

# COURSE DESCRIPTIONS

## **ACCOUNTING 1**

### **Introductory Accounting I**

**5 UNITS (UC: CSU)**

*Lecture 5 hours*

Students learn fundamental accounting principles and concepts. This is the study of accounting as an information system, examining why it is important and how it is used by investors, creditors and others to make decisions. The course covers the accounting information system, including recording and reporting of business transactions with a focus to the accounting cycle, applications of generally accepted accounting principles, financial statements and financial statements analysis. Includes issues relating to assets, liabilities, equity valuation, revenue and expense recognition, cash flows, internal controls and ethics. Note: Accounting 21 (3 units and Accounting 22 (3 unit) when taken together, are equivalent to Accounting 1 (5 units)

## **ACCOUNTING 2**

### **Introductory Accounting II**

**5 UNITS (UC: CSU)**

*Lecture 5 hours*

*Prerequisite: Accounting 1 with a satisfactory grade or better*

Students learn how managers use accounting information in decision-making, planning, directing operations and controlling. Focuses on cost terms and concepts, cost behavior, cost structure and cost-volume-profit-analysis. Includes issues relating to cost systems, cost control, profit planning and performance analysis in manufacturing and service environments.

## **ACCOUNTING 15**

### **Tax Accounting I**

**3 UNITS (CSU)**

*Lecture 3 hours*

Students learn to prepare Federal and California income tax returns for individuals, topics include overview, gross Income, exemptions, deductions, tax credits, self-employment tax returns and rental property transactions. This course can be utilized to meet part of the basic qualification for registering as tax preparer and the continuing education requirement of the California Tax Preparer Act.

## **ACCOUNTING 17**

### **Payroll Accounting**

**2 UNITS**

*Lecture 2 hours*

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

## **ACCOUNTING 21**

### **Bookkeeping and Accounting I**

**3 UNITS (UC: CSU)**

*Lecture 3 hours*

Students learn fundamentals of double-entrée accounting; the accounting cycle; preparation of the trial balance; financial statements, accounting for merchandise businesses, cash transactions; special journals etc. Note: Accounting 21 (3 units and Accounting 22 (3 unit) when taken together, are equivalent to Accounting 1 (5 units)

## **ACCOUNTING 22**

### **Bookkeeping and Accounting II**

**3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Prerequisite:*

*Accounting 21 or*

*Accounting 6*

*Corequisite: Accounting 42*

*Students learn accounting for receivables, payables, bad debts, deferrals and accruals, merchandise inventories, plant and equipment, accounting for partnerships and corporations, Cash Flow statement, and comparative financial statement analysis etc. Note: Accounting 21 (3 units and Accounting 22 (3 unit) when taken together, are equivalent to Accounting 1 (5 units)*

## **ACCOUNTING 23**

### **Recordkeeping for Small Business**

**3 UNITS**

*Lecture 3 hours*

Students learn the cash basis concept of accounting, and small business computerized accounting software using Quickbooks. Students will complete simulated accounting projects designed for different types of small business firms using both manual and automated systems.

**ACCOUNTING 27****Automated Accounting Methods and Procedures II  
3 UNITS**

*Lecture 2 hours Laboratory 2 hours*

Students use computer applications in the preparation of special journals, payroll register, bank reconciliation, aging accounts receivable, inventory costing and depreciation, analysis of financial statements.

**ACCOUNTING 31****Mathematics of Accounting  
3 UNITS (CSU)**

*Lecture 3 hours*

Students learn the mathematical fundamentals, bank reconciliation, payroll computations, depreciation and allocation of overhead, trade and cash discounts and other accounting-related math subjects.

**ACCOUNTING 55****Accounting Computer Laboratory  
1 UNITS**

*Laboratory 2 hours*

*Prerequisite: Accounting 21 or Accounting 6 or Accounting 41 with a satisfactory grade or better*

Students learn to use the spreadsheet software 'Microsoft Excel' for solving accounting problems and concepts being studied in other accounting classes.

**ADMINISTRATION OF JUSTICE 1****Introduction to Administration of Justice  
3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Advisory English 101*

The student will be introduced to the characteristics of the criminal justice system in the United States. Focus is placed on examining crime measurement, theoretical explanations of crime, responses to crime, components of the system, and current challenges to the system. The course examines the evolution of the principles and approaches utilized by the justice system and the evolving forces which have shaped those principals and approaches. Although justice structure and process is examined in a cross cultural context, emphasis is placed on the US justice system, particularly the structure and function of US police, courts, and corrections. Students are introduced to the origins and development of criminal law, legal process, and sentencing and incarceration policies.

**ADMINISTRATION OF JUSTICE 2****Concepts of Criminal Law  
3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Prerequisite Administration Justic 1*

*Advisory English 101*

The student will learn the doctrines of criminal liability in the United States and the classification of crimes against persons, property, morals, and public welfare. Special emphasis is placed on the classification of crime, the general elements of crime, the definitions of common and statutory law, and the nature of acceptable evidence. This course utilizes case law and case studies to introduce students to criminal law. The completion of this course offers a foundation upon which upper-division criminal justice course will build. The course will also include some limited discussion of prosecution and defense decision making, criminal culpability, and defenses to crimes.

**ADMINISTRATION OF JUSTICE 3****Legal Aspects of Evidence  
3 UNITS (CSU)**

*Lecture 3*

*hours*

The student learns the categories of evidence and legal rules governing its admission and exclusion in the criminal process.

**ADMINISTRATION OF JUSTICE 4****Principles and Procedures of the Justice System  
3 UNITS (CSU)**

*Lecture 3 hours*

Students learn, through examination and analysis, due process in criminal proceedings from pre-arrest through trial and appeal utilizing statutory law and state and constitutional law precedents.

**ADMINISTRATION OF JUSTICE 5****Criminal Investigation  
3 UNITS (CSU)**

*Lecture 3 hours*

Students learn the techniques, procedures, and ethical issues in the investigation of crime, including organization of the investigative process, crime scene searches, interviewing and interrogating, surveillance, source of information, utility of evidence, scientific analysis of evidence and the role of the investigator in the trial process.

# COURSE DESCRIPTIONS

## **ADMINISTRATION OF JUSTICE 6**

### **Patrol Procedures**

**3 UNITS (CSU)**

*Lecture 3 hours*

Students learn the history and development of patrol philosophy and preparing for field activities. Topics covered include, but are not limited to, Ethics in Law Enforcement; Preparing for Duty; Basic Concepts of Patrol; Handling Calls for Service; Arrests; and Investigations and Reports.

## **ADMINISTRATION OF JUSTICE 8**

### **Juvenile Procedures**

**3 UNITS (CSU)**

*Lecture 3 hours*

*Advisory English 101*

Students learn about the origin, development, and organization of the Juvenile Justice System as it evolved in the American Justice System. The course explores the theories that focus on Juvenile Law, courts and processes, and the constitutional protections extended to juveniles administered in the American Justice System.

## **ADMINISTRATION OF JUSTICE 14**

### **Report Writing for Peace Officers**

**3 UNITS(CSU)**

*Lecture 3 hours*

Students learn to complete written reports as used by Law enforcement agencies and present factual material with clarity, definiteness, and conciseness emphasized.

## **ADMINISTRATION OF JUSTICE 16**

### **Recruitment Selection Process**

**3 UNITS (CSU)**

*Lecture 3 hours*

Students learn of the selection process for employment with an agency in the criminal justice system. Topics will include a review of the minimum qualifications for employment as a peace officer as determined by the Commission on Peace Officer Standards & Training (POST) and/or Standards and Training for Corrections (STC). Specific topics will include the application, written examination, oral interview, background investigation, psychology exam, medical exam, polygraph exam, and physical fitness testing. Employment opportunities will be presented.

## **ADMINISTRATION OF JUSTICE 53**

### **Forensic Fingerprint Evidence**

**3 UNITS**

*Lecture 3 hours.*

Students learn the history of fingerprinting; fingerprint pattern types and classification; the searching and referencing of fingerprints; techniques for taking good fingerprints; the problems in taking inked fingerprints; the proper procedure for taking major case prints; and the preparation of fingerprint charts for court testimony.

## **ADMINISTRATION OF JUSTICE 60**

### **Arrest, Search and Seizure**

**3 UNITS (CSU)**

*Lecture 3 hours*

Students learn the laws of search and seizure. Students learn the interpretations of these laws by the U.S. Supreme Court. Topics include, but are not limited to, exceptions to warrant requirements; reasonable expectation of privacy; and probable cause.

## **ADMINISTRATION OF JUSTICE 62**

### **Fingerprint Classification**

**3 UNITS (CSU)**

*Lecture 3 hours*

A practical course designed to cover the technical aspects of fingerprinting. Topics will include pattern interpretation, classification, taking and lifting of prints, and searching and filing procedures. Times will be devoted to laboratory work in the classroom.

## **ADMINISTRATION OF JUSTICE 67**

### **Community Relations I**

**3 UNITS (UC:CSU)**

*Lecture 3 hours*

Students will learn 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. Topics may include the consensus and conflicting values in Cultural, Religion, and Law.

## **ADMINISTRATION OF JUSTICE 160**

### **Police Organization and Administration**

**3 UNITS (CSU)**

*Lecture 3 hours*

Students learn to analyze the concept of police organizations and management styles; addressing the roles and responsibilities of law enforcement agencies.

## **ADMINISTRATION OF JUSTICE 180**

**Introduction to Forensics  
3 UNITS (CSU)**

*Lecture 3 hours*

Students will learn the role of forensics in criminal investigations. It examines the methods utilized in the forensic analysis of crime scenes, pattern evidence, instruments, firearms, questioned documents, and controlled substances.

**ADMINISTRATION OF JUSTICE 379  
Advanced Criminalistics - Forensics I  
3 UNITS**

*Lecture 3 hours*

*Advisory: Administration of Justice 180.*

Students concentrate on three areas of forensics: Serology (blood/DNA), blood spatter analysis and trace evidence. Students use a "hands-on" approach to identify and collect this type of evidence and learn the techniques, used by crime-lab criminalists, to analyze evidence.

**ADMINISTRATION OF JUSTICE 381  
Law Enforcement Internship  
3 UNITS**

*Lecture 1 hour; laboratory 6 hours*

The students provide voluntary service to a law enforcement agency of their choice to determine whether police work will be a career goal.

**ADMINISTRATION OF JUSTICE 390  
Forensic Autopsy  
3 UNITS  
Lecture 3 hours****ADMINISTRATION OF JUSTICE 391  
Firearms Evidence Analysis  
3 UNITS**

**Lecture 3 hours**

Students learn forensic firearms evidence through the study of topics including, but not limited to, firearms; ammunition; ballistics; forensic firearms examination; gunshot residue examination; and gun-handling tests.

**ADMINISTRATION OF JUSTICE 396  
Traffic Collision Investigation  
3 UNITS**

*Lecture 3 hours*

*Advisories: English 28 and 67.*

Students concentrate on investigating traffic collisions by identifying and interpreting forensic evidence as well as diagramming and measuring scenes. Students also learn how to understand vehicle and pedestrian dynamics (behaviors) normally associated after a collision.

**ADMINISTRATION OF JUSTICE 413  
Financial Crimes Investigations  
3 UNITS**

*Lecture 3 hours*

*Advisories: English 28 and 67.*

Students concentrate on the criminal and civil investigation techniques in dealing with the highly technical field of financial crimes. Students analyze the following crimes: forgery, credit card fraud, financial scams, fake identification fraud, computer fraud, internet crimes and identification fraud (Social Security Number).

