC, CSU*Prerequisite: None.*

Description: This comprehensive course integrates personal growth and values, academic study strategies and critical thinking techniques. Students will obtain skills and personal/interpersonal awareness necessary to succeed in college. 54 hours lecture. (Letter grade only)

**GUI-845****College Readiness****0 units***Prerequisite: None*

Description: An introduction to college terms, support services, personal factors that contribute to academic success which helps students make effective decisions regarding their English and Math placement and major/program of study. As a result of class activities, students will be able to utilize effective interpersonal communication skills to interact with peers and faculty on campus. Topics include understanding the differences between high school and college; students' rights and responsibilities; and how to access academic and student support services offered at Riverside Community College District. (Pass/No Pass only)

**GUI-847A****Career Readiness****0 units***Prerequisite: None.*

Description: Introduction to help students make effective decisions regarding their career and life choices. Students will gain self-awareness and development techniques for successful career development and life planning. Topics include personal development and characteristics for work, job search strategies and techniques, labor market trends and developing a career and life action plan. 24 hours lecture. (Letter grade or Pass/No Pass option)

**GUI-847B****Educational Planning****0 units***Prerequisite: None.*

Description: Designed to help students make effective decisions regarding their educational options that lead to career/job placement. Students will gain self-awareness and develop techniques for successful career development, life planning, and student educational planning. Topics include understanding higher education structure in California, programs of study offered at Riverside Community College District, transfer requirements and major preparation, and developing a student educational plan that will lead to career/job placement. 24 hours lecture. (Letter grade or Pass/No Pass option)

**GUI-848****Student Success****0 units***Prerequisite: None*

Description: Provides strategies to succeed in college. Topics include personal growth theories, health and wellness for students, and specific strategies in study skills, test taking skills, time management and the use of educational technology. (Pass/No Pass only)

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## HEALTH SCIENCE (HES)

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**HES-1****Health Science****3.00 units**

UC, CSU

*Prerequisite: None.*

Description: A general education course that offers a basic study of human health and health care as revealed in the anatomy and physiology of the body, nutrition, exercise, stress management, weight management, protection from degenerative and communicable diseases, personal safety, environmental health, wellness, and professional medical care. Students will explore making responsible decisions regarding all aspects of healthy life style including getting fit, disease prevention and treatments, substances use and abuse, human sexuality, and selection of health providers. This course satisfies the California requirement in drug, alcohol, tobacco and nutrition education for teacher certification. 54 hours lecture. (Same as BIO-35) (Letter grade only)

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## HEALTHCARE TECHNICIAN (HET)

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**HET-80****Nursing Assistant Training Program (NATP)****6.00 units***Prerequisite: None.*

*Limitation on enrollment: Must demonstrate a minimum of a sixth grade reading level on the Nelson-Denney Reading Test; required LifeScan fingerprint submission to meet the background clearance standards as per the California Department of Public Health and Safety; a clear drug screen; current American Heart Association BLS certification; required immunizations and titers; and signed medical clearance from healthcare provider, uniform and student ID badge. Must be at least 17 years of age.*

Description: Provides theoretical and clinical laboratory components of state-mandated curriculum required to take the state certification examination for nursing assistants. Complies with federal regulations for preparing healthcare workers in long-term care settings. Focuses on the role, performance and responsibilities of nursing assistants (NAs) as members of the healthcare team. Requires evaluation of clinical performance through demonstrated competence on identified skills. 72 hours lecture and 108 hours laboratory. (Letter grade only)

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## HISTORY (HIS)

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**HIS-1****World History to 1500****3.00 units**

(C-ID:HIST 150)

UC, CSU

*Prerequisite: None.*

Description: A survey of the historical development of global societies, major social, political, and economic ideas and institutions from their origins until the 16th century. Principal areas to be covered are: African civilizations of the Nile and sub-Saharan areas, Mesopotamian civilizations, Greek and Roman Civilizations, Medieval and Reformation Europe, the Indus River, China and Japan. 54 hours lecture. (Letter grade only)

**HIS-2****World History Since 1500****3.00 units**

(C-ID:HIST 160)

UC, CSU

*Prerequisite: None.**Advisory: REA-83.*

Description: A survey of the evolution of modern world history from the 16th century emergence of new global political, economic, social, and intellectual patterns, through the era of industrialization and imperialism, to the world wars of the 20th century and the present. 54 hours lecture. (Letter grade only)

**HIS-2H****Honors World History Since 1500 II****3.00 units**  
UC, CSU*Prerequisite: None.**Advisory: REA-83.**Limitation on enrollment: Enrollment in the Honors Program.*

Description: A Honors Program survey of the evolution of modern world history from the 16th century emergence of new global political, economic, social, and intellectual patterns, through the era of industrialization and imperialism, to the world wars of the 20th century and the present. The honors course offers an enriched experience for accelerated students by limited class size, seminar format, student generated and led discussions and projects, the application of higher level thinking, reading, and writing skills - analysis, synthesis, and evaluation. Students may not receive credit for both HIS-2 and HIS-2H. 54 hours lecture. (Letter grade only)

**HIS-6****United States History to 1877**

(C-ID:HIST 130)

**3.00 units**  
UC, CSU*Prerequisite: None.**Advisory: REA-83 or ENG-50 or ENG-80 or qualification for ENG 1A.*

Description: Political, social, and economic development of the United States from precolonial background and colonial foundations to 1877; the evolution of American thought and institutions; principles of national, state, and local government. Students may not receive credit for both HIS-6 and and HIS-6H. 54 hours lecture. (Letter grade only)

**HIS-6H****Honors United States History to 1877**

(C-ID:HIST 130)

**3.00 units**  
UC, CSU*Prerequisite: None.**Advisory: REA-83 or ENG-50 or ENG-80 or qualification for ENG 1A.**Limitation on Enrollment: Enrollment in Honors Program.*

Description: Political, social, and economic development of the United States from precolonial background and colonial foundations to 1877; the evolution of American thought and institutions; principles of national, state, and local government. This honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher level critical thinking skills. Students may not receive credit for both HIS-6 and and HIS-6H. 54 hours lecture. (Letter grade only)

**HIS-7****United States History From 1865**

(C-ID:HIST 140)

**3.00 units**  
UC, CSU*Prerequisite: None.**Advisory: REA-83 or ENG-50 or ENG-80 or qualification for ENG 1A.*

Description: Political, social and economic development of the United States from 1865 to the present; the evolution of American thought and institution; principles of national, state, and local government. Students may not receive credit for both HIS-7 and HIS-7H. 54 hours lecture. (Letter grade only)

**HIS-7H****Honors United States History From 1865**

(C-ID:HIST 140)

**3.00 units**  
UC, CSU*Prerequisite: None.**Advisory: REA-83 or ENG-50 or ENG-80 or qualification for ENG 1A.**Limitation on Enrollment: Enrollment in the Honors Program.*

Description: Political, social and economic development of the United States from 1865 to the present; the evolution of American thought and institution; principles of national, state, and local government. This honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher level critical thinking skills. Students may not receive credit for both HIS-7 and HIS-7H 54 hours lecture. (Letter grade only)

**HIS-11****Military History of the United States To 1900****3.00 units**  
UC, CSU*Prerequisite: None.**Advisory: REA-83.*

Description: An examination of the evolution of American military and naval practices and institutions as they have developed through the major wars involving the United States up to 1900. Includes discussions of leadership, technology and service. 54 hours lecture. (Same as MIL-1) (Letter grade only)

**HIS-12****Military History of the United States Since 1900****3.00 units**  
UC, CSU*Prerequisite: None.**Advisory: REA-83*

Description: An examination of the evolution of American military and naval practices and institutions as they have developed through major wars of the twentieth and twenty-first centuries. Includes discussions of leadership, technology and service. 54 hours lecture. (Same as MIL-2) (Letter grade only)

**HIS-14****African American History I****3.00 units**  
UC, CSU*Prerequisite: None.*

Description: A survey of the experience of Americans of African descent in America from the 1600s to 1865. The course begins with the history of African civilizations on the coast of West Africa, moves through the rise of slavery in the Americas, the origins and developments of American ideas about race, and the formation of African American culture(s) and identities. It then culminates with emancipation at the end of the Civil War. Although the history of African Americans is one of struggle and almost constant adversity, it is also one of strength and perseverance. In spite of the challenges, African Americans lived, loved, formed enduring communities, and created a unique culture. Since their involuntary arrival on the shores of North America during the early seventeenth century, Africans and their descendants confronted adversity by means of individual and collective action in numerous ways. The course explores these dimensions of the African American experience, and in so doing, highlights the multifaceted ways African Americans have made their own history while simultaneously shaping and contributing to the history of the United States. 54 hours lecture. (Same is ETS-14) (Letter grade only)



**HIS-15****African American History II****3.00 units**  
UC, CSU*Prerequisite: None.*

Description: A study of the economic, political, social and cultural history and traditions of African Americans since Reconstruction. An examination of African American struggle for identity and status since the late 19th century, including: concepts of integration, segregation, accommodation, nationalism, separatism, Pan Africanism; social forces of Jim Crow, Great Migration, Harlem Renaissance, legislative and political action, Civil Rights Revolution, and concerns of post civil rights era. This course will examine the meaning of "freedom" and "equality" and their impact on the larger discussion of "race" and "racism" in the United States. 54 hours lecture. (Same as ETS-15) (Letter grade only)

**HIS-19****Modern Russian History****3.00 units**  
UC, CSU*Prerequisite: None.*

*Advisory: REA-83 or ENG-50 or ENG-80 or qualification for ENG 1A.*

Description: The basic social and political development of Russia, with emphasis on the origins of the Bolshevik Revolution and the continuity of Russian civilization. 54 hours lecture. (Letter grade only)

**HIS-25****History of Mexico****3.00 units**  
UC, CSU*Prerequisite: None.*

Description: A general survey of the history of Mexico from its pre-conquest origins, Spanish Conquest and colonial society, independence and political evolution, foreign intervention and modernization, Revolution and reforms, and continued development to the present. The class examines political, economic, cultural, and social transformations of the country with attention to local and regional experiences. It also looks at Mexico's relationship to the rest of the world, particularly the United States, and how these relationships impact the nation politically, economically, culturally, and socially. 54 hours lecture. (Letter grade only)

**HIS-26****History of California****3.00 units**  
UC, CSU*Prerequisite: None.*

Description: A survey of the history of California from the pre-Columbian period to the present, with emphasis on the period since statehood in 1850. 54 hours lecture. (Letter grade only)

**HIS-28****Native American History to 1871 Contact Period****3.00 units**  
UC, CSU*Prerequisite: None.*

Description: A study of the European/Native American contact period from 1492 to 1871 as presented from the American Indian's point of reference. 54 hours lecture. (Same as ETS-28) (Letter grade only)

**HIS-29****Native American History II: Contemporary Society****3.00 units**  
UC, CSU*Prerequisite: None.*

Description: A study of federal Indian policy and economic development on Indian reservations as it has developed since 1871. Cultural conflicts, recent movements, and the struggle for and use of land will be examined from an American Indian's point of reference. 54 hours lecture. (Same as ETS-29) (Letter grade only)

**HIS-31****Introduction to Chicana/O/X Studies****3.00 units**  
UC, CSU*Prerequisite: None.*

Description: Introduction to the study of the Chicana/o/x people, including their history, identity, and culture. Key moments in the history of the Chicana/o/x population are highlighted from the pre-Columbian and Spanish colonial periods to the present. Emphasis is placed on analyzing the complexity and diversity of the culture and identity of the Chicana/o/x people, with focus on race and ethnicity, class, citizenship, gender, sexuality, and region. 54 hours lecture. (Same as ETS-2) (Letter grade only)

**HIS-32****History of Early Latin America****3.00 units**  
UC, CSU*Prerequisite: None.**Advisory: REA-83.*

Description: A survey of Early Latin American history from the pre-Columbian period to the early nineteenth century. Emphasis is placed on the indigenous past, conquest, Catholic Church, race and social relations, economic and political structures, and the dissolution of colonial rule. 54 hours lecture. (Letter grade only)

**HIS-33****History of Modern Latin America****3.00 units**  
UC, CSU*Prerequisite: None.*

Description: A survey of Latin American history from the early nineteenth century to the present. Emphasis is placed on the social, political, and economic transformations of these nations, and the impact of such transformation on the everyday lives of its diverse peoples. We will also explore US-Latin American relationship from the Monroe Doctrine, the Age of Empire, the Cold War, NAFTA, to 21st century issues such as neoliberalism (globalization). 54 hours lecture. (Letter grade only)

**HIS-34****History of Women in the United States****3.00 units**  
UC, CSU*Prerequisite: None.*

Description: A study of the political, economic, social, and cultural history of women in the United States of America. An intersectional examination of women's diverse lives, identities, and status since the pre-colonial era, including: Native American women, British colonization, slavery, race, nationalism, the cult of domesticity, sexuality, gender identity, women's rights, women's suffrage, abolition, waves of feminism, women of color feminisms, legislative and political action, coalition building, Civil Rights Revolution, and concerns of the post-Civil Rights era. 54 hours lecture. (Letter grade only)

**HIS-35**  
**History of Britain** **3.00 units**  
 UC, CSU

*Prerequisite: None*

*Advisory: REA-83 or ENG-50 or ENG-80 or qualification for ENG 1A.*

Description: A historical survey of developments of the major social, political, and economic ideas and institutions of the England and the British isles from the Roman occupation, the Anglo-Saxons and the Norman Invasions, the Tudor and Stuart reigns, the age of Enlightenment, the British Empire and modern Britain. 54 hours lecture. (Letter grade only)

**HIS-42**  
**History of East Asia** **3.00 units**  
 UC, CSU

*Prerequisite: None*

*Advisory: REA-83 and ENG-1A*

Description: A survey of the development of East Asian Civilizations in China, Japan, and Korea from prehistory to the present, including cultural foundations, the development of an East Asian cultural sphere, East Asia's participation in global economies, the era of Western domination, the Pacific War, and the era of decolonization. 54 hours lecture. (Letter Grade only)

**HIS-44**  
**Asian American History** **3.00 units**  
 UC, CSU

*Prerequisite: None.*

Description: A survey of Asian immigration to the United States and Asian American history from the 19th century to the present. Emphasis will be placed upon major historical moments such as the California Gold Rush, Asian Exclusion, World War II, the Vietnam War, and the Civil Rights Movement to help underscore the development of Asian American communities and populations here in the United States. 54 hours lecture. (Same as ETS-44) (Letter grade only)

## HUMANITIES (HUM)

**HUM-4**  
**Arts and Ideas: Ancient World Through the Late Medieval Period** **3.00 units**  
 UC, CSU

*Prerequisite: None.*

*Advisory: REA-83 and qualification for ENG-1A.*

Description: An interdisciplinary study of the cultural movements in art, architecture, literature, music, philosophy, and religion of Western Civilization. The cultural achievements of the ancient world and the middle ages are studied to develop an understanding of their philosophical ideas, values, cultural meaning, artistic form, and contributions to modern thought. Students may not receive credit for both HUM-4 and HUM-4H. 54 hours lecture. (Letter grade only)

**HUM-4H**  
**Honors Arts and Ideas: Ancient World Through the Late Medieval Period** **3.00 units**  
 UC, CSU

*Prerequisite: None.*

*Advisory: REA-83 and qualification for ENG-1A*

*Limitation on enrollment: Enrollment in Honors Program.*

Description: An interdisciplinary study of the cultural movements in art, architecture, literature, music, philosophy, and religion of Western Civilization. The cultural achievements of the ancient world and the middle ages are studied to develop an understanding of their philosophical ideas, values, cultural meaning, artistic form, and contributions to modern thought. This honors course offers an enriched experience for accelerated students by means of limited class size, seminar format, discussions and projects generated and led by students, a focus on primary texts in translation, and the applications of higher-level thinking and writing skills analysis, synthesis, and evaluation. Students may not receive credit for both HUM-4 and HUM-4H. 54 hours lecture. (Letter grade only)

**HUM-5**  
**Arts and Ideas: Renaissance through the Modern Era** **3.00 units**  
 UC, CSU

*Prerequisite: None.*

*Advisory: REA-83 and qualification for English 1A.*

Description: An interdisciplinary study of the cultural movements in art, architecture, literature, music, philosophy, photography, cinema, media, and religion of Western civilization. The cultural achievements of the Renaissance, Enlightenment, Romantic, Modern and post-modern periods are studied to develop an understanding of their philosophical ideas, values, cultural meaning, artistic form, and contributions to contemporary thought. Students may not receive credit for both HUM-5 and HUM-5H. 54 hours lecture. (Letter grade only)

**HUM-5H**  
**Honors Arts and Ideas: The Renaissance through the Modern Era** **3.00 units**  
 UC, CSU

*Prerequisite: None.*

*Advisory: REA-83 and qualification for English 1A*

*Limitation on enrollment: Enrollment in Honors Program.*

Description: An interdisciplinary study of the cultural movements in art, architecture, literature, music, philosophy, photography, cinema, media, and religion of Western civilization. The cultural achievements of the Renaissance, Enlightenment, Romantic, Modern and post-Modern periods are studied to develop an understanding of their philosophical ideas, values, cultural meaning, artistic form, and contributions to modern thought. This Honors course offers an enriched experience for accelerated students by means of limited class size, seminar format, discussions and projects generated and led by students, a focus on primary texts in translation, and the applications of higher-level thinking and writing skills analysis, synthesis, and evaluation. Students may not receive credit for both HUM-5 and HUM-5H. 54 hours lecture. (Letter grade only)

<p><b>HUM-8</b> <b>Introduction to Mythology</b> <b>3.00 units</b> UC, CSU</p> <p><i>Prerequisite: None.</i> <i>Advisory: ENG-1B or ENG-1BH and REA-83.</i> Description: A study of Greco-Roman and other mythological traditions. Emphasizes the historical sources and cultural functions of myths and legends in ancient societies and their continuing relevance to modern thought and culture. 54 hours lecture. (Same as ENG-8) (Letter grade only)</p>	<p><b>HUM-11</b> <b>Religion in America</b> <b>3.00 units</b> UC, CSU</p> <p><i>Prerequisite: None.</i> <i>Advisory: HUM-10, REA-83 and qualification for ENG-1A.</i> Description: Thought and practice of American religious traditions, including Native American practices, Protestantism, American religious sects (Mormons, Seventh-Day Adventists), Catholicism, Judaism, and Asian religions. Attention is also directed to the relationship between religion and politics, and religion and the different ethnic and racial groups of American culture. Course requires participant observation in different religious settings. 54 hours lecture. (Letter grade only)</p>
<p><b>HUM-9</b> <b>American Voices</b> <b>3.00 units</b> UC, CSU</p> <p><i>Prerequisite: None.</i> <i>Advisory: REA-83 and qualification for ENG-1A.</i> Description: An interdisciplinary study of American voices across class, racial, ethnic, religious, and other boundaries. Close reading of American biographies and autobiographies of writers, artists, musicians, and other artists to analyze the evolving character of American identity. 54 hours lecture. (Letter grade only)</p>	<p><b>HUM-16</b> <b>Arts and Ideas: American Culture</b> <b>3.00 units</b> UC, CSU</p> <p><i>Prerequisite: None</i> <i>Advisory: Qualification for ENG-1A</i> Description: An interdisciplinary survey of the cultural movements in art, architecture, literature, music, philosophy, and religion of American culture. American culture is studied in the context of American political culture, economic and industrial transformation, and the changing shape of American society. American arts and ideas are examined from the colonial period through the present. 54 hours lecture. (Letter grade only)</p>
<p><b>HUM-10</b> <b>World Religions</b> <b>3.00 units</b> UC, CSU</p> <p><i>Prerequisite: None.</i> <i>Advisory: REA-83 and qualification for English 1A.</i> Description: Thought and concepts of the major religious systems, including primal religions, extinct religions, Hinduism, Buddhism, Jainism, Sikhism, Confucianism, Taoism, Shintoism, Zoroastrianism, Judaism, Christianity, and Islam. Students may not receive credit for both HUM-10 and HUM-10H. 54 hours lecture. (Letter grade only)</p>	<p><b>HUM-18</b> <b>Death: an Interdisciplinary Perspective</b> <b>3.00 units</b> UC, CSU</p> <p><i>Prerequisite: None.</i> <i>Advisory: REA-83 and qualification for English 1A.</i> Description: An interdisciplinary study of death from historical, mythological, religious, philosophical, and biological perspectives. The evolving way in which world cultures have understood the problem of death is studied through works of literature, art, and philosophy. 54 hours lecture. (Letter grade only)</p>
<p><b>HUM-10H</b> <b>Honors World Religions</b> <b>3.00 units</b> UC, CSU</p> <p><i>Prerequisite: None.</i> <i>Advisory: REA-83 and qualification for English 1A</i> <i>Limitation on enrollment: Enrollment in Honors Program.</i> Description: Thought and concepts of the major religious systems, including primal religions, extinct religions, Hinduism, Buddhism, Jainism, Sikhism, Confucianism, Taoism, Shintoism, Zoroastrianism, Judaism, Christianity, and Islam. This Honors course offers an enriched experience for students through limited class size, seminar format, discussions and projects generated and led by students, a focus on primary texts in translation and the application of higher level thinking and writing skills - analysis, synthesis and evaluation. Students may not receive credit for both HUM-10 and HUM-10H. 54 hours lecture. (Letter grade only)</p>	<p><b>HUM-20A</b> <b>Arts and Ideas: Special Studies in Humanities</b> <b>1.00 unit</b> CSU</p> <p><i>Prerequisite: None.</i> <i>Advisory: Qualification for English 1A.</i> Description: An interdisciplinary study of the cultural movements in art, architecture, literature, music, philosophy, or religion organized around first-hand observation of relevant works and/or lectures. Topics vary and take advantage of resources in study abroad programs, available museum and performance resources, and needs and interests of students and faculty. 18 hours lecture. (Letter grade only)</p>

**HUM-20B**

**Arts and Ideas: Special Studies in Humanities** **2.00 units**  
CSU

*Prerequisite: None.*

*Advisory: Qualification for English 1A.*

Description: An interdisciplinary study of the cultural movements in art, architecture, literature, music, philosophy, or religion organized around first-hand observation of relevant works and/or lectures.

Topics vary and take advantage of resources in study abroad programs, available museum and performance resources, and needs and interests of students and faculty. 36 hours lecture. (Letter grade only)

**HUM-20C**

**Arts and Ideas: Special Studies in Humanities** **3.00 units**  
CSU

*Prerequisite: None.*

*Advisory: Qualification for English 1A.*

Description: An interdisciplinary study of the cultural movements in art, architecture, literature, music, philosophy, or religion organized around first-hand observation of relevant works and/or lectures.

Topics vary and take advantage of resources in study abroad programs, available museum and performance resources, and needs and interests of students and faculty. 54 hours lecture. (Letter grade only)

**HUM-23**

**The Bible As Literature** **3.00 units**  
UC, CSU

*Prerequisite: None.*

*Advisory: ENG-1B or ENG-1BH and REA-83*

Description: A survey of the Hebrew Bible and New Testament with emphasis on literary form, styles, and themes. 54 hours lecture. (Same as ENG-23) (Letter Grade, or Pass/No Pass Option)

**HUM-35**

**Philosophy of Religion** **3.00 units**  
UC, CSU

*Prerequisite: None*

*Advisory: PHI-10 or PHI-11*

Description: An introduction to the examination of religious claims from a philosophical perspective. Emphasis will be placed upon examining the rational justification for various traditional faith claims, and upon examining the relationship between rationality and faith. The course presumes a basic knowledge of philosophical argumentation. 54 hours lecture. (Letter grade only)

## INTERDISCIPLINARY STUDIES (ILA)

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**ILA-1**

**Introduction to Tutor Training** **1.00 unit**

*Prerequisite: None*

*Advisory: Qualification for ENG-1A*

Description: Introduction to tutoring, with an emphasis on tutoring strategies, learning styles, problem solving, and working with diverse student populations. Designed to prepare students to become peer tutors in a variety of subject areas. Tutors develop student-centered, non-intrusive tutoring skills to meet a wide variety of student needs. Topics include theory, practice and ethics of tutoring, interpersonal communications techniques, tutoring diverse student populations, and group tutorial methods and practical field work. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)

**ILA-3**

**Student Resiliency** **1.00 unit**

*Prerequisite: None*

Description: This participatory course trains students how to attain, foster, and utilize skills that may support academic success in the face of adversity. The course includes theories of resiliency, workshops on strategies for resilience and academic success, problem-solving applications, and network building. 18 hours lecture. (Letter grade only)

**ILA-5**

**Service Learning and Community Involvement** **1.00 - 4.00 units**

*Prerequisite: None*

Description: Examines and addresses community need through service learning. Permits exploration of discipline and/or career specific interests and options through direct interface with community entities. Enriches personal and career development through the understanding of civic and social issues. Students may earn up to 4 units each semester for a maximum of 16 units. No more than 15 hours per week of volunteer work may be applied toward the service learning requirement; 60 hours of volunteer work in the semester is required for each unit. 9 hours lecture and 27 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**ILA-800**

**Supervised Tutoring** **0 units**

*Prerequisite: None*

*Corequisite: Student must be enrolled in at least one other non-tutoring course.*

Description: This self-paced, open-entry/open-exit non-credit course provides supervised tutoring, assistance with study skills, and guidance in completing basic skills or college-level course assignments. Students receive individualized tutoring and/or small group instruction outside of class time in a discipline-specific lab. Designed to help students achieve outcomes related to specific courses and/or to improve learning and study skills in specific related subjects. Content varies according to the course for which tutoring is sought. Up to 216 hours laboratory. (TBA option) (No grade)

## ITALIAN (ITA)

**ITA-1**  
**Italian 1** **5.00 units**  
UC, CSU

*Prerequisite: None*

Description: This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Italian at the beginning level. This course includes discussion of Italian culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade or Pass/No Pass option.)

**ITA-2**  
**Italian 2** **5.00 units**  
UC, CSU

*Prerequisite: ITA-1 or qualifying placement level on the Italian assessment test or the equivalent.*

Description: Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Italian at the beginning level. This course includes an expanded discussion of Italian culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**ITA-3**  
**Italian 3** **5.00 units**  
UC, CSU

*Prerequisite: ITA-2 or qualifying placement level on the Italian assessment test or the equivalent.*

Description: Development of intermediate skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Italian at the intermediate level. Includes an expanded discussion of Italian culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**ITA-11**  
**Italian Culture and Civilization** **3.00 units**  
UC, CSU

*Prerequisite: None.*

Description: Introduction to Italy's cultural norms, values, social development and organization as revealed through its complex and unique history. Class conducted in English. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

## JAPANESE (JPN)

**JPN-1**  
**Japanese 1** **5.00 units**  
UC, CSU

*Prerequisite: None*

Description: Develops basic skills in listening, reading, speaking and writing. Emphasis on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Japanese at the beginning level. Includes discussion of Japanese culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA Option) (Letter Grade, or Pass/No Pass option.)

**JPN-2**  
**Japanese 2** **5.00 units**  
UC, CSU

*Prerequisite: JPN-1*

Description: Further development of basic skills in listening, reading, speaking, and writing. A continued emphasis on the acquisition of vocabulary, structures, and grammatical patterns necessary for comprehension of standard spoken and written Japanese at the beginning level. Includes an expanded discussion of Japanese culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA Option) (Letter Grade, or Pass/No Pass option.)

**JPN-3**  
**Japanese 3** **5.00 units**  
UC, CSU

*Prerequisite: JPN-2.*

Description: Development of intermediate skills in listening, reading, speaking, and writing. A continued emphasis on the acquisition of vocabulary, structures, and grammatical patterns necessary for comprehension of standard spoken and written Japanese at the intermediate level. Includes an expanded discussion of Japanese culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option)

**JPN-4**  
**Japanese 4** **5.00 units**  
UC, CSU

*Prerequisite: JPN-3*

Description: Further development of intermediate skills in listening, reading, speaking, and writing. A review of the vocabulary, structures, and grammatical patterns necessary for comprehension of standard spoken and written Japanese at the intermediate level. An emphasis on the reading of novels, short stories, poems, and plays in Japanese as a means of enhancing basic Japanese language skills. Includes an expanded discussion of Japanese culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)

**JPN-11**  
**Japanese Culture and Civilization** **3.00 units**  
UC, CSU

*Prerequisite: None*

Description: Introduction to Japan's cultural norms, values, social development and organization as revealed through its complex and unique history. Class conducted in English. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

## JOURNALISM (JOU)

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### JOU-1

#### Introduction to Journalism

(C-ID:JOUR 110)

**3.00 units**  
CSU

*Prerequisite: None.*

*Advisory: ENG-50 or ENG-80 or qualifying placement into ENG 1A.*

Description: An introduction to gathering, synthesizing/organizing, and writing news in journalistic style across multiple platforms. Includes role of the journalist and related legal and ethical issues. Students will report and write based on their original interviews and research to produce news content. Experiences may include covering speeches, meetings and other events, writing under deadline, and use of AP Style. 54 hours lecture. (Letter grade only)

### JOU-2

#### Intermediate Reporting/News Writing

(C-ID:JOUR 210)

**3.00 units**  
CSU

*Prerequisite: JOU-1*

Description: A continuation of the introductory news writing/reporting course and focuses on coverage of public affairs beats, including local and regional government, police, courts, and school and city boards. Includes both on- and off-campus reporting and writing/news presentation for a variety of news purposes and through multiple platforms. 54 hours lecture. (Letter grade only)

### JOU-7

#### Mass Communications

(C-ID:JOUR 100)

**3.00 units**  
UC, CSU

*Prerequisite: None.*

*Advisory: ENG-50 or ENG-80 or qualifying placement into ENG 1A.*

Description: Survey of mass communication and the interrelationships of media with society including history, structure, and trends in a digital age. Discussion of theories and effects, economics, technology, law and ethics, global media, media literacy, and social issues, including gender and cultural diversity. 54 hours lecture. (Letter grade only)

### JOU-12

#### Photojournalism

(C-ID:JOUR 160)

**3.00 units**  
CSU

*Prerequisite: PHO-9.*

Description: Introduction to photojournalism and the photojournalistic style of street shooting as a means for communicating visual information in print and digital media. Emphasis on using photographs to tell a story. Discussion of the professional, legal and ethical responsibilities of the photojournalist. Students required to provide a digital camera with manual controls. 36 hours lecture and 54 hours laboratory. (Materials fee: \$15.00) (Same as JOU-12) (Letter grade only)

### JOU-20A

#### Newspaper: Beginning

(C-ID:JOUR 130)

**3.00 units**  
CSU

*Prerequisite: None.*

*Advisory: ENG-1A or ENG-1AH and JOU-1 and PHO-8.*

Description: Beginning-level college newspaper production with an emphasis on both theory and practice. Qualified students may serve in various capacities, ranging from writing to photography to art. Students may not take JOU-20 and/or JOU-20A/B/C/D for more than a combined total of four times. 27 hours lecture and 81 hours laboratory. (TBA option) (Letter grade only)

### JOU-20B

#### Newspaper: Intermediate

**3.00 units**  
CSU

*Prerequisite: JOU-20A.*

Description: Intermediate-level college newspaper production with an emphasis on both theory and practice. Qualified students may serve in various capacities, ranging from writing to photography to art. Students may not take JOU-20A/B/C/D for more than a combined total of four times. 27 hours lecture and 81 hours laboratory. (TBA option) (Letter grade only)

### JOU-20C

#### Newspaper: Advanced

**3.00 units**  
CSU

*Prerequisite: JOU-20B.*

Description: Advanced-level college newspaper production with an emphasis on both theory and practice. Qualified students may serve in various capacities, ranging from writing to photography to art. Students may not take JOU-20A/B/C/D for more than a combined total of four times. 27 hours lecture and 81 hours laboratory. (TBA option) (Letter grade only)

### JOU-20D

#### Newspaper: Professional

**3.00 units**  
CSU

*Prerequisite: JOU-20C.*

Description: Professional-level college newspaper production with an emphasis on both theory and practice. Qualified students may serve in various capacities, ranging from writing to photography to art. Students may not take JOU-20A/B/C/D for more than a combined total of four times. 27 hours lecture and 81 hours laboratory. (TBA option) (Letter grade only)

### JOU-52A

#### Newspaper Editing: Beginning

**3.00 units**  
CSU

*Prerequisite: None.*

*Advisory: ENG-1A or ENG-1AH and JOU-1 and PHO-8.*

Description: Beginning-level editing practice in the production of the college newspaper. Course to include theory and practice in beginning-level news editing, including copy editing and photographic processes. Critiques of college newspaper to be included. 36 hours lecture and 54 hours laboratory. (TBA option) (Letter grade only)

**JOU-52B****Newspaper Editing: Intermediate****3.00 units**  
CSU*Prerequisite: JOU-52A*

Description: Intermediate-level editing practice in the production of the college newspaper. Course to include theory and practice in intermediate-level news editing, page design, photographic theory and graphic arts processes. Critiques of college newspaper to be included. 36 hours lecture and 54 hours laboratory. (TBA option) (Letter grade only)

**JOU-52C****Newspaper Editing: Advanced****3.00 units**  
CSU*Prerequisite: JOU-52B.*

Description: Advanced-level editing practice in the production of the college newspaper. Course to include theory and practice in section leadership and advanced-level news editing, headline writing, page design, photographic theory and graphic arts processes. Critiques of college newspaper to be included. 36 hours lecture and 54 hours laboratory. (TBA option) (Letter grade only)

**JOU-52D****Newspaper Editing: Executive****3.00 units**  
CSU*Prerequisite: JOU-52C.*

Description: Editing practice in the production of a newspaper with executive editing experience on the college newspaper. Course to include theory and practice in editing management, including editorial board service, news editing, and editing staff leadership. Critiques of college newspaper to be included. 36 hours lecture and 54 hours laboratory. (TBA option) (Letter grade only)

**JOU-200****Journalism Work Experience****1.00 - 4.00 units**  
CSU*Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

Description: Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester. (Letter grade or Pass/No Pass option.)