**AFRICAN-AMERICAN STUDIES 4  
The African-American in the History of the  
United States I  
3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Advisory: English 28 and 67.*

*Note: Meets the Associate in Arts degree requirements in U.S. History, U.S. Constitution, and California State and Local Government.*

Students analyze historiographical issues in African American history and how black Americans were active agents in creating their own history. Emphasis on the African background of African Americans, the institution of slavery, the development of the African American community institutions, and African American participation in and impact on the Civil War and Reconstruction.

## COURSE DESCRIPTIONS

### **AFRICAN-AMERICAN STUDIES 5**

#### **The African-American in the History of the United States II**

**3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Advisory: English 28 and 67*

*Note: Meets the Associate in Arts degree requirements in U.S. History, U.S. Constitution, and California State and Local Government. Transfer Limit UC. Maximum credit one course from African Am Studies 5, Chicano Studies 8, and History 12 or 13.*

Students analyze historiographical issues in African American history and how black Americans were active agents in creating their own history. Emphasis on ideas of black social thought, political protest and efforts to create social change from Reconstruction to the present.

### **AFRICAN-AMERICAN STUDIES 7**

#### **African-Americans and the Political System**

**3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Advisory: English 28 and 67*

Students analyze the relationship of minority groups to American Politics with emphasis on African Americans in the political system. This course gives an in-depth study of the distribution of political power at the Federal and State levels, African American political thought, ranging from early 18th and 19th emigrations sentiments to the nationalist exhortations of contemporary African American culture, including African American feminist and socialist thought.

### **AFRICAN-AMERICAN STUDIES 20**

#### **African-American Literature I**

**3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Advisory: English 28 and 67*

Students survey African American writers, covering all types of literatures (slave narrative, poetry, novels, etc.) to develop a positive attitude towards reading and understanding the progression of American culture as interpreted by African American writers.

### **AFRICAN-AMERICAN STUDIES 60**

#### **African-American Music**

**3 UNITS (UC: CSU)**

*Lecture 3 hours*

A study of African-American Music and their influences on folk spirituals, gospels, concert music, opera, ballet, blues and jazz underscoring styles, characteristics, origin and contributions by African-American Artists. Credit allowed Credit allowed for only one of African America 60 and Music 135.

### **AMERICAN SIGN LANGUAGE 1**

#### **American Sign Language I**

**4 UNITS (UC: CSU)**

*Lecture 4 hours*

In this course students develop basic grammar and lexical proficiency in American Sign Language. Emphasis is placed on comprehension skills. Overview of topics include pronouns, colors, interrogatives, negations, schools, people, family relationships, work, life events, daily activities. transportations, time/ calendar, fingerspelling. Functional/notional discourse behavior are developed including conversational openers, greetings, identifying, introducing, asking/ requesting, responding, comparing /contrasting. This course also incorporates vital aspects of the Deaf culture and community.

### **AMERICAN SIGN LANGUAGE 2**

#### **American Sign Language II**

**4 UNITS (UC: CSU)**

*Lecture 4 hours*

*Prerequisite: American Sign Language 1 with a satisfactory grade or better.*

In this course students complete the study of elementary vocabulary and grammar begun in ASL 1. Emphasis is placed on the development of inflectional and non-manual behavior patterns. Students continue to examine selected aspects of Deaf culture and community within receptive and expressive conversations. An overview of topics includes: grammatical features, such as, syntax, pronominalization, verb aspect/modulation, tense, number incorporation, adverbials, adjectival, topicalization, spatialization; interactive behaviors, such as, requests, turn-taking, making suggestions, giving feedback, interrupting; and cultural topics, such as, myths, social and political organizations, signaling devices, and technology within the Deaf community.

## **AMERICAN SIGN LANGUAGE 3**

### **American Sign Language III**

**4 UNITS (UC: CSU)**

*Lecture 4 hours*

*Prerequisite: American Sign Language 2 with a satisfactory grade.*

Students continue the development of proficiency in American Sign Language grammar with special emphasis on idiomatic constructions. Conversational techniques with a focus on expressive skills is further developed. Students continue to expand the study of Deaf cultural issues.

## **AMERICAN SIGN LANGUAGE 25**

### **Conversational American Sign Language**

**2 UNIT (CSU)**

*Lecture 2 hours.*

*Prerequisite: A S L 002 with a satisfactory grade or better. Provides opportunities for practical conversation on everyday topics, cultural material, and expansion of vocabulary according to student interest or need.*

## **AMERICAN SIGN LANGUAGE 30**

### **Finger Spelling I**

**1 UNIT (CSU)**

*Lecture 1 hour Laboratory 1 hour..*

*Develops skills in expressive and receptive use of the Manual Alphabet. Deals with specific individual problems and techniques for corrections. [Overview of topics include: hand positioning (location and angle), handshapes, rhythm, fluency, spelling, and numbers; reception of fingerspelled handshapes, patterns and pauses/transitions.]*

## **ANATOMY 1**

### **Introduction to Human Anatomy**

**4 UNITS (UC: CSU)**

*Lecture 3 hours Laboratory 3 hours*

*Advisory: English 28, Math 125 and Biology 3.*

Structural organization of the human body: gross and microscopic structure of the integumentary, skeletal, muscular, nervous, sensory, endocrine, cardiovascular, lymphatic, respiratory, digestive, excretory, and reproductive systems, from cellular to organ system levels of organization.

## **ANTHROPOLOGY 101**

### **Human Biological Evolution**

**3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Advisory: English 28 and 67 or equivalent.*

Students learn about human evolution by examining evolutionary theory, human genetics, classification, primate behavior, the hominid fossil record and modern human variation. Students will be able to underline the historical path to natural selection, describe the five factors of the evolutionary process, identify biological characteristics of primates, discuss features of primate behavior, diagram the origin of mankind through comparing skulls from the hominid fossil record, and interpret modern human variation.

## **ANTHROPOLOGY 102**

### **Human Ways of life: Cultural**

**3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Advisory: English 28 and 67 or equivalent.*

Students are introduced to the field of socio-cultural anthropology and will examine the diversity of human life around the world. Topics covered include the "culture" concept, ethnography, language, kinship, gender, religion, political and economic organization, globalization and culture change. The objectives of this course are (1) to employ a relative perspective in the appreciation of the world's cultural diversity, and (2) to apply case studies to describe this variation.

## **ANTHROPOLOGY 103**

### **Archaeology: Reconstructing the Human Past**

**3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Advisory English 28 and 67.*

*This course is an exploration of the theories and methods of contemporary archaeology and offers a narrative on prehistory. Students will interpret the peopling of the planet and the rise of civilization using the archaeological record.*

## **ANTHROPOLOGY 121**

### **Anthropology of Religion, Magic and Witchcraft**

**3 UNITS (UC: CSU)**

*Lecture 3 hours*

Students learn about the origins and varieties of religious beliefs and practices cross-culturally. Topics include mythology, symbolism, shamanism, traditional healing, altered states of consciousness, magic, divination, witchcraft, and the question of cults.

# COURSE DESCRIPTIONS

## **ANTHROPOLOGY 151**

### **Visual Anthropology: Exploring Culture Through Film Mixed Media 3 UNITS (UC: CSU)**

*Lecture 3 hours Laboratory .5 hour.*

*Advisory: Cinema 2 and Photo 7*

Students survey and analyze the use of film and video in anthropological research, teaching, theory and methodology. Films are studied for their anthropological content and as artifacts of western culture, which reveal significant aspects of that culture. Students learn techniques in video and audio production in the creation of a final visual product.

## **ANTHROPOLOGY 385**

### **Directed Study - Anthropology 3 UNITS (CSU)**

*Lecture 3 hours*

Students pursue directed study in Anthropology on a contract basis under the direction of a supervising instructor.

## **ARABIC 1**

### **Elementary Arabic I 5 UNITS (UC: CSU)**

*Lecture 5 hours*

*Advisory: English 28 and 67*

Student learns the fundamentals of the Arabic pronunciation and grammar structure. The student receives practical material for simple conversation based on everyday experiences and basic facts on the geography, customs and culture of the Arabic speaking world.

## **ARABIC 2**

### **Elementary Arabic II 5 UNITS (UC: CSU)**

*Lecture 5 hours Laboratory 1 hour*

*Prerequisite: Arabic 1 with a satisfactory grade or equivalent.*

Students complete learning elementary Arabic grammar and begin reading and writing relatively more advanced elementary texts. They continue with the study of the cultures of countries that speak Arabic.

## **ARMENIAN 1**

### **Elementary Armenian I 5 UNITS (UC: CSU)**

*Lecture 5 hours Laboratory 1 hour*

*Advisory: English 28 and 67.*

The student completes the fundamentals of pronunciation and elementary grammar, practical vocabulary and useful phrases to understand, read and write simple Armenian.

## **ARMENIAN 2**

### **Elementary Armenian II 5 UNITS (UC: CSU)**

*Lecture 5 hours Laboratory 1 hour*

*Prerequisite: Armenian 1 with a satisfactory grade or equivalent.*

The students learn the elementary grammar, reading and comprehension of simple text, with emphasis on oral expression. It also includes an introductory study of Armenian culture to complement comprehension of language.

## **ART 185**

### **Directed Study - Art 1 UNIT (CSU)**

*Lecture 1 hour.*

Students pursue on their own an in depth study of a subject of special interest to them in studio art. Students work independently but consult with the instructor on a weekly basis to critique their work.

## **ART 201**

### **Drawing I 3 UNITS (UC: CSU)**

*Lecture 2 hours; Laboratory 2 hours*

Students apply elements and principles of design to the practice of drawing, employing a wide range of subject matter, drawing techniques and media. They develop observation based and technical drawing skills and hone their creative responses to materials and subject matter.

## **ART 202**

### **Drawing II 3 UNITS (UC: CSU)**

*Lecture 2 hours; Laboratory 2 hours*

*Prerequisite: Art 201*

Students explore artistic concepts, styles and creative expression related to intermediate drawing, focusing on complex subject matter and concepts using a variety of drawing media, techniques and methodologies. Students further develop technical and observational skills introduced in Drawing I, while arriving at personalized approaches to content and materials in exercises covering multiple historical and contemporary approaches to drawing.

**ART 204**  
**Life Drawing I**  
**3 UNITS (UC: CSU)**

*Lecture 2 hours; Laboratory 2 hours.*  
*Prerequisite: Art 201 with a satisfactory grade.*  
*Co-requisite: Art 501.*

Students draw the live model in various drawing media, employing foundational drawing principles and methods. They develop observation-based and technical drawing skills and hone their creative responses by drawing the human figure at the introductory level.

**ART 205**  
**Life Drawing II**  
**3 UNITS (UC: CSU)**

*Lecture 2 hours; Laboratory 2 hours*  
*Prerequisite: Art 204 with a satisfactory grade.*

Students draw the live model in various drawing media, employing foundational drawing principles and methods. They develop observation-based and technical drawing skills and hone their creative responses by drawing the human figure at the intermediate level.

**ART 206**  
**Life Drawing III**  
**3 UNITS (UC: CSU)**

*Lecture 2 hours; Laboratory 2 hours*  
*Prerequisite: Art 205 with a satisfactory grade.*

Students draw the live model in various drawing media at an advanced level, building upon techniques from Art 205. Different media, methods, and subject matter are employed to hone creativity and support the development of personal style.

**ART 209**  
**Perspective Drawing I**  
**3 UNITS (UC: CSU)**

*Lecture 2 hour; Laboratory 2 hours*  
*Prerequisite: Art 201 with a satisfactory grade.*

Students learn to draw three-dimensional objects in space using measured vanishing point systems along with direct observation and freehand drawing. They explore methods of drawing cast shadows and mirror reflections in perspective.

**ART 250**  
**Introduction to Digital Art**  
**3 UNITS (CSU)**

*Lecture 1 hours. Laboratory 5 hours.*  
*Corequisite: Art 501 with a satisfactory grade.*  
*Note: Art 250 will combine and replace Art 633 and 639*

Students are introduced to fundamental concepts, practices, and theories of digital art production. Topics include integration of traditional design, color, and compositional principles with contemporary digital tools.

**ART 285**  
**Directed Study- Art**  
**2 UNITS (CSU)**

*Lecture 2 hours*  
 Students pursue on their own an in depth study of a subject of special interest to them in studio art. Students create art works of special interest to them under guidance of the instructor.

**ART 300**  
**Introduction to Painting**  
**3 UNITS (UC: CSU)**

*Lecture 2 hour; Laboratory 2 hours*  
*Prerequisite: Art 201 and 501 with a satisfactory grade.*  
 Students learn the principles, elements, and practices of painting. The course focuses on exploration of painting materials, perceptual skills and color theory, paint mixing and technique, as well as creative responses to materials and subject matter.

**ART 301**  
**Watercolor Painting I**  
**3 UNITS (UC: CSU)**

*Lecture 2 hours; Laboratory 2 hours.*  
*Prerequisite: Art 300 with a satisfactory grade.*  
 Students expand their knowledge of painting, focusing on composition and color techniques in watercolor media while continuing to explore art concepts, content, and imagery as applied to personal expression.

**ART 302**  
**Watercolor Painting II**  
**3 UNITS (UC: CSU)**

*Lecture 2 hours; Laboratory 2 hours.*  
*Prerequisite: Art 301 with a satisfactory grade.*  
 Students apply advanced techniques and explore concepts in color, composition, and surfaces.

## COURSE DESCRIPTIONS

### **ART 304**

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

*Lecture 1 hour; Laboratory 5 hours*

*Prerequisite: Art 201 and 501 with a satisfactory grade.*

Students learn a variety of techniques employing acrylic paints and related grounds and tools. A variety of subject matter is used to introduce a series of stylistic approaches.

### **ART 305**

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

*Lecture 1 hour; Laboratory 5 hours*

*Prerequisite: Art 304 with a satisfactory grade.*

Students learn to employ acrylic paints and related grounds and tools at an intermediate level, building upon techniques from Art 304. A variety of subject matter is used to support the development of stylistic approaches.

### **ART 306**

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

*Lecture 1 hour; Laboratory 5 hours.*

*Prerequisite: Art 305 with a satisfactory grade.*

Students learn to employ acrylic paints and related grounds and tools at an advanced level, building upon techniques from Art 305. A variety of subject matter is used to support the development of personal style.

### **ART 307**

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

*Lecture 1 hour; Laboratory 5 hours*

*Prerequisite: Art 201 and Art 501 with satisfactory grades or better* Students learn methods and techniques of painting using the medium of oil paint with its related grounds and tools. Different subjects are used to introduce a variety of stylistic approaches.

### **ART 308**

#### **Oil Painting II 3 UNITS (UC: CSU)**

*Lecture 1 hour; Laboratory 5 hours*

*Prerequisite: Art 307 with a satisfactory grade.*

Students learn methods and techniques of painting using the medium of oil paint with its related grounds and tools at an intermediate level, building upon techniques from Art 307. Different subjects are used to support the development of stylistic approaches.

### **ART 309**

#### **Oil Painting III 3 UNITS (UC: CSU)**

*Lecture 1 hour; Laboratory 5 hours*

*Prerequisite: Art 308 with a satisfactory grade.*

Students learn methods and techniques of painting using the medium of oil paint with its related grounds and tools at an advanced level, building upon techniques from Art 308. Different subjects are used to support the development of personal style.

### **ART 385**

#### **Directed Study- Art 3 UNITS (CSU)**

*Lecture 3 hours*

Students pursue directed study in studio art on a contract basis under the direction of a supervising instructor.

### **ART 400**

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

*Lecture 1 hour; Laboratory 5 hours*

*Prerequisite: Art 201 and 501 with satisfactory grades or better*

Students practice various forms of platemaking and printing. Emphasis will be placed on the development of visual ideas and printmaking techniques.

### **ART 401**

#### **Etching I 3 UNITS (UC: CSU)**

*Lecture 1 hour; Laboratory 5 hours Prerequisite: Art 400 with a satisfactory grade.*

Students practice various forms of etching and printing. Emphasis will be placed on the development of visual ideas and etching techniques.

### **ART 402**

#### **Etching II 3 UNITS (UC: CSU)**

*Lecture 1 hour; Laboratory 5 hours*

*Prerequisite: Art 401 with a satisfactory grade.*

Students practice various forms of etching and printing. Emphasis will be placed on the development of visual ideas and advanced etching techniques.

**ART 407**  
**Relief Printmaking I**  
**3 UNITS (UC: CSU)**

*Lecture 1 hour; Laboratory 5 hours*

*Prerequisite: Art 402 with a satisfactory grade.*

Students practice various forms of platemaking and printing in the relief process. Emphasis will be placed on the development of visual ideas and relief printing techniques.

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

*Lecture 2 hours; Laboratory 2 hours*

*Students learn concepts, applications, and historical references related to the creation of two-dimensional art and design, utilizing the basic visual elements and design principles in studio art projects, developing a visual vocabulary for analysis and creative expression. The course includes problem-solving studio projects, lectures, presentations, and written assignments. This course is a prerequisite for many courses in studio art and graphic design.*

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

*Lecture 2 hours; Laboratory 2 hours*

*Prerequisite: Art 501; Corequisite Art 201.*

Students explore concepts, applications, and historical references related to three-dimensional design and spatial composition.

**ART 604**  
**Graphic Design I**  
**3 UNITS (CSU)**

*Lecture 2 hours; Laboratory 2 hours*

*Prerequisite: Art 633 or Art 250 with satisfactory grades.*

Students learn the fundamentals of graphic design—the field: its terminology, tools, and working methods. Emphasis is placed on computer layout skills and their application to creative visual communication, with strong emphasis on typographical technical and historical elements.

**ART 605**  
**Graphic Design II**  
**3 UNITS (CSU)**

*Lecture 2 hours; Laboratory 2 hours*

*Prerequisite: Art 604 or Art 250 with satisfactory grades.*

*Co-requisite: Art 639.*

Students apply graphic design principles using computer graphic rendering. Emphasis is placed on comprehensive layouts for advertising design and graphics and include product rendering with the integration of typographical elements.

**ART 606**  
**Graphic Design III**  
**3 UNITS (CSU)**

*Lecture 2 hours; Laboratory 2 hours*

*Prerequisite: Art 605 and Art 639 or 250 with satisfactory grades.*

Students apply more advanced graphic design principles using computer graphics. Emphasis is placed on the creation of illustrations and digital images and their integration into page layout software to produce press-ready graphics.

**ART 620**  
**Illustration 1**  
**3 UNITS (CSU)**

*Lecture 2 hours; Laboratory 2 hours*

*Prerequisite: Art 201 with a satisfactory grade.*

*Co-requisite: Art 501.*

Students apply drawing, rendering and media techniques and composition skills to problems in commercial illustration, pictorial art for publications and advertising.

**ART 633**  
**Introduction to Computer Graphics**  
**3 UNITS (CSU)**

*Lecture 2 hours; Laboratory 2 hours*

*Prerequisite: Art 501 with a satisfactory grade.*

Students learn the fundamentals of computer graphics using Adobe Illustrator. The Macintosh operating system, color modes, file formats, basic scanning and digital printing techniques as well as web research is also surveyed.

## COURSE DESCRIPTIONS

### **ART 634**

#### **Computer Graphics 1: 3D Computer Graphics 3 UNITS (CSU)**

*Lecture 2 hours; Laboratory 2 hours*

*Prerequisite: Art 633 or Art 250 with a satisfactory grade.*

Students explore three-dimensional digital design techniques, concepts and applications employed as tools in graphic design. Students focus on three-dimensional modeling and rendering techniques in the creation of objects and environments for graphics and multimedia.

### **ART 639**

#### **Introduction to Digital Imaging 3 UNITS (CSU)**

*Lecture 2 hours; Laboratory 2 hours*

*Prerequisite: Art 633 or Art 250 with a satisfactory grade*

Students learn the fundamentals of still-image manipulation using Adobe Photoshop.

### **ART 645**

#### **Introduction to Web Site Design 3 UNITS (CSU)**

*Lecture 2 hours; Laboratory 2 hours*

*Prerequisite: Art 639 or Art 250 with a satisfactory grade.*

Students learn the basic concepts and techniques used in designing web sites employing the principles of design, color theory, typography, and composition. Software includes, but is not limited to the current versions of Adobe Dreamweaver and Photoshop.

### **ART 700**

#### **Introduction to Sculpture 3 UNITS (UC: CSU)**

*Lecture 1 hour; Laboratory 5 hours*

*Prerequisite: Art 501 and 502 with a satisfactory grade.*

*Advisory: Art 201.*

Students practice three-dimensional sculptural principles, techniques and concepts utilizing a wide range of materials and practices. Various sculpting methods are practiced with attention to creative self-expression and historical context.

### **ART 701**

#### **Sculpture I 3 UNITS (UC: CSU)**

*Lecture 1 hour; Laboratory 5 hours Prerequisite: Art 700 with a satisfactory grade.*

Students practice various forms of sculpture including the armature. Emphasis will be placed on the development of visual ideas and sculptural techniques.

### **ART 702**

#### **Sculpture II 3 UNITS (UC: CSU)**

*Lecture 1 hour; Laboratory 5 hours Prerequisite: Art 701 with a satisfactory grade.*

Students will be challenged with advanced problems in sculpture. Students will be encouraged to explore individual creativity, materials and processes.

### **ART 708**

#### **Introduction to Ceramics 3 UNITS (UC: CSU)**

*Lecture 1 hour; Laboratory 5 hours*

Students learn the different kinds of ceramic materials, concepts, and processes including basic design principles, creative development, hand-building, throwing, glaze techniques, firing and ceramic terminology. Students explore the aesthetics and creative development of clay objects examining historical, contemporary, and personal modes of expression across cultures.

### **ART 709**

#### **Ceramics I 3 UNITS (UC: CSU)**

*Lecture 1 hour; Laboratory 5 hours*

*Prerequisite: Art 501 and 708 with a satisfactory grade.*

*Advisory: Art 502*

The student continues the study of ceramic processes, of the physical and chemical characteristics of clay, with an emphasis placed on ceramic design and glaze chemistry.

### **ART HISTORY 103**

#### **Art Appreciation 3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Advisory: English 101.*

The student learns about art forms and media in traditional and contemporary styles including terminology and problems of definition, meaning, and evaluation in the visual arts.

### **ART HISTORY 110**

#### **Survey of Western Art History I 3 UNITS**

*Lecture 3 hours*

*Advisory: English 101.*

The student explores the development of art and architecture from prehistory through the medieval period, emphasizing the cultural context of the West, and its major points of contact with the non-European world.

## **ART HISTORY 120**

### **Survey of Western Art History II 3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Advisory: English 101.*

Students learn about the development of Art from the time of the Renaissance to Contemporary Art. Emphasis is placed on the cultural context of the West while major points of artistic contact with the Non-European world is considered. This course provides an overview of art and architecture from the Renaissance to the Modernism.