**KINESIOLOGY (KIN)****KIN-4****Nutrition****3.00 units**  
UC, CSU*Prerequisite: None.*

Description: The principles of modern nutrition and its application. The importance of a scientific knowledge of nutrition, specific food nutrients and nutritional controversies. A study of modern convenience foods and their impact on present day diets. 54 hours lecture. (Letter grade only)

**KIN-6****Intro PE for Prsch/Elem Children****3.00 units**  
CSU*Prerequisite: None.*

Description: A comprehensive overview of theories and methods relating to the development of a physical education program for children ages 2-11 years including children with special needs and abilities. Emphasis is on the application of principles of physical growth and development to the teaching and acquisition of specific physical skills. The course curriculum is consistent with the California State Department of Education Physical Education Framework. 45 hours lecture and 27 hours laboratory. (Letter grade only)

**KIN-10****Introduction to Kinesiology**

(C-ID:KIN 100)

**3.00 units**  
UC, CSU*Prerequisite: None.*

Description: An introduction to the interdisciplinary approach to the study of human movement. An overview of the importance of the sub-disciplines in Kinesiology will be discussed along with career opportunities in the areas of teaching, coaching, allied health, and fitness professions. 54 hours lecture. (Letter grade only)

**KIN-12****Sport Psychology****3.00 units**  
UC, CSU*Prerequisite: None.*

Description: This course links research in sport psychology with techniques to implement the research in real world settings. This course describes, explains, and applies sport psychology concepts and theories to practical experiences. 54 hours lecture. (Letter grade only)

**KIN-14****Athletic and Fitness Organization and Administration****3.00 units**  
UC, CSU*Prerequisite: None.*

Description: This course presents a balance of theory and practice in organization and administration of athletic and fitness programs. It includes management functions such as facilities planning and scheduling, finances, personal philosophy development and marketing analysis for high school, college and professional sport programs and recreation and fitness programs. 54 hours lecture. (Letter grade only)

<b>KIN-16</b> <b>Introduction to Athletic Training</b>	<b>3.00 units</b> UC, CSU	<b>KIN-20</b> <b>Athletic Training, Spring Sports, General Medical</b>	<b>2.00 units</b> UC, CSU
<p><i>Prerequisite: None.</i></p> <p>Description: Basic concepts of athletic training with emphasis in the prevention and care of athletic injuries. Basic taping techniques will be presented and practiced. 45 hours lecture and 27 hours laboratory. (Letter grade only)</p>		<p><i>Prerequisite: None.</i></p> <p><i>Corequisite: KIN-16.</i></p> <p>Description: Athletic training observation and experience in spring athletic contests; specifically, observation of game situations in baseball, softball, track, swimming, tennis, and basketball. The student will observe and experience practice situations including pre and post practice in the Athletic Training Room. Study will cover various topics related to athletic training including heat illness, unconscious athlete, terminology, tissue response to injury, dietary supplements, pharmaceuticals, nutrition and rehabilitation. 18 hours lecture and 54 hours laboratory. (Letter grade only)</p>	
<b>KIN-17</b> <b>Athletic Training, Fall Sports, Lower Extremity</b>	<b>2.00 units</b> UC, CSU	<b>KIN-21A</b> <b>Athletic Training Applications A</b>	<b>2.00 units</b> CSU
<p><i>Prerequisite: None.</i></p> <p><i>Corequisite: KIN-16.</i></p> <p>Description: Athletic training observation and experience in fall athletic contests; specifically, observation of game situations in football, volleyball, soccer, water polo, cross country, and basketball. The student will observe and experience pre and post practice situations in the Athletic Training Room. Study will cover anatomy, injury assessment, treatment and rehabilitation of the lower extremity. 18 hours lecture and 54 hours laboratory. (Letter grade only)</p>		<p><i>Prerequisite: None.</i></p> <p><i>Corequisite: KIN-17 or KIN-18 or KIN-19 or KIN-20.</i></p> <p>Description: The student, under the supervision of a Certified Athletic Trainer, will be responsible for all aspects of the athletic training services provided to a Riverside Community College District athletic team. Students will be responsible in assisting in daily procedures, modality treatment protocols, practice preparation and athletic training protocols. 108 hours laboratory. (TBA option) (Letter grade only)</p>	
<b>KIN-18</b> <b>Athletic Training, Spring Sports, Upper Extremity</b>	<b>2.00 units</b> UC, CSU	<b>KIN-21B</b> <b>Athletic Training Applications B</b>	<b>2.00 units</b> CSU
<p><i>Prerequisite: None.</i></p> <p><i>Corequisite: KIN-16.</i></p> <p>Description: Athletic training observation and experience in spring athletic contests; specifically, observation of game situations in baseball, softball, track, swimming, tennis, and basketball. The student will observe and experience pre and post practice situations in the Athletic Training Room. Study will cover anatomy, injury assessment, treatment and rehabilitation of the upper extremity. 18 hours lecture and 54 hours laboratory. (Letter grade only)</p>		<p><i>Prerequisite: KIN-21A.</i></p> <p><i>Corequisite: KIN-17 or KIN-18 or KIN-19 or KIN-20.</i></p> <p>Description: The student, under the supervision of a Certified Athletic Trainer, will be responsible for all aspects of the athletic training services provided to a Riverside Community College District athletic team. Students will be responsible for learning and performing tape jobs, bracing and padding, designing stretching programs, assisting in daily treatment protocols. 108 hours laboratory. (TBA option) (Letter grade only)</p>	
<b>KIN-19</b> <b>Athletic Training, Fall Sports, Head, Neck, Spine, Torso, and Hip</b>	<b>2.00 units</b> UC, CSU	<b>KIN-21C</b> <b>Athletic Training Applications C</b>	<b>2.00 units</b> CSU
<p><i>Prerequisite: None.</i></p> <p><i>Corequisite: KIN-16.</i></p> <p>Description: Athletic training observation and experience in fall athletic contests; specifically, observation of game situations in football, volleyball, soccer, water polo, cross country, and basketball. The student will observe and experience pre and post practice situations in the Athletic Training Room. Study will cover anatomy, injury assessment, treatment and rehabilitation of the head, neck, spine, torso and hip. 18 hours lecture and 54 hours laboratory. (Letter grade only)</p>		<p><i>Prerequisite: KIN-21B</i></p> <p><i>Corequisite: KIN-17 or KIN-18 or KIN-19 or KIN-20</i></p> <p>Description: The student, under the supervision of a Certified Athletic Trainer, will be responsible for all aspects of the athletic training services provided to a Riverside Community College District athletic team. Students will be responsible for assisting in pre-participation screenings, insurance protocols, injury management, lower extremity injury assessment and rehabilitation programs. 108 hours laboratory. (TBA option) (Letter grade only)</p>	



<b>KIN-21D</b> <b>Athletic Training Applications D</b>	<b>2.00 units</b> CSU	<b>KIN-27</b> <b>Football Theory</b>	<b>3.00 units</b> UC, CSU
<p><i>Prerequisite: KIN-21C.</i></p> <p><i>Corequisite: KIN-17 or KIN-18 or KIN-19 or KIN-20.</i></p> <p>Description: The student, under the supervision of a Certified Athletic Trainer, will be responsible for all aspects of the athletic training services provided to a Riverside Community College District athletic team. Students will be responsible for sport specific coverage, rehabilitation programs from start to finish, injury assessment and injury management. 108 laboratory hours. (TBA option) (Letter grade only)</p>		<p><i>Prerequisite: None.</i></p> <p>Description: The study of various aspects of coaching football with an emphasis on the theory of how to organize a football program, individual skills, and offensive and defensive play. 54 hours lecture. (Letter grade only)</p>	
<b>KIN-23</b> <b>Volleyball Coaching Theory</b>	<b>3.00 units</b> UC, CSU	<b>KIN-28</b> <b>Basketball Theory</b>	<b>3.00 units</b> UC, CSU
<p><i>Prerequisite: None.</i></p> <p>Description: Various aspects of coaching volleyball. Emphasis on the theory, structure, and organization of club, high school, collegiate, and international volleyball programs. Team and individual offensive and defensive strategies, technical skills, and program management will be covered. 54 hours lecture. (Letter grade only)</p>		<p><i>Prerequisite: None.</i></p> <p>Description: The study of various aspects of coaching basketball. Emphasis on the theory of how to organize a basketball program, individual skills, and offensive and defensive play. 54 hours lecture. (Letter grade only)</p>	
<b>KIN-24</b> <b>Sports Officiating-Fall</b>	<b>3.00 units</b> UC, CSU	<b>KIN-29</b> <b>Soccer Theory</b>	<b>3.00 units</b> UC, CSU
<p><i>Prerequisite: None.</i></p> <p>Description: The mechanics, techniques and rules of officiating football, basketball, and volleyball are defined, analyzed, and applied to prepare students to become competent officials. 54 hours lecture. (Letter grade only)</p>		<p><i>Prerequisite: None.</i></p> <p>Description: The study of various aspects of coaching the sport of soccer. Students will learn rules, principles for training, team management, communication skills, how to recruit players and techniques for teaching individual skills, offensive and defensive play and team strategies. 54 hours lecture. (Letter grade only)</p>	
<b>KIN-25</b> <b>Sports Officiating-Sprng</b>	<b>3.00 units</b> UC, CSU	<b>KIN-30</b> <b>First Aid and CPR</b> (C-ID:KIN 101)	<b>3.00 units</b> UC, CSU
<p><i>Prerequisite: None.</i></p> <p>Description: The mechanics, techniques and rules of officiating baseball, softball, and track and field are defined, analyzed, and applied to prepare students to become competent officials. 54 hours lecture. (Letter grade only)</p>		<p><i>Prerequisite: None.</i></p> <p>Description: Theory and detailed demonstration of first aid care of the injured by the citizen responder. Students will learn how to assess a victim's condition and incorporate proper treatment. Students who successfully pass all National Safety Council requirements will receive a National Safety Council Advanced First Aid certificate. Students who successfully pass all American Heart Association requirements will receive a Healthcare Professional CPR certificate. 54 hours lecture. A fee of \$24.00 for required certificates will be charged to the student and is not covered by CCPG. (Letter grade only)</p>	
<b>KIN-26</b> <b>Foundations of Coaching</b>	<b>3.00 units</b> UC, CSU	<b>KIN-33</b> <b>Baseball Theory</b>	<b>3.00 units</b> UC, CSU
<p><i>Prerequisite: None.</i></p> <p>Description: This course introduces the student to the professions of athletic coaching. Emphasis is on a comprehensive approach to the art and science of coaching including developing a coaching philosophy, sport psychology, sport physiology and sport management. Topics include coaching objectives and style, communication skills, motivation, teaching sport skills, principles for training, team management and self-management. 54 hours lecture. (Letter grade only)</p>		<p><i>Prerequisite: None.</i></p> <p>Description: Covers various aspects of coaching baseball which include theory, philosophy, organization and structure of a program, individual skills, and offensive and defensive team play. 54 hours lecture. (Letter grade only)</p>	
<b>KIN-34</b> <b>Softball Theory</b>	<b>3.00 units</b> UC, CSU	<p><i>Prerequisite: None.</i></p> <p>Description: Various aspects of coaching softball which include theory, philosophy, organization and structure of a program, mental skills, individual skills, offensive and defensive team play and digital video analysis. 36 hours lecture 54 hours laboratory. (Letter grade only)</p>	

**KIN-35**  
**Foundation for Fitness and Wellness** **3.00 units**  
 UC, CSU

*Prerequisite: None.*

Description: Prepares students to make informed choices and to take responsibility for those choices in the areas of fitness, nutrition, and stress management. Emphasis is on the application of health and physical fitness principles. Each student will develop a personalized plan for the overall maintenance of their own wellness. 36 hours lecture and 54 hours laboratory. (Letter grade only)

**KIN-36**  
**Wellness: Lifestyle Choices** **3.00 units**  
 UC, CSU

*Prerequisite: None.*

Description: Exploration of major health issues and behaviors in the various dimensions of health. The Dimensions of health and wellness include the social, physical, emotional, occupational, intellectual and spiritual. Emphasis is placed on the individual responsibility for personal health and the promotion of informed, positive health behaviors. Nutrition, physical activity, weight control, mental health, stress management, violence, substance abuse, reproductive health, disease prevention, aging, healthcare and environmental hazards and safety will be discussed. 54 hours lecture. (Letter grade only)

**KIN-38**  
**Stress Management** **3.00 units**  
 UC, CSU

*Prerequisite: None.*

Description: The nature, physiology, and psychology of stress. Students will explore perceptions, attitudes, beliefs, and lifestyle factors that may be pre-cursors and contributors to distress. Students will also explore a variety of coping strategies and relaxation techniques. The lab portion of this class provides the opportunity for students to practice techniques and develop a personalized stress management program. 45 hours lecture and 27 hours laboratory. (Letter grade only)

**KIN-42**  
**Lifeguarding/Title 22 First Aid/Water Safety Instructor** **4.00 units**  
 UC, CSU

*Prerequisite: None*

*Limitation on enrollment: Retention based on the ability to swim a variety of strokes a predetermined distance, surface dive to retrieve a weight from a 10 foot depth of the pool.*

Description: Designed to drill the competent swimmer in life saving and water safety techniques, professional First Aid and CPR care, and to develop the necessary understanding and knowledge to teach American Red Cross courses in swimming. Students successfully completing the requirements will be awarded the American Red Cross CPR for the Professional Rescuer, Title 22 First Aid, Lifeguarding, and Water Safety Instructor Certificates. 54 hours lecture and 54 hours laboratory. A fee of \$82.45 for required certificates will be charged to the student and is not covered by BOGW.(Letter grade only)

**KIN-43**  
**Introduction to Personal Training** **3.00 units**  
 CSU

*Prerequisite: None.*

Description: Experience applying foundations in basic exercise physiology, biomechanics, fitness assessments, exercise prescriptions

and instructional techniques. Professional responsibilities of personal trainers will be covered. Provides the necessary information for the student to pursue the Personal Trainer Certification Exam for national certifying organizations (ACE, IFPA, NCSA, etc.). 36 hours lecture and 54 hours laboratory. (Letter grade only)

**KIN-44**  
**Yoga Instructor Training** **3.00 units**  
 CSU

*Prerequisite: None.*

Description: Yoga philosophy and practice. Topics include teaching postures in a safe manner, breathing techniques, and how to observe and assist students. This course may be used as partial fulfillment of the requirements to be a Registered Yoga Teacher through the Yoga Alliance. 36 hours lecture and 54 hours laboratory. (Letter grade only)

**KIN-45**  
**Group Fitness Instructor** **3.00 units**  
 CSU

*Prerequisite: None.*

Description: Fitness both in theory and practice. Topics include how to teach exercise, the essentials of exercise, nutrition and weight management, and safety guidelines. Provides the foundation for becoming a nationally certified (ACE, AFAA, etc.) group fitness instructor. 36 hours lecture and 54 hours laboratory. (Letter grade only)

**KIN-A03**  
**Adaptive Physical Fitness** **1.00 unit**  
 UC, CSU

*Prerequisite: None*

*Limitation on enrollment: Medical approval and verification of a physical disability*

Description: Provides physical education for students with a physical disability to promote total growth including better self-awareness, physical development and fitness. This course facilitates the student's participation in his/her environment. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A04**  
**Adaptive Water Exercise** **1.00 unit**  
 UC, CSU

*Prerequisite: None*

*Limitation on enrollment: Medical approval and verification of a physical disability*

Description: Provides physical education for students with a physical disability to gain increased strength, flexibility, balance, movement memory and coordination in a shallow water pool. Students will use flotation devices, strength and balance equipment in a basic movement and exercise format. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A07**  
**Badminton** **1.00 unit**  
 UC, CSU

*Prerequisite: None.*

Description: Introduces the basic footwork and racquet skills of badminton. Emphasis is placed on learning the rules, techniques and fundamental strategies for the singles and doubles game of badminton. 54 hours laboratory. (Letter Grade, or Pass/No Pass option)

**KIN-A11****Tennis, Beginning****1.00 unit**  
UC, CSU*Prerequisite: None*

Description: A beginning tennis course for the inexperienced or beginner-level player. Emphasis placed on the basic forehand, backhand, serve and volley strokes. Basic strategies for doubles and singles will be introduced. 54 hours laboratory. (Letter grade or Pass/No Pass)

**KIN-A12****Tennis, Intermediate****1.00 unit**  
UC, CSU*Prerequisite: None.**Advisory: KIN-A11.*

Description: Intermediate tennis is designed for the player wishing to review basic strokes and develop intermediate level skills. 54 hours laboratory. (Letter grade or Pass/No Pass option)

**KIN-A13****Tennis, Advanced****1.00 unit**  
UC, CSU*Prerequisite: None.**Advisory: KIN-A12.*

Description: For the advanced tennis player interested in improving both their knowledge and skill in tennis. Emphasis placed on advanced skills and competition. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within each activity area. 54 hours laboratory. (Letter grade or Pass/No Pass option)

**KIN-A20****Golf, Beginning****1.00 unit**  
UC, CSU*Prerequisite: None.*

Description: An opportunity for students to develop fundamental golf skills such as grip, stance, address and swing. Class competitive play and skill contests are conducted to further develop the students' interest in the game. Subsequent enrollment in additional semesters will provide an opportunity for added skill and competency development within each activity. KIN-A20 and A21 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter grade or Pass/No Pass option)

**KIN-A21****Golf, Intermediate****1.00 unit**  
UC, CSU*Prerequisite: None**Advisory: KIN-A20*

Description: An opportunity for students to develop golf skills at the intermediate level. The mental approach to golf as well as intermediate drills and practice techniques will be employed to further enhance the students skill level. Subsequent enrollment in additional semesters will provide the student added skill and competency development within each activity area. KIN-A20 and A21 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter grade only)

**KIN-A28****Swimming, Beginning****1.00 unit**  
UC, CSU*Prerequisite: None*

Description: The beginning course introduces the skills and techniques of safety in and around a body of water. Emphasis is placed on acquiring the skills necessary to swim efficiently, safely and proficiently enough to use swimming as a means of physical exercise; i.e. flexibility, endurance and strength. KIN-A28, A29, and A30 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A29****Swimming, Intermediate****1.00 unit**  
UC, CSU*Prerequisite: None**Advisory: KIN-A28*

Description: This course is designed to provide the student with a review of the skills learned in beginning swimming classes, in addition to teaching new intermediate level skills and techniques. Endurance swimming is encouraged and the swimmer is allowed time to practice distance swims. KIN-A28, A29, and A30 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A30****Swimming, Advanced Skills and Conditioning****1.00 unit**  
UC, CSU*Prerequisite: None**Advisory: KIN-A29*

Description: Advanced swimming is designed to develop strength, endurance and skill in all swimming strokes. Emphasis is placed on a swimmer acquiring the knowledge, skill and strength to use swimming for physical conditioning. KIN-A28, A29, and A30 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A31A****Beginning Water Aerobics and Deep Water Exercise****1.00 unit**  
UC, CSU*Prerequisite: None*

Description: Students will develop basic strength, flexibility, coordination and cardiovascular fitness within a shallow/deep water aerobic format. The student will also be introduced to deep water workouts with the aid of a flotation device (belt or noodle). KIN A31 A, A31 B and A31 C are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information, see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A31B**  
**Intermediate Water Aerobics and Deep Water Exercise** **1.00 unit**  
 UC, CSU

*Prerequisite: KIN-A31A*

Description: Introduces intermediate water aerobic skills. Students will increase their coordination and balance along with strength, flexibility and cardiovascular fitness with in a shallow/deep water format. The student will be introduced to intermediate interval aerobic workouts with the addition of water resistance toys and flotation devices. Nutrition concepts and goal setting will be applied. KIN A31 A, A31 B and A31 C are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information, see section VIII regarding course repetition. 54 hours laboratory. (Letter grade or Pass/No Pass)

**KIN-A31C**  
**Advanced Water Aerobics and Deep Water Exercise** **1.00 unit**  
 UC, CSU

*Prerequisite: KIN-A31B*

Description: Using advanced water aerobic skills, this course will broaden the students water aerobic experience. Advanced interval aerobic shallow/deep water exercises, with the aid of a flotation device and toys, will increase strength, flexibility, cardiovascular endurance, muscle movement memory and coordination. Personal dietary plans, long term nutritional concepts and fitness goal setting are introduced and implemented. KIN A31 A, A31 B, A31 C are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information, see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade or Pass/No Pass option.)

**KIN-A43**  
**T'ai-chi Ch'uan, Beginning** **1.00 unit**  
 UC, CSU

*Prerequisite: None.*

Description: Covers Beginning and Short Form Yang Style T'ai-chi ch'uan (taijiquan) routines. Beginning T'ai-chi form is a 24 movement routine, to introduce the student to basic walking stances along with hand movements. The Short Form is a 37 movement routine, providing emphasis on balance and fluidity of movement. Students will learn proper posture, relaxation methods, stances, hand and foot motions. Benefits include improved balance, flexibility, coordination, focus, and stress reduction. Supplemental exercises will include stretching methods, ch'i kung (qigong) and Chinese therapeutic exercises. KIN-A40, A41, A43, and A44 are courses related in content and are limited in enrollment according to Title 5, section 55040. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A44**  
**T'ai-chi Ch'uan, Intermediate** **1.00 unit**  
 UC, CSU

*Prerequisite: KIN-A43*

Description: A continuation of Yang Style T'ai-chi Ch'uan. Covers more advanced forms and training methods. Students will learn the Yang Style T'ai-chi Ch'uan (taijiquan) 108 movement Long Form. Students will also learn standing and seated meditations, and supplemental exercises. KIN-A40, A41, A43, and A44 are courses related in content and are limited in enrollment according to Title 5, section 55040. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A54A**  
**Fastpitch Softball Fundamentals - Beg** **1.00 unit**  
 UC, CSU

*Prerequisite: None.*

Description: Core softball skills and techniques as the basis for beginning - intermediate level competitive play. The student will be provided the opportunity to develop individual skills and the knowledge of fastpitch rules and strategy with the eventual goal being participation on a collegiate level team. 54 hours laboratory. (Letter grade only)

**KIN-A54B**  
**FastPitch Softball Fundamentals - Advanced** **1.00 unit**  
 UC, CSU

*Prerequisite: KIN-A54A.*

Description: Specialized softball skills and techniques for advanced level competitive play. The student will be provided the opportunity to develop defensive and offensive strategies, base running, advanced batting techniques and team situations to prepare for intercollegiate play. 54 hours laboratory. (Letter grade only)

**KIN-A55**  
**Slow Pitch Softball** **1.00 unit**  
 UC, CSU

*Prerequisite: None.*

Description: Introduces basic skills, rules, and strategies for team play in the sport of slow pitch softball. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A57A**  
**Basketball, Beginning** **1.00 unit**  
 UC, CSU

*Prerequisite: None*

Description: This basketball course is designed to introduce the basic skills and strategies of basketball. Emphasis is placed on the basic fundamentals that include passing, shooting, dribbling, offensive stance, and defensive stance. KIN A57A, A57B and A57C are courses related in content and are limited in enrollment according to Title V. 54 hours laboratory. (Letter Grade or Pass/No Pass)

**KIN-A57B**  
**Basketball, Intermediate** **1.00 unit**  
 UC, CSU

*Prerequisite: KIN-A57A*

Description: This basketball course is designed for the player who wants to review basic fundamentals and develop intermediate skills. Emphasis is placed team offense and defense, rebounding, shooting, and team strategy. KIN A57A, A57B and A57C are courses related in content and are limited in enrollment according to Title V. 54 hours laboratory. (Letter Grade or Pass/No Pass)

<p><b>KIN-A57C</b> <b>Basketball, Advanced</b> <span style="float: right;"><b>1.00 unit</b></span> UC, CSU</p> <p><i>Prerequisite: KIN-A57B</i></p> <p>Description: This basketball course is designed for students with advanced basketball skills who would like to enhance and improve their basketball knowledge and skill level. Advanced shooting, passing, and rebounding techniques and skills, offensive and defensive systems and team competitions will be emphasized. KIN A57A, A57B, and A57C are courses related in content and are limited in enrollment according to Title 5, section 55040. 54 hours laboratory. (Letter Grade or Pass/No Pass)</p>	<p><b>KIN-A64C</b> <b>Soccer, Advanced</b> <span style="float: right;"><b>1.00 unit</b></span></p> <p><i>Prerequisite: KIN-A64B.</i></p> <p>Description: Offensive and defensive team strategies will be developed along with an increase in individual soccer skills. Emphasis is placed on team strategies, lifetime fitness and perfecting skill techniques. KIN-A64A, A64B, and A64C are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter grade only)</p>
<p><b>KIN-A62</b> <b>Flag Football</b> <span style="float: right;"><b>1.00 unit</b></span> UC, CSU</p> <p><i>Prerequisite: None.</i></p> <p>Description: The activities in this course provide for the introductory instruction in the skills, techniques, strategy and rules of flag football. The class emphasizes skill improvement, team unity, and safety procedures. KIN-A62 and A62A are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 27 hours laboratory. (Letter Grade, or Pass/No Pass option)</p>	<p><b>KIN-A67</b> <b>Volleyball, Beginning</b> <span style="float: right;"><b>1.00 unit</b></span> UC, CSU</p> <p><i>Prerequisite: None</i></p> <p>Description: Introduces the skills and lifetime fitness potentials of volleyball. Emphasis is placed on learning the techniques, rules and strategies of volleyball. KIN-A67, A68, and A69 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade or Pass/No Pass option.)</p>
<p><b>KIN-A64</b> <b>Soccer</b> <span style="float: right;"><b>1.00 unit</b></span> UC, CSU</p> <p><i>Prerequisite: None</i></p> <p>Description: This course is designed to introduce students to the rules, basic skills, and offensive/defensive strategy in soccer. Emphasis will be placed on improving individual skills and applying these skills to game situations. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)</p>	<p><b>KIN-A68</b> <b>Volleyball, Intermediate</b> <span style="float: right;"><b>1.00 unit</b></span> UC, CSU</p> <p><i>Prerequisite: None</i> <i>Advisory: KIN-A67</i></p> <p>Description: Reviews basic volleyball skills and begins work on more advanced skills and playing strategies. KIN-A67, A68, and A69 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory.(Letter Grade, or Pass/No Pass option.)</p>
<p><b>KIN-A64A</b> <b>Soccer, Beginning</b> <span style="float: right;"><b>1.00 unit</b></span></p> <p><i>Prerequisite: None.</i></p> <p>Description: An introduction to the fundamental skills and lifetime fitness potential of soccer. Emphasis is placed on learning the basic skills, techniques and rules. Individual strategies for competition will be introduced. 54 hours laboratory. (Letter grade only)</p>	<p><b>KIN-A69</b> <b>Volleyball, Advanced</b> <span style="float: right;"><b>1.00 unit</b></span> UC, CSU</p> <p><i>Prerequisite: None</i> <i>Advisory: KIN-A68</i></p> <p>Description: Advanced volleyball techniques. Individual skill work, along with various team offensive systems and team defensive patterns, will be taught and analyzed. KIN-A67, A68, and A69 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)</p>
<p><b>KIN-A64B</b> <b>Soccer, Intermediate</b> <span style="float: right;"><b>1.00 unit</b></span></p> <p><i>Prerequisite: KIN-A64A</i></p> <p>Description: Team offensive and defensive soccer strategies will be introduced along with individual soccer skills practiced and increased. Emphasis is placed on spatial awareness and body control necessary for practice and competition along with individual offensive and defensive soccer strategies. KIN-A64A, A64B, and A64C are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter grade only)</p>	<p><b>KIN-A71</b> <b>Beach Volleyball</b> <span style="float: right;"><b>1.00 unit</b></span> UC, CSU</p> <p><i>Prerequisite: None</i> <i>Advisory: KIN-A67 or proficient skills in beach volleyball.</i></p> <p>Description: Course provides intermediate and advanced instruction and strategies in sand volleyball. Designed to develop advanced skills, knowledge of rules, team strategies and desire for future participation during leisure times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)</p>

**KIN-A75A****Walking for Fitness: Beginning****1.00 unit**  
UC, CSU*Prerequisite: None*

Description: This course is designed for all students with an emphasis on cardiovascular fitness, setting personal fitness goals and understanding the physiological benefits of a walking program. Walking programs will be established to improve cardiorespiratory endurance. KIN-A75A, A75B and A77 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter grade or Pass/No Pass option.)

**KIN-A75B****Walking for Fitness: Intermediate****1.00 unit**  
UC, CSU*Prerequisite: None**Advisory: KIN-A75A*

Description: This course is designed for students of intermediate fitness levels who would like to enhance and improve their cardiovascular fitness, basic strength and flexibility with more advanced walking strategies. Intermediate walking techniques will be utilized in establishing walking programs designed to promote improvements in cardiorespiratory endurance and body composition. KIN-A75A, A75B and A77 are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information, see section VIII regarding course repetition. 54 hours laboratory. (Letter grade or Pass/No Pass option.)

**KIN-A77A****Jogging for Fitness, Beginning****1.00 unit**  
UC, CSU*Prerequisite: None.*

Description: Introduces basic fitness concepts to improve each individual's physical health and general well being. Geared to all ages and is concerned with aspects of cardiovascular health and weight control. Emphasis placed on building endurance and strength through jogging. KIN-A77A, A77B, and A77C are courses related in content and are limited in enrollment according to Title 5, section 55040. 54 hours laboratory. (Letter grade only)

**KIN-A77B****Jogging for Fitness, Intermediate****1.00 unit**  
UC, CSU*Prerequisite: None.**Advisory: KIN-A77A.*

Description: Designed for students of intermediate fitness levels who would like to enhance and improve their cardiovascular fitness and flexibility with jogging strategies. Jogging techniques will be utilized in establishing programs designed to promote improvements in cardiorespiratory endurance and body composition. Geared to all ages and is concerned with aspects of cardiovascular health and weight control. Emphasis placed on building endurance and strength by using stretching and jogging techniques for conditioning. KIN-A77A, A77B, and A77C are courses related in content and are limited in enrollment according to Title 5, section 55040. 54 hours laboratory. (Letter grade only)

**KIN-A77C****Jogging for Fitness, Advanced****1.00 unit**  
UC, CSU*Prerequisite: None.**Advisory: KIN-A77B.*

Description: Designed for students of advanced fitness levels who would like to enhance and improve their cardiovascular fitness, overall strength and flexibility with more advanced jogging strategies. Progressive jogging techniques will be utilized in establishing jogging programs designed to promote improvements in cardiovascular endurance and body composition. Geared to all ages and is concerned with aspects of cardiovascular health and weight control. Emphasis placed on building endurance and strength by using advanced stretching, muscle strengthening and jogging techniques for conditioning. KIN-A77A, A77B, and A77C are courses related in content and are limited in enrollment according to Title 5, section 55040. 54 hours laboratory. (Letter grade only)

**KIN-A81A****Cardio and Strength Training, Beginning****1.00 unit**  
UC, CSU*Prerequisite: None*

Description: An overview of the basic concepts that affect total fitness. Personalized exercise programs in cardiovascular endurance, muscular strength, muscular endurance, and flexibility will be developed. KIN-A81A and A81B are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-A81B****Cardio and Strength Training, Intermediate****1.00 unit**  
UC, CSU*Prerequisite: KIN-A81A*

Description: Provides nutritional, cardiovascular, strength, flexibility and assessment concepts to enhance the personalized exercise program. KIN-A81A and A81B are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)

**KIN-A81C****Cardio and Strength Training, Advanced****1.00 unit**  
UC, CSU*Prerequisite: KIN-A81B*

Description: Designed to enhance nutritional, cardiovascular, strength and flexibility concepts in order to create and apply a lifelong individual physical fitness program. KIN A81A and A81B and A81C are courses related in content and are limited enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter grade, or Pass/No Pass option)

**KIN-A89A****Beginning Body Sculpting****1.00 unit**  
UC, CSU*Prerequisite: None*

Description: Students will develop muscular strength and endurance along with flexibility using a variety of hand weights, body bars, elastic bands and exercise balls. Emphasis is placed on safety and proper technique while training basic muscle groups. KIN-A81, A89A, A89B, and A89C are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter grade, or Pass/No Pass option)

**KIN-A89B****Intermediate Body Sculpting****1.00 unit**  
UC, CSU*Prerequisite: KIN-A89A*

Description: Students will increase and maintain their body development through core strength, resistance and endurance training, along with body sculpting techniques. Personal fitness plans will be developed and incorporated based on personal health and fitness. Emphasis is placed on safety, core strength and major and minor muscle groups. KIN-A81, A89A, A89B, and A89C are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter grade, or Pass/No Pass option)

**KIN-A89C****Advanced Body Sculpting****1.00 unit**  
UC, CSU*Prerequisite: KIN-A89B*

Description: Students will develop personal and nutritional lifetime fitness goals and create a lifetime fitness plan. Muscular strength, cardiovascular endurance, flexibility and aerobic fitness will be developed and assessed. Emphasis will be placed on safety, proper body alignment and major and minor muscle groups. KIN-A81, A89A, A89B, and A89C are courses related in content and are limited in enrollment according to Title 5, section 55040. For further information see section VIII regarding course repetition. 54 hours laboratory. (Letter grade, or Pass/No Pass option)

**KIN-A90A****Weight Training - Beginning****1.00 unit**  
UC, CSU*Prerequisite: None.*

Description: Weight training course designed to teach students the basic exercises for the development of the major muscles. Emphasis is placed on muscular strength, endurance and flexibility. 54 hours laboratory. (Letter grade, Pass/No pass option)

**KIN-A90B****Weight Training - Intermediate****1.00 unit**  
UC, CSU*Prerequisite: KIN-A90A*

Description: Weight training course for students who have a basic background in weight lifting. Emphasis is placed on furthering strength development, cardiovascular endurance and flexibility. 54 hours laboratory. (Letter grade or Pass/No Pass option)

**KIN-A90C****Weight Training - Advanced****1.00 unit**  
UC, CSU*Prerequisite: KIN-A90B*

Description: Weight training course for students who have an extensive background in weight lifting. Emphasis is placed on strength development, cardiovascular endurance and flexibility. 54 hours laboratory. (Letter grade or Pass/No Pass option)

**KIN-V01****Cross Country, Varsity, Men****3.00 units**  
UC, CSU*Prerequisite: None**Limitation on enrollment: Retention based on successful tryout*

Description: This course is designed to serve as an opportunity for cross country runners to improve skills, knowledge and strategy of the sport of cross country. The program will consist of a highly organized program of lecture, and individual and group practice sessions to prepare students for intercollegiate competition in cross country. Repeating the course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 175 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V02****Football, Varsity, Men****3.00 units**  
UC, CSU*Prerequisite: None**Limitation on enrollment: Retention based on successful tryout*

Description: Opportunity for football players to improve skills, knowledge and strategy of the game of football. The program will consist of a highly organized and intense setting of lecture, individual, group and team practice sessions, and video/DVD/film evaluation to prepare students for intercollegiate competition in football. Repeating the course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 175 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V04****Basketball, Varsity, Men****3.00 units**  
UC, CSU*Prerequisite: None**Limitation on enrollment: Retention based on successful tryout*

Description: This course is designed for collegiate athletic competition in basketball including games, practice and tournaments. This program will consist of a highly organized and intense setting of lecture, individual, group, team sessions, and video/DVD/ film evaluation to prepare students for intercollegiate competition in basketball. Repeating the course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 175 hours laboratory. (Letter Grade, or Pass/No Pass option.)