## **ART HISTORY 130**

### **Survey of Asian Art History 3 UNITS**

*Lecture 3 hours*

*Advisory: English 101.*

The student learns about the development of Asian art from prehistoric times through the 20th Century including the artistic traditions and histories of China, India, Japan, Korea, and Southeast Asia. The student considers how cultural, political, and religious forces influenced the arts and explore how the various regions of Asia formed and influenced one another.

## **ART HISTORY 139**

### **Introduction to Islamic Art 3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Advisory: English 101.*

The student examines the global historical development of Islamic visual art (including painting, sculpture, architecture, and other forms) and its historical and cultural context.

## **ART HISTORY 140 (FORMERLY ART 109)**

### **Survey of Arts of Africa, Oceania, and Ancient America 3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Advisory: English 101.*

Students learn about the visual culture within select regions in Africa, Oceania and indigenous North America.

## **ART HISTORY 151**

### **Introduction to Latin American Art 3 UNITS (UC:CSU)**

*Lecture 3 hours*

*Advisory: English 101.*

The students examine the art and architecture of Latin America, beginning with Pre-Columbian period, but focus primarily on the 19th to 21st centuries. Students explore major historical periods of Latin American history and visual culture, which include an introduction to pre-Hispanic civilizations, Colonial rule and Independence, the emergence of Modernism and the Avant-garde, and contemporary art and architecture in Latin America. They gain an understanding of underlying social, economic, political and religious context of the production and use of the works of art considered.

## **ART HISTORY 171**

### **Introduction to Global Contemporary Art 3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Advisory: English 101.*

Students learn about thematic and historical developments of Contemporary visual art (including painting, sculpture, architecture, new media, and other forms), produced by the global community.

## **ASTRONOMY 1**

### **Elementary Astronomy 3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Advisory: English 28 and 67.*

A fascinating look into the general principles and the fundamental facts of astronomy. This introductory course is designed for the non technical student. Topics covered include the history and science of astronomy, the solar system, our sun, stars, galaxies and cosmology. No college math preparation is needed. If a student wishes to transfer this as a lab science course, the student must also complete Astronomy 5.

# COURSE DESCRIPTIONS

## **ASTRONOMY 5**

### **Fundamentals of Astronomy Laboratory 1 UNIT (UC: CSU)**

*Laboratory 3 hours*

*Co-requisite: Astronomy 1 or 10 or 11*

Astronomy 5 laboratory course offers a presentation of the methods and techniques used by astronomers to determine the nature of the universe. This course uses some very basic mathematics, and can be taken by non-science and/or science majors. When taken together with Astronomy 1 or Astronomy 10 or Astronomy 11, a student's 'science with a lab' transfer and graduation requirement is met. Topics covered in Astronomy 5 include star names, asterisms and constellations, sky motion, planet motion, orbital motion, stellar brightness, stellar spectrum, crater formation, star clusters, galaxies and deep sky objects. An important part of the course involves working with and learning the operation of astronomical instruments and equipment including celestial globes, astrolabes, azimuth sundials, astronomical binoculars and computer controlled telescopes.

## **ASTRONOMY 11**

### **Stars, Galaxies, and the Universe 3 UNITS (UC: CSU)**

*Lecture 3 hours*

This conceptual course surveys the universe beyond the solar system. Students learn about stars, stellar evolution, black holes, galaxies, the big bang, cosmology and the possibility to extraterrestrial life.

## **BIOLOGY 3**

### **Introduction to Biology 4 UNITS (UC: CSU)**

*Lecture 3 hours; Laboratory 3 hours*

*Advisory: English 21.*

*Credit not allowed for Biology 3, 3H to students who have previous credit for Biology 1, 6, 23, 25.*

In this survey course for non-majors, students learn general biological principles, activities, and the relationships of living organisms to each other and the world they live in with emphasis on their correlations to the human organism. The course includes a study of the nutritional, medical, and genetic aspects of the modern world.

## **BIOLOGY 6**

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

*Lecture 3 hours; Laboratory 6 hours*

*Prerequisite: Mathematics 125 and Chemistry 60 with a satisfactory grade or equivalent.*

*Advisory: English 21 or equivalent.*

This class is designed for general biology majors and pre professional students, students examine and learn the principles of molecular biology, cell structure and function, genetics, evolution and organization at the tissue level in plants and animals. UC limit: No credit allowed for Biology 1, 3, 23 or 25 if taken after Biology 6.

## **BIOLOGY 7**

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

*Lecture 3 hours; Laboratory 6 hours*

*Prerequisite: Biology 6 and Chemistry 60 with a satisfactory grade or equivalent. Advisory: Eligibility for English 21 or equivalent.*

In this class designed for general biology majors and pre-professional students, students examine and learn the diversity, structure, and the life processes of plants and animals as well as the principles of organization at the organ and organ system levels, embryology, ecology and behavior.

## **BIOLOGY 25**

### **Human Biology 3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Advisory: Eligibility for English 21 or equivalent.*

*Credit not allowed for Biology 25 to students who have previous credit for Biology 1, 3, 6, 23.*

In this survey course for the non-science major, students explain the principle human organ systems according to structure and function and examine the problems of pollution, population control and preservation of the natural environment.

## **BUSINESS 1**

### **Introduction to Business**

**3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Advisory: English 28 and 67 or equivalent.*

Students engage in a multidisciplinary examination of how culture, society, economic systems, legal, international, political, financial institutions, and human behavior interact to affect a business organization's policy and practices within the U.S. and a global society. The course demonstrates how these influences impact the primary areas of business including: Organizational structure and design; leadership, human resource management, risk management and insurance, organized labor practices, ethics and social responsibility, marketing, organizational communication, e-business/technology, entrepreneurship, legal, accounting, and financial practices, and the stock and securities market; and therefore how they affect a business' ability to achieve its organizational goals.

## **BUSINESS 15**

### **Business Statistics**

**3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Prerequisite: Mathematics 125 with a satisfactory grade or equivalent.*

The student learns measures of Central Tendency, Measures of Dispersion. Normal Distribution, Hypothesis Testing, Correlation and Analysis of Variance. UC limit: Maximum one course from Mathematics 225, 227 and Business 15.

## **BUSINESS 17**

### **Computer Graphics for Business**

**3 UNITS**

*Lecture 1 hour; Laboratory 4 hours*

A comprehensive course in business graphics covering types of business graphics, their uses and techniques for generating graphics emphasizing computer usage, computer techniques and current computer graphics software. The student learns types of Excel and PowerPoint programs and how these applications are used in business.

## **BUSINESS 38**

### **Business Computations**

**3 UNITS (CSU)**

*Lecture 3 hours*

*Advisory: English 28 and 67 or equivalent.*

*Note: Credit allowed for only one of Business 38 or Accounting 31.*

Students learn basic mathematics, beginning with whole numbers and solving word problems, fractions, decimals, checking accounts, basic algebra, percents and their applications. The course covers business applications of mathematics, including trade and cash discounts, markups and markdowns, payroll, simple interest and promissory notes and compound interest.

## **BUSINESS 911**

### **Cooperative Education- Business**

**1 UNIT (CSU)**

*Lecture 1 hour*

Students receive credit for approved internships, including cooperative education and work experience with an employer in the field of Business under the direction of the Cooperative Education Director. The work-site must be approved by the Department Chair. The internship course will assist students in acquiring desirable work habits, attitudes and career awareness. Students must work 75 hours paid or 60 hours non-paid.

## **BUSINESS 921**

### **Cooperative Education - Business**

**2 UNIT (CSU)**

*Lecture 2 hour.*

Students receive credit for approved internships, including cooperative education and work experience with an employer in the field of Business under the direction of the Cooperative Education Director. The work-site must be approved by the Department Chair. The internship course will assist students in acquiring desirable work habits, attitudes and career awareness. Students must work 75 hours paid or 60 hours non-paid.

## **BUSINESS 931**

### **Cooperative Education - Business**

**3 UNIT (CSU)**

*Lecture 3 hours*

Students receive credit for approved internships, including cooperative education and work experience with an employer in the field of Business under the direction of the Cooperative Education Director. The work-site must be approved by the Department Chair. The internship course will assist students in acquiring desirable work habits, attitudes and career awareness. Students must work 225 paid hours or 180 volunteer hours during the semester.

# COURSE DESCRIPTIONS

## **BUSINESS 941**

### **Cooperative Education - Business**

#### **4 UNITS (CSU)**

*Lecture 4 hours*

Students receive credit for approved internships, including cooperative education and work experience with an employer in the field of Business under the direction of the Cooperative Education Director. The work-site must be approved by the Department Chair. The internship course will assist students in acquiring desirable work habits, attitudes and career awareness. Students must work 300 paid hours or 240 volunteer hours during the semester.

## **CAOT 1**

### **Computer Keyboarding and Document Applications I**

#### **3 UNITS (CSU)**

*Lecture 2 hours; Laboratory 3 hours*

Students will develop a salable skill--computer keyboarding by touch; minimum speed at end of course, 30 wpm accurately; formatting of letters, memos, tables, and simple reports using word processing software.

## **CAOT 2**

### **Computer Keyboarding and Document Applications II**

#### **3 UNITS (CSU)**

*Lecture 2 hours; laboratory 3 hours*

*Prerequisite: CAOT 1 or equivalent.*

Students master the keyboard (letters, numbers, and symbols) by touch. Minimum speed at end of course of 40 accurately; formatting of mailable advanced letters, tables, reports, memos, and desktop published documents using Microsoft Word.

## **CAOT 3**

### **Computer Keyboarding III**

#### **3 UNITS (CSU)**

*Lecture 2 hours; laboratory 3 hours*

*Prerequisites: Completion of CAOT 2 and CAOT 84 or equivalent.*

Student develops production skills in using advanced features of Microsoft Word to create properly formatted business documents. Includes composition at keyboard, decision making, and timed production of letters, tables, and reports. Develops minimum speed at end of course of 50 wpm. Keyboarding I, II, and III are sequential courses and should be completed in that order.

## **CAOT 7**

### **Machine Transcription**

#### **3 UNITS**

*Lecture 3 hours; laboratory 1 hour*

*Prerequisite: CAOT 31 with a satisfactory grade or equivalent.*

*Advisory: CAOT 1 or ability to key 30wpm.*

Students develop proficiency in operating transcribing software on the computer to accurately transcribe a variety of business documents from taped dictation using word processing software. Students thoroughly review English fundamentals and strengthen keyboarding and proofreading skills.

## **CAOT 9**

### **Computer Keyboarding Improvement**

#### **1 UNIT (CSU)**

*Laboratory 3 hours*

*Prerequisite: CAOT 1 with a satisfactory grade or equivalent.*

Students will improve keyboarding procedures through continued emphasis on correct keyboarding techniques and develops speed and accuracy through timed writings and corrective drills.

## **CAOT 14**

### **Microcomputer Office Applications: PowerPoint**

#### **3 UNITS (CSU)**

*Lecture 2 hour; laboratory 3 hours*

*Prerequisite: CAOT 82 with a satisfactory grade or equivalent.*

Develops proficiency in the operation of Microsoft PowerPoint. Provides an overview of presentation design principles. Develops the skill to create, modify, and retrieve various presentations, the skill to integrate PowerPoint with other programs, the skill to use PowerPoint templates, fonts, graphics, transitions, sound, and animation. Students will learn to outline presentations, create dynamic slides, and develop slide shows based on business topics. Prepares students for certification exam.

## **CAOT 20**

### **Medical Office Procedures**

#### **5 UNITS (CSU)**

*Lecture 5 hours*

*Prerequisites: CAOT 2 or 31 with a satisfactory grade and equivalent. Advisory: CAOT 44.*

Students learn proficiency in typing medical documents, case histories, medical reports, history and physicals. Additionally, students learn about medical ethics and sensitivity training for the medical office, privacy laws, telephone etiquette, medical filing and handling of confidential documents, scheduling appointments in a variety of medical facilities and medical insurance.

**CAOT 23**  
**Legal Office Procedures I**  
**5 UNITS**

*Lecture 5 hours*

*Advisories: CAOT 2 and 31 with satisfactory grade or equivalent.*

Students planning to become legal secretaries are provided office procedures and administration for legal secretaries and offices duties. Discussions include different types of equipment and software systems used; various types of law practices, organizational structures; preparation of civil, criminal, and federal lawsuit pleadings.

**CAOT 31**  
**Business English**  
**3 UNITS (CSU)**

*Lecture 3 hours*

Students develop the basic language skills needed to communicate effectively in today's workplace. Students will learn fundamental English grammar and punctuation rules as they relate to written and oral communication in business. After successful completion of this course, students will be prepared for CAOT 32, Business Communications.

**CAOT 32**  
**Business Communications**  
**3 UNITS (CSU)**

*Lecture 3 hours*

*Prerequisites: CAOT 31 and English 101 with a satisfactory grade or equivalent.*

*Advisory: CAOT 1*

The course begins with the theory of written and oral communication. Students analyze business situations and plan, organize, write, and revise business letters, interoffice memorandums, business reports, business presentations, plus improve their general and business vocabularies. This includes the application of business communications and principles of writing. Messages are broken into their component parts for a critical analysis of organization and content, style, tone, grammar, format, and appearance.

**CAOT 33**  
**Records Management And Filing**  
**2 UNITS**

*Lecture 1 hour; Laboratory 2 hour.*

Students learn creation, storage, disposition and preservation of all types of documents using alphabetic, geographic, numeric, and subject methods. Includes introduction to database records management on a microcomputer.

**CAOT 34**  
**Business Terminology**  
**2 UNITS (CSU)**

*Lecture 2 hours*

The student practices the specialized vocabulary used in modern business communications, including correct definition, spelling, pronunciation, and effective usage.

**CAOT 43**  
**Office Procedures**  
**3 UNITS**

*Lecture 3 hours*

*Prerequisites: CAOT 1 and CAOT 31 with satisfactory grades or better.*

Students develop knowledge of automated office skills and develop attitudes for success on the job.

**CAOT 44**  
**Medical Terminology**  
**3 UNITS (CSU)**

*Lecture 3 hours*

Students develop an understanding of medical terminology through a study of word roots, prefixes, and suffixes and body systems. Students' emphasis is also given to spelling, pronunciation, and definitions.

**CAOT 46**  
**Medical Transcription**  
**3 UNITS**

*Lecture 2 hours; Laboratory 2 hours*

*Prerequisites: CAOT 2 and CAOT 31 with satisfactory grades or equivalent.*

*Advisory: CAOT 44 or equivalent.*

The student develops a proficiency in accurately transcribing medical documents, including medical letters, chart notes, history and physicals, and reports from CDs and/or through the Internet. Correct spelling, proofreading, correct terminology usage, and abbreviations are emphasized. Students simultaneously review anatomy and major body systems.

**CAOT 47**  
**Applied Office Practice**  
**2 UNITS**

*Laboratory 5 hours*

*Prerequisite: CAOT 1 with a satisfactory grade .*

The student will learn practical experience in working in an office on campus and lectures relating to office behavior, productivity, motivation, and interpersonal skills.

# COURSE DESCRIPTIONS

## **CAOT 49**

### **Machine Transcription for Legal Secretaries 3 UNITS**

*Lecture 2 hours; laboratory 2 hours*

*Prerequisites: CAOT 2 and 31 with satisfactory grades or equivalent. Advisory: CAOT 23*

Students develop proficiency in operating transcribing machines to transcribe legal correspondence and documents, including court documents, from cassette tape. Emphasis is placed on spelling, proofreading, formatting, and the meaning of legal terms.

## **CAOT 64**

### **Computer Applications and Office Technologies Laboratory 1 UNIT (CSU)**

*Laboratory 2 hours*

*Co-requisite: CAOT 1.*

Students in Computer Applications and Office Technologies classes receive additional time on computers to work with all the software that is offered in the Department. Students must complete a minimum of 32 hours per semester. In addition to lab hours that are required for any other classes student is enrolled in. Pass/No Pass.

## **CAOT 79**

### **Word Processing Applications 3 UNITS (CSU)**

*Lecture 2 hours; laboratory 3 hours*

*Prerequisites: CAOT 84 and CAOT 31 or CAOT 82 and with satisfactory grades or equivalent.*

Students develop further skill in preparing a variety of business documents on a personal computer. Includes advanced techniques using Microsoft Word. Covers formats for letters, memos, reports, tables, outlines, form documents, graphics, desktop publishing, and merged documents. Prepares students for certification exam.

## **CAOT 82**

### **Microcomputer Software Survey in the Office 3 UNITS (CSU)**

*Lecture 2 hours; laboratory 3 hours*

*Prerequisites: CAOT 1 and CAOT 98 with satisfactory grades or equivalent.*

Students learn to use the microcomputer and commercially available software used in business office. Course provides hands on introduction to word processing, database, spreadsheet, graphics, desktop publishing and presentation design software.

## **CAOT 84**

### **Microcomputer Office Applications: Word Processing 3 UNITS (CSU)**

*Lecture 2 hours; Laboratory 3 hours*

*Advisories: ESL Level 5A and completion of CAOT 1 with a satisfactory grade or equivalent.*

Students use basic and advanced commands in Microsoft Word or other word processing software to create, format, edit, save, and print documents including letters, tables, reports, charts and merge documents and use document collaboration and integration tools. Use desktop publishing features to create newsletters, brochures, fliers, résumés, and online forms.

## **CAOT 85**

### **Microcomputer Office Applications: Spreadsheet 3 UNITS (CSU)**

*Lecture 2 hours; laboratory 3 hours*

Students learn office spreadsheet applications using a PC and spreadsheet application software, such as Excel. Students are taught to create, edit, format, and print worksheets; construct graphs and build databases that utilize the data table function.

## **CAOT 86**

### **Microcomputer Office Applications: Database 3 UNITS (CSU)**

*Lecture 1 hours; laboratory 4 hours*

*Advisory: CAOT 1.*

The students learn office database applications using a relational database program, such as MS Access. Records design, file creation and maintenance, data manipulation, report formats, and printing are covered. Office applications, such as records for personnel, inventory, and sales, are emphasized. Graphing and integration with a word processing program to produce automated mailings are included.

## **CAOT 88**

### **Microcomputer Office Applications: Desktop Publishing 3 UNITS (CSU)**

*Lecture 2 hours; laboratory 3 hours*

The student gains knowledge and skills necessary to use personal computers, printers and various desktop publishing software and produces camera ready, near typeset quality reports, newsletters, brochures, flyers, business forms, and presentations.

**CAOT 93****Legal Document Production****2 UNITS (A)**

*Lecture 2 hours*

*Prerequisites: CAOT 2 and CAOT 84 with satisfactory grades or equivalent.*

*Co-requisite: Law 2*

Students produce legal documents and judicial forms using a computer. Emphasis is placed on the standards used in legal procedures for various areas of law.

**CAOT 97****Introduction to the Internet****3 UNITS**

*Lecture 2 hours; laboratory 3 hours*

Student will learn an overview of the use of the Internet for the office professional. It covers Internet tools used in business such as electronic mail, browsers, search engines, virtual meetings, messaging, research, file sharing, remote access, social networking in business, and the creation of Web pages.

**CAOT 98****Microcomputer Office Applications: Introduction to Windows****3 UNITS**

*Lecture 1 hour; laboratory 4 hours*

Students prepare to work in the Windows environment. Emphasizes the features of Windows, including changing and creating icons, opening and closing windows and other applications, responding to dialog boxes, and working with directories.

**CAOT 105****School-to-Work-Portfolio****2 UNITS**

*Lecture 2 hours*

*Prerequisite: CAOT 31 with a satisfactory grade or equivalent.*

Students prepare a comprehensive professional portfolio that contains a resume, cover letter, application for employment, reference letters, and personal achievement. The course will also include career planning, networking with business and industry, and job search using the Internet and other resources.

**CAOT 112****Microcomputer Office Applications: Web Page Design****3 UNITS (CSU)**

*Lecture 2 hours; laboratory 3 hours*

Students will learn the most important topics of Web page design. The course emphasizes creating a new website, integrating a database, styles, and working with HTML code.

**CAOT 126****Introduction to Medical Coding/Billing****3 UNITS**

*Lecture 3 hours Prerequisite: CAOT 44. Advisories: English 28 and 67*

Students learn the comprehensive overview of medical insurance and billing procedures with introductory instruction in CPT and ICD-9-CM basic coding procedures. Basic medical insurance procedures for commercial and government insurance plans such as Blue Cross/Blue Shield, Medicare, Medicaid, Tricare/Champva, Workers Compensation, and Disability insurance will be covered. HIPAA (Health Insurance Portability and Accountability Act) will be reinforced throughout the course. Introduction to electronic medical billing practice management and electronic claims billing will be presented and utilized throughout the course.

**CAOT 385****Directed Study- Computer Application Office Technology****3 UNITS (CSU)**

*Lecture 3 hours*

In this course students pursue directed study in Computer Applications and Office Technologies on a contract basis under the direction of a supervising instructor.

**CAOT 911****Cooperative Education 911 - CAOT****1 UNIT (CSU)**

*Lecture 1 hour*

Students receive credit for approved internships with an employer in the field of Computer Applications and Office Technologies under the direction of the Cooperative Education Director. The internship course will assist students in acquiring desirable work habits, attitudes and career awareness. The worksite will be approved by the Department Chair. Students must work 75 hours paid or 60 hours non-paid.

## COURSE DESCRIPTIONS

### **CAOT 921**

#### **Cooperative Education 921 - CAOT 2 UNITS (CSU)**

*Lecture 2 hours*

Students receive credit for approved internships with an employer in the field of Computer Applications and Office Technologies under the direction of the Cooperative Education Director. The internship course will assist students in acquiring desirable work habits, attitudes and career awareness. The work site will be approved by the Department Chair. Students must work 150 hours paid or 120 hours non-paid.

### **CAOT 931**

#### **Cooperative Education 931 - CAOT 3 UNITS (CSU)**

*Lecture 3 hours*

Students receive credit for approved internships with an employer in the field of Computer Applications and Office Technologies under the direction of the Cooperative Education Director. The internship course will assist students in acquiring desirable work habits, attitudes and career awareness. The work-site will be approved by the Department Chair. Students must work 150 hours paid or 120 hours non-paid.

### **CAOT 941**

#### **Cooperative Education 941 - CAOT 4 UNITS (CSU)**

*Lecture 4 hours*

Students receive credit for approved internships with an employer in the field of Computer Applications and Office Technologies under the direction of the Cooperative Education Director. The internship course will assist students in acquiring desirable work habits, attitudes and career awareness. The work-site will be approved by the Department Chair. Students must work 300 hours paid or 240 hours non-paid.

**TRANSFER LIMITS: UC gives no credit for Chemistry 51, 60, 68 if taken after Chemistry 101.**

#### **CHEMISTRY ENROLLMENT INFORMATION**

Enrollment in all chemistry classes is based on completion of the required prerequisites with satisfactory grades or better.