<p><b>KIN-V05</b> <b>Baseball, Varsity, Men</b> <b>3.00 units</b> UC, CSU</p> <p><i>Prerequisite: None</i> <i>Limitation on enrollment: Retention based on successful tryout</i> Description: Designed to assist advanced baseball players to improve their skills, knowledge and strategy of the game through a highly organized, intense program of activity drills, lecture and inter-squad practice leading to intercollegiate competition. Repeating this course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 175 hours laboratory. (Letter Grade, or Pass/No Pass option.)</p>	<p><b>KIN-V09</b> <b>Swimming and Diving, Varsity Men</b> <b>3.00 units</b> UC, CSU</p> <p><i>Prerequisite: None</i> <i>Limitation on enrollment: Retention based on successful tryout</i> Description: Opportunity for swimmers and divers to develop the fundamental skills and strategies along with a physical conditioning program necessary for the sport of competitive swimming and diving. This program will consist of highly organized and intense setting of lectures, individual and team practice sessions and video/DVD/film evaluation to prepare the students for intercollegiate competition in swimming and diving. Repeating this course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 175 hours laboratory.(Letter Grade, or Pass/No Pass option.)</p>
<p><b>KIN-V06</b> <b>Track and Field, Varsity, Men</b> <b>3.00 units</b> UC, CSU</p> <p><i>Prerequisite: None</i> <i>Limitation on enrollment: Retention based on successful tryout</i> Description: This course is designed to serve as an opportunity for track and field competitors to improve skills, knowledge and strategy of the sport of track and field. The program will consist of a highly organized program of lecture, and individual and group practice sessions to prepare students for intercollegiate competition in track and field. Repeating the course provides the student an opportunity for a leadership role and for additional skill and competency development within the sport. May be taken a total of four times. 175 hours laboratory. (Letter Grade, or Pass/No Pass option.)</p>	<p><b>KIN-V10</b> <b>Soccer, Varsity Men</b> <b>3.00 units</b> UC, CSU</p> <p><i>Prerequisite: None.</i> Description: This course prepares the student athletes to practice and compete at the intercollegiate level in soccer. Athletes will demonstrate proficiency and knowledge of advanced principles of offensive and defensive team concepts. Student athletes will participate in a physical conditioning program designed to prepare them for intercollegiate competition in soccer. Repeating this course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 175 hours laboratory. (Letter Grade, or Pass/No Pass option.)</p>
<p><b>KIN-V07</b> <b>Golf, Varsity, Men</b> <b>3.00 units</b> UC, CSU</p> <p><i>Prerequisite: None.</i> <i>Limitation on enrollment: Retention based on successful tryout.</i> Description: Opportunity for experienced golfers to improve skills, knowledge, and strategies for intercollegiate competition. Repeating this course provides additional skill and competency development. May be taken a total of four times. 175 hours laboratory. (Letter grade only)</p>	<p><b>KIN-V11</b> <b>Pep Squad, Varsity, Men and Women</b> <b>3.00 units</b> UC, CSU</p> <p><i>Prerequisite: None</i> <i>Limitation on enrollment: Retention based on successful tryout</i> Description: Opportunity for students to advance in the skills of tumbling, jumping, dance, cheer, partner stunts, and pyramids. This program will consist of highly organized lectures, individual and team practice sessions, physical conditioning programs and video/DVD/film evaluation to prepare students for college activities and athletic competitions in pep squad. Repeating this course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 175 hours laboratory. (Letter Grade, or Pass/No Pass option.)</p>
<p><b>KIN-V08</b> <b>Tennis, Varsity, Men</b> <b>3.00 units</b> UC, CSU</p> <p><i>Prerequisite: None.</i> <i>Limitation on enrollment: Retention is based on successful tryout.</i> Description: Opportunity for tennis players to improve their skills, knowledge, and strategy of the game of tennis. The program will consist of a highly organized and intense setting of lecture, individual, group and team practice sessions, and video/DVD/film evaluation to prepare students for intercollegiate competition in tennis. Repeating the course provides additional skill and competency development. May be taken a total of four times. 175 hours laboratory. (Letter grade only)</p>	<p><b>KIN-V12</b> <b>Cross Country, Varsity, Women</b> <b>3.00 units</b> UC, CSU</p> <p><i>Prerequisite: None</i> <i>Limitation on enrollment: Retention based on successful tryout</i> Description: This course is designed to serve as an opportunity for cross country runners to improve skills, knowledge and strategy of the sport of cross country. The program will consist of a highly organized program of lecture, and individual and group practice sessions to prepare students for intercollegiate competition in cross country. Repeating the course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 175 hours laboratory. (Letter Grade, or Pass/No Pass option.)</p>



**KIN-V14****Track and Field, Varsity, Women****3.00 units**  
UC, CSU*Prerequisite: None**Limitation on enrollment: Retention based on successful tryout*

Description: This course is designed to serve as an opportunity for track and field competitors to improve skills, knowledge and strategy of the sport of track and field. The program will consist of a highly organized program of lecture, and individual and group practice sessions to prepare students for intercollegiate competition in track and field. Repeating the course provides the student an opportunity for a leadership role and for additional skill and competency development. May be taken a total of four times. 175 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V18****Tennis, Varsity, Women****3.00 units**  
UC, CSU*Prerequisite: None.**Limitation on enrollment: Retention is based on successful tryout.*

Description: Opportunity for tennis players to improve their skills, knowledge, and strategy of the game of tennis. The program will consist of a highly organized and intense setting of lecture, individual, group and team practice sessions, and video/DVD/film evaluation to prepare students for intercollegiate competition in tennis. Repeating the course provides additional skill and competency development. May be taken a total of four times. 175 hours laboratory. (Letter grade only)

**KIN-V19****Swimming and Diving, Varsity, Women****3.00 units**  
UC, CSU*Prerequisite: None**Limitation on enrollment: Retention based on successful tryout*

Description: Opportunity for swimmers and divers to develop the fundamental skills and strategies along with a physical conditioning program necessary for the sport of competitive swimming and diving. This program will consist of highly organized and intense setting of lectures, individual and team practice sessions and video/DVD/film evaluation to prepare the students for intercollegiate competition in swimming and diving. Repeating this course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 175 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V20****Basketball, Varsity, Women****3.00 units**  
UC, CSU*Prerequisite: None**Limitation on enrollment: Retention based on successful tryout*

Description: Collegiate athletic competition in basketball including games, practice and tournaments. This program will consist of a highly organized and intense setting of lecture, individual, group, team sessions, and video/DVD/ film evaluation to prepare students for intercollegiate competition in basketball. Repeating the course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 175 hours laboratory. (Letter Grade or Pass/No Pass option.)

**KIN-V21****Volleyball, Varsity, Women****3.00 units**  
UC, CSU*Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

Description: An opportunity for volleyball players to improve skills, knowledge and strategy of the game of volleyball. This program will consist of highly organized lectures, individual and team practice sessions and video/DVD/film evaluation to prepare students for intercollegiate competition in volleyball. Repeating the course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 175 hours laboratory. (Letter Grade, or Pass/No Pass option)

**KIN-V22****Fastpitch, Varsity, Women****3.00 units**  
UC, CSU*Prerequisite: None.**Limitation on enrollment: Retention based upon successful tryout.*

Description: Opportunity for advanced fastpitch players to improve skills, knowledge and strategy of the game of fastpitch softball. This program will consist of highly organized lectures, individual and team practice sessions and video/DVD/film evaluation to prepare students for intercollegiate competition in fastpitch. Repeating the course provides additional skill and competency development. May be taken a total of four times. 175 hours laboratory. (Letter grade only)

**KIN-V23****Water Polo, Varsity, Men****3.00 units**  
UC, CSU*Prerequisite: None**Limitation on enrollment: Retention based on successful tryout*

Description: Opportunity for water polo players to develop and improve fundamental skills, along with offensive and defensive skills of the game of water polo. This program will consist of a highly organized and intense setting of lectures, individual and team practice sessions and video/DVD/film evaluation to prepare students for intercollegiate competition in water polo. Repeating this course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 175 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V24****Water Polo, Varsity, Women****3.00 units**  
UC, CSU*Prerequisite: None**Limitation on enrollment: Retention based on successful tryout*

Description: Opportunity for water polo players to develop and improve fundamental skills, along with offensive and defensive skills of the game of water polo. This program will consist of a highly organized and intense setting of lectures, individual and team practice sessions and video/DVD/film evaluation to prepare students for intercollegiate competition in water polo. Repeating the course provides the student an opportunity for additional skill and competency development. May be taken a total of four times. 175 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V26****Song/Cheerleading****2.00 units**

UC, CSU

*Prerequisite: None**Limitation on enrollment: Retention based on successful tryout*

Description: This course is designed to promote the advancement of skills in conditioning, jumping, dance and cheer/song techniques demonstrated at college activities and athletic competitions.

Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development with each activity area. May be taken a total of four times. 108 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V27****Stunt****3.00 units**

UC, CSU

*Prerequisite: None**Limitation on enrollment:*

Description: Promotes the advancement of skills, knowledge, and strategy of the sport of Stunt. Consists of a highly organized lectures, individual, and team practice sessions to prepare students for intercollegiate competition in Stunt. Repeating the course will provide the student an opportunity for added skill and competency development. May be taken a total of 4 times. 175 hours laboratory. (TBA option) (Letter grade or Pass/No Pass)

**KIN-V33****Track and Field Techniques: Running Event Techniques****1.00 unit**

UC, CSU

*Prerequisite: None**Limitation on enrollment: Retention based on successful tryout*

Description: Beginning and advanced techniques and current methods of training for sprints, middle distance, distance and hurdle events are taught. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V34****Track and Field Techniques: Field Event Techniques****1.00 unit**

UC, CSU

*Prerequisite: None**Limitation on enrollment: Retention based on successful tryout*

Description: Beginning and advanced techniques and current methods of training for decathlon, pole vault, long jump, triple jump, shot put, discus, javelin, and hammer throw. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V50****Baseball Fundamentals: Defensive****1.00 unit**

UC, CSU

*Prerequisite: None**Limitation on enrollment: Retention based on successful tryout*

Description: This course is designed to give students the opportunity to review or learn the basic defensive skills of baseball. These fundamentals are both individual and team oriented with the purpose of improving to the point whereby the student is able to play varsity baseball. Intrasquad and interschool games are played in order for the student to use the learned skills in competition. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V51****Baseball Fundamentals: Offensive****1.00 unit**

UC, CSU

*Prerequisite: None**Limitation on enrollment: Retention based on successful tryout*

Description: This course is designed to give students the opportunity to review or learn the basic offensive skills of baseball. These fundamentals are both individual and team oriented with the purpose of improving to the point whereby the student is able to play varsity baseball. Intra-squad and inter-school games are played in order for the student to use the learned skills in competition. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V52****Fastpitch Fundamentals: Offensive****1.00 unit**

UC, CSU

*Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

Description: Designed to give students the opportunity to review or learn the basic offensive skills of fastpitch. These fundamentals are both individual and team orientated with the purpose of improving to the point whereby the student is able to play varsity fastpitch. Intra-squad and inter-school games are played in order for the student to use the learned skills in competition. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. May be taken a total of four times. 54 hours laboratory. (Letter grade or Pass/No Pass option)

**KIN-V53****Fastpitch Fundamentals: Defensive****1.00 unit**  
UC, CSU*Prerequisite: None.**Limitation on enrollment: Retention based on successful tryout.*

Description: Designed to give students the opportunity to review or learn the basic defensive skills of fastpitch. These fundamentals are both individual and team orientated with the purpose of improving to the point whereby the student is able to play varsity fastpitch. Intra-squad and inter-school games are played in order for the student to use the learned skills in competition. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. May be taken a total of four times. 54 hours laboratory. (Letter grade or Pass/No Pass option)

**KIN-V60****Football Fundamentals, Defensive****1.00 unit**  
UC, CSU*Prerequisite: None**Limitation on enrollment: Retention based on successful tryout*

Description: Opportunity to learn general and specific individual defensive football fundamentals, techniques, and strategies emphasizing active participation. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V61****Football Fundamentals, Offensive****1.00 unit**  
UC, CSU*Prerequisite: None**Limitation on enrollment: Retention based on successful tryout*

Description: Opportunity to learn general and specific individual offensive football fundamentals, techniques, and strategies emphasizing active participation. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development within each activity area. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V70****Water Polo Techniques****1.00 unit**  
UC, CSU*Prerequisite: None**Limitation on enrollment: Retention based on successful tryout*

Description: Opportunity for students to develop fundamental skills in the sport of water polo. Drills and various practice techniques will be used to develop all aspects of the game. The student will participate in an extensive physical conditioning program, which will include stretching, swimming, strength building and kicking exercises. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development within the activity area. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V71****Women's Beach Volleyball****3.00 units**  
UC, CSU*Prerequisite: None**Limitation on enrollment: Retention based on successful tryout*

Description: Prepares student athletes to practice and compete at the intercollegiate level in sand volleyball. May be taken a total of four times. 175 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V78****Long Distance Running****1.00 unit**  
UC, CSU*Prerequisite: None**Limitation on enrollment: Retention based on successful tryout*

Description: This course will provide general and specific long distance running principles, conditioning methods, and race tactics involved in competitive long distance running. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development. This course may be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V82****Speed, Agility, Quickness****1.00 unit**  
UC, CSU*Prerequisite: None.*

Description: Opportunity for varsity student athletes to improve skills in traditional speed-specific and agility-specific movements. Student athletes will participate in drills and activities which will improve muscular endurance, muscular strength, cardiovascular endurance and flexibility. Running technique, body control, balance and first step explosiveness are skills to prepare student athletes for intercollegiate competition. 54 hours laboratory. (Letter Grade or Pass/No Pass option.)

**KIN-V92****Weight Training, Varsity Athletes****1.00 unit**  
CSU*Prerequisite: None**Limitation on enrollment: Retention is based on successful tryout*

Description: A weight training course for varsity athletes who have an extensive background in weight lifting. Emphasis is placed on strength development, cardiovascular endurance, and flexibility. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill and competency development. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V94****In-Season Varsity Sport Conditioning****1.00 unit**  
UC, CSU*Prerequisite: None**Limitation on enrollment: Retention based on successful tryout*

Description: This course is designed to teach advanced conditioning principles for the design and implementation of an in-season training program during varsity sport competition. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

**KIN-V95**  
**Out-Of-Season Sport Conditioning** **1.00 unit**  
 UC, CSU

*Prerequisite: None*

*Limitation on enrollment: Retention based on successful tryout*

Description: This course is designed to teach advanced conditioning principles for the design and implementation of our out-of-season training programs in preparation for varsity sport competition. Subsequent enrollment in additional semesters will provide the student an opportunity for added skill competency development. May be taken a total of four times. 54 hours laboratory. (Letter Grade, or Pass/No Pass option.)

## LIBRARY (LIB)

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**LIB-1**  
**Introduction to Information Literacy** **1.00 unit**  
 UC, CSU

*Prerequisite: None*

Description: Presents the fundamentals of the effective use of libraries to find, evaluate, interpret, and organize information online and in print; and to answer research questions and develop new ones. Students will develop an understanding of access to and ethical use of information through the use of retrieval systems. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)

## MANAGEMENT (MAG)

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**MAG-44**  
**Principles of Management** **3.00 units**  
 CSU

*Prerequisite: None.*

Description: For those who are in management, preparing for a potential promotion or interested in the management process. Includes the primary functions of planning, organizing, controlling, and leading as well as related skills such as team development, motivation and communication techniques, and quality management. Also, social responsibility and a global perspective are emphasized. 54 hours lecture. (Letter grade only)

**MAG-47**  
**Applied Business, Management Ethics** **3.00 units**  
 CSU

*Prerequisite: None.*

Description: An examination of ethical concerns in business decision making. Includes corporate, personal, global, governmental, public, environmental, product, and job-related issues. Case studies and corporate ethics programs and audits also covered. 54 hours lecture. (Same as BUS-47) (Letter Grade, or Pass/No Pass option)

**MAG-51**  
**Elements of Supervision** **3.00 units**

*Prerequisite: None.*

Description: Gives an overview of responsibilities of a supervisor in industry including organizational structure, training, work assignments, productivity, quality control, evaluations, and management-employee relations. 54 hours lecture. (Letter Grade, or Pass/No Pass option)

**MAG-52**  
**Employee Training and Development** **3.00 units**  
*Prerequisite: None.*

Description: This course examines the forces influencing employee development through various methods such as training, strategic thinking, needs assessments, training evaluation, learning theories, e-learning and career development. 54 hours lecture. (Letter grade only)

**MAG-53**  
**Human Relations** **3.00 units**  
*Prerequisite: None.*

Description: A practical application of basic psychology in building better employer-employee relationships. Examines effective human relation techniques. 54 hours lecture. (Letter Grade, or Pass/No Pass option)

**MAG-54**  
**Hrm: Employee Labor Relations** **3.00 units**  
*Prerequisite: None.*

Description: A framework for studying labor relations as a system for balancing employment relationship goals and the rights of labor and management by examining; labor law, bargaining, unions, employment contracts, grievances, the history of labor relations and ethics. 54 hours lecture. (Letter grade or Pass/No Pass option)

**MAG-56**  
**Human Resources Management** **3.00 units**  
*Prerequisite: None.*

Description: Examines the manager's responsibility for implementing human resources applications involving the selection, training, evaluation, motivation and promotion of personnel. Compares and contrasts alternatives leading to innovative and socially responsible solutions to current employee relations issues with the workplace. 54 hours lecture. (Letter Grade, or Pass/No Pass option)

**MAG-60**  
**Introduction to Hospitality Management** **3.00 units**  
 (C-ID:HOSP 100)  
*Prerequisite: None.*

Description: An introduction to hospitality management covering travel and tourism, resorts, clubs, casinos, lodging, and food and beverage industries with consideration given to issues in environment, technology, ethics, and international arena. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**MAG-62**  
**Restaurant/Hotel Mgmt** **3.00 units**  
*Prerequisite: None.*

Description: Management techniques and concepts in providing service within the restaurant and hotel industries; Course is designed to train future food service, hotel, or hospitality industry executives. 54 hours lecture. (Letter grade only)

**MAG-70****Introduction to Organization Development** 3.00 units*Prerequisite: None.**Advisory: MAG-44.*

Description: This is a study of organization-wide, planned efforts to increase organizational effectiveness using planned interventions by managers. Multiple intervention techniques, such as diagnostic activities, team building, process consulting, coaching and goal setting are covered. 54 hours lecture. (Letter Grade, or Pass/No Pass option)

**MAG-200****Management Work Experience** 1.00 - 4.00 units  
CSU*Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

Description: Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester. (Letter grade or Pass/No Pass option)

**MKT-40****Advertising** 3.00 units  
CSU*Prerequisite: None.*

Description: Economic, professional, persuasive and technical aspects of advertising, publicity and propaganda, and their relation to sociology and psychology. Campaign organization, research and media of communication. Analysis and discussion of situation problems, mass motivation, consumer action and legal restraints. 54 hours lecture. (Letter Grade, or Pass/No Pass option)

**MKT-41****Techniques of Selling** 3.00 units  
CSU*Prerequisite: None*

Description: Examines the key topics of how to locate, qualify and approach prospects; how to deliver the sales presentation, how to meet objections and how to close the sale. The analysis of behavioral, ethical, and philosophical factors as applied to the selling function globally. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**MKT-42****Retail Management** 3.00 units  
CSU*Prerequisite: None*

Description: Merchandising analysis of the changing concepts and business objectives of retailing. Management philosophies, strategies, and functions (from individual to multi-unit firms). Social and economic forces on decisions concerning location and operational policies. Analysis of forms of retailing, such as foods, motels, service stations, and direct channels. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

## MARKETING (MKT)

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**MKT-20****Principles of Marketing** 3.00 units  
CSU*Prerequisite: None.**Advisory: BUS-10.*

Description: Examines the role of marketing as it relates to society and economic development. The course will analyze products, consumer, marketing research and strategic market planning. The course will survey with a global perspective, the selection of target markets as well as the development of the marketing mix - place, product, price and promotion. 54 hours lecture. (Letter grade only)

**MKT-30****Fashion Merchandising** 3.00 units  
CSU*Prerequisite: None.*

Description: An in-depth study of the fashion merchandising field; emphasis on development and growth of fashion merchandising; retail and vendor methods of operation and distribution; the influence of promotion, advertising, and publicity on consumer demand. Examination of current trends. Career opportunities that exist in the fashion field. 54 hours lecture. (Letter grade or Pass/No Pass option)

**MKT-50****Marketing Research** 3.00 units  
CSU*Prerequisite: None.*

Description: An introduction to various research methodologies useful in the marketing environment. This course will focus on development, execution, and application of marketing research, pulling it all together with completion of a marketing research project. 54 hours lecture. (Letter grade only)

**MKT-200****Marketing Work Experience** 1.00 - 4.00 units  
CSU*Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

Description: Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester. (Letter grade or Pass/No Pass option)

## MATHEMATICS (MAT)

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### MAT-1A

#### Calculus I

(C-ID:MATH 210)

**4.00 units**

UC, CSU

*Prerequisite: MAT-10 or MAT-23 or qualifying placement level.*

Description: Functions, limits, continuity, techniques and applications of differentiation, the Fundamental Theorem of Calculus, and basic integration. 72 hours lecture and 18 hours laboratory. (Letter Grade or Pass/No Pass option)

### MAT-1B

#### Calculus II

(C-ID:MATH 220)

**4.00 units**

UC, CSU

*Prerequisite: MAT-1A*

Description: Techniques of integration, applications of integration, improper integrals, infinite sequences and series, parametric equations, and polar coordinates. 72 hours lecture and 18 hours laboratory. (Letter Grade, or Pass/No Pass option.)

### MAT-1C

#### Calculus III

(C-ID:MATH 230)

**4.00 units**

UC, CSU

*Prerequisite: MAT-1B*

Description: Vectors in a plane and in space, vector functions, calculus on functions of multiple variables, partial derivatives, multiple integrals, line and surface integrals, Green's theorem, Stokes' theorem, Divergence theorem, and elementary applications to the physical and life sciences. 72 hours lecture 18 hours lecture. (Letter grade or Pass/No Pass option)

### MAT-2

#### Differential Equations

(C-ID:MATH 240)

**4.00 units**

UC, CSU

*Prerequisite: MAT-1B*

Description: This is a course in differential equations including both quantitative and qualitative methods as well as applications from a variety of disciplines. Introduces the theoretical aspects of differential equations, including establishing when solution(s) exists, and techniques for obtaining solutions, including linear first and second order differential equations, series solutions, Laplace transforms, linear systems, and elementary applications to the physical and biological sciences. 72 hours lecture. (Letter Grade, or Pass/No Pass option.)

### MAT-3

#### Linear Algebra

(C-ID:MATH 250)

**3.00 units**

UC, CSU

*Prerequisite: MAT-1B.*

Description: Examines elementary vector space concepts and geometric interpretations and develops the techniques and theory to solve and classify systems of linear equations. Solution techniques include Gaussian and Gauss-Jordan elimination, Cramer's rule and inverse matrices. Investigates the properties of vectors in two, three and finite dimensions, leading to the notion of an abstract vector space. Vector space and matrix theory are presented including topics such as determinants, linear independence, bases and dimension of a vector space, linear transformations and their matrix representations, inner products, norms, orthogonality, eigenvalues, eigenvectors, and eigenspaces. Selected applications of linear algebra are included. 54 hours lecture. (Letter Grade, or Pass/No Pass option)

### MAT-5

#### Calculus for Business and Life Science

(C-ID:MATH 140)

**4.00 units**

UC, CSU

*Prerequisite: MAT-35 or appropriate placement.*

Description: A study of the techniques of calculus for majors in business, business administration, life and social sciences. Emphasis on problem solving and applications. Topics include: Functions, graphs, limits, derivatives, integrals, exponential and logarithmic functions. 72 hours lecture. (Letter Grade or Pass/No Pass option.)

### MAT-10

#### Precalculus

(C-ID:MATH 155)

**5.00 units**

UC, CSU

*Prerequisite: MAT-36 or appropriate placement*

Description: Preparation for calculus: Polynomial, absolute value, radical, rational, exponential, logarithmic, and trigonometric functions and their graphs; analytic geometry, polar coordinates, sequences, and series. Students cannot receive credit for MAT 10 if they have already received credit for MAT 23. 90 hours lecture. (Letter Grade or Pass/No Pass option)

### MAT-11

#### College Algebra

(C-ID:MATH 155)

**4.00 units**

UC, CSU

*Prerequisite: MAT-35 or qualifying placement level*

Description: This course is intended for students majoring in Liberal Arts and Humanities. The topics covered in this course develop the understanding and use of real-world applications of polynomial, radical, rational, absolute value, exponential and logarithmic functions; systems of equations; polynomial equations; permutations and combinations; analytic geometry; and linear programming. 72 hours lecture. (Letter Grade or Pass/No Pass option)

**MAT-12****Statistics**

(C-ID:SOCI 125)

**4.00 units**

UC, CSU

*Prerequisite: MAT-35 or MAT-37 or MAT-42 or qualifying placement level.*

Description: A comprehensive study of measures of central tendency and variation, correlation and linear regression, probability, the normal distribution, the t-distribution, the chi-square distribution, estimation, testing of hypotheses, analysis of variance, and the application of statistical software to data, including the interpretation of the relevance of the statistical findings. Applications using data from business, education, health science, life science, psychology, and the social sciences will be included. 72 hours lecture. (Letter Grade, or Pass/No Pass option.)

**MAT-12H****Honors Statistics**

(C-ID:MATH 110)

**4.00 units**

UC, CSU

*Prerequisite: MAT-35 or MAT-37 or MAT-42 or qualifying placement level.*

Description: A comprehensive study of measures of central tendency and variation, correlation and linear regression, probability, the normal distribution, the t-distribution, the chi-square distribution, estimation, testing of hypotheses, analysis of variance, and the application of statistical software to data, including the interpretation of the relevance of the statistical findings. Applications using data from business, education, health science, life science, psychology, and the social sciences will be included. Honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher-level critical thinking skills. Students may not receive credit for both MAT-12 and MAT-12H. 72 hours lecture. (Letter Grade or Pass / No Pass option.)

**MAT-15****Statway II****5.00 units**

UC, CSU

*Prerequisite: MAT-45*

Description: The second semester of a two-semester course that introduces the concepts of probability and statistics with requisite arithmetic and algebraic topics integrated throughout. It is structured to serve students planning to transfer and continue studies in humanities or social sciences. Statistics topics emphasize data analysis and include basic concepts of probability; confidence intervals; hypothesis tests for means, proportions, and variance; chi-squared tests; and ANOVA (Analysis of Variance). Algebra topics include proportional relationships (including variation) with applications, expressions, linear functions, and exponential functions. Learning strategies for success with an emphasis on study skills, resource acquisition, and maintaining a positive perspective towards learning are also discussed and applied. Both parts of Statway must be completed with a grade of "C" or better to receive credit for a transfer-level statistics course. 72 hours lecture and 54 hours laboratory. (Letter grade or Pass/No Pass)

**MAT-23****Trigonometry and Precalculus****6.00 units**

UC, CSU

*Prerequisite: MAT-35 or qualifying placement level.*

Description: An accelerated college level math course designed to prepare students for calculus. Students will study polynomial, absolute value, radical, rational, exponential, and logarithmic functions, analytic geometry, and polar coordinates. The study of trigonometric functions, their inverses and their graphs, identities and proofs related to trigonometric expressions, trigonometric equations, solving right triangles, solving triangles using the Law of Cosines and the Law of Sines, and an introduction to vectors. Students who receive credit for MAT 23 cannot receive credit for MAT 10 and MAT 36. 90 hours lecture and 54 hours laboratory. (Letter Grade or Pass/No Pass option.)

**MAT-25****Mathematics for the Liberal Arts Student****3.00 units**

UC, CSU

*Prerequisite: MAT-35 or MAT-42 or qualifying placement level*

Description: A college level survey course of selected topics from the history and development of mathematics, patterns and inductive reasoning, set theory and deductive reasoning, geometry, probability, statistics, and problem solving. You may cover 2 of the following topics: dimensional analysis, geometry, mathematics of different bases, or development of numerical systems from ancient cultures. It is designed for students majoring in liberal arts, education, or communication. Calculators or computers may be used for selected topics. 54 hours of lecture. (Letter grade or Pass/No Pass option)

**MAT-26****Math for Elementary School Teachers****3.00 units**

UC, CSU

*Prerequisite: MAT-35 or qualifying placement level*

Description: This course is designed for pre-service elementary school teachers. The course will examine five content areas: numeration; number theory; properties of numbers; problem solving; and curriculum standards. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**MAT-35****Intermediate Algebra****5.00 units**

*Prerequisite: MAT-52*

Description: The concepts introduced in elementary algebra are presented again, but in greater depth. In addition to basic algebraic operations and graphing, students are introduced to functions, inverse functions, exponential and logarithmic functions, complex numbers, conic sections, nonlinear systems of equations, and sequences and series. 90 hours lecture. (Letter Grade or Pass/No Pass option)

**MAT-36****Trigonometry**

(C-ID:MATH 851)

**4.00 units**

CSU

*Prerequisite: MAT-35 or Appropriate. placement.*

Description: The study of trigonometric functions, their inverses and their graphs; identities and proofs related to trigonometric expressions; solving trigonometric equations; solving right triangles; solving oblique triangles using the law of sines and cosines; polar coordinates; complex numbers; introduction to vectors and elements of geometry important to the foundation of trigonometry. 72 hours lecture. (Letter Grade or Pass/No Pass option)

**MAT-37****Pre-Statistics****5.00 units***Prerequisite: MAT-65 or qualifying placement level*

Description: This is an intensive course that prepares students for transfer-level Statistics. Topics include working with numerical information (fractions, decimals, percentages), evaluating expressions related to statistical formulas, graphical and numerical descriptive statistics for quantitative and categorical data. Two-way tables, linear correlation and regression and an introduction to normal distribution. There is a focus on reading, writing, and critical thinking skills needed for college statistics. This course is appropriate for students who do not plan to major in math, science, computer science, business, technology, engineering and calculus intense fields in the social sciences. 72 hours lecture and 54 hours lab. (Letter grade or pass/no pass option)

**MAT-45****Statway I****5.00 units***Prerequisite: MAT-64 or MAT-65, or qualifying placement level.**Advisory: ENG-50 or ENG-80 or REA-83, or qualification for English 1A.*

Description: The first semester of a two-semester course that introduces the concepts of probability and statistics with requisite arithmetic and algebraic topics integrated throughout. It is structured to serve students planning to transfer and continue studies in humanities or social sciences. Statistics topics emphasize data analysis and include methods for collecting data, graphical and numerical descriptive statistics, correlation, and simple linear regression. Learning strategies for success with an emphasis on study skills, resource acquisition, and maintaining a positive perspective towards learning are also discussed and applied. Both parts of Statway must be completed with a grade of "C" or better to receive credit for a transfer-level statistics course. (Letter grade Pass/No Pass)

**MAT-52****Elementary Algebra****5.00 units***Prerequisite: None*

Description: Examines the four basic operations of real numbers without the use of any calculating device. Variables will be covered as they are involved in polynomials, fractions, linear equations, quadratic equations, systems of equations, inequalities, exponential and radical expressions, and absolute value. Factoring, graphing, and word problem applications will also be included. 90 hours lecture. (Non-degree credit course. Letter grade, or Pass/No Pass option.)

**MAT-53****College Geometry****3.00 units***Prerequisite: MAT-52 or qualifying placement.*

Description: A course covering the study of plane geometry and three dimensional figures. These topics include angles, triangles, quadrilaterals, circles and solids, their formulas for measuring such figures, including perimeter, area and volume. Students create proofs of geometric concepts using postulates and theorems associated with geometric objects and their characteristics. 54 hours lecture. (Letter Grade or Pass/No Pass option)

**MAT-81****JumpStart for Elementary Algebra****1.00 unit***Prerequisite: None.*

Description: Review of content of MAT-65 including basic arithmetic, estimation, variables, linear equations and their graphs. This is a self-paced, computer-based course. A diagnostic test will determine areas needing review and students will be required to master the identified topics. 9 lecture hours and 27 laboratory hours. (Non-degree credit course) (Pass/No Pass only)

**MAT-82****JumpStart for Intermediate Algebra****1.00 unit***Prerequisite: None.*

Description: Review of content of MAT-52 including linear, quadratic, and rational expressions and equations, linear inequalities, radical expressions, linear systems and their applications, and absolute value. Factoring, graphing, and word problems applications will also be included. This is a self-paced, computer-based course. A diagnostic test will determine areas needing review and students will be required to master the identified topics. 9 lecture hours and 27 laboratory hours. (Non-degree credit course) (Pass/No Pass only)

**MAT-98****Academic Excellence Seminar****0.50 units***Prerequisite: None.**Limitation on enrollment: Concurrent enrollment in First-year Experience Program.*

Description: Interactive seminar designed to augment students learning skills and experience in mathematics. May be taken a total of two times. 27 hours laboratory. (Non-degree credit course) (Pass/No Pass only)

**MAT-105****Corequisite Support for Math 5****2.00 units***Prerequisite: Appropriate Placement.**Corequisite: MAT-5.*

Description: A concurrent co-requisite course containing geometry and algebra concepts designed to support students in Calculus for Business and Life Science. Topics include a review of skills developed in geometry and intermediate algebra: area and volume, factoring, graphing, operations on rational and radical expressions, linear, exponential and logarithmic expressions and equations, functions including composition and inverses, and an in-depth focus on linear and quadratic functions. Topics are taught strategically throughout the semester to provide a "just in time" instruction of skills needed to master concepts in MAT 5 as they arise in that course. A diverse approach to problem solving processes and enhancement of study strategies will prepare the student for later university courses. 36 hours lecture. (Pass/No Pass only)



**MAT-112****Corequisite Support for Math 12****2.00 units***Prerequisite: Appropriate Placement.**Corequisite: MAT-12.*

Description: A concurrent corequisite course containing arithmetic and algebraic concepts designed to support students in Statistics. Topics include a review of skills developed in algebra: order of operations, scientific notation, conversion between fractions, decimals, and percents, solving linear equations, and using the symbols, notation, and vocabulary of algebra. Topics are taught strategically throughout the semester to provide a "just in time" instruction of skills needed to master concepts in MAT-12 as they arise in that course. A diverse approach to problem solving processes and enhancement of study strategies will prepare the student for later university courses. 36 hours lecture. (Pass/No Pass only)

**MAT-125****Corequisite Support for Mat-25****2.00 units***Prerequisite: Appropriate Placement**Corequisite: MAT-25.*

Description: A concurrent corequisite course containing algebra concepts designed to support the students taking MAT-25 (Mathematics for Liberal Arts Students). Topics include a review of skills from an elementary and intermediate algebra course: Rounding integer values, translating phrases into mathematical expressions, solving problems using percent and decimals, evaluating expressions containing exponents, solving linear equations, applying the four basic operations to real numbers, graphing and writing linear equations using slope and y-intercept, and simplifying expressions using order of operations. Topics are taught strategically throughout the semester to provide "just in time" instruction of skills needed to master concepts in MAT 25 as they arise in that course. A diverse approach to problem solving processes and enhancement of study strategies will prepare the student for later university courses. 36 hours lecture. (Pass/No pass only)

**MAT-136****Corequisite Support for Mat-36****2.00 units***Prerequisite: Appropriate Placement.**Corequisite: MAT-36.*

Description: A concurrent corequisite course containing algebra concepts designed to support students in Trigonometry. Topics include a review of skills developed in intermediate algebra: factoring, graphing linear and quadratic functions, operations on rational and radical expressions, linear and quadratic expressions and equations, and an in-depth focus on operations on functions, including composition and inverses. Topics are taught strategically throughout the semester to provide a "just in time" instruction of skills needed to master concepts in MAT-36 as they arise in that course. A diverse approach to problem solving processes and enhancement of study strategies will prepare the student for later university courses. 36 hours lecture. (Pass/No Pass only)

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**MILITARY SCIENCE (MIL)**
**MIL-1****Military History of the United States to 1900****3.00 units**

UC, CSU

*Prerequisite: None.**Advisory: REA-83.*

Description: An examination of the evolution of American military and naval practices and institutions as they have developed through the major wars involving the United States up to 1900. Includes discussions of leadership, technology and service. 54 hours lecture. (Same as HIS-11) (Letter grade only)

**MIL-2****Military History of the United States Since 1900****3.00 units**

UC, CSU

*Prerequisite: None.**Advisory: REA-83.*

Description: An examination of the evolution of American military and naval practices and institutions as they have developed through major wars of the twentieth and twenty-first centuries. Includes discussions of leadership, technology and service. 54 hours lecture. (Same as HIS-12) (Letter grade only)

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**MUSIC (MUS)**
**MUS-1****Teaching Music to Young Children****3.00 units**

CSU

*Prerequisite: None.*

Description: Instruction in teaching music to young children. Emphasis will be on music for early childhood ages 3-8. Musical elements and theory will be introduced through activities appropriate for children. 54 hours lecture. (Letter grade only)

**MUS-3****Fundamentals of Music****4.00 units**

(C-ID:MUS 110 MUS 125)

UC, CSU

*Prerequisite: None**Advisory: MUS-32A or concurrent enrollment in another class piano course.*

Description: Through guided music notation and analysis, Fundamentals of Music incorporates the following concepts: Rhythm and meter; basic properties of sound; intervals; diatonic scales and triads; diatonic chords; basic cadential formulas and phrase structure; dominant seventh; figured bass symbols; and non-harmonic tones. Development of skills in handwritten notation is expected. Laboratory includes sight singing and ear training activities that incorporate melodic, harmonic, and rhythmic dictation. Keyboard activities require the playing of major and minor scales, modes, triads, and seventh chords. 54 hours lecture and 54 hours laboratory. (TBA option). (Letter grade only)

**MUS-4**  
**Music Theory I** **4.00 units**  
 (C-ID:MUS 130 MUS 135) UC, CSU

*Prerequisite: MUS-3 or the equivalent.*

*Advisory: MUS-32B or concurrent enrollment in another class piano course.*

Description: Through guided composition and analysis, Music Theory I incorporates the following concepts: Rhythm and meter; basic properties of sound; intervals; diatonic scales, triads, and seventh chords; basic cadential formulas and phrase structures; figured bass; non-harmonic tones; first-species counterpoint; and voice leading involving 4-part chorale writing. Development of skills in handwritten music notation is expected. Laboratory includes sight singing and ear training activities that incorporate melodic, harmonic, and rhythmic dictation. Keyboard activities require the playing of chord progressions, modes, and scales in all major and minor keys. 54 hours lecture and 54 hours laboratory. (TBA option) (Letter grade only)

**MUS-5**  
**Music Theory II** **4.00 units**  
 (C-ID:MUS 140 MUS 145) UC, CSU

*Prerequisite: MUS-4 or the equivalent.*

*Advisory: Concurrent enrollment in an appropriate level piano class.*

Description: Continued study and application of techniques acquired during Music Theory I. In addition, through guided composition and analysis, Music Theory II includes: Common Practice period voice leading involving four-part chorale writing; diatonic harmony; chromatic harmony; secondary/applied chords; modulation; borrowed chords; the Neapolitan chord; augmented sixth chords; and an introduction to binary and ternary forms. Laboratory includes chromatic sight singing and ear training activities that incorporate melodic, harmonic, and rhythmic dictation. Keyboard activities require the playing of chromatic chord progressions. 54 hours lecture and 54 hours laboratory. (TBA option) (Letter grade only)

**MUS-6**  
**Music Theory III** **4.00 units**  
 (C-ID:MUS 150 MUS 155) UC, CSU

*Prerequisite: MUS-5 or the equivalent.*

*Advisory: Concurrent enrollment in an appropriate level piano class.*

Description: Continued study and application of techniques acquired during Music Theory II. In addition, through writing and analysis, Music Theory III includes Common Practice period and 20th Century techniques such as: Borrowed chords and modal mixture; chromatic mediants; Neapolitan and augmented sixth chords; 9th, 11th and 13th chords; extended tertian harmony; polyharmony; quartal and secundal harmony; pandiatonicism; serialism; and aleatoric music. Laboratory includes post-Romantic and post-tonal sight singing and ear training activities that incorporate melodic, harmonic and rhythmic dictation. Keyboard activities require the playing of post-Romantic and post-tonal materials. 54 hours lecture and 54 hours laboratory. (TBA option) (Letter grade only)

**MUS-8A**  
**Music Technology I** **3.00 units**  
 CSU

*Prerequisite: None.*

Description: This course is an introduction to recording, editing, mixing and mastering MIDI and digital audio using a computer-based MIDI/Digital Audio Workstation. Students who complete the course are eligible to take the Avid Pro Tools 101 exam which is the first step towards Avid Pro Tools user certification. 36 hours lecture and 54 hours laboratory. (TBA option) (Letter grade only)

**MUS-8B**  
**Music Technology II** **3.00 units**  
 CSU

*Prerequisite: MUS-8A.*

Description: A continuation of concepts introduced in Music Technology I, including intermediate techniques for sequencing, editing, recording, and mixing MIDI and digital audio using a computer-based Digital Audio Workstation. Students who complete this course are given the opportunity to take Avid's Pro Tools 110 exam, leading to Pro Tools User Certification. 36 hours lecture and 54 hours laboratory. (TBA option) (Letter grade only)

**MUS-9**  
**MIDI/Digital Audio Composition and Film Scoring** **3.00 units**  
 CSU

*Prerequisite: MUS-8B.*

Description: This course provides practical experience in creating original music compositions and film scores using a computer-based MIDI/Digital Audio Workstation. 36 hours lecture and 54 hours laboratory. (TBA option) (Letter grade only)

**MUS-10**  
**MIDI/Digital Audio Music Production** **3.00 units**  
 CSU

*Prerequisite: MUS-8B.*

Description: This course provides practical experience in recording, editing, mixing and mastering music using a computer-based MIDI/Digital Audio Workstation. 36 hours lecture and 54 hours laboratory. (TBA option) (Letter grade only)

**MUS-11**  
**Studio Recording Techniques** **3.00 units**  
 CSU

*Prerequisite: MUS-8A or FTV-73*

Description: Introduction to and practical experience in studio recording through the use of microphones, cables, mixing boards, signal processors, computers and digital-audio software. Emphasis on small-group lecture and demonstration with hands on practice and experience. Students work with others in theater, television, and music to record audio in a recording studio setting. 36 hours lecture and 54 hours laboratory (TBA option). (Letter grade only)

<p><b>MUS-12</b>  <b>Applied Piano II</b>  (C-ID:MUS 160) <b>3.00 units</b>  UC, CSU</p> <p><i>Prerequisite: None</i></p> <p><i>Limitation on Enrollment (e.g. Performance tryout or audition): Audition on or before the first class meeting.</i></p> <p><i>Corequisite: MUS-P36 or MUS-P76 or enrollment in another one or two unit large ensemble course.</i></p> <p>Description: Advanced individual piano instruction for students preparing to audition, transfer, or for those who wish to perform in a recital or study at an advanced level. Each student must complete a minimum of 10.125 hours per week in a combination of individualized practice, lessons, concert attendance and individual performance. Enrollment in subsequent semesters ensures uninterrupted study for students preparing to transfer as music majors. May be taken a total of four times. 162 hours laboratory. (TBA option)(Letter grade only)</p>	<p><b>MUS-22</b>  <b>Survey of Music Literature</b> <b>3.00 units</b>  UC, CSU</p> <p><i>Prerequisite: MUS-3.</i></p> <p>Description: Survey of the major style periods and composers in the history of Western music including the study and analysis of musical scores. Designed as a survey of music literature for students who have a working knowledge of musical notation and can follow an open score including the analysis of motives, themes, harmony and form of a composition. 54 hours lecture. (Letter Grade only)</p>
<p><b>MUS-19</b>  <b>Music Appreciation</b> <b>3.00 units</b>  (C-ID:MUS 100) UC, CSU</p> <p><i>Prerequisite: None.</i></p> <p>Description: A broad survey of music in the Western world, including terminology for describing musical elements, forms, and styles. Organized to acquaint students with the roles of music and musicians in society and with representative musical selections through listening, reading, writing, and live performance. 54 hours lecture. (Letter grade only)</p>	<p><b>MUS-23</b>  <b>History of Rock and Roll</b> <b>3.00 units</b>  UC, CSU</p> <p><i>Prerequisite: None.</i></p> <p>Description: A comprehensive study of rock and roll music from its origins to the present with emphasis on the historical, musical, and sociological influences. Study includes listening to music and identifying stylistic trends and influential artists. 54 hours lecture. (Letter grade only)</p>
<p><b>MUS-20</b>  <b>Great Composers and Music Masterpieces Before 1820</b> <b>3.00 units</b>  UC, CSU</p> <p><i>Prerequisite: None.</i></p> <p><i>Advisory: ENG-1A or ENG-1AH.</i></p> <p>Description: Emphasis on biography, history, and masterpieces of classical in European music from its inception to 1820 with an emphasis on writing about music and research. Focus on writing about great composers and listening to their music in the historical context, from the Medieval, Renaissance, Baroque, and Classic periods. 54 hours lecture. (Letter grade only)</p>	<p><b>MUS-25</b>  <b>Jazz Appreciation</b> <b>3.00 units</b>  UC, CSU</p> <p><i>Prerequisite: None.</i></p> <p>Description: A comprehensive study of jazz from its origins to the present day. Study will be centered on influential composers, instrumentalists, vocalists and arrangers. There will also be an introduction to, and study of, musical elements such as instrumentation, lyrics, form, rhythm and harmony. 54 hours lecture. (Letter grade only)</p>
<p><b>MUS-21</b>  <b>Great Composers and Music Masterpieces After 1820</b> <b>3.00 units</b>  UC, CSU</p> <p><i>Prerequisite: None.</i></p> <p><i>Advisory: ENG-1A or ENG-1AH.</i></p> <p>Description: Emphasis on biography, history, and masterpieces of classical music from 1820 to the present with an emphasis on writing about music and research. Focus on major composers and composed music from Beethoven through the 21st century. Begins with Beethoven's late period and continues with European traditions throughout the 19th century. Music in the Americas and in Europe is included in the study of the 20th and 21st centuries. 54 hours lecture. (Letter grade only)</p>	<p><b>MUS-26</b>  <b>Film Music Appreciation</b> <b>3.00 units</b>  UC, CSU</p> <p><i>Prerequisite: None.</i></p> <p>Description: A study of film music in the United States from 1927 to the present day. Study will be centered on originally composed scores by prominent composers and arrangers. 54 hours lecture. (Letter grade only)</p> <p><b>MUS-28</b>  <b>Riverside Community Symphony</b> <b>2.00 units</b>  (C-ID:MUS 180) UC, CSU</p> <p><i>Prerequisite: None.</i></p> <p><i>Limitation on enrollment: Audition on or before the first class meeting.</i></p> <p>Description: Study, rehearsal, and public performance of symphony orchestra literature, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 108 hours laboratory. (TBA option) (Letter grade only)</p>

<p><b>MUS-29</b>  <b>Concert Choir</b> <span style="float: right;"><b>1.00 unit</b></span>  (C-ID:MUS 180) <span style="float: right;">UC, CSU</span>  <i>Prerequisite: None.</i>  <i>Limitation on enrollment: Audition on or before the first class meeting.</i>  Description: Study, rehearsal, and public performance of choral literature, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 54 hours laboratory. (TBA option) (Letter grade only)</p>	<p><b>MUS-32D</b>  <b>Class Piano IV</b> <span style="float: right;"><b>1.00 unit</b></span>  UC, CSU  <i>Prerequisite: MUS-32C or the equivalent.</i>  Description: Culmination of keyboard skills previously studied with a focus on increasing keyboard facility for playing major and minor scales and arpeggios, diatonic chord progressions, harmonizing melodies, modulating, transposing, accompanying, simple score reading, sight reading, and performance of piano pieces from the standard classical piano teaching literature. 54 hours laboratory. (Letter grade only)</p>
<p><b>MUS-30</b>  <b>Class Voice</b> <span style="float: right;"><b>1.00 unit</b></span>  UC, CSU  <i>Prerequisite: None.</i>  Description: Group study of vocal production, voice techniques, diction and interpretation. Opportunity provided for individual attention and performance. 54 hours laboratory. (Letter grade only)</p>	<p><b>MUS-33</b>  <b>Vocal Jazz Ensemble</b> <span style="float: right;"><b>2.00 units</b></span>  (C-ID:MUS 180) <span style="float: right;">UC, CSU</span>  <i>Prerequisite: None.</i>  <i>Limitation on enrollment: Audition on or before the first class meeting.</i>  Description: Study, rehearsal, and public performance of vocal jazz literature, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 108 hours laboratory. (TBA option) (Letter grade only)</p>
<p><b>MUS-31</b>  <b>College Choir</b> <span style="float: right;"><b>1.00 unit</b></span>  (C-ID:MUS 180) <span style="float: right;">UC, CSU</span>  <i>Prerequisite: None.</i>  Description: A vocal ensemble of mixed voices dedicated to the study, rehearsal, and performance of a variety of choral literature. May be taken a total of four times. 54 hours laboratory. (Letter grade only)</p>	<p><b>MUS-35</b>  <b>Vocal Music Ensembles</b> <span style="float: right;"><b>1.00 unit</b></span>  (C-ID:MUS 180) <span style="float: right;">UC, CSU</span>  <i>Prerequisite: None.</i>  <i>Limitation on enrollment: Audition on or before the first class meeting.</i>  Description: Study, rehearsal, and public performance of baroque and classical vocal literature, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 54 hours laboratory. (TBA option) (Letter grade only)</p>
<p><b>MUS-32A</b>  <b>Class Piano I</b> <span style="float: right;"><b>1.00 unit</b></span>  UC, CSU  <i>Prerequisite: None.</i>  Description: This beginning course focuses on developing the skills needed for performing on piano, including reading from music notation, rhythm study, technique, expression, improvisation, harmonization, transposition, repertoire, and style study. 54 hours laboratory. (Letter grade only)</p>	<p><b>MUS-36</b>  <b>Instrumental Chamber Ensembles</b> <span style="float: right;"><b>1.50 units</b></span>  (C-ID:MUS 185) <span style="float: right;">UC, CSU</span>  <i>Prerequisite: None.</i>  <i>Limitation on enrollment: Audition on or before the first class meeting.</i>  Description: Study, rehearsal, and public performance of instrumental chamber ensemble literature, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 81 hours laboratory. (TBA option) (Letter grade only)</p>
<p><b>MUS-32B</b>  <b>Class Piano II</b> <span style="float: right;"><b>1.00 unit</b></span>  UC, CSU  <i>Prerequisite: MUS-32A or the equivalent.</i>  Description: Continuation of the skills studied in MUS 32A with a focus on techniques needed for performing on piano, including playing select major and parallel minor scales, reading music on the grand staff, tapping rhythms, harmonizing melodies using simple accompaniments, transposing, and simple score reading. 54 hours laboratory. (Letter grade only)</p>	<p><b>MUS-37</b>  <b>Class Guitar</b> <span style="float: right;"><b>1.00 unit</b></span>  UC, CSU  <i>Prerequisite: None.</i>  Description: Development of basic guitar playing skills, including reading from music notation, reading chord symbols, transposition, and playing open chords, barre chords, scales, and simple melodies. 54 hours laboratory. (Letter grade only)</p>

**MUS-38****Beginning Applied Music I**  
(C-ID:MUS 160)**2.00 units**  
UC, CSU*Prerequisite: None**Limitation on Enrollment (e.g. Performance tryout or audition): Audition on or before the first class meeting.*

Description: Vocal or instrumental instruction for students who are proficient performers and could benefit from individualized instruction as determined by audition. Course includes individual lessons, supervised practice, individual performance, and jury evaluations. Not designed for beginning students. May be taken a total of four times. 108 hours laboratory. (TBA option) (Letter grade only)

**MUS-39****Applied Music I**  
(C-ID:MUS 160)**3.00 units**  
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.**Corequisite: MUS-42 or enrollment in another one or two unit large ensemble course.*

Description: Vocal or instrumental instruction for students who are proficient performers and could benefit from individualized instruction as determined by audition. Each student must complete 10.125 hours per week in a combination of individualized practice, lessons, concert attendance and individual performance. Not designed for beginning students. May be taken a total of four times. 162 hours laboratory (TBA option) (Letter grade only)

**MUS-40****Class Percussion****1.00 unit**  
UC, CSU*Prerequisite: None.*

Description: Group study of percussion techniques and basic musicianship with an introduction to percussion instruments. 54 hours laboratory. (Letter grade only)

**MUS-41****Chamber Singers**  
(C-ID:MUS 180)**2.00 units**  
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

Description: Study, rehearsal, and public performance of literature for vocal chamber ensemble, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 108 hours laboratory. (TBA option) (Letter grade only)

**MUS-42****Wind Ensemble**  
(C-ID:MUS 180)**2.00 units**  
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

Description: Study, rehearsal, and public performance of wind ensemble literature, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 108 hours laboratory. (TBA option) (Letter grade only)

**MUS-43A****Jazz Improvisation and Theory I****1.00 unit**  
UC, CSU*Prerequisite: None.*

Description: This beginning course focuses on basic jazz improvisation skills and theory. Instruction is delivered within a jazz combo setting. 54 hours laboratory. (TBA option) (Letter grade only)

**MUS-43B****Jazz Improvisation and Theory II****1.00 unit**  
UC, CSU*Prerequisite: MUS-43A.*

Description: This intermediate course further develops the skills introduced in MUS-43A, focusing on intermediate jazz improvisation skills and theory. Instruction is delivered within a jazz combo setting. 54 hours laboratory. (TBA option) (Letter grade only)

**MUS-43C****Jazz Improvisation and Theory III****1.00 unit**  
UC, CSU*Prerequisite: MUS-43B.*

Description: This advanced course further develops the skills introduced in MUS-43B, focusing on advanced jazz improvisation skills and theory. Instruction is delivered within a jazz combo setting. 54 hours laboratory. (TBA option) (Letter grade only)

**MUS-44****Jazz Ensemble**  
(C-ID:MUS 180)**2.00 units**  
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

Description: Study, rehearsal, and public performance of literature written for instrumental jazz ensemble, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 108 hours laboratory. (TBA option) (Letter grade only)

<p><b>MUS-48</b>  <b>Marching Band</b> <b>3.00 units</b>  (C-ID:MUS 180) UC, CSU  <i>Prerequisite: None.</i>  <i>Limitation on enrollment: Audition on or before the first class meeting.</i>  Description: Study, rehearsal, and public performance of literature for marching band, with an emphasis on the development of skills needed to perform within a marching band. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 162 hours laboratory. (TBA option) (Letter grade only)</p>	<p><b>MUS-53</b>  <b>Keyboard Proficiency</b> <b>1.00 unit</b>  UC, CSU  <i>Prerequisite: MUS-32D or the equivalent.</i>  Description: Preparation for the keyboard proficiency examinations required of entering music majors and minors at transfer institutions. Designed for students with extensive prior piano experience. 54 hours laboratory. (Letter grade only)</p>
<p><b>MUS-49</b>  <b>Indoor Marching Percussion</b> <b>3.00 units</b>  UC, CSU  <i>Prerequisite: None.</i>  <i>Limitation on enrollment: Audition on or before the first class meeting.</i>  Description: This course is for the study, rehearsal, and performance of indoor marching percussion literature, with an emphasis on the development of skills needed to perform within an indoor marching percussion ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 162 hours laboratory. (TBA option) (Letter grade only)</p>	<p><b>MUS-54</b>  <b>Community Jazz Ensemble</b> <b>0.50 units</b>  UC, CSU  <i>Prerequisite: None</i>  <i>Limitation on enrollment: Audition on or before the first class meeting.</i>  Description: Study, rehearsal, and public performance of literature written for community jazz orchestra, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 27 hours laboratory. (TBA option) (Letter grade only)</p>
<p><b>MUS-50</b>  <b>Master Chorale</b> <b>1.00 unit</b>  (C-ID:MUS 180) UC, CSU  <i>Prerequisite: None.</i>  <i>Limitation on enrollment: Audition on or before the first class meeting.</i>  Description: This course is for the study, rehearsal, and public performance of choral literature, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 54 hours laboratory. (TBA option) (Letter grade only)</p>	<p><b>MUS-55</b>  <b>Community Concert Band</b> <b>1.00 unit</b>  (C-ID:MUS 180) UC, CSU  <i>Prerequisite: None.</i>  <i>Limitation on enrollment: Audition on or before the first class meeting.</i>  Description: Study, rehearsal, and public performance of concert band literature, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 54 hours laboratory. (TBA option) (Letter grade only)</p>
<p><b>MUS-51</b>  <b>Men's Ensemble</b> <b>1.00 unit</b>  (C-ID:MUS 180) UC, CSU  <i>Prerequisite: None.</i>  <i>Limitation on enrollment: Audition on or before the first class meeting.</i>  Description: A select choir dedicated to the study, rehearsal, and public performance of variety of men's ensemble literature. May be taken a total of four times. 54 hours laboratory. (TBA option) (Letter grade only)</p>	<p><b>MUS-56</b>  <b>Intersession Concert Band</b> <b>0.50 units</b>  UC, CSU  <i>Prerequisite: None.</i>  <i>Limitation on enrollment: Audition on or before the first class meeting.</i>  Description: Study and rehearsal of concert band literature, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. May be taken a total of four times. 27 hours laboratory. (TBA option) (Letter grade only)</p>
<p><b>MUS-52</b>  <b>Recital Performance</b> <b>0.50 units</b>  UC, CSU  <i>Prerequisite: None</i>  <i>Limitation on Enrollment (e.g. Performance tryout or audition): High competence in a performance medium.</i>  <i>Corequisite: Concurrent enrollment in or prior completion of, MUS-39 or MUS-79 or MUS-P12 or MUS-12</i>  Description: Preparation and presentation of a 20-25 minute recital performance. 27 hours laboratory. (TBA option) (Letter grade only)</p>	<p><b>MUS-57</b>  <b>Gospel Singers</b> <b>1.00 unit</b>  (C-ID:MUS 180) UC, CSU  <i>Prerequisite: None.</i>  <i>Limitation on enrollment: Audition on or before first class meeting.</i>  Description: A mixed voices chorus for the study, rehearsal, and public performances of anthems, spirituals, and gospel music (traditional/contemporary). Emphasis is on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. This course is repeatable for credit the maximum times allowable by regulation. 54 hours laboratory. (Letter grade only)</p>

<p><b>MUS-58</b>  <b>Gospel Choir</b> <span style="float: right;"><b>1.00 unit</b></span>  (C-ID:MUS 180) <span style="float: right;">UC, CSU</span>  <i>Prerequisite: None.</i>  <i>Limitation on Enrollment: Audition on or before the first class meeting.</i>  Description: A choir of mixed voices dedicated to the study, rehearsal, and public performance of anthems, spirituals, and African American gospel (traditional/contemporary) music. May be taken a total of four times. 54 hours laboratory. (Letter grade only)</p>	<p><b>MUS-66</b>  <b>Indoor Color Guard</b> <span style="float: right;"><b>3.00 units</b></span>  <span style="float: right;">CSU</span>  <i>Prerequisite: None.</i>  <i>Limitation on enrollment: Audition on or before the first class meeting.</i>  Description: This course is for the rehearsal and performance of rifle, flag, and dance units, with an emphasis on the development of skills needed to perform color guard routines in a gymnasium setting. Different routines will be performed each semester. Participation in public performances is required. May be taken a total of four times. 162 hours laboratory. (TBA Option) (Letter grade only)</p>
<p><b>MUS-59</b>  <b>Winter Marching Band Clinic</b> <span style="float: right;"><b>1.00 unit</b></span>  <span style="float: right;">CSU</span>  <i>Prerequisite: None.</i>  <i>Limitation on enrollment: Basic skills on a band instrument and/or color guard equipment</i>  Description: This course is an introduction to the rehearsal and public performance of routines and literature for marching band, with an emphasis on the development of skills needed to perform within a marching band at local, regional, and international public events. Different routines and literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 54 hours laboratory. (TBA option) (Letter grade only)</p>	<p><b>MUS-67</b>  <b>Community Chamber Ensemble</b> <span style="float: right;"><b>1.00 unit</b></span>  (C-ID:MUS 180) <span style="float: right;">CSU</span>  <i>Prerequisite: None.</i>  <i>Limitation on enrollment: Previous experience on the instrument through private instruction and college orchestra performance. Audition on or before the first class meeting.</i>  Description: The study, rehearsal, and public performance of advanced instrumental chamber ensemble literature, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 54 hours laboratory. (TBA option) (Letter grade only)</p>
<p><b>MUS-60</b>  <b>Summer Marching Band Clinic</b> <span style="float: right;"><b>1.00 unit</b></span>  <span style="float: right;">CSU</span>  <i>Prerequisite: None.</i>  <i>Limitation on enrollment: Basic skills on a band instrument and/or color guard equipment.</i>  Description: This course is an introduction to the rehearsal and public performance of routines and literature for marching band, with an emphasis on the development of skills needed to participate in a marching band program. Different routines and literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 54 hours laboratory. (TBA option) (Letter grade only)</p>	<p><b>MUS-68</b>  <b>Community Symphony</b> <span style="float: right;"><b>2.00 units</b></span>  (C-ID:MUS 180) <span style="float: right;">UC, CSU</span>  <i>Prerequisite: None.</i>  <i>Limitation on enrollment: Audition on or before the first class meeting.</i>  Description: Study, rehearsal, and public performance of orchestral literature, with an emphasis on the development of skills needed to be a professional musician and section leader within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 108 hours laboratory. (TBA option) (Letter grade only)</p>
<p><b>MUS-61</b>  <b>Auxiliary Marching Units</b> <span style="float: right;"><b>3.00 units</b></span>  <span style="float: right;">CSU</span>  <i>Prerequisite: None.</i>  <i>Limitation on enrollment: Audition on or before the first class meeting.</i>  Description: This course is for the rehearsal and performance of rifle, flag, and dance units auxiliary to the marching band, with an emphasis on the development of skills needed to perform within a marching band. Different routines will be performed each semester. Participation in public performances is required. May be taken a total of four times. 162 hours laboratory. (TBA Option) (Letter grade only)</p>	<p><b>MUS-69</b>  <b>Festival Choir</b> <span style="float: right;"><b>1.00 unit</b></span>  (C-ID:MUS 180) <span style="float: right;">UC, CSU</span>  <i>Prerequisite: None.</i>  <i>Limitation on enrollment: Audition on or before the first class meeting.</i>  Description: An advanced large vocal group dedicated to the further study, rehearsal and public performance of complex choral repertoire from the Middle Ages to the 20th century, including major works with orchestra. Activities include concerts, festivals, and concert tours. Subsequent enrollment will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 54 hours laboratory. (TBA option) (Letter grade only)</p>
<p><b>MUS-65</b>  <b>Basic Musicianship</b> <span style="float: right;"><b>2.00 units</b></span>  <span style="float: right;">UC, CSU</span>  <i>Prerequisite: None.</i>  Description: An introduction to the basic knowledge and skills necessary to develop the ability to read music. Study of basic skills in music reading, ear training, sight-singing, melodic and harmonic dictation. 36 hours lecture. (Letter grade only) (Letter grade only)</p>	

**MUS-70****Guitar Lab Ensemble**  
(C-ID:MUS 180)**1.00 unit**  
UC, CSU*Prerequisite: MUS-37.**Limitation on enrollment: Audition on or before first class meeting.*

Description: Study and performance of beginning and intermediate literature for guitar ensemble. May be taken a total of four times. 54 hours laboratory. (Letter grade only)

**MUS-71****College Chorus**  
(C-ID:MUS 180)**1.00 unit**  
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

Description: An advanced vocal ensemble of mixed voices dedicated to the further study, rehearsal, and performance of a variety of choral literature. Different literature will be studied each semester. May be taken a total of four times. 54 hours laboratory. (Letter grade only)

**MUS-72****Group Keyboard Skills****1.00 unit**  
UC, CSU*Prerequisite: None.*

Description: Keyboard skills for advanced performance on keyboards in all keys. Includes skills for accompanying individuals and groups. Opportunity provided for group and individual performance. 17 hours lecture and 32 hours laboratory. (TBA option) (Letter grade only)

**MUS-73****Vocal Jazz Singers**  
(C-ID:MUS 180)**2.00 units**  
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

Description: Study, rehearsal, and public performance of literature written for vocal jazz ensemble, with an emphasis on the development of skills needed to be a professional musician and section leader within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 108 hours laboratory. (TBA option) (Letter grade only)

**MUS-74****Jazz Proficiency****1.00 unit**  
UC, CSU*Prerequisite: None.*

Description: Group and individual preparation for the jazz skills proficiency examinations required of entering music majors at transfer institutions. Opportunity provided for individual attention and performance. 54 hours laboratory. (TBA option) (Letter grade only)

**MUS-75****Advanced Vocal Ensembles**  
(C-ID:MUS 180)**1.00 unit**  
UC, CSU*Prerequisite: None.**Limitation on Enrollment: Audition on or before the first class meeting.*

Description: Study, rehearsal, and public performance of literature written for advanced vocal ensemble, with an emphasis on the development of skills needed to be a professional musician and section leader within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 108 hours laboratory. (TBA option) (Letter grade only)

**MUS-76****Advanced Instrumental Chamber Ensembles****1.50 units**  
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting*

Description: This course is for the study, rehearsal, and public performance of advanced instrumental chamber ensemble literature, with an emphasis on the development of skills needed to lead and perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 81 hours laboratory. (TBA option) (Letter grade only)

**MUS-77****Guitar Ensemble**  
(C-ID:MUS 180)**2.00 units**  
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

Description: Study, rehearsal, and public performance of literature for classical guitar ensemble, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 108 hours laboratory. (TBA option) (Letter grade only)