Students enrolling in Chemistry 60 or 68 who have not completed Math 115 or the equivalent must take the mathematics placement assessment prior to enrolling in either of these courses. Students enrolling in Chemistry

101 who have not completed Chemistry 60, 65 or 68 or equivalent must pass the Chemistry Readiness Exam in order to enroll in this course. Please contact the Assessment Office at 323.953.4000 ext. 2264 for more information.

Students enrolling in Chemistry 101 and 102 who have not completed Math 125 or the equivalent must take the mathematics placement assessment prior to enrolling in either of these courses.

It is recommended that all chemistry students complete English 28 and 67 or the equivalent. Students who have completed the prerequisites for chemistry courses outside of the Los Angeles Community College District must submit proof of prerequisite completion to the Counseling Office prior to enrollment in chemistry courses.

#### **INFORMATION FOR PRE-NURSING STUDENTS:**

AJI LACC pre-nursing students must complete Chemistry 60 with a satisfactory grade to satisfy the chemistry requirement for the LACC Nursing Program.

### **CHEMISTRY 60**

#### **Introduction to General Chemistry 5 UNITS (UC: CSU)**

*Lecture 3 hours Laboratory 4 hours*

*Prerequisite: Mathematics 115 or appropriate score on the placement assessment.*

*Advisory: English 28 and 67; Math 125.*

A student learns nomenclature of elements and inorganic compounds, ionic and covalent bonding, atomic structure, molecular geometry, chemical reactions, problem solving, measurements, stoichiometry, states of matter and related energy concepts, gas laws, aqueous and solution chemistry, quantum theory, periodic properties, colligative properties, and acid base concepts. This course is a survey of basic chemistry topics with laboratory, emphasizing fundamental principles of inorganic and physical chemistry. Laboratory exercises are quantitative in nature and are related to the lecture topics. This course serves as preparation for major's chemistry, allied health, and general education, and meets the IGETC and CSU general education requirements for physical science with laboratory. This course prepares students for Chemistry 101 and satisfies the chemistry requirement for the LACC Nursing Program.

## **CHEMISTRY 101**

### **General Chemistry I 5 UNITS (UC: CSU)**

*Lecture 3 hours. Laboratory 6 hours.*

*Prerequisite: Chemistry 60 or 65 or 68 and Mathematics 125*

*Advisory: English 28 and 67.*

The student learns nomenclature, atomic structure, quantum theory, bonding theories and molecular geometry, chemical equations, stoichiometry, thermochemistry, solid, liquid and gaseous states and related forces, gas laws, solutions and colligative properties, periodic relationships, and acid base theories. Laboratory exercises are quantitative in nature and are related to the lecture topics. This is the first semester of a one-year course in chemistry intended for majors in the natural sciences (chemistry, biochemistry, biology, physics, pre-medicine), mathematics, and engineering.

## **CHEMISTRY 102**

### **General Chemistry II 5 UNITS (UC: CSU)**

*Lecture 3 hours. Laboratory 6 hours.*

*PREREQUISITE: Chemistry 101 with a satisfactory grade or better.*

*ADVISORY: Eligibility for English 28 and 67 or 31.*

DESCRIPTION: The students receive in lectures the theory and application of chemical kinetics, general and aqueous equilibria, thermodynamics, electrochemistry, nuclear chemistry, descriptive chemistry, structure and bonding in transition metal complexes and carbon compounds. In the laboratory students apply what is learned in lecture to experiments in reaction kinetics, chemical qualitative analysis, chemical and spectroscopic quantitative analysis, potentiometric titration techniques, and electrochemistry.

## **CHEMISTRY 185**

### **Directed Study - Chemistry 1 UNIT (CSU) (RPT 2)**

*Lecture 1 hour.*

*Prerequisite: Chemistry 102. Advisory: English 28 and 67.*

Students pursue Directed Study in Chemistry on a contract basis under the direction of a supervising instructor. Laboratory and literature research is performed.

## **CHEMISTRY 211**

### **Organic Chemistry for Science Majors I 5 UNITS (UC: CSU)**

*Lecture 3 hours. Laboratory 6 hours*

*Prerequisites: Chemistry 102 with a satisfactory grade or better..*

In this the first part of a two-course sequence students learn structure, nomenclature, stereochemistry, preparation and mechanisms of reactions of aliphatic and aromatic hydrocarbons and their derivatives. Students also learn a mechanistic approach to reactions and a focus on multistep synthesis throughout the course. The laboratory presents the techniques of preparation, where students learn isolation and analysis of organic compounds employing standard and modern instrumental methods.

## **CHEMISTRY 212**

### **Organic Chemistry for Science Majors II 5 UNITS (UC: CSU)**

*Lecture 3 hours. Laboratory 6 hours*

*Prerequisite: Chemistry 211.* Students complete the study

begun in Chemistry 211. Students will learn more about the organic functional groups of alcohols, aldehydes, ketones, carboxylic acids, carboxylic acid derivatives and amines. They will also learn more specialized topics including the following: carbohydrates, amino acids and peptides, fatty acids and polymers; difunctional compounds, polycyclic benzenoid hydrocarbons, heterocyclic compounds, mass spectroscopy, NMR techniques and strategies in modern organic synthesis. The students will learn further mechanistic approaches to reactions and a focus on multistep synthesis will be emphasized throughout the course. The laboratory presents more techniques of preparation, students will learn isolation and analysis of organic compounds employing modern instrumental analysis.

## COURSE DESCRIPTIONS

### **CHEMISTRY 221**

#### **Biochemistry for Science Majors 5 UNITS (UC: CSU)**

*Lecture 3 hours Laboratory 6 hours*

*Prerequisite: Chemistry 211.*

*Advisory English 28 and 67; or English 31.*

Students receive the principles of biochemistry, with an emphasis on the structure and function of biomolecules, the role of metabolism in energy production and biosynthesis, and common biochemical laboratory techniques. Topics relate to the chemistry and metabolism of biological compounds. Topics include the structure and function of biomolecules, including proteins, lipids, carbohydrates, nucleic acids and their precursors. The course also presents enzyme catalysis, and the details of the central metabolic pathways (glycolysis, gluconeogenesis, glycogenolysis, the citric acid cycle, electron transport and oxidative phosphorylation, lipid degradation and biosynthesis, and nitrogen metabolism) including their regulation and integration. Laboratory work includes electrophoresis, chromatography, spectroscopy, and enzyme purification and kinetics. This course prepares students for careers in the physical and biological sciences, pharmacy, medical and dental professions, veterinary and agricultural science, nutrition and food chemistry, and related fields.

### **CHEMISTRY 285**

#### **Directed Study - Chemistry 2 UNIT (CSU)**

*Lecture 2 hours.*

*Prerequisite: Chemistry 102. Advisory: English 28 and 67.*

Students pursue Directed Study in Chemistry on a contract basis under the direction of a supervising instructor. Laboratory and literature research is performed.

### **CHEMISTRY 385**

#### **Directed Study - Chemistry 3 UNITS (CSU)**

*Lecture 3 hour.*

*Prerequisite: Chemistry 102. Advisory: English 28 and 67.*

Students pursue Directed Study in Chemistry on a contract basis under the direction of a supervising instructor. Laboratory and literature research is performed.

### **CHICANO STUDIES 7**

#### **The Mexican American in the History of the United States I**

#### **3 UNITS (UC: CSU)**

*Lecture 3 hours*

Students survey United States history from early colonial period through the Civil War with special emphasis on the contribution of Mexican Americans. This course provides a background in the political and social development of both the United States and Mexico, and, in addition, is for those who wish to gain a better understanding of Mexican culture in the Southwestern United States. Included is a survey of the U.S. Constitution.

### **CHICANO STUDIES 8**

#### **The Mexican American in the History of the United States II**

#### **3 UNITS (UC: CSU)**

*Lecture 3 hours*

Students survey the history of the Mexican people in the United States from 1848 to the present time. The content includes a discussion of the United States War with Mexico, the Treaty of Guadalupe-Hidalgo and the subsequent incorporation of Mexicans into the United States. Emphasis is placed on the politics of race, its origin in the colonial process and its impact on the historical development of a Mexican American ethnic identity in the United States.

### **CHICANO STUDIES 44 (Same As Spanish 16)**

#### **Mexican Civilization**

#### **3 UNITS (UC: CSU)**

*Lecture 3 hours*

This course is a board survey of Mexican civilization and culture. The course covers the periods of prehistoric expansion of Mesoamerica, Pre-Columbian Mexican civilization, the Spanish conquest, the colonial period, and Mexico in the 19th and 20th century.

**CHILD DEVELOPMENT 1****Child Growth and Development****3 UNITS (UC: CSU)***Lecture 3 hours**Advisory: English 28 and 67 or equivalent.*

Students examine the major physical, psychosocial, and cognitive/language developmental milestones for children, both typical and atypical, from conception through adolescence. There is an 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.

**CHILD DEVELOPMENT 2****Early Childhood Principles and Practices****3 UNITS (CSU)***Lecture 3 hours**CO-REQUISITES: Child Development 1. Verification of Mantoux test (or chest X-Ray) is required.**Advisory: English 28 and 67, or equivalent.*

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 children. This course includes a review of the historical roots of early childhood programs and the evolution of the professional practices promoting advocacy, ethics and professional identity.

**CHILD DEVELOPMENT 3****Creative Experiences for Children I****3 UNITS (CSU)***Lecture 3 hours*

Students develop and implement creative curriculum for young children. Activities include: sensory, motor, manipulative, art, music, movement, literacy, math, science, and dramatic play experiences. Emphasis is on environments that promote creativity and the role of the teacher.

**CHILD DEVELOPMENT 7****Introduction to Curriculum in Early Childhood****Education I****3 UNITS (CSU)***Lecture 3 hours**Prerequisite: CH DEV 2, English 28 and 67; or equivalent.*

Students learn and develop the knowledge and skills related to providing appropriate curriculum and environments for young children from birth to age 6. Students examine a teacher's role in supporting development and engagement for all young children. Students learn strategies for developmentally-appropriate practice based on observation and assessments across the curriculum, including 1) academic content areas, 2) play, art, and creativity, and 3) development of social-emotional, communication, and cognitive skills.

**CHILD DEVELOPMENT 10****Health, Safety and Nutrition****3 UNITS (CSU)***Lecture 3 hours**Advisory: English 28 and 67 or equivalent.*

Students learn about 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 children and staff are identified along with importance of collaboration with families and health professional. The interrelationship of health, safety and nutrition and the impact on children's growth and development are key focuses.

**CHILD DEVELOPMENT 11****Child, Family and Community****3 UNITS (CSU)***Lecture 3 hours**Advisory: English 28 and 67 or equivalent.*

Students examine the developing child in a societal context focusing on the interrelationship of the family, school and community and emphasizes historical and sociocultural factors. The processes of socialization and identity development will be highlighted, showing the importance of respectful, reciprocal relationships that support and empower families. Some topics covered are: social influences on parenting styles, communication, child-rearing and the relationships between the child, family and the school is studied.

# COURSE DESCRIPTIONS

## **CHILD DEVELOPMENT 22**

### **Practicum in Child Development I**

#### **4 UNITS (CSU)**

*Lecture 2 hours Laboratory 6 hours*

*Prerequisite: Child Development 1, 7 and 11*

*Note: Verification of annual Mantoux test (or chest x-ray) and immunizations: MMR and Pertussis, is required.*

Students are assigned to an approved Child Development program to demonstrate developmentally appropriate early childhood teaching competencies under guided supervision. Students utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors, and build a comprehensive understanding of children and families. Child centered, play-oriented approaches to teaching, learning, assessment and knowledge of curriculum content areas is emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning.

## **CHILD DEVELOPMENT 23**

### **Practicum in Child Development II**

#### **4 UNITS (CSU)**

*Prerequisite: Child Development 22 or equivalent.*

*Lecture 2 hours Laboratory 6 hours per week.*

*Note Verification of current Mantoux test (or chest x-ray) and immunizations: MMR and Pertussis, is required.*

This course provides an advanced practicum experience. Students apply assessment strategies to plan, implement, and evaluate developmentally appropriate activities. Techniques that promote partnerships between teachers and families are developed. An educational philosophy statement, a resume and a professional portfolio are created. Students assigned to directed practicum teaching in a child development center demonstrate professional and ethical behaviors.

## **CHILD DEVELOPMENT 30**

### **Infant and Toddler Studies I**

#### **3 UNITS (CSU)**

*Lecture 3 hours*

*Advisory: English 28 and 67; or equivalent.*

*Note: Verification of current Mantoux test (or chest x-ray) is required.*

Students receive an in-depth study of cognitive/language, social/ emotional and perceptual/motor developmental domains and milestones of infants from birth to 36 months, in the context of respectful relationships. As well as, an overview of major theories including attachment, brain development, the value of play, early intervention and relationship-based care in the context of family systems: culture, home language, and traditions. Students will be introduced to the laws and regulations of safe healthy environments and the rights of all infants and toddlers including children at-risk for disabilities. Class instruction includes objective observations of infants and toddlers in diverse settings.

## **CHILD DEVELOPMENT 31**

### **Infant and Toddler Studies II**

#### **3 UNITS (CSU)**

*Lecture 3 hours*

*Advisory: English 28 and 67; or equivalent.*

*Note: Verification of current Mantoux test ( or chest x-ray) is required.*

Students learn the principles of inclusive, respectful, caregiving for infants and toddlers. Topics include: typical and atypical development, principles of early intervention, appropriate environments, curriculum, infant care licensing; observation, assessment and intervention plans; and tools for family communications and home visits within the context of home language, culture and traditions. Verification of Mantoux test (TB test) or chest x ray is required.

## **CHILD DEVELOPMENT 34**

### **Observing and Recording Children's Behavior**

#### **3 UNITS (CSU)**

*Lecture 3 hours*

*Prerequisite: Child Development 1 and English 28 and English 67 or equivalent.*

*Note: Verification of current Mantoux test (or chest x-ray) is required.*

Students learn the appropriate use of assessment and observation strategies to document development, growth, play and learning to join with families and professionals in promoting children's success. Recording strategies, rating systems, portfolios, and multiple assessment tools are explored.

## **CHILD DEVELOPMENT 38**

### **Administration and Supervision of Early Childhood Programs I**

#### **3 UNITS (CSU)**

*Lecture 3 hours*

*Prerequisite: Child Development 3 or 4 or 7; and 11 or equivalent.*

Students are prepared to establish and administer an early childhood program. Financial aspects of administration and legal rules and regulations pertaining to establishing a center are emphasized. Students apply licensing information and knowledge of regulations to design an appropriate environment, create a fiscal plan, marketing strategy and develop an enrollment and hiring process. This course partially fulfills the licensing requirements for the director

## **CHILD DEVELOPMENT 39**

### **Administration and Supervision of Early Childhood Programs II 3 UNITS (CSU)**

*Lecture 3 hours*

*Prerequisite: Child Development 3 or 4 or 7; and 11 or equivalent.*

Students learn how to administrate an Early Childhood Program. Students analyze state and federal regulations and learn how to apply the information to developing and supervising a comprehensive, culturally sensitive, developmentally appropriate program. In addition, students learn about appropriate computer applications for administration, how to write grants and proposals for funds, use advocacy skills for community improvement, develop leadership skills and team management techniques, develop a comprehensive parent partnership, work with program evaluation tools, and understand legal issues. This course partially fulfills the licensing requirement for the director.

## **CHILD DEVELOPMENT 42**

### **Teaching in a Diverse Society 3 UNITS (CSU)**

*Lecture 3 hours*

Students examine 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. The course involves 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.

## **CHILD DEVELOPMENT 44**

### **Early intervention for Children with Special Needs 3 UNITS (CSU)**

This course is designed for students intending to work with children with special needs. Students examine components of a comprehensive service delivery system that is based on legal mandates and an understanding of typical and atypical development across all domains. Also discussed is the role of observation and documentation in adapting the environment, creating instructional strategies for including children with special needs in early childhood programs.

## **CHILD DEVELOPMENT 45**

### **Programs for Children with Special Needs 3 UNITS (CSU)**

*Lecture 3 hours*

*Advisory: English 28 and 67; or equivalent.*

*Note: Verification of Mantoux test (or chest x-ray) is required.*

Students learn about programs for exceptional children and best practices for inclusion of children with special needs into educational settings as close to their typically developing peers as possible. Students explore a variety of disabilities from a child development perspective includes definition, and educational implications.

## **CHILD DEVELOPMENT 48**

### **Positive Guidance in Early Childhood Settings 3 UNITS (CSU)**

*Lecture 3 hours*

Students explore developmentally appropriate management techniques for children in early childhood settings. Emphasis is on developing culturally sensitive individualized plans for behavior management of traditional and special needs children.

## **CHILD DEVELOPMENT 65**

### **Adult Supervision and Early Childhood Mentoring 2 UNITS**

*Lecture 2 hours*

*Prerequisite: Child Development 22 and 38 or 39.*

The class focuses on the principles and practices of supervision and evaluation of staff in Early Childhood Programs. Emphasis is placed on the role of experienced teachers who mentor or supervise new teachers and student teachers. This meets supervision requirement for the Child Development Permit.

## **CHILD DEVELOPMENT 84-1**

### **Child Development Lab 1: Curriculum Development 0.5 UNITS (CSU)**

*Laboratory 1 hour*

*Co-requisite: One of the following Child Development 2, 3, 7, 10, 22, 42, or 44; or equivalent.*

This course allows students interested in working in the field of Child Development, or taking Child Development classes, to use lab materials, curriculum resource books, to design lesson plans, games, and other curricular activities. A \$20 lab fee is required.

# COURSE DESCRIPTIONS

## **CHILD DEVELOPMENT 84-2**

### **Child Development Lab 1: Technology For The Early Childhood Educator** **0.5 UNITS (CSU)**

*Lab 1 hour*

*Prerequisite: Ch Dev 84-1*

Students learn to use lab materials, and technology and equipment to design lesson plans, games, and other curricular activities. A \$20 lab fee is required.

## **CHILD DEVELOPMENT 85-1**

### **Child Development Literacy I** **0.5 UNITS (A)**

*Laboratory 1 hour*

Students enrolled in Child Development classes who are interested in an Early Literacy Lab experience focus on quality literacy experiences such as exposure to age-appropriate literacy materials and modeling library habits under the supervision of a literacy expert. Students design curricular activities and select quality literature that foster children's language and literacy development.

## **CHILD DEVELOPMENT 285 - DIRECTED STUDY** **2 UNITS (CSU)**

*Lecture 2 hours*

*Note: A maximum of 3 UNITS in Directed Study may be taken for credit.*

Child Development students pursue Directed Study on a contract basis under the direction of a supervising instructor. Scheduled consultations with the instructor are required.

## **CHINESE 1**

### **Elementary Chinese I** **5 UNITS (UC: CSU)**

*Lecture 5 hours*

*Advisory: English 28 and 67.*

The student learns Mandarin Chinese that corresponds to the first year of high school Chinese. Pronunciation, grammar, practical vocabulary, and basic facts on the geography, customs and culture of China.

## **CHINESE 2**

### **Elementary Chinese II** **5 UNITS (UC: CSU)**

*Lecture 5 hours*

*Prerequisite: Chinese 1 with a satisfactory grade or equivalent.*

The student learns and completes the elementary Mandarin Chinese grammar. 180 Chinese characters will be introduced. Continues to introduce Chinese culture and custom of China. Introduces reading and writing of elementary texts.

## **CHINESE 3**

### **Intermediate Chinese I** **5 UNITS (UC: CSU)**

*Lecture 5 hours*

*Prerequisite: Chinese 2 with a satisfactory grade.*

The student learns and reviews grammar with vocabulary building for conversational fluency, written composition and advanced reading.

## **CHINESE 4**

### **Intermediate Chinese II** **5 UNITS (UC: CSU)**

*Lecture 5 hours*

*Prerequisite: Chinese 3 with a satisfactory grade.*

The student learns and completes the study of grammar, advanced writing and reading of everyday and literary subjects to study Chinese idiomatic expressions

## **CHINESE 10**

### **Chinese Civilization** **3 UNITS (UC: CSU)**

*Lecture 3 hours.*

*Advisory: English 28 and 67.*

The students learn in English the history, culture, geography, government and institutions of China; the life style and customs of the people; the language, literature, arts, and sciences; the contributions to civilization of the world.

## **CHINESE 21**

### **Fundamentals of Chinese I** **3 UNITS (UC: CSU)**

*Advisory: English 28 and 67.*

*Lecture 3 hours.*

Introduces the fundamentals of Mandarin Chinese pronunciation, grammar, and practical vocabulary. The student learns basic facts on the geography, customs, and culture of China. Chinese 21 and Chinese 22 together are equivalent to Chinese 1. Advisory: English 28 or equivalent.

## **CINEMA 1**

### **Introduction to Motion Picture Production 3 UNITS (UC: CSU)**

*Lecture 2 hours Laboratory 2 hours*

A comprehensive introduction to movie production, film/ video techniques and equipment. Proper procedures are explained for the use of cameras, lenses, filters, lights, microphones, audio recorders and other motion picture equipment. Attention is also given to production planning, editing and post-production as well.

## **CINEMA 2**

### **Beginning Motion Picture Workshop 3 UNITS (UC: CSU)**

*Lecture 1 hour Laboratory 4 hours*

Introductory workshop in practical filmmaking. Each student will be responsible for making several short films in digital video. This course provides an introduction to the theory, terminology and operation of single camera video production, including composition and editing techniques, camera and recorder operation, portable lighting, audio control and basic editing. This course focuses on the aesthetics and fundamentals of storyboarding, producing, directing for location single camera production as well as postproduction and exhibition.

## **CINEMA 3**

### **History of Motion Pictures 3 UNITS (UC: CSU)**

*Lecture 2 hours Laboratory 2 hours*

Students study the history of the development of motion pictures, with examples, from their beginnings to the present day. Emphasis is placed on the American feature film.

## **CINEMA 4**

### **Reality and Documentary Film History 3 UNITS (UC: CSU)**

*Lecture 2 hours Laboratory 2 hours*

Students examine the development of films dealing with the truth. Nonfiction films seen and discussed include: historical, animated, propaganda, educational, commercial, personal and participatory, cinema verite and direct cinema. Students will develop critical standards for judging documentary films.

## **CINEMA 5**

### **Introduction to Screenwriting 3 UNITS (CSU)**

*Lecture 2 hours Laboratory 2 hours*

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

Students will write two screenplays. Cinema majors will write the scripts for films they will make in Cinema 33.

## **CINEMA 6**

### **Motion Picture Photography 3 UNITS (CSU)**

*Lecture 2 hours Laboratory 2 hours*

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

This course is an introduction to cinematography, including optics, photo emulsion, camera operation, laboratory procedures, terminology, and aesthetics. Students complete individual and group projects using 16mm or digital video camera equipment

## **CINEMA 7**

### **Advanced Cinematography and Creative Techniques 3 UNITS (CSU)**

*Lecture 2 hours Laboratory 2 hours*

*Prerequisite: Cinema 6 with a satisfactory grade or better*

An advanced course in creative cinematography covering sophisticated professional equipment and techniques used in the motion picture industry. Emphasis is placed on lighting and current industry standards.