**MUS-78****Beginning Applied Music II****2.00 units**  
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

Description: Advanced vocal or instrumental instruction for students who are proficient performers and could benefit from individualized instruction as determined by audition. Course includes individual lessons, supervised practice, individual performance, and jury evaluations. Not designed for beginning students. Course may be taken a total of four times. 108 hours laboratory. (TBA option) (Letter grade only)



**MUS-79**

**Applied Music II** **3.00 units**  
(C-ID:MUS 160) UC, CSU

*Prerequisite: None.*

*Limitation on Enrollment: Audition on or before the first class meeting.*

*Corequisite: MUS-42 or enrollment in another one or two unit large ensemble course.*

Description: Advanced vocal or instrumental instruction for students who are proficient performers and could benefit from individualized instruction as determined by audition. Each student must complete a minimum of 10.125 hours per week in a combination of individualized practice, lessons, concert attendance and individual performance. Not designed for beginning students. May be taken a total of four times. 162 hours laboratory. (TBA option) (Letter grade only)

**MUS-80**

**Master Singers** **1.00 unit**  
(C-ID:MUS 180) UC, CSU

*Prerequisite: None.*

*Limitation on enrollment: Audition on or before the first class meeting.*

Description: A course for college and community singers to perform advanced choral music with orchestra. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of 4 times. 54 hours laboratory. (TBA option) (Letter grade only)

**MUS-81**

**Consort Singers** **2.00 units**  
(C-ID:MUS 180) UC, CSU

*Prerequisite: None.*

*Limitation on enrollment: Audition on or before the first class meeting.*

Description: Study, rehearsal, and public performance of literature written for vocal ensemble, with an emphasis on the development of skills needed to be a professional musician and section leader within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 108 hours laboratory. (TBA option) (Letter grade only)

**MUS-82**

**Wind Symphony** **2.00 units**  
(C-ID:MUS 180) UC, CSU

*Prerequisite: None.*

*Limitation on enrollment: Previous experience in performance of instrumental music. Audition on or before the first class meeting.*

Description: Study, rehearsal, and public performance of wind symphony literature, with an emphasis on the development of skills needed to be a professional musician and section leader within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 108 hours laboratory. (TBA option) (Letter grade only)

**MUS-83**

**Advanced Chamber Choir** **1.00 unit**  
(C-ID:MUS 180) UC, CSU

*Prerequisite: None.*

*Limitation on enrollment: Audition on or before the first class meeting.*

Description: Advanced chamber choir dedicated to the study, rehearsal, and public performance of a variety of chamber choral literature. Activities may include concerts, festivals, radio and TV broadcasts, and private appearances. May be taken a total of four times. 54 hours laboratory. (Letter grade only)

**MUS-84**

**Jazz Orchestra** **2.00 units**  
UC, CSU

*Prerequisite: None.*

*Limitation on Enrollment: Audition on or before the first class meeting.*

Description: Study, rehearsal, and public performance of literature written for instrumental jazz orchestra, with an emphasis on the development of skills needed to be a professional musician and section leader within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 108 hours laboratory. (TBA option) (Letter grade only)

**MUS-85**

**Intersession Chamber Ensembles** **0.50 units**  
(C-ID:MUS 180) UC, CSU

*Prerequisite: None.*

*Limitation on enrollment: Audition on or before the first class meeting.*

Description: Study and rehearsal of instrumental chamber ensemble literature, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. May be taken a total of four times. 27 hours laboratory. (TBA option) (Letter grade only)

**MUS-86**

**Intersession Jazz Ensemble** **0.50 units**  
(C-ID:MUS 180) UC, CSU

*Prerequisite: None.*

*Limitation on enrollment: Audition on or before the first class meeting.*

Description: Study and rehearsal of literature written for instrumental jazz ensemble, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. May be taken a total of four times. 27 hours laboratory. (TBA option) (Letter grade only)

**MUS-87**

**Applied Music Training** **1.00 unit**  
(C-ID:MUS 160) UC, CSU

*Prerequisite: None.*

Description: Vocal or instrumental instruction for students who are proficient performers and could benefit from individualized instruction as determined by audition. Each student must complete 54 hours in a combination of individualized practice, lessons, concert attendance and individual performance. Not designed for beginning students. Course may be taken a total of four times. 54 hours laboratory. (Letter grade only)

<p><b>MUS-88</b> <b>Pageantry Ensemble</b> <b>2.00 units</b> UC, CSU</p> <p><i>Prerequisite: None.</i> <i>Limitation on enrollment: Basic instrumental skills on a band instrument. Audition on or before the first class meeting.</i></p> <p>Description: Advanced skill development in playing and marching as part of the Marching Band program. Further participation in public performance such as half-time and field shows, parades and tours is an important part of the marching band schedule. May be taken a total of four times. 108 hours laboratory. (TBA option) (Letter grade only)</p>	<p><b>MUS-95</b> <b>Community Symphony Band</b> <b>1.00 unit</b> (C-ID:MUS 180) UC, CSU</p> <p><i>Prerequisite: None.</i> <i>Limitation on enrollment: The ability to sightread and perform music on either a wind, percussion, string, or keyboard instrument. Audition on or before the first class meeting.</i></p> <p>Description: Study and performance of symphony band literature. Appearances at college and community functions are made throughout the year. May be taken a total of four times. 54 hours laboratory. (TBA option) (Letter grade only)</p>
<p><b>MUS-89</b> <b>Music of Multicultural America</b> <b>3.00 units</b> UC, CSU</p> <p><i>Prerequisite: None.</i></p> <p>Description: A comparative and integrative study of the multicultural musical styles of the United States. Includes the musics of Native Americans, European Americans, African Americans, Chicano/Latino Americans, and Asian Americans, from their historical roots to the present. Analysis of musical traditions from a technical and a cultural perspective; and sequential development of listening and descriptive skills through a variety of media including films, recordings, and computer-assisted instruction. 54 hours lecture. (Letter grade only)</p>	<p><b>MUS-97</b> <b>Pep Band</b> <b>1.00 unit</b> CSU</p> <p><i>Prerequisite: None.</i> <i>Limitation on enrollment: Audition on or before the first class meeting.</i></p> <p>Description: This course is for the study, rehearsal, and performance of pep band literature, with an emphasis on the development of skills needed to perform within a pep band. Different literature will be studied each semester. Participation in public performances at college events is required. May be taken a total of four times. 54 hours laboratory. (TBA option) (Letter grade only)</p>
<p><b>MUS-92</b> <b>Basic Piano</b> <b>0.50 units</b> UC, CSU</p> <p><i>Prerequisite: None.</i></p> <p>Description: Group piano lessons for beginners. Emphasis on reading pitches and rhythms from music notation in treble and bass clefs, reading lead sheet notation for chords, and learning to play simple melodies and basic chords in a limited number of keys. 27 hours laboratory. (Letter grade only)</p>	<p><b>MUS-98</b> <b>Careers in Music</b> <b>3.00 units</b> CSU</p> <p><i>Prerequisite: None.</i></p> <p>Description: A survey of careers in music and closely-related fields, with emphasis on entrepreneurship, individual career options, and planning. Overview of the roles and responsibilities in music performance, education, composition, production, and business. Career research and planning. 54 hours lecture. (Letter grade only)</p>
<p><b>MUS-93</b> <b>The Business of Music</b> <b>3.00 units</b> (C-ID:CMUS 140 X) CSU</p> <p><i>Prerequisite: None.</i></p> <p>Description: An overview of the business side of performing, recording, and publishing music. Study of contracts, trademarks, copyrights, and marketing including the roles of personal managers, business managers, attorneys, and agents. Overview of songwriting, publishing, recordings, and royalties. Basics of touring, merchandising, and local arrangements. 54 hours lecture. (Letter grade only)</p>	<p><b>MUS-101</b> <b>Introduction to Music Technology</b> <b>3.00 units</b> CSU</p> <p><i>Prerequisite: MUS-3 or equivalent music fundamentals experience.</i></p> <p>Description: An introduction to the vocabulary, methods, concepts and devices of contemporary music technology, including software, hardware, and cloud-based applications for music creation, notation, recording/sequencing, assessment, and music education. Ideal for any student wishing to gain more knowledge in music technology. 54 hours lecture. (Letter grade only)</p>
<p><b>MUS-94</b> <b>Community Jazz Orchestra</b> <b>0.50 units</b> UC, CSU</p> <p><i>Prerequisite: None.</i> <i>Limitation on enrollment: Audition by instructor and previous experience in performance literature</i></p> <p>Description: Study and performance of literature written for the contemporary Community Jazz Orchestra. Literature selected will be for the expanded Jazz Orchestra, including French horns, harp, strings, double reeds, tuned percussion, and Musical Instrument Digital Interface (MIDI) equipped instruments. May be taken a total of four times. 27 hours laboratory. (TBA option) (Letter grade only)</p>	

**MUS-200****Music Work Experience****1.00 - 4.00 units**  
CSU*Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

Description: Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester. (Letter grade or Pass/No Pass option only)

**MUS-P11****Live Sound Techniques I****3.00 units**  
UC, CSU*Prerequisite: MUS-8A.*

Description: Introduction to and practical experience in live sound engineering, production, recording, and reinforcement through the use of microphone selection and techniques, cables and connections, monitoring systems, audio consoles, signal processors, amplifiers, front-of-house and PA systems, and digital recording devices. Emphasis on small-group lecture and demonstration with hands on practice and experience. Students work with others in theater, television, and music to reinforce audio in a live setting. 36 hours lecture and 54 hours laboratory (TBA option) (Letter grade only)

**MUS-P12****Applied Piano I**

(C-ID:MUS 160)

**3.00 units**  
UC, CSU*Prerequisite: None.**Limitation on Enrollment: Audition on or before the first class meeting.**Corequisite: MUS-P36 or MUS-P76 or enrollment in another one or two unit large ensemble course.*

Description: Individual piano instruction for students preparing to audition, transfer, or for those who wish to perform in a recital. Each student must complete a minimum of 10.125 hours per week in a combination of individualized practice, lessons, concert attendance and individual performance. Enrollment in subsequent semesters ensures uninterrupted study for students preparing to transfer as music majors. Not designed for beginning students. May be taken a total of four times. 162 hours laboratory. (TBA option) (Letter grade only)

**MUS-P27****Beginning String Techniques****1.00 unit**  
UC, CSU*Prerequisite: None.*

Description: An exploratory study of the violin, viola, cello, and string bass in a classroom setting. Emphasis is on sound production, articulation and basic music sight reading and theory. No previous experience necessary. 54 hours laboratory. (Letter grade only)

**MUS-P28****Symphony Strings**

(C-ID:MUS 180)

**2.00 units**

UC, CSU

*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

Description: A course that rehearses and performs symphonic orchestral literature. Appearances at college and community functions are made throughout the year. Subsequent enrollment in additional semesters will provide the student an opportunity for additional skill and competency development within the subject matter and provide leadership opportunities within the section. May be taken a total of four times. 108 hours laboratory. (TBA option) (Letter grade only)

**MUS-P32A****Jazz Piano I****1.00 unit**

UC, CSU

*Prerequisite: None.*

Description: Practical knowledge and proficiency in concepts pertaining to jazz piano, including reading chord symbols, chord voicings, stylistically appropriate accompaniment, and improvising in a jazz and/or pop music idiom. 54 hours laboratory. (Letter grade only)

**MUS-P36****Piano Ensemble**

(C-ID:MUS 180)

**1.50 units**

UC, CSU

*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

Description: Study, rehearsal, and public performance of literature for piano ensemble, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 81 hours laboratory. (TBA option) (Letter grade or Pass/No Pass)

**MUS-P44****Jazz Lab Band**

(C-ID:MUS 180)

**1.00 unit**

UC, CSU

*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

Description: This course is for the study, rehearsal, and public performance of jazz ensemble literature, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 54 hours laboratory. (TBA option) (Letter grade only)

**MUS-P76****Advanced Piano Ensemble**  
(C-ID:MUS 185)**1.50 units**  
UC, CSU*Prerequisite: None**Limitation on enrollment (e.g. Performance tryout or audition): Audition on or before the first class meeting.*

Description: Study, rehearsal, and public performance of advanced literature for piano ensemble, with an emphasis on the development of skills needed to lead and perform within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 81 hours laboratory. (TBA option) (Letter grade or Pass/No Pass)

**MUS-P77****Advanced Guitar Ensemble****2.00 units**  
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before the first class meeting.*

Description: Study, rehearsal, and public performance of guitar ensemble literature, with an emphasis on the development of skills needed to be a professional musician and section leader within an ensemble. Different literature will be studied each semester. Participation in public performances is required. May be taken a total of four times. 108 hours laboratory. (TBA option) (Letter grade only)

**MUS-P84****Jazz Lab Orchestra**  
(C-ID:MUS 180)**1.00 unit**  
UC, CSU*Prerequisite: None.**Limitation on enrollment: Designed for beginning or intermediate jazz performers. Audition on or before the first class meeting.*

Description: Study and performance of beginning and intermediate jazz literature for the jazz orchestra. May be taken a total of four times 54 hours laboratory. (TBA option) (Letter grade only)

## **NURSING (NRN)**

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**NRN-6****Nursing Learning Laboratory****0.50 units**  
CSU*Prerequisite: None.**Limitation on Enrollment: Enrollment in the Associate Degree or Vocational Nursing Program.*

Description: An on-campus laboratory designed for structured practice and mastery of nursing skills necessary for providing safe patient-centered care. Provides instructional guidance to assist students to refine newly acquired skills and develop the competency level expected of entry-level nurses. Provides additional lab hours for students requiring remediation or additional practice to master nursing skills. 27 hours laboratory. (TBA option)(Pass/No Pass only.)

**NRN-7****Nursing Learning Laboratory****1.00 unit**  
CSU*Prerequisite: None.**Limitation on enrollment: Enrollment in the Associate Degree or Vocational Nursing Program.*

Description: An on-campus laboratory designed for structured practice and mastery of nursing skills necessary for providing safe patient-centered care. Provides instructional guidance to assist students to refine newly acquired skills and develop the competency level expected of entry-level nurses. Various multimedia and computer assisted instructional materials, which support the student learning outcomes will be assigned. Provides additional lab hours for students requiring remediation or additional practice to master nursing skills. 54 hours laboratory. (TBA option)(Pass/No Pass only.)

**NRN-8****Nursing Learning Laboratory****2.00 units**  
CSU*Prerequisite: None.**Limitation on enrollment: Enrollment in the Associate Degree or Vocational Nursing Program.*

Description: An on-campus laboratory designed for structured practice and mastery of nursing skills necessary for providing safe patient-centered care. Provides instructional guidance to assist students to refine newly acquired skills and develop the competency level expected of entry-level nurses. Provides additional lab hours for students requiring remediation or additional practice to master nursing skills. 108 hours laboratory. (TBA option) (Pass/No Pass only)

**NRN-11****Foundations of Nursing Practice Across the Lifespan****8.50 units**  
CSU*Prerequisite: PSY-9 and BIO-50A and BIO-50B and BIO-55**Limitation on Enrollment (e.g. Performance tryout or audition): Acceptance to the Associate Degree Nursing Program.**Corequisite: NRN-11A*

Description: Focus on foundational concepts necessary for quality, safe, evidence-based patient-centered nursing care to a diverse patient populations across the lifespan. Incorporates application of professionalism, leadership, caring, collaboration/communication, critical thinking, and informatics for the nurse in a variety of acute care settings. Includes acquisition of nursing skills required in acute care settings. Application of knowledge, skills, and attitudes occurs in the nursing skills lab, simulation lab, and a variety of clinical settings. 81 lecture hours and 216 laboratory hours. (Letter Grade only).

**NRN-11A**  
**Nursing Learning Laboratory** **0.50 units**  
 CSU

*Prerequisite: None*

*Limitation on Enrollment (e.g. Performance tryout or audition): Enrollment in the Associate Degree Nursing Program.*

*Corequisite: NRN-11*

Description: On-campus lab that incorporates the application of quality, safe, patient-centered care, leadership, caring, collaboration/communication, critical thinking, and informatics of the nurse using various learning activities. Lab provides opportunities for deliberate practice of nursing skills to attain mastery and apply clinical knowledge, communication, leadership, critical thinking, and informatic skills through active participation in simulated clinical scenarios focused on the nursing care required for diverse patient populations across the lifespan at a beginning novice level. The on-campus required lab course is designed to complement the clinical lab experiences performed off-campus. 27 hours laboratory. (TBA option) (Pass/No Pass only.)

**NRN-11B**  
**Nursing Learning Laboratory** **1.00 unit**

*Prerequisite: None.*

*Advisory: NRN-11*

*Limitation on Enrollment: Enrollment in the Associate Degree Nursing program.*

Description: On-campus lab that incorporates the application of quality, safe, patient-centered care, and informatics of the nurse using various learning activities. Lab provides repetitive practice opportunities of nursing skills to attain mastery and apply clinical knowledge and informatics skills at a beginning novice level. The on-campus lab course is designed to complement the clinical lab experiences performed off-campus and is supervised by nursing faculty. 54 hours laboratory. (TBA option) (Non-Degree Credit) (Pass/No Pass only)

**NRN-11C**  
**Nursing Learning Laboratory** **2.00 units**

*Prerequisite: None.*

*Advisory: NRN-11.*

*Limitation on enrollment: Enrollment in the Associate Degree Nursing program.*

Description: On-campus lab that incorporates the application of quality, safe, patient-centered care, and informatics of the nurse using various learning activities. Lab provides repetitive practice opportunities of nursing skills to attain mastery and apply clinical knowledge and informatics skills at a beginning novice level. The on-campus lab course is designed to complement the clinical lab experiences performed off-campus and is supervised by nursing faculty. 108 hours laboratory. (TBA option) (Non-Degree Credit) (Pass/No Pass only)

**NRN-12**  
**Acute/Chronic Medical-Surgical/Maternity Nursing** **8.50 units**  
 CSU

*Prerequisite: NRN-14.*

*Limitation on Enrollment: Enrollment in the Associate Degree Nursing Program.*

*Corequisite: NRN-12A.*

Description: Focus on concepts necessary for quality, safe, evidenced-based patient-centered nursing care for diverse patient populations which include childbearing families, chronically-ill children, and acute and chronically-ill adults. Incorporates application of professionalism, leadership, caring, collaboration/communication, critical thinking, and informatics for the nurse in a variety of acute and chronic healthcare settings. Includes acquisition of nursing skills required in medical/surgical and maternal-child settings. Application of knowledge, skills, and attitudes occurs in the nursing skills lab, simulation lab, and a variety of clinical settings. 81 hours lecture and 216 hours laboratory. (Letter grade only)

**NRN-12A**  
**Nursing Learning Laboratory** **0.50 units**  
 CSU

*Prerequisite: NRN-14.*

*Limitation on Enrollment: Enrollment in the Associate Degree Nursing program.*

*Corequisite: NRN-12.*

Description: On-campus lab that incorporates the application of quality, safe, patient-centered care, leadership, caring, collaboration/communication, critical thinking, and informatics of the nurse using various learning activities. Lab provides opportunities for deliberate practice of nursing skills to attain mastery and apply clinical knowledge, communication, leadership, critical thinking, and informatic skills through active participation in simulated clinical scenarios focused on the nursing care required for complex patient populations across the lifespan at an advanced beginner level. The on-campus required lab course is designed to complement the clinical lab experiences performed off-campus. 27 hours laboratory. (TBA option) (Pass/No Pass only.)

**NRN-12B**  
**Nursing Learning Laboratory** **1.00 unit**

*Prerequisite: None.*

*Advisory: NRN-12*

*Limitation on enrollment: Enrollment in the Associate Degree Nursing program*

Description: On-campus lab that incorporates the application of quality, safe, patient-centered care, and informatics of the nurse using various learning activities. Lab provides repetitive practice opportunities of nursing skills to attain mastery and apply clinical knowledge and informatics skills at a novice level. The on-campus lab course is designed to complement the clinical lab experiences performed off-campus and is supervised by nursing faculty. 54 hours laboratory. (TBA option) (Non-Degree Credit) (Pass/No Pass only)

**NRN-12C****Nursing Learning Laboratory** 2.00 units*Prerequisite: None.**Advisory: NRN-12.**Limitation on enrollment: Enrollment in the Associate Degree Nursing program.*

Description: On-campus lab that incorporates the application of quality, safe, patient-centered care, and informatics of the nurse using various learning activities. Lab provides repetitive practice opportunities of nursing skills to attain mastery and apply clinical knowledge and informatics skills at a novice level. The on-campus lab course is designed to complement the clinical lab experiences performed off-campus and is supervised by nursing faculty. 108 hours laboratory. (TBA option) (Non-Degree Credit) (Pass/No Pass only)

**NRN-14****Health Promotion and Wellness Across the Lifespan** 3.00 units  
CSU*Prerequisite: NRN-11*

Description: Focus on health promotion and wellness for individuals and communities across the life span. Opportunities to explore the human quest for health; develop plans for health promotion, disease prevention and health teaching using theories that target the physiological, psychological, and sociocultural aspects of individuals and communities; identify and determine social determinants of health for diverse populations; design interventions for health promotion and prevention for self and others with diverse needs; evaluate the effectiveness of health promotion; encourage health promotion activities for self and individuals from diverse populations; and investigate approaches for promoting a healthier society. 54 hours lecture (Letter Grade only).

**NRN-18****Transition Course for Advanced Placement Students** 2.50 units*Prerequisite: None.**Limitation on enrollment: Must be an LVN and currently enrolled in the Associate Degree Nursing Program*

Description: An introduction to the Associate Degree Nursing program; mission, values, goals, and graduate learning outcomes. Focuses on the concepts of safe, quality evidence-based care, critical thinking, caring, professionalism, leadership, collaboration/communication, and nursing informatics. Assists LVN's with transition to the Associate Degree Nursing Program. 27 hours lecture and 54 hours laboratory. (TBA Option) (Non-degree credit course.) (Letter grade only)

**NRN-21****Acute Care and Chronic Illness II/Mental Health** 8.50 units  
CSU*Prerequisite: NRN-12**Limitation on Enrollment (e.g. Performance tryout or audition): Enrollment in the Associate Degree Nursing Program.**Corequisite: NRN-21A*

Description: Focus on concepts necessary for quality, safe, evidenced based patient-centered nursing care to a diverse adult and geriatric patient population experiencing various acute and chronic medical/surgical and mental health conditions. Incorporates the application of professionalism, leadership, caring, collaboration / communication, critical thinking, and informatics for the professional nurse in various healthcare settings. Includes the acquisition of nursing skills required in acute medical/surgical settings and acute and chronic mental health care settings. Application of knowledge, skills, and attitudes occurs in the nursing skills lab, simulation lab, and a variety of clinical settings. 81 hours lecture and 216 hours laboratory. (Letter Grade Only).

**NRN-21A****Nursing Learning Laboratory** 0.50 units  
CSU*Prerequisite: NRN-12 and NRN-12A.**Limitation on Enrollment: Enrollment in the Associate Degree Nursing Program.**Corequisite: NRN-21.*

Description: On-campus lab that incorporates the application of quality, safe, patient-centered care, leadership, caring, collaboration/communication, critical thinking, and informatics of the nurse using various learning activities. Lab provides opportunities for deliberate practice of nursing skills to attain mastery and apply clinical knowledge, communication, leadership, critical thinking, and informatic skills through active participation in simulated clinical scenarios focused on the nursing care required for complex patient populations across the lifespan at an intermediate novice level. The on-campus required lab course is designed to complement the clinical lab experiences performed off-campus. 27 hours laboratory. (TBA option) (Pass/No Pass only)

**NRN-21B****Nursing Learning Laboratory** 1.00 unit*Prerequisite: None.**Advisory: NRN-21.**Limitation on Enrollment: Enrollment in the Associate Degree Nursing Program.*

Description: On-campus lab that incorporates the application of quality, safe, patient-centered care, and informatics of the nurse using various learning activities. Lab provides repetitive practice opportunities of nursing skills to attain mastery and apply clinical knowledge and informatics skills at an intermediate novice level. The on-campus lab course is designed to complement the clinical lab experiences performed off-campus and is supervised by nursing faculty. 54 hours laboratory. (TBA option) (Non-Degree Credit) (Pass/No Pass only)

**NRN-21C****Nursing Learning Laboratory 2.00 units***Prerequisite: None.**Advisory: NRN-21.**Limitation on Enrollment: Must be enrolled in the Associate Degree Nursing Program.*

Description: An on-campus laboratory designed for structured practice and mastery of nursing skills necessary for providing safe patient-centered care. Provides instructional guidance to assist students to refine newly acquired skills and develop the competency level expected of intermediate level nursing students. Various multimedia and computer assisted instructional materials, which support the student learning outcomes will be assigned. Provides additional lab hours for students requiring remediation or additional practice to master nursing skills. 108 hours laboratory. (TBA option) (Non-degree credit) (Pass/No Pass only.)

**NRN-22****Advanced Medical-Surgical Nursing Across the Lifespan and Acute Pediatrics 8.50 units**

CSU

*Prerequisite: NRN-21 and NRN-21A.**Limitation on Enrollment: Enrollment in the Associate Degree Nursing Program.**Corequisite: NRN-22A.*

Description: Focus on concepts necessary for quality, safe, evidence based patient-centered nursing care for diverse patient populations experiencing complex alterations in health across the lifespan. Incorporates the application of professionalism, leadership, caring, collaboration/communication, critical thinking, and informatics for the nurse in a variety of acute and chronic health care settings. Includes acquisition of nursing skills required for patients experiencing complex health alterations across the lifespan. Application of knowledge, skills, and attitudes occurs in the nursing skills lab, simulation lab, and a variety of clinical settings. 81 hours lecture and 216 hours laboratory. (Letter Grade Only)

**NRN-22A****Nursing Learning Laboratory 0.50 units**

CSU

*Prerequisite: NRN-21 and NRN-21A.**Limitation on Enrollment: Enrollment in the Associate Degree Nursing Program.**Corequisite: NRN-22.*

Description: On-campus lab that incorporates the application of quality, safe, patient-centered care, leadership, caring, collaboration/communication, critical thinking, and informatics of the nurse using various learning activities. Lab provides opportunities for deliberate practice of nursing skills to attain mastery and apply clinical knowledge, communication, leadership, critical thinking, and informatic skills through active participation in simulated clinical scenarios focused on the nursing care required for complex patient populations across the lifespan at an advanced beginner level. The on-campus required lab course is designed to complement the clinical lab experiences performed off-campus. 27 hours laboratory. (TBA option) (Pass/No Pass only)

**NRN-22B****Nursing Learning Laboratory 1.00 unit***Prerequisite: None.**Advisory: NRN-22**Limitation on enrollment: Enrollment in the Associate Degree Nursing Program*

Description: On-campus lab that incorporates the application of quality, safe, patient-centered care, and informatics of the nurse using various learning activities. Lab provides repetitive practice opportunities of nursing skills to attain mastery and apply clinical knowledge and informatics skills at a novice level. The on-campus lab course is designed to complement the clinical lab experiences performed off-campus and is supervised by nursing faculty. 54 hours laboratory. (TBA option)(Non-Degree Credit) (Pass/No Pass only)

**NRN-22C****Nursing Learning Laboratory 2.00 units***Prerequisite: None.**Advisory: NRN-22.**Limitation on Enrollment: Enrollment in the Associate Degree Nursing Program. and*

Description: On-campus lab that incorporates the application of quality, safe, patient-centered care, and informatics of the nurse using various learning activities. Lab provides repetitive practice opportunities of nursing skills to attain mastery and apply clinical knowledge and informatics skills at a novice level. The on-campus lab course is designed to complement the clinical lab experiences performed off-campus and is supervised by nursing faculty. 108 hours laboratory. (TBA option) (Non-Degree Credit) (Pass/No Pass only.)

**NRN-91****Nursing Work Study (BRN Approved) 0.50 units***Prerequisite: NRN-2*

Description: This nursing work study is designed to correlate instructional theory with related clinical experience. The student will have an opportunity for refinement of previously learned nursing skills and further competency development in clinical practice under the supervision of a registered nurse preceptor at a clinical facility. 27 hours laboratory. (Pass/No Pass only.)

**NRN-93****Calculations for Healthcare Providers 1.00 unit***Prerequisite: None.*

Description: Review of basic arithmetic required to prepare and administer prescribed medications and fluids. Major emphasis on systems of drug measurement and dosage calculation using dimensional analysis. Preparation and administration of medications via different routes and to patients across the lifespan. Computation of dosage problems encountered in nursing practice. Approved by the California Board of Registered Nursing (BRN) for occupational education units for a total of 15 contact hours. California BRN provider number 00100. 18 hours lecture.(Letter grade only)

**NRN-94****Nursing Clinical Devel Practicum 1.00 unit***Prerequisite: None.**Limitation on enrollment: Enrollment in the Associate Degree Nursing or Vocational Nursing Programs.*

Description: Designed to maintain and build clinical nursing skills. Emphasis is on using critical thinking skills in the application of theory to clinical practice. Offers opportunities for clinical enhancement and/or remediation through individualized learning

contracts. Designed in collaboration with semester/program faculty. Structured to accommodate students from all levels. 72 laboratory hours. (Pass/No Pass only)

**NRN-100**  
**Essentials of Nursing Practice** **1.50 units**

*Prerequisite:* NRN-11 or NVN-52.

*Corequisite:* NRN-107.

Description: Reinforces and builds upon the essentials of fundamental nursing practice and facilitates further development of students' critical thinking, clinical reasoning and judgment. Focus on the use of nursing process, safe medication administration practices, documentation of care, and fosters students' recognition and understanding of the relationships that exist between clinically contextualized case situations and their role as a nursing in planning and providing quality, safe, evidence-based nursing care. 27 hours lecture. (Non-Degree Credit) (Letter grade only)

**NRN-107**  
**Essentials of Nursing Practice Laboratory** **0.50 units**

*Prerequisite:* NRN-11A or NVN-52A.

*Corequisite:* NRN-100.

Description: An on-campus lab designed for structured practice and mastery of nursing skills necessary for providing safe patient care to accompany NRN-100. Provides instructional guidance to assist students in refining previously acquired skills and develop the competency level expected of beginning novice level nursing students. 27 hours laboratory. (TBA option) (Non-Degree Credit) (Pass/No Pass only)

**NRN-200**  
**Nursing Work Experience** **1.00 - 4.00 units**  
CSU

*Prerequisite:* None.

*Advisory:* Students should have paid or voluntary employment

Description: This course is designed to coordinate the students occupational on-the-job training with related classroom instruction. Students enrolled in this occupational work experience course must be employed in a field related to the work experience subject area. Students may earn up to four (4) units each semester for four (4) semesters or a maximum of 16 units of work experience. No more than 20 hours per week may be applied toward the work requirement. 18 hours lecture. Additionally, 60 hours of volunteer work or 75 hours of paid work is required for each unit. (Letter grade or Pass/No Pass option)

## NURSING ASSISTANT (NNA)

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**NNA-79**  
**Medical Terminology for Healthcare Professionals** **3.00 units**

*Prerequisite:* None.

Description: An introduction to the structure and use of medical terms used in various healthcare professions related to each body system. The course will provide healthcare professional students with an overview of basic anatomy; physiology; pathology; and diagnostic and treatment procedures related to each body system. The course will foster application-based learning and expand students' critical thinking skills. 36 lecture hours (Non-Degree Credit) (Letter grade only)

**NNA-80**  
**Nursing Assistant Training Program (NATP)** **6.00 units**

*Prerequisite:* None.

*Limitation on Enrollment:* Must demonstrate a minimum of a sixth grade reading level on the Nelson-Denney Reading Test; required LifeScan fingerprint submission to meet the background clearance standards as per the California Department of Public Health and Safety; a clear drug screen; current American Heart Association BLS certification; required immunizations and titers; and signed medical clearance from healthcare provider; uniform and student ID badge. Must be at least 17 years of age.

Description: Provides theoretical and clinical laboratory components of state-mandated curriculum required to take the state certification examination for nursing assistants. Complies with federal regulations for preparing healthcare workers in long-term care settings. Focuses on the role, performance and responsibilities of nursing assistants (NAs) as members of the healthcare team. Requires evaluation of clinical performance through demonstrated competence on identified skills. 72 hours lecture and 108 hours laboratory. (Letter Grade only)

**NNA-80A**  
**Nursing Learning Laboratory** **0.50 units**

*Prerequisite:* None.

*Limitation on Enrollment:* HET-80 or NNA-80 or NNA-81 or NNA-86 or enrollment in the Nursing Assistant program.

Description: An on-campus laboratory designed for structured practice and mastery of nursing skills necessary for providing safe patient-centered care. Provides instructional guidance to assist students to refine newly acquired skills and develop the competency level expected of intermediate level nursing students. Various multimedia and computer assisted instructional materials, which support the student learning outcomes will be assigned. Provides additional lab hours for students requiring remediation or additional practice to master nursing skills. 27 hours laboratory. (TBA option) (Non-degree credit course) (Pass/No Pass only)

**NNA-80B**  
**Nursing Learning Laboratory** **1.00 unit**

*Prerequisite:* None.

*Limitation on Enrollment:* HET-80 or NNA-80 or NNA-81 or NNA-86 or enrollment in the Nursing Assistant program.

Description: An on-campus laboratory designed for structured practice and mastery of nursing skills necessary for providing safe patient-centered care. Provides instructional guidance to assist students to refine newly acquired skills and develop the competency level expected of intermediate level nursing students. Various multimedia and computer assisted instructional materials, which support the student learning outcomes will be assigned. Provides additional lab hours for students requiring remediation or additional practice to master nursing skills. 54 hours laboratory. (TBA option) (Non-degree credit course) (Pass/No Pass only)



**NNA-81****Certified Home Health Aide** **1.00 unit***Prerequisite: None.*

*Limitation on Enrollment: Requires current CPR certification, immunizations, background check and drug screen, medical clearance from healthcare provider, and uniform with RCC School of Nursing I.D. badge. Must possess an Active Certified Nursing Assistant certificate from the California Department of Public Health. Must be at least 17 years of age.*

Description: Provides overview of home health care agencies. Focuses on the roles and responsibilities of Certified Home Health Aides. Includes discussion of federal and state regulations, guidelines for provision of direct care in home settings, and supervised clinical practice in home or long-term care settings. 20 hours lecture and 20 hours laboratory. (Letter grade only)

**NNA-86****Acute Care Nurse Assistant** **2.00 units***Prerequisite: None.*

*Limitation on Enrollment: Requires current CPR certification, immunizations, background check and drug screen, medical clearance from healthcare provider and uniform with School of Nursing I.D. badge. Must possess an Active Certified Nursing Assistant certificate from the California Department of Public Health. Must be at least 17 years of age.*

Description: Prepares the student to function in the acute care settings including hospitals and sub-acute facilities Designed to assist Certified Nurse Assistants in adapting their nursing skills to the requirements of clients in acute care settings, including communication, patient assessment, observation, reporting and reinforcement of basic skills and procedures. Includes demonstration of required skills and supervised practice in acute care clinical settings. 24 hours of lecture and 54 hours laboratory. (Letter Grade only)

## NURSING LVN (NVN)

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**NVN-52****Introductory Concepts of Vocational Nursing - Nursing Fundamentals** **9.50 units***Prerequisite: BIO-45 or BIO-50A and BIO-50B, and NVN-55A and PSY-9 and NVN-55B.**Limitation on enrollment: Admission to the Vocational Nursing program.**Corequisite: NVN-60.*

Description: Focus on foundational concepts necessary for quality, safe, evidence-based patient-centered nursing care to a diverse patient populations across the lifespan. Incorporates application of professionalism, leadership, caring, collaboration/communication, critical thinking, and informatics for the nurse in diverse healthcare settings. Includes acquisition of nursing skills required for ambulatory and acute care settings. Application of knowledge, skills, and attitudes occurs in the nursing skills/simulation labs and a variety of clinical settings. 72 hours lecture (includes 18 hours of pharmacology) and 297 hours of laboratory. (Letter Grade only)

**NVN-52A****Nursing Learning Laboratory** **0.50 units***Prerequisite: None.**Limitation on Enrollment: Admission to the Vocational Nursing Program.**Corequisite: NVN-52.*

Description: An on-campus laboratory designed for structured practice and mastery of nursing skills necessary for providing safe patient-centered care. Provides instructional guidance to assist students to refine newly acquired skills and develop the competency level expected of entry-level nurses. Provides additional lab hours for students requiring remediation or additional practice to master nursing skills. 27 hours laboratory. (TBA option)(Pass/No Pass only)

**NVN-52B****Nursing Learning Laboratory** **1.00 unit***Prerequisite: None**Limitation on enrollment: Admission to the full-time or part-time Vocational Nursing program*

Description: An on-campus laboratory designed for structured practice and mastery of nursing skills necessary for providing safe patient-centered care. Provides instructional guidance to assist students to refine newly acquired skills and develop the competency level expected of entry-level nurses. Provides additional lab hours for students requiring remediation or additional practice to master nursing skills. 54 hours laboratory. (TBA option) (Non-Degree Credit)(Pass/No Pass only)

**NVN-52C****Nursing Learning Laboratory** **2.00 units***Prerequisite: None**Limitation on enrollment: Admission to the full-time or part-time Vocational Nursing program*

Description: An on-campus laboratory designed for structured practice and mastery of nursing skills necessary for providing safe patient-centered care. Provides instructional guidance to assist students to refine newly acquired skills and develop the competency level expected of entry-level nurses. Provides additional lab hours for students requiring remediation or additional practice to master nursing skills. 108 hours laboratory. (TBA option) (Non-Degree Credit) (Pass/No Pass only.)

**NVN-55A****Vocational Nursing Practice/Nutrition** **3.00 units***Prerequisite: None.*

Description: Focuses on the definition, functions, responsibilities, and roles of the vocational nursing student, and the Licensed Vocational Nurse as members of the interprofessional healthcare team. Introduces the concepts of nutrition and therapeutic diet therapy.

**NVN-55B****Principles of Pathophysiology** **2.00 units***Prerequisite: BIO-45 or BIO-50A and BIO-50B*

Description: An introduction to the responses of the body to disease that affect basic human needs. Course topics include introduction to pathophysiology, inflammation and tissue repair, altered immunity, infection, genetic disorders, and altered cellular proliferation and differentiation. 36 hours lecture.(Letter grade only)

**NVN-60****Intermediate Vocational Nursing Foundations-  
Nursing Process** **1.00 unit**

*Prerequisite:* BIO-45 or BIO-50A and BIO-50B and PSY-9 and NVN-55A and NVN-55B.

*Limitation on Enrollment:* Admission to the Vocational Nursing Program

*Corequisite:* NVN-52.

Description: Emphasis on the nursing process and the use of a nursing plan of care to develop critical thinking and clinical judgment.

The nursing process is to include assessment, diagnosis, planning, intervention, and evaluation for patient populations in a variety of healthcare settings. Collaboration and communication concepts to enhance patient-centered care and positive professional working relations. Problem-solving skills will be explored in relation to the nursing process. 18 hours lecture. (Letter Grade only)

**NVN-61****Intermediate Concepts of Vocational Nursing-Care  
of the Family** **6.00 units**

*Prerequisite:* NVN-52 and NVN-60.

*Limitation on Enrollment:* Admission to the Vocational Nursing program.

Description: Focuses on concepts necessary to provide safe, patient-centered nursing care for developmentally and culturally diverse patient-specific populations which include infants, children, childbearing, and childrearing families. Incorporates the application of nursing theory, communication, collaboration, and critical thinking as well as evidence-based nursing practice, professional standards, and legal and ethical responsibilities of the nurse in various healthcare settings. Includes acquisition of nursing skills required in maternal/child settings. The application of knowledge and skills occurs in the nursing skills lab, simulation lab, and a variety of clinical settings. 63 hours lecture (including 8 hours pharmacology) and 135 hours clinical/laboratory. (Letter Grade only)

**NVN-62****Intermediate Concepts of Vocational Nursing-  
Medical/Surgical** **12.00 units**

*Prerequisite:* NVN-61.

*Limitation on Enrollment:* Admission to the Vocational Nursing program.

*Corequisite:* NVN-63.

Description: Focus on concepts necessary for quality, safe, evidenced-based patient-centered nursing care to a diverse adult and geriatric patient population experiencing various acute and chronic medical/surgical conditions. Incorporates the application of professionalism, leadership, caring, collaboration/communication, critical thinking, and informatics for the entry-level nurse in various healthcare settings. Includes the acquisition of nursing skills required in acute medical/surgical care settings. The application of knowledge, skills, and attitudes occurs in the nursing skills lab, simulation lab, and a variety of clinical settings. 126 hours lecture (including 18 hours pharmacology) and 270 hours laboratory. (Letter Grade only)

**NVN-62A****Nursing Learning Laboratory** **0.50 units**

*Prerequisite:* None.

*Limitation on Enrollment:* Admission to the Vocational Nursing program.

*Corequisite:* NVN-62.

Description: An on-campus laboratory designed for structured practice and mastery of nursing skills necessary for providing safe patient-centered care. Provides instructional guidance to assist students to refine newly acquired skills and develop the competency level expected of entry-level nurses. Provides additional lab hours for students requiring remediation or additional practice to master nursing skills. 27 hours laboratory. (TBA option)(Pass/No Pass only)

**NVN-62B****Nursing Learning Laboratory** **1.00 unit**

*Prerequisite:* None.

*Limitation on enrollment:* Admission to the full-time or part-time Vocational Nursing program

Description: An on-campus laboratory designed for structured practice and mastery of nursing skills necessary for providing safe patient-centered care. Provides instructional guidance to assist students to refine newly acquired skills and develop the competency level expected of entry-level nurses. Provides additional lab hours for students requiring remediation or additional practice to master nursing skills. 54 hours laboratory. (TBA option) (Non-Degree Credit) (Pass/No Pass only)

**NVN-62C****Nursing Learning Laboratory** **2.00 units**

*Prerequisite:* None

*Limitation on enrollment:* Admission to the full-time or part-time Vocational Nursing program

Description: An on-campus laboratory designed for structured practice and mastery of nursing skills necessary for providing safe patient-centered care. Provides instructional guidance to assist students to refine newly acquired skills and develop the competency level expected of entry-level nurses. Provides additional lab hours for students requiring remediation or additional practice to master nursing skills. 108 hours laboratory. (TBA option) (Non-Degree Credit)(Pass/No Pass only.)

**NVN-63****Intermediate Concepts of Vocational Nursing -  
Mental Health** **3.00 units**

*Prerequisite:* NVN-61.

*Limitation on Enrollment:* Must be admitted to the VN program.

*Corequisite:* NVN-62.

Description: Focus on concepts necessary for quality, safe, evidence-based patient-centered nursing care to a diverse population experiencing various acute and chronic mental health conditions. Incorporates the application of professionalism, leadership, caring, collaboration/communication, critical thinking, and informatics for the professional nurse in various healthcare settings. Includes the acquisition of nursing skills required in acute and chronic mental health care settings. Application of knowledge, skills, and attitudes occurs in the nursing skills lab, simulation lab, and a variety of clinical settings. Total of 36 hours lecture (including 2 hours pharmacology) and 65 hours laboratory. (Letter Grade only)

**NVN-70**

**Advanced Vocational Nursing Foundations-Role Transition** 1.00 unit

*Prerequisite: NVN-62 and NVN-63.*

*Limitation on Enrollment: Admission to the Vocational Nursing program.*

*Corequisite: NVN-71.*

Description: Emphasis is on guidance regarding vocational nursing opportunities and on responsibilities in making the transition to the provider of care and a member of the discipline of nursing to the role of the licensed vocational nurse. The dynamics of the group process and its application to the management of ancillary health team members and groups of clients at various stages of the life cycle with common health-illness problems and need for assistance in meeting basic human needs. Leadership and supervision skills for the Licensed Vocational Nurse in structured health care settings. In-depth review of the Vocational Nurse Practice Act, and legal and ethical issues in vocational nursing practice. 18 hours lecture. (Letter Grade only)

**NVN-71**

**Advanced Vocational Nursing Foundations-Medical/Surgical** 7.50 units

*Prerequisite: NVN-62 and NVN-63.*

*Limitation on Enrollment: Admission to the VN Program.*

*Corequisite: NVN-70.*

Description: Advanced application of the nursing process to the care of multiple clients from various ethnic and social backgrounds, in the adult life cycle stages, with common health-illness problems/needs. Includes major focus on gerontological nursing, rehabilitation, and adaptation to chronic illness problems. Emphasis on the assisting role of the vocational nurse in caring for a client with an acute illness problem, including responsibilities and life saving measures in emergency and critical care situations. Uses knowledge of nursing principles, roles of the vocational nurse, basic human needs, and leadership/supervision techniques to determine and prioritize nursing actions. 72 hours lecture (including 8 hours of pharmacology) and 189 hours clinical/laboratory. (Letter grade only)

## NURSING/CONTINUING ED (NXN)

**NXN-78**

**Pharmacology in Clinical Nursing Practice** 3.00 units

*Prerequisite: None*

*Limitation on enrollment: Completion of or concurrent enrollment in a Vocational or Registered Nursing program*

Description: An introduction to the basic principles of pharmacology with a focus on pharmacokinetics, pharmacodynamics, and therapeutic implications for major drug classifications, including complementary alternative therapies and over-the-counter preparations. Emphasis on medication administration guidelines, application to clinical nursing practice, safety, and adverse effects of medications. Approved by the California Board of Registered Nursing (BRN) for occupational education units for a total of 45 contact hours. California BRN provider number 00100. 54 hours lecture. (Letter grade, or Pass/No Pass option.)

**NXN-81**

**Introduction to Critical Care Nursing** 5.00 units

*Prerequisite: None.*

*Limitation on enrollment: Completion of a Registered Nursing Program.*

Description: Designed to prepare the Registered Nurse for specialized high acuity, progressive, and critical care nursing, using best practices, in meeting the needs of critically ill patients and their families, while improving patient outcomes. The course focuses on global perspectives in the care of critically ill patients; theory and scientific principles related to the following systems: cardiovascular, pulmonary, renal, neurological, gastrointestinal, endocrine, hematological, and multiple organ dysfunction; organ procurement; end-of-life; specialized procedures and equipment. 90 hours lecture. (Letter Grade or Pass/No Pass) Approved by the California Board of Registered Nursing for continuing education units. Provider number 00100. (Letter grade or Pass/No Pass option)

**NXN-84**

**Prepare for Success-Nrs School** 1.50 units

*Prerequisite: None.*

Description: Provides an introduction to and facilitates success in the Riverside City College School of Nursing programs. Introduces the concept of a program of study, clarifies expectations, and informs students of campus-wide resources. Includes study and test-taking strategies, organizational and time-management skills, and other behaviors of the self-regulated learner. 27 hours lecture. (Letter Grade) Approved by the California Board of Registered Nursing (BRN) for occupational education units for a total of 22.5 contact hours. California BRN provider number 00100. (Letter grade only)

## OCEANOGRAPHY (OCE)

**OCE-1**

**Introduction to Oceanography** 3.00 units

UC, CSU

*Prerequisite: None*

Description: Covers the physical, chemical, and geological processes in the oceans, including such topics as sea floor spreading, plate tectonics, coriolis effect, oceanic circulation, chemical properties of sea water, and elementary oceanographic techniques. 54 hours lecture. (Letter grade only)

**OCE-1L**

**Introduction to Oceanography Laboratory** 1.00 unit

UC, CSU

*Prerequisite: None.*

*Corequisite: OCE-1.*

Description: An optional laboratory science course. Emphasis on laboratory techniques, student experimentation, and laboratory demonstrations. The laboratory experiments cover the physical, chemical, biological, and geological processes which are found in the oceans. Topics include: marine sediments-types and distribution; ocean bathymetry; salinity determination; dynamic topography and waves and tides. 54 hours laboratory. (Letter grade only)

## PARALEGAL STUDIES (PAL)

**PAL-10**  
**Introduction to Paralegal Studies** **3.00 units**  
 CSU

*Prerequisite: None.*

Description: An overview of the role of the paralegal. Introduction to administrative, civil, criminal and business law; and the court system. Emphasis on legal terminology and ethics of the legal profession. 54 hours lecture. (Letter grade only)

**PAL-14**  
**Legal Ethics** **3.00 units**  
 CSU

*Prerequisite: None.*

Description: Rules, regulations, and responsibilities guiding the ethical behavior of paralegal professionals focusing on real-life ethical situations. 54 hours lecture. (Letter grade only)

**PAL-64**  
**Legal Research/Comp Appl** **3.00 units**  
 CSU

*Prerequisite: None.*

Description: Introduction to legal research from the perspective of the paralegal's role in a law office including surveys of the principal law books and other materials used for legal research. Emphasis is placed on legal authority and on computer-assisted research. 54 hours lecture. (Letter grade only)

**PAL-68**  
**Civil Litigation and Procedures I** **3.00 units**  
 CSU

*Prerequisite: None.*

Description: The first of two courses designed to introduce student to the study of civil litigation. Provides an overview of the litigation process and the function of the paralegal in the process. Rules of procedure will be applied to draft complaints, motions, answers, and other legal documents applicable in a given fact situation in the preliminary stages of litigation. 54 hours lecture. (Letter grade only)

**PAL-70**  
**Law Office Policies, Procedures and Ethics** **1.50 units**  
 CSU

*Prerequisite: None.*

Description: Theoretical and practical aspects of policies and procedures in a law office as they relate to the role of the paralegal with emphasis on ethics, in each topic covered. Law office timekeeping, fee arrangements and calendaring will be studied using application software. 27 hours lecture. (Letter grade only)

**PAL-72**  
**Legal Analysis and Writing** **3.00 units**  
 CSU

*Prerequisite: PAL-10 or PAL-68 or BUS-18A or PAL-64.*

Description: The study of techniques for analyzing judicial opinions and applying precedential decisions to current controversies, and of the written formats used in various legal documents, with emphasis on court pleadings. 54 hours lecture. (Letter grade only)

**PAL-78**  
**Civil Litigation and Procedures II** **3.00 units**  
 CSU

*Prerequisite: PAL-68.*

Description: Further study of civil litigation and procedures as it pertains to the role of a paralegal. Evidence, discovery techniques, preparation of briefs, settlement procedures, judgments, appeals, post trial procedures, and alternative methods of dispute resolution are emphasized. 54 hours lecture. (Letter grade only)

**PAL-80**  
**Internship Project** **1.50 units**  
 CSU

*Prerequisite: PAL-10 or BUS-18A or PAL-68 or PAL-70 or PAL-14 or PAL-64.*

Description: An application course designed to enhance practical skills for acquiring internships and permanent employment in a law-related environment. A cover letter and resume will be required with an employment portfolio. Students will be provided resources to help secure an internship. 27 hours lecture. (Letter grade only)

**PAL-81**  
**Bankruptcy Law and Procedures** **3.00 units**  
 CSU

*Prerequisite: None.*

Description: Bankruptcy law and procedures as related to the role of a paralegal. Students prepare case files for several bankruptcy proceedings as though processed through the court system. Both debtor's and creditor's rights and obligations are covered. 54 hours lecture. (Letter grade only)

**PAL-82**  
**Immigration Law, Practice and Procedures** **3.00 units**  
*Prerequisite: None.*

Description: Fundamentals of immigration law for paralegals in the United States with a focus on preparation of immigration forms used to secure benefits. Computerized preparation of forms and procedures for filing with INS will be emphasized. Topics include client selection, interviewing, temporary and permanent visas, residency, preferences, asylum, citizenship, courts, agencies, immigration forms, and ethical issues for paralegals in immigration practice. Marketing procedures for paralegals involved in immigration law will be analyzed. 54 hours lecture. (Letter grade only)

**PAL-83**  
**Estate Planning and Probate Procedures** **3.00 units**  
 CSU

*Prerequisite: None.*

Description: Estate planning for paralegals focusing on preparation of wills, trusts, life insurance, annuities and tax issues. Introduces various methods of administering a deceased person's estate by a paralegal. Probate and non-probate procedures are examined as well as court proceedings to protect minors and an incompetent person's estate. 54 hours lecture. (Letter grade only)

**PAL-84****Criminal Law and Procedure****3.00 units***Prerequisite: None.*

Description: Basic principles of criminal law and procedure. Study of the constitutional, statutory and rule-based issues that arise in criminal law and the formal processing of criminal cases. Topics include: the elements of common law felonies and misdemeanors, the principal defenses to criminal charges, key provisions of the Fourth, Fifth, Sixth, and Fourteenth Amendments, the pretrial and trial process, sentencing, appeals, and remedies for constitutional violations. These topics are examined from the perspectives of lawyers, paralegals, and jurists on criminal law and criminal procedure law. 54 hours lecture. (Letter grade only)

**PAL-85****Family Law and Procedures****3.00 units**

CSU

*Prerequisite: None.*

Description: Substantive law and procedures used in family law by a paralegal relative to dissolution of marriage, legal separation, nullity proceedings, and the rights of married and unmarried parties under community property and separate property laws, including cohabitation cases in California. 54 hours lecture. (Letter grade only)

**PAL-87****Trial Practice Preparation and Procedure****3.00 units**

CSU

*Prerequisite: None.*

Description: Preparation and presentation of motions and a mock jury trial. Actual pleading, discovery, briefs and trial notebooks are prepared and used. The evidence code is reviewed and used at trial. 54 hours lecture. (Letter grade only)

**PAL-200****Paralegal Studies Wrk Exp****1.00 - 4.00 units**

CSU

*Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

Description: Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester. (Letter grade or Pass/No Pass option)

**PHILOSOPHY (PHI)****PHI-10****Introduction to Philosophy****3.00 units**

(C-ID:PHIL 100)

UC, CSU

*Prerequisite: None*

Description: A survey and exploration of significant questions in the philosophical tradition. Questions are drawn from the various branches of philosophy: metaphysics, theory of knowledge, ethics, aesthetics, political philosophy and/or philosophy of religion. Students may not receive credit for both PHI-10 and PHI-10H. 54 hours lecture.(Letter grade only)

**PHI-10H****Honors Introduction to Philosophy****3.00 units**

(C-ID:PHIL 100)

UC, CSU

*Prerequisite: None**Limitation on enrollment: Enrollment in the Honors Program*

Description: A survey and exploration of significant questions in the philosophical tradition through an examination of primary sources. Questions are drawn from the various branches of philosophy: metaphysics, theory of knowledge, ethics, aesthetics, political philosophy and/or philosophy of religion. This Honors course offers an enriched experience for accelerated students by means of limited class size, seminar format, discussions and projects generated and led by students, the application of higher level thinking and writing skills - analysis, synthesis, and evaluation. Students may not receive credit for both PHI-10 and PHI-10H. 54 hours lecture.(Letter grade only)

**PHI-11****Critical Thinking****3.00 units**

UC, CSU

*Prerequisite: None.*

Description: Presents critical thinking as a skill to be used for better understanding, evaluating, and constructing arguments. Focus on developing and enhancing the student's ability to identify, analyze, and present arguments. Topics covered through analysis and writing include the nature of argument, inductive and deductive reasoning, rhetoric, theory of knowledge, scientific method, and informal fallacies. 54 hours lecture.(Letter grade only)

**PHI-12****Introduction to Ethics****3.00 units**

(C-ID:PHIL 120)

UC, CSU

*Prerequisite: None.*

Description: A survey of the three major subcategories of ethical theory: metaethics, normative ethics and applied ethics. 54 hours lecture.(Letter grade only)

**PHI-13****Philosophy of Art****3.00 units**

UC, CSU

*Prerequisite: None.*

Description: An introduction to the philosophy of the arts, including the nature and function of the aesthetic experience, artistic meaning and value, form, expression and the bases of aesthetic criticism. Class experience in analyzing and evaluating music, painting and literature. 54 hours lecture. (Letter grade only)

**PHI-14**  
**Survey of Black Thought** **3.00 units**  
 UC, CSU

*Prerequisite: None.*

Description: An introduction to the influence of African philosophy and thought in the speeches and writings of influential African American thinkers. Surveys the core principles of African philosophy and their presence in modern texts related to significant movements in African American history, culture, and politics. African, African American, and Caribbean sources are used to provide a comparative perspective. Total of 54 hours lecture. (Same as ETS-13) (Letter grade only)

**PHI-19**  
**Native Amer Thought** **3.00 units**  
 UC, CSU

*Prerequisite: None*

Description: Philosophical and religious beliefs and practices of Native Americans. Explores Native American history and thought regarding the relationship between humanity and the natural world, the nature of knowledge, and ethics and aesthetics of the First Peoples. Emphasis placed on Native American thought and its relevance to contemporary problems in philosophy and culture. 54 hours lecture. (Letter grade only)

**PHI-32**  
**Introduction to Symbolic Logic** **3.00 units**  
 (C-ID:PHIL 210) UC, CSU

*Prerequisite: None.*

Description: Introduces the principles of deductive reasoning, including the practical application of modern symbolic techniques. 54 hours lecture. (Same as MAT-32) (Letter grade or Pass/No Pass option)

**PHI-33**  
**Introduction to Social and Political Philosophy** **3.00 units**  
 UC, CSU

*Prerequisite: None.*

*Advisory: PHI-10 or PHI-11*

Description: An introduction to issues in social and political philosophy. Discusses both the development of political philosophy in response to varying historical problems and the application of political philosophy to contemporary issues; topics studied include ancient Greek, social contract, communism, and modern political philosophy. 54 hours lecture. (Letter grade only)

**PHI-34**  
**Philosophical Survey of Sex, Gender, and Sexuality** **3.00 units**  
*Prerequisite: None.*

Description: Introduction to philosophical approaches to the study of gender and sexuality. Analyzes historical traditions in world philosophy and contemporary philosophical problems in metaphysics, epistemology, philosophy of science and art, ethics, and social and political philosophy through the lens of gender and sexuality. Emphasis placed on historical and contemporary contributions of women, gender non-conforming or nonbinary individuals, and genderqueer individuals to philosophical analysis. Includes comparative analysis of world philosophies. 54 hours lecture. (Letter grade only)

**PHI-35**  
**Philosophy of Religion** **3.00 units**  
 UC, CSU

*Prerequisite: None*

*Advisory: PHI-10 or PHI-11*

Description: An introduction to the examination of religious claims from a philosophical perspective. Emphasis will be placed upon examining the rational justification for various traditional faith claims, and upon examining the relationship between rationality and faith. The course presumes a basic knowledge of philosophical argumentation. 54 hours lecture. (Letter grade only)

**PHI-36**  
**Asian Philosophy** **3.00 units**  
 UC, CSU

*Prerequisite: None*

Description: Survey of classical South Asian and East Asian philosophical traditions (Brahmanical philosophy, Indian Buddhism, Jainism, Confucianism, Daoism, and the Buddhist philosophical traditions of Tibet, China, and Japan). Emphasis placed on inter-traditional and intra-traditional problems in the context of ethics, metaphysics, epistemology, and philosophy of mind. 54 hours lecture. (Letter Grade only)

## PHOTOGRAPHY (PHO)

**PHO-8**  
**Introduction to Photography** **3.00 units**  
 UC, CSU

*Prerequisite: None.*

Description: Theory and practice in the basic techniques of producing black and white photographs with technical and artistic merit. Acquire competency in the use of cameras with an emphasis on understanding the relationship of shutter, aperture and focal length. Acquire competency in the use of photo materials and processes associated with basic darkroom procedures. Students are expected to supply their own 35-mm cameras with aperture and shutter controls, and film and enlarging paper for printing. 36 hours lecture and 54 hours laboratory. (Materials fee: \$15) (Letter grade only)

**PHO-9**  
**Intermediate Photography** **3.00 units**  
 UC, CSU

*Prerequisite: PHO-8 or PHO-20.*

Description: An intermediate course in photography emphasizing the theory and practice of photographic composition, use of natural and artificial lighting, on-camera filters, exposure techniques, photographic editing in both film and digital environments, data asset management in a digital darkroom and production of fine art prints. Students must provide their own digital camera with aperture and shutter controls or a 35-mm film camera with aperture and shutter controls. 36 hours lecture and 54 hours laboratory. Material fee applies. (Letter grade only)

**PHO-10****Advanced Photography****3.00 units**  
CSU*Prerequisite: PHO-9.*

Description: Advanced concepts of digital photography for professionally-oriented photography students. Increases proficiency in the capture of images with both natural and artificial light sources. Professional quality inkjet printing utilizing printing profiles. Students required to provide their own digital camera with aperture and shutter controls. 36 hours of lecture and 54 laboratory hours. Material fee applies. (Letter grade only)

**PHO-12****Photojournalism**

(C-ID:JOUR 160)

**3.00 units**  
CSU*Prerequisite: PHO-9.*

Description: Introduction to photojournalism and the photojournalistic style of street shooting as a means for communicating visual information in print and digital media. Emphasis on using photographs to tell a story. Discussion of the professional, legal and ethical responsibilities of the photojournalist. Students required to provide a digital camera with manual controls. 36 hours lecture and 54 hours laboratory. (Materials fee: \$15) (Same as JOUR-12) (Letter grade only)

**PHO-13****Advanced Darkroom Techniques****3.00 units**  
CSU*Prerequisite: PHO-9.*

Description: Designed to introduce advanced students to manipulation of photosensitive materials for technical and creative enhancement of photographic images. The course presents the principles learned to control contrast and density with the goal of producing images with technical excellence using lighting, exposure, developing and printing techniques. Discuss laboratory processes for ensuring archival permanence of photographic images. 36 hours lecture and 54 hours laboratory. (Letter grade only)

**PHO-14****Lighting for Portraiture and Still Life****3.00 units**  
CSU*Prerequisite: PHO-9.*

Description: An introduction to basic theory and principles of studio photography. Hands-on experience in creating studio and environmental portraits with an emphasis on lighting and posing techniques. 36 hours lecture and 54 hours laboratory. (Letter grade only)

**PHO-15****Wedding and Special Event Photography****3.00 units***Prerequisite: None.*

Description: This course addresses the technical, artistic, legal and interpersonal communication information required by the wedding and special event photographer. The content will include establishing a working relationship with the client, evaluating each event in order to choose the appropriate equipment, developing photographic shot lists based on the type of event and cultural and religious expectations, executing contracts and marketing services. 36 hours lecture and 54 hours laboratory. (Letter grade only)

**PHO-17****Introduction to Color Photography****3.00 units**  
CSU*Prerequisite: PHO-9.*

Description: Theory and practice in capture, post-processing and output of color photographs. Includes color theory, analysis of light sources, color spaces, digital workflow, history of color photography and exposure to the work of contemporary color photographers. Students required to provide their own digital camera with aperture and shutter controls. 36 hours of lecture and 54 laboratory hours. Material fee applies. (Letter grade only)

**PHO-18****Photographic Editing and Printing****2.00 units**  
CSU*Prerequisite: None.*

Description: Theory and practice of using software applications, primarily Adobe Lightroom and Adobe Photoshop, to view, organize, edit and print digital photographs and digitally scanned photographs. Students will learn about creating catalogs and using filters for organization, using and controlling output of metadata, destructive and non-destructive editing, integrating the post-processing capabilities of Adobe Lightroom and Adobe Photoshop, creating photobooks, slide shows, geolocation mapping, and creating identity plates for their photographs. 27 hours lecture and 27 hours laboratory. (Letter grade only)

**PHO-20****Introduction to Digital Photography****3.00 units**  
CSU*Prerequisite: None.*

Description: Theory and practice in the basic techniques of producing digital photographs with technical and artistic merit. Acquire competency in the use of cameras with an emphasis on understanding the relationship of shutter, aperture and focal length. Software utilized may include Adobe Photoshop, Adobe Lightroom and others. Students are required to supply their own digital single lens reflex (SLR) camera with manual controls. 36 hours lecture and 54 hours laboratory. (Letter grade only)

**PHO-67****Business Practices for Photographers****3.00 units**  
CSU*Prerequisite: None.*

Description: This course provides a foundation in business practices for photographers. Topics include: building a personal photography business model, pricing photographic services, negotiating with clients, protecting the photographer's work, assessing equipment needs and costs, insurance, accounting, contracts, copyright, marketing, stock photography, and archiving photographs. 54 hours lecture. (Same as BUS-67) (Letter grade only)

## PHYSICAL SCIENCE (PHS)

### PHS-1

#### Introduction to Physical Science

**3.00 units**  
UC, CSU

*Prerequisite: None.*

Description: Fundamental concepts of earth, space, and environmental science (astronomy, geology, meteorology, and oceanography) and principles of physics and chemistry, especially as they relate to these fields. Emphasis is placed on the application of science in the understanding and solution of environmental problems. 54 hours lecture. (Letter grade only)

### PHS-5

#### Weather and Climate (C-ID:GEOG 130)

**3.00 units**  
UC, CSU

*Prerequisite: None.*

Description: The nature and causes of common meteorological phenomena, severe weather occurrences, and climatic patterns. Topics include atmospheric structure, solar radiation, and energy balances, atmospheric moisture, clouds and fog, air pressure, wind, air masses, and fronts, cyclones, tornadoes, hurricanes, weather forecasting, climate classification, and climate change. Understanding the human impact on weather and climate is an important thread throughout the course. 54 hours lecture. (Same as GEG-5.) (Letter grade only)

## PHYSICS (PHY)

### PHY-2A

#### General Physics I

(C-ID:PHYS 105)(C-ID:PHYS 100S=PHY 2A +PHY 2B)

**4.00 units**  
UC, CSU

*Prerequisite: None.*

*Corequisite: MAT-1A.*

Description: Meets the requirements for students majoring in biological science, including pre-medical and pre-dental students. This course examines: properties of matter; study of kinematics and mechanics, including Newton's laws, energy, momentum, and rotational motion; fluid mechanics; gravitation; study of oscillatory motion; study of wave motion, including sound waves. 54 hours lecture and 54 hours laboratory. (Letter grade only)

### PHY-2B

#### General Physics II

(C-ID:PHYS 100S=PHY 2A+PHY 2B)

**4.00 units**  
UC, CSU

*Prerequisite: PHY-2A.*

Description: Meets the requirements for students majoring in biological science, including pre-medical and pre-dental students. This course includes: study of thermodynamics, including temperature, methods of heat transfer, calorimetry, ideal gas law, laws of thermodynamics, entropy, and heat engines; study of electricity and magnetism, including electric field and potential, Gauss' Law, current, Ohm's Law, capacitance and inductance, Faraday's Law; study of optics, including electromagnetic waves, reflection, refraction, interference, and diffraction; study of modern physics, including the photoelectric effect, de Broglie wavelength, quantum numbers, and radioactive decay. 54 hours lecture and 54 hours laboratory. (Letter grade or Pass/No Pass option)

### PHY-4A

#### Mechanics

(C-ID:PHY 205)

**4.00 units**  
UC, CSU

*Prerequisite: None.*

*Corequisite: MAT-1A.*

Description: Examines vectors, particle kinematics and dynamics, work and power, conservation of energy and momentum, rotation, oscillations and gravitation. 54 hours lecture and 54 hours laboratory. (Letter grade only)

### PHY-4B

#### Electricity and Magnetism

(C-ID:PHY 210)

**4.00 units**  
UC, CSU

*Prerequisite: PHY-4A.*

*Corequisite: MAT-1B.*

Description: Study of electric fields, voltage, current, magnetic fields, electromagnetic induction, alternating currents and electromagnetic waves. 54 hours lecture and 54 hours laboratory. (Letter grade only)

### PHY-4C

#### Heat, Light and Waves

**4.00 units**  
UC, CSU

*Prerequisite: PHY-4A.*

*Corequisite: MAT-1B.*

Description: Examines fluid mechanics; temperature, heat transfer, thermal properties of matter, laws of thermodynamics; oscillations and waves; reflection, refraction, lenses and mirrors, interference, and diffraction; introduction to special relativity and modern physics. 54 hours lecture and 54 hours laboratory. (Letter grade only)

### PHY-4D

#### Modern Physics

**4.00 units**  
UC, CSU

*Prerequisite: PHY-4A.*

Description: The study of special relativity, the old quantum theory, fundamentals of quantum mechanics and basic applications of these theories to the hydrogen atom. 72 hours lecture. (Letter grade only)

### PHY-10

#### Introduction to General Physics

**3.00 units**  
UC, CSU

*Prerequisite: None.*

Description: A non-science major physics course covering mechanics, properties of matter, heat, sound, light, electricity and magnetism, and nuclear physics. 54 hours lecture. (Letter grade only)

### PHY-11

#### Physics Laboratory

**1.00 unit**  
UC, CSU

*Prerequisite: None.*

*Corequisite: PHY-10.*

Description: An optional laboratory science course for the non-science major. Emphasis on laboratory techniques, student experimentation and laboratory demonstrations. 54 hours laboratory. (Letter grade only)



## POLITICAL SCIENCE (POL)

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### POL-1

#### American Politics

(C-ID:POLS 110)

**3.00 units**

UC, CSU

*Prerequisite: None.*

Description: An introduction to the principles, structures, processes, and culture that inform American politics. Specific focus is placed on the development of the Constitution, the government it engenders, the development of the American polity, the formation of policy, and the connections between the national government and California's government. Students may not receive credit for both POL-1 and POL-1H. 54 hours lecture. (Letter grade only)

### POL-1H

#### Honors American Politics

(C-ID:POLS 110)

**3.00 units**

UC, CSU

*Prerequisite: None.*

*Limitation on enrollment: Enrollment in the Honors Program.*

Description: An introduction to the principles, institutions and critical issues of American politics, with emphasis placed on the national government. Specifically, the course offers an enhanced exploration of the philosophic and ideological sources of the American political system and its political culture, political parties and electoral system as well as political interest groups, mass movements, public policy, the media, the judicial system, and California state and local government. The honors course offers an enriched educational experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher-order critical thinking skills. Students may not receive credit for both POL-1 and POL-1H. 54 hours lecture. (Letter grade only)

### POL-2

#### Comparative Politics

(C-ID:POLS 130)

**3.00 units**

UC, CSU

*Prerequisite: None.*

*Advisory: REA-83 and Qualification of English 1A.*

Description: A comparative study of selected European, Asian, African, Latin American, and Middle Eastern political systems. Concerned with broadening and deepening the student's understanding of the nature and variety of political systems. Course topics will include a study of institutions, issues, and policies of various countries. Students may not receive credit for both POL-2 and POL-2H. 54 hours lecture. (Letter grade only)

### POL-2H

#### Honors Comparative Politics

(C-ID:POLS 130)

**3.00 units**

UC, CSU

*Prerequisite: None.*

*Advisory: REA-83 and Qualification for ENG-1A.*

*Limitation on enrollment: Enrollment in the Honors Program.*

Description: A comparative study of selected European, Asian, African, Latin American, and Middle Eastern political systems. Concerned with broadening and deepening the student's understanding of the nature and variety of political systems. Course topics will include a study of institutions, issues, and policies of various countries. The honors course offers an enriched educational experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher-order critical thinking skills. Students may not receive credit for both POL-2 and POL-2H. 54 hours lecture. (Letter grade only)

### POL-3

#### Introduction to Politics

(C-ID:POLS 150)

**3.00 units**

UC, CSU

*Prerequisite: None.*

*Advisory: REA 83 and qualification for ENG-1A.*

Description: An introduction to Political Science as a field of study and to the major concepts, theories, methods and issues common to the study of Political Science. The course will include introductions to the sub-fields of American Government, Comparative Politics, International Relations, Political Economy, Political Theory as well as to methods of Political Science research. 54 hours lecture. (Letter grade only)

### POL-4

#### Introduction to World Politics

(C-ID:POLS 140)

**3.00 units**

UC, CSU

*Prerequisite: None.*

*Advisory: Qualification for ENG-1A and REA-83.*

Description: A study of the theories, paradigms, and issues of global politics. Special attention is given to the role of the United States in the international community, the role of international organizations and international political economy. 54 hours lecture. (Letter grade only)

### POL-4H

#### Honors Introduction to World Politics

(C-ID:POLS 140)

**3.00 units**

UC, CSU

*Prerequisite: None.*

*Advisory: REA-83 and Qualification for ENG-1A.*

*Limitation on enrollment: Enrollment in the Honors Program.*

Description: A study of the theories, paradigms, and issues of global politics. Special attention is given to the role of the United States in the international community, the role of international organizations and international political economy. This honors course offers an enriched experience for accelerated students by means of limited class size, seminar format, student-generated and-led discussions and projects, a focus on primary texts in translation, and the applications of higher-level thinking and writing skills-analysis, synthesis, and evaluation. Students may not receive credit for both POL-4 and POL-4H. 54 hours lecture. (Letter grade only)

### POL-5

#### The Law and Politics

**3.00 units**

UC, CSU

*Prerequisite: None.*

*Advisory: REA-83 and qualification for English 1A.*

Description: The principles and problems of the constitution are examined, with emphasis on how the constitution impacts public policy. Also, the course looks at the constitutional considerations affecting civil rights and liberties. 54 hours lecture. (Letter grade only)

**POL-6****Introduction To Political Economy****3.00 units**  
UC, CSU*Prerequisite: None.**Advisory: REA-83 and qualification for English 1A.*

Description: This course will examine the historical, structural, and cultural elements in the development of international political economy. Topics covered will include the relation of politics and economics on development, globalization, national institutions, social groups and classes, and democracy. 54 hours lecture. (Same as ECO-6) (Letter grade or Pass/No Pass option)

**POL-7A****Current Political Issues A****3.00 units**  
CSU*Prerequisite: None.**Advisory: Qualification for English 1A.*

Description: Current political issues is designed to provide students the opportunity to examine major national and global issues which are not fully covered in the regular department curriculum. Topics selected are defined as current critical issues facing our nation and globe and will vary with each course offering. Each issue will be covered in detail, as will potential solutions to each issue and the political bodies involved in attempting resolution. 54 hours lecture. (Letter grade only)

**POL-7B****Current Political Issues B****3.00 units**  
CSU*Prerequisite: None.**Advisory: Qualification for English 1A.*

Description: Current political issues is designed to provide students the opportunity to examine major national and global issues which are not fully covered in the regular department curriculum. Topics selected are defined as current critical issues facing our nation and globe and will vary with each course offering. Each issue will be covered in detail, as will potential solutions to each issue and the political bodies involved in attempting resolution. 54 hours lecture. (Letter grade only)

**POL-7C****Current Political Issues C****3.00 units**  
CSU*Prerequisite: None.**Advisory: Qualification for English 1A.*

Description: Current political issues is designed to provide students the opportunity to examine major national and global issues which are not fully covered in the regular department curriculum. Topics selected are defined as current critical issues facing our nation and globe and will vary with each course offering. Each issue will be covered in detail, as will potential solutions to each issue and the political bodies involved in attempting resolution. 54 hours lecture. (Letter grade only)

**POL-7D****Current Political Issues D****3.00 units**  
CSU*Prerequisite: None.**Advisory: Qualification for English 1A.*

Description: Current political issues is designed to provide students the opportunity to examine major national and global issues which are not fully covered in the regular department curriculum. Topics selected are defined as current critical issues facing our nation and globe and will vary with each course offering. Each issue will be covered in detail, as will potential solutions to each issue and the political bodies involved in attempting resolution. 54 hours lecture. (Letter grade only)

**POL-8****Introduction To Public Administration and Policy Development****3.00 units**  
UC, CSU*Prerequisite: None.**Advisory: REA-83 and qualification for English 1A.*

Description: This course is designed as an introduction to the processes of policy formation and implementation. Public administration, decision making in the public bureaucracy, and administrative tasks are discussed. In addition to the politics of administrative organizations, personnel management, budget administration, public relations, and Government service as a career are discussed. Practicing public administrators will be featured as guest speakers. 54 hours lecture. (Letter grade only)

**POL-10****International Organizations****3.00 units**  
UC, CSU*Prerequisite: None.*

*Advisory: Introduction to, and examination of, the development, impact, and issues of international organizations, with an emphasis on the United Nations. Includes theory and practice of international diplomacy through participation in Model United Nations simulations. Focus on the history, structure and functions of the United Nations; international negotiation and diplomacy; conflict resolution; researching and writing position papers and resolutions; understanding United Nations parliamentary procedures; and public speaking. Students are required to attend a Model United Nations conference. 54 hours lecture. (Letter grade only)*

**POL-10A****International Organizations A****3.00 units**  
CSU*Prerequisite: None.**Advisory: Qualification for English 1A.*

Description: The course will examine the development and impact of International Organizations. Particular emphasis will be placed upon and understanding of the United Nations. Students will prepare for participation in Model United Nations Conferences, which are voluntary. Subsequent enrollment in sections BCD will provide the student an opportunity for additional skill and competency development within the subject matter. 54 hours lecture. (Letter grade only)

**POL-10B**  
**International Organizations B** **3.00 units**  
 CSU

*Prerequisite: None.*

*Advisory: Qualification for English 1A.*

Description: The course will examine the development and impact of International Organizations. Particular emphasis will be placed upon and understanding of the United Nations. Students will prepare for participation in Model United Nations Conferences, which are voluntary. Subsequent enrollment in sections BCD will provide the student an opportunity for additional skill and competency development within the subject matter. 54 hours lecture. (Letter grade only)

**POL-10C**  
**International Organizations C** **3.00 units**  
 CSU

*Prerequisite: None.*

*Advisory: Qualification for English 1A.*

Description: The course will examine the development and impact of International Organizations. Particular emphasis will be placed upon and understanding of the United Nations. Students will prepare for participation in Model United Nations Conferences, which are voluntary. Subsequent enrollment in sections BCD will provide the student an opportunity for additional skill and competency development within the subject matter. 54 hours lecture. (Letter grade only)

**POL-11**  
**Political Theory** **3.00 units**  
 (C-ID:POLS 120) UC, CSU

*Prerequisite: None.*

*Advisory: REA-83 and qualification for English 1A.*

Description: This course will examine the major contributions of political thinkers from Socrates to the present. Political concepts such as democracy, the rule of law, justice, natural rights, sovereignty, citizenship, power, the state, revolution, liberty, reason, materialism, toleration, and the place of religion in society and politics are traced from their origins, through their development and changing patterns, to show how they influence political thinking and institutions today. 54 hours lecture. (Letter grade only)

**POL-12**  
**State and Local Politics** **3.00 units**  
 CSU

*Prerequisite: None*

*Advisory: Qualification for English 1A*

Description: The goal of this course is to acquaint students with the history and theories of American state and local politics. This course will examine the history of state and local politics in the U.S., with emphasis on California politics. Current political issues such as urban development, fiscal policies, race, gender and class politics, state and local political leaders, civil rights and civil liberties will be discussed. 54 hours lecture. (Letter grade only)

**POL-13**  
**Introduction American Foreign Policy** **3.00 units**  
 UC, CSU

*Prerequisite: None.*

*Advisory: Qualification for ENG-1A.*

Description: The goal of this course is to provide students with comprehensive and critical coverage of U.S. foreign policy since W.W.II. Through a coherent chronological narrative, the course traces the evolution of U.S. foreign policy from its assumption of world leadership during and after World War II to its present concerns with sprouting democracies, a militarized policy, and global economic and political interdependence. 54 hours lecture. (Letter grade only)

**POL-14**  
**Internship in Political Science** **3.00 units**  
 CSU

*Prerequisite: None.*

*Advisory: Qualification for English 1A.*

Description: This course will examine the process of decision making in the public arena of local, state and national politics. Policy development, public administration and the bureaucratic implementation of policy will be analyzed. The student will be assigned to work 90 hours in a political or public administrative state or local office as the internship component of this course. 27 hours lecture and 90 hours volunteer internship required. (Letter grade only)

**POL-17**  
**Politics of Developing Countries** **3.00 units**  
*Prerequisite: None.*

Description: An introduction to the economic, political, and social problems faced by countries in the developing world. Topics include the causes of underdevelopment such as imperialism and colonization as well as the various forms of development interventions. Contemporary case studies of countries in the Middle East, Africa, Asia, and Latin America will be used to evaluate theoretical perspectives, policies, and strategies in development. 54 hours lecture. (Letter grade only)

**POL-20**  
**Latin American Politics** **3.00 units**  
*Prerequisite: None.*

Description: An examination of the politics of contemporary governments in Latin America through various perspectives. Analyzes the domestic, as well as international effects, on the development of governments in Latin America, including the political, social and economic contexts and unique experiences of each nation-state of Latin America. Explores the various military interventions in politics throughout the region, the development of authoritarian governments, democratization, and the Pink Tide of the 21st century. 54 hours lecture. (Letter grade only)

**POL-21**  
**Latinx Politics** **3.00 units**  
*Prerequisite: None.*  
 Description: An examination of United States structures of political, social, and economic power from the history and experiences of the Latinx population. Students will survey demographic research on the diversity of Latinx identity and political behavior in the U.S. as well as the institutional relationship that Latinx groups have established and challenge within the U.S. political system. Students will also analyze the political relationship Latinx groups have with the U.S. Constitution and civil society organizations. 54 hours lecture. (Same as ETS-21) (Letter grade only)

**POL-22**  
**Politics of the Middle East** **3.00 units**  
*Prerequisite: None.*  
 Description: Surveys the political and social institutions in the Middle East. Students will be introduced to the political history of key countries and the contemporary governments of the Arab states, Turkey, Iran and Israel. There will be a special emphasis on the role religion, oil, and socioeconomic factors play in regional conflict in the Middle East. 54 hours lecture. (Letter grade only)

**POL-23**  
**Race, Ethnicity and Politics in America** **3.00 units**  
*Prerequisite: None.*  
 Description: An examination of United States institutions of social, political and economic power from the history and experiences of minoritized populations such as African Americans, Latinas/os, Native Americans, Women, Asian Americans, and Immigrants. Students will analyze the U.S. Constitution as well the legislative, executive and judicial branches of governance with regard to citizenship, pluralism, and civil rights and liberties. Other emphases will be on diverse forms of political participation and how it influences U.S. institutions at the local, state and federal levels in movements towards achieving social justice. 54 hours lecture. (Letter grade only)

## PORTUGUESE (POR)

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**POR-1**  
**Portuguese 1** **5.00 units**  
 UC, CSU  
*Prerequisite: None.*  
 Description: Develops basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Portuguese at the beginning level. This course includes discussion of Luso-Brazilian culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**POR-2**  
**Portuguese 2** **5.00 units**  
 UC, CSU  
*Prerequisite: POR-1*  
 Description: Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Portuguese at the beginning level. This course includes an expanded discussion of Luso-Brazilian culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

## PROFESSIONAL DEVELOPMENT STUDIES (PDS)

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**PDS-801**  
**Leadership Skills** **0 units**  
*Prerequisite: None*  
 Description: Take your leadership from good to great by exploring and applying the top ten skills that every leader must have. 12 hours lecture. (Pass/No Pass only)

**PDS-802**  
**Supervisory Skills** **0 units**  
*Prerequisite: None*  
 Description: Learn the key tools for effective management and supervision. Course covers delegation, feedback, communicating with employees, motivation, and management styles. 12 hours lecture. (Pass/No Pass only)

**PDS-803**  
**Increasing Productivity** **0 units**  
*Prerequisite: None*  
 Description: Personal productivity results from a combination of factors which all impact each other. Explore, dissect and analyze these factors to develop an individualized plan optimizing your effectiveness in both your professional and personal lives. Focus on personal empowerment and growth while weaving neuroscience theory to help you anchor the learning and understand brain function better. 12 hours lecture. (Pass/No Pass only)

**PDS-804**  
**Motivating Yourself and Others** **0 units**  
*Prerequisite: None*  
 Description: Individuals and leaders explore the key ingredients for strengthening workplace commitment, engagement, and career satisfaction. Apply alternative reward and recognition strategies to increase engagement in the workplace. 12 hours lecture. (Pass/No Pass only)

**PDS-805**  
**Difficult Conversations** **0 units**  
*Prerequisite: None*  
 Description: Unfortunately, the default tendency for millions remains to try to avoid difficult conversations because they don't know how to structure a discussion. Learn to prepare for a difficult conversation by clarifying your intentions and assumptions and applying a simple model to help you stay centered while you constructively shape what you say. Scripts and tips will be provided and applied to prepare for your next difficult conversation. 12 hours lecture. (Pass/No Pass only)

**PDS-806****The Art of Negotiating and Collaborating 0 units***Prerequisite: None*

Description: Participants apply collaboration tools for building high-trust synergistic relationships, analyze the conflict cycle and practice skills to diffuse conflict at each stage for mutual benefit. Assess one's strengths and utilize tools to facilitate and adapt to others styles. Skills include re-framing, neutralizing language, discovering of interests, and leveraging innovative solutions through a collaborative negotiation process. 12 hours lecture. (Pass/No Pass only)

**PDS-807****Personality Styles and Difficult Relationships 0 units***Prerequisite: None*

Description: Exploration of participants' own behaviors and personality styles, while learning to adapt one's behavior to be effective with other personality styles in a variety of work situations. Emphasis is placed on dealing with difficult relationships and communicating in a way that matches the needs of all involved to achieve relationship satisfaction and organizational objectives. 12 hours lecture. (Pass/No Pass only)

**PDS-808****Critical Thinking, Problem Solving and Decision Making 0 units***Prerequisite: None.*

Description: In today's workplace, it is everyone's job to solve problems and make decisions. Analytical thinking, decision making and problem solving involve breaking things down into their component parts, applying deductive reasoning and then applying judgment and insight. Learn hands-on techniques to generate breakthrough ideas, make decisions, and solve your most pressing problems. All by asking the right questions, challenging assumptions, and seeing others' viewpoints with clarity. 12 hours lecture. (Same as CAT-808) (Pass/No Pass only)

**PDS-809****Business Writing in a Technological World 0 units***Prerequisite: None.*

Description: Participants will develop effective and professional business writing skills using business tone, organization and formatting, word choice and persuasion. Matching the delivery channel (email, letter, memo, or text) to the message type and situation will be covered, as well as the best methods to deliver bad news. 12 hours lecture. (Same as CAT-809) (Pass/No Pass only)

**PDS-810****Time Management 0 units***Prerequisite: None*

Description: Participants explore time management strategies and tools for effectively managing expanding workloads, shifting priorities and increasing demands. Practice prioritizing "important" versus "urgent" activities. Emphasis on analyzing current use of time; identifying organizational goals, roles and priorities; discovering gaps to achieving goals; and applying time management tools to the gaps to complete important priorities first. 12 hours lecture. (Pass/No Pass only)

**PDS-811****High Impact Presentations and Proposals For the Work Place 0 units***Prerequisite: None.*

Description: Participants will learn how to craft a presentation focused on the message you need to convey to your audience. You will learn to consider your audience's expectations, biases, emotions, needs and wants to plan an effective slideshow. By finding what's the benefit for them in watching your presentation, you will manage to engage their attention from start to finish, and you will know what to avoid and what to strive for in the design of your deck. You will explore what is the logical order to convey your information, what makes for successful slide design, how to maintain consistency, edit for simplicity using the "less is more" principle and how to use powerful imagery and meaningful data. 12 hours lecture. (Same as CAT-811) (Pass/No Pass only)

**PDS-812****Workplace Communication Strategies 0 units***Prerequisite: None.*

Description: Participants assess and optimize current workplace communication skills. Differentiate content, emotions, perceptions, and intentions in a communication exchange. Build an advanced communication toolkit to forward your career. Illustrate clear and congruent verbal and nonverbal messages tailored to the personalities involved, the desired outcomes, and the context. 12 hours lecture. (Same as CAT-812) (Pass/No Pass only)

**PDS-813****Best Practices in Customer Service 0 units***Prerequisite: None*

Description: Apply practical strategies to retain a valuable customer base, diffuse difficult situations, and earn repeat business. Topics include: The anatomy of a complaint, regulating verbal and nonverbal responses, active listening skills, creative problem solving, customer perceptions and expectations, adapting to different conflict styles, and steps to defuse angry customers. 12 hours lecture. (Pass/No Pass only)

**PDS-814****Closing Techniques That Win the Sale 0 units***Prerequisite: None*

Description: In any selling situation obstacles have to be overcome before a buying decision is reached. Learn to resolve objection effectively through a process that involves careful listening along with positive factual responses to buyer concerns. Learn techniques to address customers' emotional needs, get past the obstacles preventing them from buying, and build long-term customer relationships. 12 hours lecture. (Pass/No Pass only)

**PDS-815****Winning Sales Scripts 0 units***Prerequisite: None*

Description: More and more sales are now being done "inside" with sales persons contacting perspective buyers using the phone and email. Learn how to maximize this revenue source and increase the effectiveness of "inside" sale using scripts. 12 hours lecture. (Pass/No Pass only)

**PDS-816**  
**Personal Finance** **0 units**  
*Prerequisite: None*  
 Description: Overview of personal financial management skills, positive banking relations, and achieving financial security. Topics include: Personal budgeting; saving; credit; appropriate use of credit cards; banking services; consumer installment loans; and buying real estate. 18 hours lecture. (Pass/No Pass only)

**PDS-817**  
**Financial Future** **0 units**  
*Prerequisite: None*  
 Description: Students will learn to review an individual financial situation, develop financial goals for retirement and identify appropriate means to achieve these goals. Topics will include: Financial goal setting; life insurance; different types of retirement accounts; and investment options. 9 hours lecture. (Pass/No Pass only)

**PDS-818**  
**The Successful Job Search** **0 units**  
*Prerequisite: None*  
 Description: Students interested in getting a job or progressing in their current career will learn essential skills for successful transitions in the workplace. Topics covered include identifying job markets and industries, conducting a comprehensive job search, networking, creating a resume and cover letter, and effective interview techniques. 9 hours lecture. (Pass/No Pass only)

## **PSYCHOLOGY (PSY)**

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**PSY-1**  
**General Psychology** **3.00 units**  
 (C-ID:PSY 110) UC, CSU  
*Prerequisite: None.*  
 Description: Historical and philosophical antecedents of contemporary psychology; the scientific study of behavior and mental processes as systemized in learning, motivation, emotion, personality, intelligence, and thought. 54 hours lecture. (Letter grade only)

**PSY-1H**  
**Honors General Psychology** **3.00 units**  
 UC, CSU  
*Prerequisite: None*  
*Limitation on enrollment: Enrollment in the Honors Program*  
 Description: Historical and philosophical antecedents of contemporary psychology; the scientific study of behavior and mental processes as systemized in learning, motivation, emotion, personality, intelligence, and thought. This honors course offers an enriched experience for accelerated students through limited class size, seminar format, focus on primary texts, and application of higher level critical thinking skills. Students may not receive credit for both PSY-1 and PSY-1H. 54 hours lecture.

**PSY-2**  
**Biological Psychology** **3.00 units**  
 (C-ID:PSY 150) UC, CSU  
*Prerequisite: PSY-1.*

Description: The scientific study of brain-behavior relationships and mental processes. Issues addressed include: historical scientific contributions and current research principles for studying brain-behavior associations and mental processes, basic nervous system structure and function, sensory and motor systems, emotion, motivation, learning and memory, sleep and dreaming, and neurological and mental disorders. Ethical standards for human and animal research are discussed in the context of both invasive and non-invasive experimental investigations. 54 hours lecture. (Letter grade only)

**PSY-8**  
**Introduction to Social Psychology** **3.00 units**  
 (C-ID:PSY 170) UC, CSU  
*Prerequisite: None.*

Description: An introduction to the study of individual human behavior in relation to the social environment. It includes emphasized topics such as aggression, prejudice, interpersonal attraction, attitude change, gender roles, and social cognition. (Letter grade only)

**PSY-9**  
**Developmental Psychology** **3.00 units**  
 (C-ID:PSY 180) UC, CSU  
*Prerequisite: None.*

Description: Examines the prevailing theories and research of developmental psychology and the stages of human development from conception to death. 54 hours lecture. (Letter grade only)

**PSY-10**  
**Personal and Social Adjustment** **3.00 units**  
 (C-ID:PSY 115)  
*Prerequisite: None.*

Description: An applied biopsychosocial approach to prepare students for a lifelong understanding of themselves as integrated persons, taking into account the influence of culture, ethnicity, gender, and socioeconomic status. Explores opportunities for adjustment and growth in a variety of circumstances, such as family, work, and interpersonal relationships. Topics include personal development through the life cycle, biological, psychological, and social aspects of stress, personal coping skills, interpersonal communication, family relationships, and effective integration of work with leisure. 54 hours lecture. (Letter grade only)

**PSY-33**  
**Theories of Personality** **3.00 units**  
 UC, CSU

*Prerequisite: None.*  
 Description: Examines the basic concepts and principles of the prevailing theories of personality and evaluates the scientific, theoretical, and practical merits of their assumptions and propositions. 54 hours lecture. (Letter grade only)

**PSY-35****Abnormal Psychology**  
(C-ID:PSY 120)**3.00 units**  
UC, CSU*Prerequisite: None.*

Description: Survey of historical and contemporary approaches to diagnosing, understanding, and treating major forms of psychological disorder, including: anxieties, fears, obsessions, psychoses, sexual and personality disorders, disorders of childhood and adolescence. 54 hours lecture. (Letter grade only)

**PSY-35H****Honors Abnormal Psychology**  
(C-ID:PSY 120)**3.00 units***Prerequisite: None.**Limitation on Enrollment: Enrollment in the Honors Program.*

Description: Survey of historical and contemporary approaches to diagnosing, understanding, and treating major forms of psychological disorder, including: anxieties, fears, obsessions, psychoses, sexual and personality disorders, disorders of childhood and adolescence. Students will produce a minimum of 5,000 words of instructor-evaluated writing. This Honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and application of higher level critical thinking skills. 54 hours lecture. (Letter grade only)

**PSY-48****Statistics for the Behavioral Sciences****3.00 units**  
UC, CSU*Prerequisite: MAT-35, MAT-37 or MAT-42 or qualifying placement level*

Description: Introduction to basic statistical methods and analyses commonly used in behavioral science research. Topics cover both inferential and descriptive statistics including correlations, regression analysis, chi-squares, t-tests, analysis of variance, and an introduction to factorial designs. This course covers the logic of hypothesis testing and emphasizes conceptualization of material and interpreting findings for use in behavioral science research above computation. This course trains students to use a statistical software package used by behavioral science researchers and prepares them to proficiently consume published research in the behavioral sciences. 54 hours lecture. (Letter grade only)

**PSY-50****Research Methods in Psychology**  
(C-ID:PSY 205B)**4.00 units**  
UC, CSU*Prerequisite: PSY-1/1H, and PSY/SOC-48 or MAT-12/12H*

Description: Introduces students to psychological research methods with emphasis on the use of the scientific method. The laboratory will complement the lectures and allow each student to design and conduct behavioral research, including collecting and analyzing research data. 63 hours lecture and 27 hours laboratory.

**REAL ESTATE (RLE)****RLE-80****Real Estate Principles****3.00 units**  
CSU*Prerequisite: None.*

Description: The real estate principles course covers basic laws and principles of California real estate; fundamentals, terminology, concepts, current practices and current market trends in real estate. Assists those preparing for the real estate sales person and broker license examination. 54 hours lecture. (Letter grade only)

**RLE-81****Real Estate Practices****3.00 units**  
CSU*Prerequisite: None.*

Description: Covers basic laws and principles of California real estate, terminology and daily operations in a real estate brokerage. Includes listing, prospecting, advertising, financing, sales techniques, escrow and ethics. Applies toward state's educational requirements for the brokers examination. 54 hours lecture. (Letter grade only)

**RLE-82****Legal Aspects of Real Estate****3.00 units**  
CSU*Prerequisite: None.*

Description: California real estate law, including rights incident to property ownership and management, agency, contracts, and application to real estate transfer, conveyance, probate proceedings, trust deeds, and foreclosure, as well as recent legislation governing real estate transactions. Applies toward educational requirement of brokers examination. 54 hours lecture. (Letter grade only)

**RLE-83****Real Estate Finance****3.00 units**  
CSU*Prerequisite: None.*

Description: Analysis of real estate financing, including lending policies and problems in financing transactions in residential, apartment, commercial, and special purpose properties. Methods of financing properties emphasized. 54 hours lecture. (Letter grade only)

**RLE-84****Real Estate Appraisal****3.00 units**  
CSU*Prerequisite: None.*

Description: Purposes of appraisals, the appraisal process, and the different approaches, methods, and techniques used to determine the value of various types of property. Emphasis will be on residential and single-unit properties. 54 hours lecture. (Letter grade only)

**RLE-85****Real Estate Economics****3.00 units**  
CSU*Prerequisite: None.*

Description: Trends and factors affecting the value of real estate; the nature and classification of land economics; the development of property, construction and subdivision, economic values and real estate evaluation; real estate cycles and business fluctuations, residential market trends, real and special purpose property trends. 54 hours lecture. (Letter grade only)

**RLE-86****Escrow Procedures I****3.00 units**  
CSU*Prerequisite: None.*

Description: Methods and techniques of escrow procedure for various types of real estate transactions, including the legal/ethical responsibilities engaged in escrow work. 54 hours lecture. (Letter grade only)

**RLE-200****Real Estate Work Exp****1.00 - 4.00 units**  
CSU*Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

Description: Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester. (Letter grade or Pass/No Pass option)

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## RUSSIAN (RUS)

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**RUS-1****Russian 1****5.00 units**  
UC, CSU*Prerequisite: None.*

Description: Develops basic skills in listening, reading, speaking and writing. Emphasis on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Russian at the beginning level. Includes discussion of Russian culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option)

**RUS-2****Russian 2****5.00 units**  
UC, CSU*Prerequisite: RUS-1*

Description: Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Russian at the beginning level. Includes an expanded discussion of Russian culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**RUS-3****Russian 3****5.00 units**  
UC, CSU*Prerequisite: RUS-2*

Description: Development of intermediate skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Russian at the intermediate level. Includes an expanded discussion of Russian culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**RUS-11****Russian Culture and Civilization****3.00 units**  
UC, CSU*Prerequisite: None.*

Description: Introduction to Russia's cultural norms, values, social development and organization as revealed through its complex and unique history. Class conducted in English. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

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## SENIOR CITIZEN EDUCATION (SCE)

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**SCE-804****Engaging Topics for Lifelong Learners****0 units***Prerequisite: None.*

Description: Engaging Topics for Lifelong Learners will provide in-depth discussions and exploration of current issues using various forms of media such as books, biographies, film, theatre, music, national and local news, and social media. The focus is to provide opportunities for intellectual curiosity, enhancing communication and listening skills while engaging in enriching dialogue. 12-54 hours lecture. (Pass/No Pass or No Grade option)

**SCE-805****Creative Writing: Older Adults****0 units***Prerequisite: None.*

Description: Students 55 years and older have an opportunity to read the short stories and essays of writers and/or learn to write and record the stories of their own lives and histories. (No grade only)



**SCE-809****Computer Basics for Lifelong Learners 0 units***Prerequisite: None.*

Description: Computer basics for lifelong learners will provide a basic understanding of home computing that covers terminology, components, basic MS Windows functions, accessory programs, simple word processing, email, and spreadsheet programs as well as skills to access and utilize the internet. 12-54 hours lecture (Pass/No Pass or No Grade option)

**SCE-810****Photography for Older Adults 0 units***Prerequisite: None.*

Description: In this course, students 55 years and older will use their own 35mm and digital cameras as they learn the theory and application of basic photographic skills needed to consistently take high quality photographs under a variety of shooting conditions. Students will be responsible for processing their own photographs. Socialization and working as a group will be an important part of this course. Students will be taught in a progressive systematic manner. 28 hours laboratory; Positive Attendance. (No grade only)

**SCE-811****Drawing and Painting for Lifelong Learners 0 units***Prerequisite: None.*

Description: Drawing and painting for lifelong learners is a potpourri of drawing, illustration, painting, mixed media, and basic design components. The focus of the content may assist in the development and/or enhancement of mental acuity, fine motor skills, with a range of activities from creative interpretation of subjects from life, landscape, imagination, basic exploration of design elements and principles, composition, observation skills, perspective on art appreciation and history, and methods of conserving and displaying completed works. No prior experience with drawing is required. 12-54 hours lecture. (Students will provide their own materials and supplies.) (Pass/No Pass or No Grade option)

**SCE-813****Healthy Aging for Lifelong Learners 0 units***Prerequisite: None.*

Description: Healthy Aging for Lifelong Learners provides practical information regarding healthy aging including diet, nutrition, disease prevention, fall prevention, and application of principles focusing on maintaining good health. 12-54 hours of lecture. (Pass/No Pass or No Grade option)

**SCE-820****Music for Active Seniors 0 units***Prerequisite: None.*

Description: Focuses on listening to, participating in and learning the history of music deemed to be of interest to older adults. Includes live instrumental and vocal presentations; instruction on composers and song stories; and backgrounds and musical styles from approximately 1900 forward. Designed for students 55 years and older who are able to be active, mobile participants. 30 hours laboratory; Positive Attendance. 30 hours laboratory. (No grade only)

**SCE-821****Music Therapy for Frail Seniors 0 units***Prerequisite: None.*

Description: Focuses on listening to, participating in and learning the history of music deemed to be of interest to seniors. Course includes live piano or other instruments; vocal presentations and instruction on composers, song- stories, backgrounds and musical styles from approximately 1900 forward. Designed for students 55 years and older who may live in assisted-living environments. 30 hours laboratory; Positive Attendance. 30 hours laboratory. (No grade only)

**SCE-824****Successful Money Management 0 units***Prerequisite: None*

Description: This course will introduce students to the key concepts and practices of wise money management, including how to minimize taxes, minimize your investment returns, and plan for your future. Students will develop a personal money management plan suitable to their individual income and financial objectives. 10 hours laboratory. (No grade only)

**SCE-830****Mature Driver Improvement for Lifelong Learners 0 units***Prerequisite: None.*

*Limitation on enrollment: Students must possess a valid California Driver's License and , Be prepared to pay a nominal fee (currently \$1.00) for the DMV Certificate of Completion.*

Description: Mature Driver Improvement for Lifelong Learners is designed to update the driving skills of students 55 years and older. Curriculum is provided by the State of California DMV to help older drivers become more defensive, more alert to their surroundings as they drive and to familiarize them with new traffic laws. DMV requires that the course be 8 hours long and be open to a maximum of 30 students. Students will pay a nominal fee for the DMV Certificate of Completion. (Pass/No Pass or No Grade option)

**SCE-833****Health Wellness and Nutrition for Older Adults 0 units***Prerequisite: None.*

Description: Adults 55 years and older learn practical information about nutrition and dietary needs. Topics include general health, nutrition, consumer awareness, market trends/dietary fads, healthy food preparation and safety. Emphasis placed on nutrition and the role it plays throughout the aging process. 24 hours laboratory. (No grade only)

**SCE-834****Weight Management 0 units***Prerequisite: None.*

Description: This course is designed for older adults who desire to lose between 5 and 40 pounds. Emphasis is placed on developing nutritionally sound eating habits to reduce weight by 1-2 pounds per week. The course examines a variety of issues involved with successful weight management including: exercise, stress management, strategies for restaurant dining, evaluation of fad diets, building confidence and changing habits. 36 hours lecture. (No grade only)

**SCE-840****Craft Design for Lifelong Learners****0 units***Prerequisite: None.*

Description: Craft Design for Lifelong Learners provides the opportunity to create and construct various types of crafts in an interactive and stimulating environment. The course will feature crafts that provide an opportunity to explore creativity while retaining and continuing to develop fine motor skills and improve memory skills. Some of the crafts featured in various classes might include ceramics, stain glass, wood carving, jewelry, china painting, calligraphy, fabric crafts, scrapbook design, various crafts using glass items, wood items, clay pots, found items and items from nature like gourds and pine cones, etc. Students will supply their own craft materials. (Pass/No Pass or No Grade option)

**SOC-3****Social Inequality****3.00 units**

UC, CSU

*Prerequisite: None.*

Description: This course introduces students to the extent of inequality in its various forms in American society, the consequences of inequality for individual life chances and for society as a whole, the theoretical explanations given for the existence of inequality, and to the persistence of inequality and poverty. 54 hours lecture. (Letter grade only)

**SOC-10****Race And Ethnic Relations****3.00 units**

(C-ID:SOCI 150)

UC, CSU

*Prerequisite: None.*

Description: An introduction to the relevant theories and operational definitions that ground the study of race and ethnic relations in the social sciences. Extensive treatment of prejudice, discrimination and the concept of racism. The course brings into sharper focus the history and contemporary status of White ethnics, religious minorities, American-Indians, African-Americans, Hispanic-Americans, and women in the United States. Social institutions, such as family, education, politics, and the economy receive special attention for each group. The similarities and differences in ethnic hostilities between the U.S. and other societies are closely examined. Students may not receive credit for both SOC-10 and 10H. 54 hours lecture. (Letter grade only)

**SOC-10H****Honors Race and Ethnic Relations****3.00 units**

(C-ID:SOCI 150)

UC, CSU

*Prerequisite: None**Limitation on Enrollment: Acceptance in the Honors Program.*

Description: An introduction to the relevant theories and operational definitions that ground the study of race and ethnic relations in the social sciences. Extensive treatment of prejudice, discrimination and the concept of racism. The course brings into sharper focus the history and contemporary status of White ethnics, religious minorities, American-Indians, African-Americans, Hispanic-Americans, and women in the United States. Social institutions, such as family, education, politics, and the economy receive special attention for each group. The similarities and differences in ethnic hostilities between the U.S. and other societies are closely examined. This Honors course offers an enriched experience for accelerated students through limited class size; seminar format; focus on primary texts; and application of higher-level critical thinking skills. Students may not receive credit for both SOC-10 and 10H. 54 hours lecture. (Letter grade only)

**SOC-12****Marriage and Family Relations****3.00 units**

(C-ID:SOCI 130)

UC, CSU

*Prerequisite: None.**Advisory: SOC-1.*

Description: Examines the major trends in marriage, families, and intimate relationships. Focuses on how inequality and diversity affect intimate and family relations. Discusses the dynamics of inequality among families and couples and how family life is shaped by race and ethnicity, social class, and sexuality. Discusses issues of interpersonal violence, divorce, and life in later years. 54 hours lecture. (Letter grade only)

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## SOCIOLOGY (SOC)

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**SOC-1****Introduction to Sociology****3.00 units**

(C-ID:SOCI 110)

UC, CSU

*Prerequisite: None.**Advisory: ENG-50 or ENG-80 or qualifying placement.*

Description: An introduction to the basic concepts relating to the study of society. Includes investigation into the foundations of sociology including its overall perspective, theoretical orientations, and research methodology; the foundations of social life including the components of culture, social interaction and the process of socialization, groups, organizations, and deviance; economic social inequality based upon class, race, sex, and age; social institutions; and dimensions of social change. Students may not receive credit for both SOC-1 and 1H. 54 hours lecture. (Letter grade only)

**SOC-1H****Honors Introduction to Sociology****3.00 units**

(C-ID:SOCI 110)

UC, CSU

*Prerequisite: None.**Advisory: ENG-50 or ENG-80 or qualifying placement**Limitation on enrollment: Enrollment in the RCCD Honors Program.*

Description: An honors level introduction to the basic concepts relating to the study of social behavior and human groups. This honors level course includes investigation into the foundations of sociology including theoretical perspectives, research methodology, and the components of social structure. Social interaction, culture, and social inequality (including, but not limited to, race, gender, sex, and social class), and dimensions of social change will be examined. Students may not receive credit for both SOC-1 and SOC-1H. 54 hours lecture. (Letter grade only)

**SOC-2****American Social Problems****3.00 units**

(C-ID:SOCI 115)

UC, CSU

*Prerequisite: None.*

Description: Identification and analysis of major social problems confronting contemporary 20th century America; emphasizing, among other topics, urban and rural transformations, family life, minorities, criminal and delinquent behavior. 54 hours lecture. (Letter grade only)

**SOC-15****Introduction to Women's Studies**

(C-ID:SJS 120)

**3.00 units**

UC, CSU

*Prerequisite: None*

Description: An introduction to the origins, purpose, subject matter, and methods of Women's Studies and to feminist perspectives on a range of social issues affecting women of diverse backgrounds. Study of gender and its intersections with race, class, sexuality, dis/ability, age, religion, and other systems of difference. 54 hours lecture. (Letter grade only)

**SOC-20****Introduction to Criminology**

(C-ID:SOCI 160)

**3.00 units**

UC, CSU

*Prerequisite: None.*

Description: An introduction to the fundamentals of Criminology; including surveys of the theories of crime, statistical procedures and research methodology, types of crime, criminal etiology, the origins and features of criminal law, the police, courts, and corrections. An analysis of the interrelations between social organization, the perceptions of social harm, and the dynamics of social control. 54 hours lecture. (Letter grade only)

**SOC-23****Special Studies in Culture****1.00 unit**

CSU

*Prerequisite: None*

Description: This course is designed to introduce students to the scientific study of the elements of society by comparing American society with other societies and cultures. There will be a focus on developing a sociological imagination by comparing and contrasting distinctly different cultures by examining their values, norms, and behaviors during an RCC study abroad program. 18 hours lecture. (Letter Grade, or Pass/No Pass option.)

**SOC-25****Introduction to the Sociology of Sex and Gender**

(C-ID:SOCI 140)

**3.00 units**

UC, CSU

*Prerequisite: None.*

Description: The social scientific study of sex and gender as it applies to human group behavior and social structures. Both a macro and micro level of analysis will be used to examine the effects of sex and gender in, but not limited to, the family, economic structures, politics, education, legal systems, and religion. 54 hours lecture. (Letter grade only)

**SOC-48****Statistics for the Behavioral Sciences**

(C-ID:MATH 110)

**3.00 units**

UC, CSU

*Prerequisite: MAT-35, MAT-37 or MAT-42 or qualifying placement level.*

Description: Introduction to basic statistical methods and analyses commonly used in behavioral science research. Topics cover both inferential and descriptive statistics including correlations, regression analysis, chi-squares, t-tests, analysis of variance, and an introduction to factorial designs. This course covers the logic of hypothesis testing and emphasizes conceptualization of material and interpreting findings for use in behavioral science research above computation. This course trains students to use a statistical software package used by behavioral science researchers and prepares them to proficiently consume published research in the behavioral sciences. 54 hours lecture. (Letter grade only)

**SOC-50****Introduction to Social Research Methods**

(C-ID: SOCI 120)

**3.00 units**

UC, CSU

*Prerequisite: SOC-1.*

Description: Examination of the fundamental elements of empirical research and the ways sociologists think critically, including attention to the nature of theory, hypothesis, variables and ethics of research. Application of qualitative and quantitative analytic tools including logic and research design, such as experimental, survey, observational, comparative historical research and case studies. 54 hours lecture. (Letter grade only)

**SPANISH (SPA)****SPA-1****Spanish 1**

(C-ID:SPAN 100)

**5.00 units**

UC, CSU

*Prerequisite: None**Advisory: Completion of placement test to assess level of proficiency in Spanish.*

Description: This course concentrates on developing basic skills in listening, reading, speaking and writing. Emphasis is placed on acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of native spoken and written Spanish at the beginning level. This course includes discussion of Hispanic culture and daily life. Students may receive credit for only one of the following: SPA-1 or SPA-1H or SPA-1A and 1B. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**SPA-2****Spanish 2**

(C-ID:SPAN 110)

**5.00 units**

UC, CSU

*Prerequisite: SPA-1B or SPA-1 or SPA-1H, or qualifying placement level on the Spanish assessment test or the equivalent*

Description: Further development of basic skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Spanish at the beginning level. Includes an expanded discussion of Hispanic culture and daily life. Students may not receive credit for both SPA-2 and SPA-2H. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**SPA-3****Spanish 3**

(C-ID:SPAN 200)

**5.00 units**

UC, CSU

*Prerequisite: SPA-2 or SPA-2H or qualifying placement level on the Spanish assessment test or the equivalent*

Description: Development of intermediate skills in listening, reading, speaking and writing. A continued emphasis on the acquisition of vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Spanish at the intermediate level. This course includes an expanded discussion of Hispanic culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option) (Letter Grade, or Pass/No Pass option.)

**SPA-3N****Spanish for Spanish Speakers**

(C-ID:SPAN 220)

**5.00 units**

UC, CSU

*Prerequisite: SPA-2 or SPA-2H or qualifying placement level on the Spanish assessment test, the equivalent or*

Description: Enrichment and formalization of speaking, reading and writing skills in Spanish. Emphasis on vocabulary expansion, awareness of standard versus non-standard lexicon, introduction to various Spanish dialects. Intense review of grammar and linguistic terminology necessary to expand and enrich language skills. Introduction to diverse literary materials, writing styles and composition techniques. Intensive survey of Latino culture in the United States and in the Spanish-speaking world. Designed for students with near-native fluency, having acquired the language in a non-academic environment, and having received minimal or no formal instruction in Spanish. 90 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)

**SPA-4**  
**Spanish 4** **5.00 units**  
(C-ID:SPAN 210) UC, CSU

*Prerequisite: SPA-3 or SPA-3N, qualifying placement level on the Spanish assessment test or the equivalent*

Description: Further development of intermediate skills in listening, reading, speaking and writing. A review of the vocabulary, structures and grammatical patterns necessary for comprehension of standard spoken and written Spanish at the intermediate level. Enhancement of basic Spanish language skills through the reading of authentic literary and factual texts. This course includes an expanded discussion of Hispanic culture and daily life. 90 hours lecture and 18 hours laboratory. (TBA option)(Letter Grade, or Pass/No Pass option.)

**SPA-8**  
**Intermediate Conversation** **3.00 units**  
UC, CSU

*Prerequisite: SPA-2 or SPA-2H or SPA-3 or SPA-3N or SPA-4*  
Description: Intermediate-level vocabulary building and improvement of speaking proficiency in the context of Hispanic culture, daily life, and topics of current interest. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**SPA-11**  
**Spanish Culture and Civilization** **3.00 units**  
UC, CSU

*Prerequisite: None.*

Description: Introduction to Spain's cultural norms, values, social development and organization as revealed through its complex and unique history. Class conducted in English. 54 hours lecture. (Letter Grade, or Pass/No Pass option)

**SPA-12**  
**Latin American Culture and Civilization** **3.00 units**  
UC, CSU

*Prerequisite: None*

Description: Introductory survey of Latin American culture and civilization as reflected in language, literature, art, history, politics, customs and social institutions. Class conducted in English. 54 hours lecture. (Letter Grade, or Pass/No Pass option.)

**SPA-51**  
**Spanish/Health Care Profession** **5.00 units**  
CSU

*Prerequisite: None*

Description: Introduction to Spanish for health care professionals who want to learn basic phrases related to their daily activities. Class conducted in Spanish. 90 hours lecture. (Letter Grade, or Pass/No Pass option.)

**SPA-51**  
**Intro Listening Comp I** **2.00 units**  
*Prerequisite: None.*

Description: Development of basic skills in listening to and understanding native spoken Spanish at the elementary level. Emphasis on acquisition of strategies for coping with imperfect comprehension. Includes an introduction to the multiplicity of Hispanic society and culture in on-location scenes. May be taken independently or as a supplement to Spanish 1, 2, and 3. 36 hours lecture. (Letter Grade, or Pass/No Pass option)

## THEATER ARTS (THE)

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**THE-2**  
**Play Practicum-Special Projects Laboratory I** **1.00 unit**  
UC, CSU

*Prerequisite: None.*

*Limitation on Enrollment: Acting and production skills desirable based on a successful audition*

Description: Play production from casting to performance including units in acting, set construction, lighting, costuming, house management, props and make-up on a small scale. Subsequent enrollment will provide additional skill and competency development within the subject matter. May be taken a total of four times. 54 hours laboratory. (Letter grade only)

**THE-3**  
**Introduction to the Theater** **3.00 units**  
(C-ID:THTR 111) UC, CSU

*Prerequisite: None.*

Description: A comprehensive study of theatrical styles and forms with units in directing, acting, designing, technical theater, playwriting, and genres, to acquaint the student with the diverse nature of theater leading to an appreciation and understanding of theater as a separate and distinctive art form. 54 hours lecture. (Letter grade only)

**THE-4**  
**Play Practicum-Special Projects Lab II** **2.00 units**  
UC, CSU

*Prerequisite: None.*

*Advisory: Acting and production skills desirable based on a successful audition.*

Description: A course in play production from casting to performance including units in acting, set construction, lighting, costuming, house management, props and make-up on a small scale. Subsequent enrollment will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 108 hours laboratory. (Letter grade only)

**THE-5****Theater Practicum  
(C-ID:THTR 191)****3.00 units**  
UC, CSU*Prerequisite: None.**Limitation on Enrollment (e.g. Performance tryout or audition): Acting and production skills desirable based on a successful audition.*

Description: Play production from casting to performance including units in acting, set construction, lighting, costuming, house management, props, and make-up. Subsequent enrollment will provide the student an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 162 hours laboratory. (Letter grade only)

**THE-6****Advanced Theater Practicum****3.00 units**  
UC, CSU*Prerequisite: THE-5.*

Description: Advanced play and production from casting to performance including units in acting, technical design and construction, lighting, costuming, house management, props and make-up. Subsequent enrollment will provide the students an opportunity for additional skill and competency development within the subject matter. May be taken a total of four times. 162 hours laboratory. (Letter grade only)

**THE-9****Dramatic Literature-Script Analysis****3.00 units**  
UC, CSU*Prerequisite: None.*

Description: A survey of dramatic literature in a variety of genres and styles including appraisal of modern theatrical movements and the fundamental techniques of script analysis, including structure, genre, style, theme, character, and language. Emphasis on cultural significance and historic perspective and how dramatic literature conveys meaning to the theatre artist and audience as a distinctive art form. 54 hours lecture. (Letter grade only)

**THE-25****Makeup for the Stage  
(C-ID:THTR 175)****3.00 units**  
UC, CSU*Prerequisite: None*

Description: An exploration of the creative and practical aspects of theatrical makeup design, where students will experience techniques of makeup application, painterly techniques and three dimensional techniques in relation to production and performance. 18 hours lecture and 108 hours laboratory. (Letter grade only)

**THE-26****Directing for the Stage****3.00 units**  
UC, CSU*Prerequisite: None**Advisory: THE-32 or THE-33 or THE-37*

Description: An introduction to the role of the director in modern theatrical production. A study of the director's interpretation of dramatic literature, with emphasis on the communication of intellectual and emotional concepts through composition, visualization, picturization, movement and rhythm. Trains potential theatre directors in script analysis, book preparation, production management and working with actors, with an emphasis on practical experience in directing through class projects and public performance. 45 hours lecture and 27 hours laboratory. (Letter grade only)

**THE-29****Musical Theater Appreciation****3.00 units**  
UC, CSU*Prerequisite: None.*

Description: A study of the history and literature of the genre of musicals from 19 century to present day. Emphasis placed on the stylistic distinctions of the musical and the contribution of individual composers, librettists, lyricists, choreographers, directors, and designers to the genre of musical theatre. Students will study the genre's social and cultural significance as a separate and distinctive art form. 54 hours lecture. (Letter grade only)

**THE-30****Voice and Movement for the Stage****2.00 units**  
UC, CSU*Prerequisite: None*

Description: Theory, principles and techniques of voices and movement needed for the actor to perform on stage: including stage movement, alignment, voice production, breathing, diction, accents, flexibility, projection and voice care. 18 hours lecture and 54 hours laboratory. (Letter grade only)

**THE-32****Acting Fundamentals - Theater Games and Exercises****3.00 units****(C-ID:THTR 151)**

UC, CSU

*Prerequisite: None.*

Description: Foundation training for actors through theater games and improvisational exercises for developing expressive freedom, creativity, relaxation, sensory awareness and concentration. Development and preparation of the actor's instrument: voice, speech, body and imagination. Beginning of relationship and motivation. 36 hours lecture and 54 hours laboratory. (Letter grade only)

**THE-33****Scene Acting-Creating a Role  
(C-ID:THTR 152)****3.00 units**  
UC, CSU*Prerequisite: THE-32.*

Description: Fundamentals of creating a role through beginning scene study and monologues with emphasis in modern realism. Building of character through text analysis and practical applications such as use of body, voice and imagination. Continued development of actors body through exercises. Advanced work in motivation, relationships and emotional discovery and release. 36 hours lecture and 54 hours laboratory. (Letter grade only)

<p><b>THE-34</b> <b>Scene Study in Various Theatrical Styles</b> <b>3.00 units</b> UC, CSU</p> <p><i>Prerequisite: THE-32.</i> Description: Advanced scene study with emphasis on a variety of theatrical styles, excluding classical verse. Advanced development of the emotional and character range of the actor. Development of the actors artistic sense and presentation with regard to text, environment, actions and choices. Public performance required. 36 hours lecture and 54 hours laboratory. (Letter grade only)</p>	<p><b>THE-39</b> <b>Acting for the Camera</b> <b>3.00 units</b> UC, CSU</p> <p><i>Prerequisite: None.</i> <i>Advisory: THE-32.</i> Description: Principles and techniques of specialized methods and styles involved in acting for the camera culminating in performance on film. This course encompasses the study and exercise in the special techniques of acting for the motion picture and television cameras. Emphasis will be placed on gaining an understanding of the various camera angles, shots, positions and actor behaviors that are unique to acting before a camera. Practical work in front of a camera is required. 45 hours lecture and 27 hours laboratory. (Letter grade only)</p>
<p><b>THE-35</b> <b>Classical Acting with Emphasis in Shakespearean Verse</b> <b>3.00 units</b> UC, CSU</p> <p><i>Prerequisite: THE-32.</i> Description: Development of techniques for performing classical verse with an emphasis in Shakespearean texts. Special emphasis on actors physical instrument, voice, speech and body, to handle demands of elevated verse. Analysis and thematic aspects of Shakespeare and elevated verse, especially meter, rhythm, structure, imagery, antithesis, word games, patterns, stressing and inflections. Practical applications through scene and monologue work. 36 hours lecture and 54 hours laboratory. (Letter grade only)</p>	<p><b>THE-41</b> <b>Elementary Stagecraft</b> <b>3.00 units</b> (C-ID:THTR 171) UC, CSU</p> <p><i>Prerequisite: None</i> <i>Advisory: Concurrent enrollment in THE-2 or THE-4 or THE-5 or THE-6.</i> Description: Basic physical equipment of the theater, including use and safety, elementary set construction, scenic painting, drafting and critical analysis of scenic design for the theater. 36 hours lecture and 54 hours laboratory. (Letter grade only)</p>
<p><b>THE-36</b> <b>Improvisational Acting</b> <b>3.00 units</b> UC, CSU</p> <p><i>Prerequisite: THE-32</i> Description: Advanced principles and techniques of improvisational acting designed to increase creativity, problem solve and performance skills. Students will develop the ability to work in short and long form, dramatic and comedic, pantomime skills, group work, spontaneity, offers, narrative, characterization, and endowments. Public performance required. 36 hours lecture and 54 hours laboratory. (Letter grade only)</p>	<p><b>THE-44</b> <b>Theatrical Set Design</b> <b>3.00 units</b> (C-ID:THTR 172) UC, CSU</p> <p><i>Prerequisite: None</i> <i>Advisory: THE-5 or THE-6 or THE-41</i> Description: The study of the principles, techniques, and practices of scenic design and execution for the stage. Includes script analysis in relation to the aesthetic and dramaturgical demands of theatre art in formulating design concepts. Analysis of space, movement, mood, period, style, texture, materials, and color to achieve the execution of design concepts through techniques of rendering, model-making, drafting, and presentation. Working collaboratively with the director and design staff while maintaining production budget guidelines. 45 hours lecture and 27 hours laboratory. (Letter grade only)</p>
<p><b>THE-37</b> <b>Musical Theater Techniques</b> <b>3.00 units</b> UC, CSU</p> <p><i>Prerequisite: None.</i> <i>Limitation on enrollment: Audition on or before the first class meeting</i> Description: Principles and techniques of the various performance methods and styles involved in performing for the musical theater, including solo and choral singing, dancing, and acting. Culminates in public performance. 36 hours lecture and 54 hours laboratory. (Letter grade only)</p>	<p><b>THE-46</b> <b>Theatrical Costume Design</b> <b>3.00 units</b> (C-ID:THTR 174) UC, CSU</p> <p><i>Prerequisite: None.</i> <i>Advisory: ART-17 or ART-40A.</i> Description: The study of the principles, techniques, and practices of theatrical costume design for stage, television, and film. Includes script and character analysis to achieve characterization through design and working collaboratively with the director and design staff. The choice, use and manipulation of patterns, textiles, jewelry, and accessories to imitate the historical needs of the production while maintaining production budget guidelines. Student will be assigned costume crew responsibilities for a theatrical production. 45 hours lecture and 27 hours laboratory. (Letter grade only)</p>
<p><b>THE-38</b> <b>Auditioning for the Stage</b> <b>1.00 unit</b> UCSU</p> <p><i>Prerequisite: None</i> Description: Principles and techniques of the various performance methods and styles involved in auditioning for the stage the stage encompassing a variety of theatrical genres. 9 hours lecture and 27 hours laboratory. (Letter grade only)</p>	

**THE-48****Theatrical Lighting Design**  
(C-ID:THTR 173)**3.00 units**  
UC, CSU*Prerequisite: None.**Advisory: THE-5 or THE-6 or ART-23.*

Description: The study and implementation of the principles, techniques, and practices of lighting design for the stage. Includes training in the creative concepts of lighting design, how to create a light plot, hang the lighting instruments for a show, as well as the practical use and operation of lighting equipment used to execute the design. Students will also be trained in industry safety standards that will prepare the student for work in the industry. Student will be assigned lighting crew responsibilities for a theatrical production. 45 hours lecture and 27 hours laboratory. (Letter grade only)

**THE-49****Scenic Painting for the Theater****3.00 units**  
UC, CSU*Prerequisite: None.**Advisory: THE-41 or ART-17 or ART-26.*

Description: The study of the principles, techniques, and practices of scenic painting for the stage, including historical and present-day methods. This course will include use of brush, roller, spray gun, texturing, rock background, wood graining, wallpaper, masonry, scenic drops, and other scene painting techniques. Study of the principles of color and color mixing in paint techniques, as well as the various types of paints used in the theater. 36 hours lecture and 54 hours laboratory. (Letter grade only)

**THE-54****Introduction to Stage Management****3.00 units**  
UC, CSU*Prerequisite: None.**Corequisite: THE-5 or THE-6.*

Description: A comprehensive study of the role of the stage manager in theatrical productions, including the duties, obligations, and responsibilities of the stage manager, and the unique role of the stage manager in production coordination. Students will be given stage management responsibilities for a theater department production with concurrent enrollment in either THE-5 or 6. 54 hours lecture. (Letter grade only)

**THE-55****Beginning Musical Theatre I****3.00 units**  
UC, CSU*Prerequisite: None.**Limitation on enrollment: Audition on or before first class meeting.*

Description: An introductory exploration of Beginning Musical Theatre Techniques with an emphasis on contemporary musical theatre from 1964 to present day. Individual exercises in acting, movement and voice as related to contemporary musical theatre are explored. An audition or interview will be conducted for the purposes of assigning classroom roles and performance opportunities. 36 hours lecture and 54 hours laboratory. (Letter grade only)

**THE-56****Beginning Musical Theatre II****3.00 units**  
UC, CSU*Prerequisite: None**Advisory: THE-55**Limitation on enrollment: Audition on or before first class meeting.*

Description: Beginning Musical Theatre II is a continuation of Beginning Musical Theatre Techniques with emphasis on the applications of stylistic techniques for musical theatre ranging from 1895 to 1964. Individual exercises in acting, movement and voice as related to Early Broadway, Jazz Age, Golden Age, and Sondheim are explored. An audition or interview will be conducted for the purposes of assigning classroom roles and performance opportunities. 36 hours lecture and 54 hours laboratory. (Letter grade only)

**THE-57****Intermediate Musical Theatre I****3.00 units**  
UC, CSU*Prerequisite: None .**Advisory: THE-56**Limitation on enrollment: Audition on or before first class meeting.*

Description: An in-depth study of Intermediate Musical Theatre Techniques with emphasis on the applications of the Pop/Rock genre of musical theatre performance. Individual exercises in acting, movement and voice as related to pop/rock in the 50's, 60's, 70's, 80's, Contemporary Pop/Rock, Country, Bluegrass, and Hip Hop genres are explored. 36 hours lecture and 54 hours laboratory. (Letter grade only)

**THE-58****Intermediate Musical Theatre II****3.00 units**  
UC, CSU*Prerequisite: None.**Advisory: THE-57**Limitation on enrollment: Audition on or before first class meeting.*

Description: A continuation of Intermediate Musical Theatre Techniques with emphasis on script analysis and the business of musical theatre. Emphasis on scene study, callback technique, resume, headshot, demo reel, and website development are utilized. 36 hours lecture and 54 hours laboratory. (Letter grade only)

**THE-200****Theatre Arts Work Exp****1.00 - 4.00 units**  
CSU*Prerequisite: None.**Advisory: Students should have paid or voluntary employment.*

Description: Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester. (Letter grade or Pass/No Pass option)

## WELDING TECHNOLOGY (WEL)

**WEL-20****Blueprint Reading for Welders****2.00 units**  
CSU*Prerequisite: None.*

Description: An introductory course in the study of welding and fabrication blueprints and their interpretation of line types, symbols, abbreviations, and integral parts, the course is designed for students interested in blueprint reading for the welding and fabrication trades. 36 hours of lecture. (Letter grade only)

**WEL-22****Plate and Structural Layout****2.00 units***Prerequisite: WEL-65A.*

Description: This is a course designed to develop the necessary skills and structural fabrication techniques on real or simulated metal construction projects. Emphasis will be on the safe operation of fabricating equipment as applied to structural steel components. 27 hours lecture and 27 hours laboratory. (Letter grade only)

**WEL-24****Pipe Fitting for the Trades****2.00 units***Prerequisite: None.*

Description: Pipe fitting for the commercial and industrial pipe trades. Items used in basic pipe fitting and the methods used to fit pipe in commercial/industrial applications. Welded, threaded, and bolted connections used in the piping trades will be covered. 36 hours lecture. (Letter grade only)

**WEL-26****Pipe Layout****2.00 units***Prerequisite: WEL-65A or WEL-75A and WEL-24*

Description: Practical techniques of pipe layout, terminology, use of layout tools, fittings, offset tie-ins, and rolled offset tie-in of parallel pipelines. Techniques which cover layout of calculated fittings involving pipelines of unequal sizes and compound offset tie-in fittings will be covered. 27 hours lecture and 27 hours laboratory. (Letter grade only)

**WEL-65A****Basic Metal Arc Weld****3.00 units**  
CSU*Prerequisite: None.*

Description: An introductory course in basic shielded metal arc welding, shop and industrial safety, and common metal and materials used in welding. 27 hours lecture and 81 hours laboratory. (Letter grade only)

**WEL-65B****Advanced Shielded Metal Arc Welding****3.00 units**  
CSU*Prerequisite: WEL-65A.*

Description: An advanced course in shielded metal arc welding, shop and industrial safety, and common metal and materials used in the welding industry. 27 hours lecture and 81 hours laboratory. (Letter grade only)

**WEL-75A****Gas Metal Arc Welding****3.00 units**  
CSU*Prerequisite: None.*

Description: A course in Gas Metal Arc Welding (GMAW). Focusing on equipment set up, proper welding techniques, modes of transfer and the understanding of the filler wires used in the process. 27 hours lecture and 81 hours laboratory. (Letter grade only)

**WEL-75B****Flux Cored Arc Welding (FCAW)****3.00 units**  
CSU*Prerequisite: WEL-75A.*

Description: A course in Flux Cored Arc Welding (FCAW). Focusing on equipment set up, proper welding techniques, modes of transfer and the understanding of the filler wires used in the process. 27 hours lecture and 81 hours laboratory. (Letter grade only)

**WEL-85A****American Welding Society/Los Angeles City Welding I****3.00 units***Prerequisite: WEL-65B or WEL-75B.*

Description: This course is designed to enhance the competency of advanced students in the various welding processes and techniques. This course will develop the student's knowledge in code related subject matter as it pertains to the scope, design, prequalification, and qualification as it relates to the American Welding Society (AWS) welding code. It is designed to prepare students to take the Los Angeles City welding written test. 27 hours lecture and 81 hours laboratory. (Letter grade only)

**WEL-85B****American Welding Society/Los Angeles City Welding II****3.00 units***Prerequisite: WEL-65B or WEL-75B.*

Description: This course is designed to enhance the competency of advanced students in the various welding processes and techniques. This course will develop the student's knowledge in code related subject matter as it pertains to the fabrication, inspection, stud welding, strengthening and repairing of existing structures as it relates to the American Welding Society (AWS) welding code. It is designed to prepare students to take the Los Angeles City welding written test. 27 hours lecture and 81 hours laboratory. (Letter grade only)



**WEL-95A**

**Introduction to Gas Tungsten Arc Welding** **3.00 units**  
CSU

*Prerequisite: None.*

Description: Introduction to the theory, practical application and joining techniques used in Gas Tungsten Arc Welding (TIG) processes. Emphasis is placed on welding and joining of plate materials 27 hours lecture and 81 hours laboratory. (Letter grade only)

**WEL-95B**

**Advanced Gas Tungsten Arc Welding (GTAW)** **3.00 units**  
CSU

*Prerequisite: WEL-95A.*

Description: Advanced theory, practical application and joining techniques used in Gas Tungsten Arc Welding. 27 hours lecture and 81 hours laboratory. (Letter grade only)

**WEL-115A**

**Smaw/Gmaw Pipe Welding Fundamentals** **3.00 units**  
CSU

*Prerequisite: WEL-65A and WEL-75A.*

Description: This advanced welding course is designed to utilize previously acquired welding skills and techniques on ferrous pipe in the rotated and fixed positions. Emphasis is placed on the welding of open groove pipe joints using the Shielded Metal Arc Welding (SMAW) and the Gas Metal Arc Welding (GMAW) processes. (Letter grade only)

**WEL-200**

**Welding Work Experience** **1.00 - 4.00 units**

*Prerequisite: None.*

*Advisory: Students should have paid or voluntary employment.*

Description: Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester.(Letter grade or Pass/No Pass option)

## **WORK EXPERIENCE (WKX)**

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**WKX-200**

**General Work Experience** **1.00 - 4.00 units**  
CSU

*Prerequisite: None.*

*Advisory: Students should have paid or voluntary employment.*

Description: Work Experience is designed to coordinate the student's on-the-job training with workplace skills designed to assist the student in developing successful professional skills. Each student will establish measurable learning objectives appropriate for their job and discipline. Students may earn up to four (4) units each semester, for a maximum of 16 units of work experience total. 60 hours of volunteer work or 75 hours of paid work during the semester are required for each unit. No more than 20 hours per week, out of the 60 or 75 requirement, may be applied toward the work requirement. The course consists of an 18 hours of orientation/professional skills development and 60 hours of volunteer work experience per unit with a maximum of 240 for four units per semester OR 75 hours of paid work experience per unit, with a maximum of 300 for four units per semester.(Letter grade or Pass/No Pass)