## **CINEMA 9**

### **Motion Picture Sound 3 UNITS (CSU)**

*Lecture 1 hour; Laboratory 4 hours*

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

Students learn the basics of motion picture production and post production sound. Students use digital audio recorders, microphones and booms and learn how to properly record sound. Students learn to loop and mix sound using a digital audio program.

## **CINEMA 9 -1**

### **Beginning Motion Picture Sound Production 3 UNITS (CSU)**

*Lecture 2 hours; Laboratory 2 hours*

Students learn the basics of motion picture production and post-production sound. Hands-on work includes the use of digital audio recorders, microphones, fishpoles and booms and audio editing software.

# COURSE DESCRIPTIONS

## **CINEMA 9-2**

### **Intermediate Motion Picture Sound and Post Production Sound Design**

#### **3 UNITS (CSU)**

*Lecture 2 hours; Laboratory 2 hours*

*Prerequisite: Cinema 9 or 9-1 with satisfactory grades or better.*

Intermediate television and cinema students are introduced to audio production, post-production software and other elements of sound design to create final soundtracks for media productions. This course explores in depth aesthetic concepts and real world audio craftsmanship.

## **CINEMA 10**

### **Introduction to Film Directing**

#### **3 UNITS (CSU)**

*Lecture 2 hours, Laboratory 2 hours*

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

The student is introduced to the crafts of acting and directing for the film medium. Students will produce and direct a scene in class using competent, well-rehearsed actors cast and rehearsed by the student director for their roles. Students will be able to choose a script, cast it, rehearse the actors and present a scene in class, along with a production package, including script notes, scene goals, character analysis, storyboard and shot list.

## **CINEMA 18**

### **Introduction to Film Genres**

#### **3 UNITS (CSU)**

*Lecture 2 hours, Laboratory 2 hours*

Students explore the main film genres along with the specific contributions of the major filmmakers in each genre, and the style and practices of studio production, marketing, and distribution. Each class includes the screening of a significant feature-length film that typifies or exemplifies that genre.

## **CINEMA 20**

### **Business Aspects of Motion Picture Production**

#### **3 UNITS (CSU)**

*Lecture 3 hours*

The student surveys cinema business practices including financing, production and distribution.

## **CINEMA 25**

### **Producing Digital Video Features**

#### **3 UNITS (A)**

*Lecture 3 hours*

Students research and prepare independent motion picture projects. Activities include: developing screenplays, researching state of the art media and business issues, analyzing professional production solutions and creating business plans. Students will learn professional standards for intellectual property, privacy and publicity rights as well as financing, contracts, production issues, capture, distribution formats/outlets and marketing. Students do case studies of contemporary "independent film" projects, including micro-budget films as well as low-budget films.

## **CINEMA 32**

### **Editing Fundamentals**

#### **3 UNITS (A)**

*Lecture 1 hours Laboratory 4 hours*

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

Intermediate students learn the principles of editing using digital nonlinear editing equipment.

## **CINEMA 33-1**

### **Digital Video Production Workshop I**

#### **3 UNITS (CSU)**

*Lecture 1 hour Laboratory 4 hours*

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

Intermediate film and television students produce short video projects using digital video cameras and editing systems.

## **CINEMA 33-2**

### **Digital Video Production Workshop II**

#### **3 UNITS (CSU)**

*Lecture 1 hour Laboratory 4 hours*

*Prerequisite: Cinema 33 or 33-1 with satisfactory grades or better.*

Intermediate film and television students will extensively plan, shoot and edit two short or one longer advanced digital video project(s). Special emphasis will be on preproduction planning.

## **CINEMA 38-1**

### **Motion Picture Stage Grip A**

#### **3 UNITS (A)**

*Lecture 2 hours Laboratory 2 hours Open to all students.*  
In this hands-on course, students learn basic grip skills and operate grip equipment and tools presently in use in motion picture stages, television studios, and on location during film and television production from the course textbook.

## **CINEMA 38-2**

### **Motion Picture Stage Grip B**

#### **3 UNITS (A)**

*Lecture 2 hours Laboratory 2 hours.*  
*Open to all students.*

In this hands-on course, students learn additional basic grip skills and operate grip equipment and tools presently in use in motion picture stages, television studios, and on location during film and television production not covered in Cinema 38A.

## **CINEMA 185**

### **DIRECTED STUDY**

#### **1 UNIT (CSU)**

*Lecture 1 hour*

*Prerequisite Cinema 5 or Cinema 33*

The student creates a writing, mentoring or post-production study project as agreed upon by the student and a supervising instructor.

## **CINEMA 501**

### **Media Aesthetics and Design for Film and Digital Media**

#### **3 UNITS (CSU)**

*Lecture 2 hours Laboratory 2 hours.*

*Advisory: Photo 7 with a satisfactory grade or better.*

The student learns the analysis of film and modern visual media, including the cinema, television, the internet, advertising, social networking and fine art. The student learns to examine the broad questions of form and content, aesthetics and meaning, and history and culture, exploring the diverse possibilities presented by the cinematic art form through an examination of a wide variety of productions, national cinemas, and film movements. Topics include modes of production, narrative and non-narrative forms, visual design, editing, sound, genre, ideology and critical analysis. This course is recommended for all cinema and photography majors, and is open to graphic artists as well as the general public.

## **CINEMA 911**

### **COOPERATIVE EDUCATION - CINEMA**

#### **1 UNIT (CSU)**

*Lecture 1 hour*

*Advisory: Cinema 1 with a satisfactory grade or better*

Cooperative Education is a work experience course that grants college credit for supervised employment for internships in the field of entertainment. Students will gain on the job training, enhance work skills, and career awareness. Completion of at least seven units, including Cooperative Education, at the end of the semester is required. Students must be employed or volunteering/interning in order to participate in program.

## **CINEMA 921**

### **COOPERATIVE EDUCATION - CINEMA**

#### **2 UNITS (CSU)**

*Lecture 2 hours*

*Advisory: Cinema 1 with a satisfactory grade or better*

Students receive work experience that grants college credit for supervised employment for internships in the field of entertainment. Students will gain on the job training, enhance work skills, and career awareness. Completion of at least seven units, including Cooperative Education, at the end of the semester is required. Students must be employed or volunteering/interning in order to participate in program.

## **CINEMA 931**

### **COOPERATIVE EDUCATION - CINEMA**

#### **3 UNITS (CSU)**

*Lecture 3 hours*

*Advisory: Cinema 1 with a satisfactory grade or better*

Students receive work experience that grants college credit for supervised employment for internships in the field of entertainment. Students will gain on the job training, enhance work skills, and career awareness. Completion of at least seven units, including Cooperative Education, at the end of the semester is required. Students must be employed or volunteering/interning in order to participate in program.

## **CINEMA 941**

### **COOPERATIVE EDUCATION - CINEMA**

#### **4 UNITS (CSU)**

*Lecture 4 hours*

*Advisory: Cinema 1 with a satisfactory grade or better*

Students receive work experience that grants college credit for supervised employment for internships in the field of entertainment. Students will gain on the job training, enhance work skills, and career awareness. Completion of at least seven units, including Cooperative Education, at the end of the semester is required. Students must be employed or volunteering/interning in order to participate in program.

## COURSE DESCRIPTIONS

### **COMMUNICATION STUDIES 60A LISTENING AND SPEAKING LABORATORY 0.25 UNIT NDA**

*Lab 0.75 hour*

*Co-requisite: Communication Studies 71*

*Advisories: ESL 3A, 3B, and 3C*

This level four course is co-requisite of Communication Studies 71. Students practice usage of the most common words in English, their accurate pronunciation of selected vowels and consonants and their usage in a speech laboratory setting.

### **COMMUNICATION STUDIES 60B Listening and Speaking Laboratory 0.25 UNIT NDA**

*Lab 0.75 hour*

*Prerequisites: Communication 60A,71*

*Co-requisite: Comm 72*

*Advisories: ESL 4A, 4B*

Students enrolled in Communication Studies 60B Lab practice level five vocabulary, grammar and pronunciation using English as a Second Language. Concurrently, this level five laboratory course supplements usage of common words, phrases and sentences in English, their accurate pronunciation of vowels, diphthongs and consonants and their usage in a speech laboratory setting. This course must be taken concurrently with Communication Studies 72.

### **COMMUNICATION STUDIES 60C Listening and Speaking Laboratory 0.25 UNIT NDA**

*Lab 0.75 hour*

*Prerequisites: Communication Studies 60B,72*

*Co-requisite: Comm 73*

*Advisories: ESL 5A and 5B*

Students, enrolled in Communication Studies 60C, practice using English as a Second language. They expand their vocabulary skills to include the most common words in English, while listening and differentiating minimal pairs, pronouncing vowels and consonants accurately within multi-syllabic words using phrases and short conversational sentences in a speech laboratory setting. This is a level six laboratory course.

### **COMMUNICATION STUDIES 60D Listening and Speaking Laboratory 0.25 Unit NDA**

*Lab 0.75 hour*

*Prerequisites: COMM 73 AND 60C*

*Co-requisites: COMM 76*

*Advisories: ESL 6A and 6B*

Students, enrolled in Communication Studies 60D, practice using English as a Second Language. They supplement usage of the most common words and idiomatic expressions in English. They develop skills applying concepts of intonation and stress while employing accurate pronunciation of blended vowels, consonants and word endings in a speech laboratory setting. This is a level seven laboratory course.

### **COMMUNICATION STUDIES 71 Speaking English as a Second Language I 3 UNITS NDA**

*Lecture 3 hours*

*Co-requisite: Communication Studies 60A*

*Advisories: ESL 3A, 3B, and 3C or appropriate placement score.*

Students enrolled in Communication Studies 71 practice using English as a Second Language. They supplement usage of the most common level four words in English, their accurate pronunciation, their usage in idiomatic expressions and figurative language. This level four course is taken concurrently with co-requisite Communication Studies 60A.

### **COMMUNICATION STUDIES 72 Speaking English as a Second Language II 3 UNITS NDA**

*Lecture 3 hours*

*Prerequisite: Communication Studies 71 and 60A or appropriate placement score.*

*Co-requisite: Communication Studies 60B.*

*Advisories: ESL 4A, 4B*

Students practice English as a Second Language. They supplement usage of the most common level five words in English, their accurate pronunciation, their usage in idiomatic expressions and figurative language. This level five course is taken concurrently with Communication Studies 60B.

**COMMUNICATION STUDIES 73**  
**Speaking English as a Second Language III**  
**3 UNITS NDA**

*Lecture 3 hours*

*Prerequisite: Communication Studies 72 and 60B*

*Co-requisite: Communication Studies 60C.*

*Advisories: ESL 5A, 5B*

Students practice English as a Second Language. They increase skills in articulation, pronunciation, fluency and oral composition. This level six course is taken concurrently with Communication Studies 60C.

**COMMUNICATION STUDIES 76**  
**English Speech as a Second Language**  
**3 UNITS (CSU) (RPT 1)**

*Lecture 3 hours*

*Prerequisite: COMM 73 COMM 60C or appropriate placement score.*

*Co-requisite: COMM 60D.*

*Advisories: ESL 6A, 6B*

Students accomplish speaking English as a second language fluently during in-class discussions and presentations. They acquire more skills with specific areas of articulation, pronunciation, fluency and oral composition when presenting speeches and conversing in small groups. This is a level seven course is taken concurrently with Communication Studies 60D

**COMMUNICATION STUDIES 91**  
**Speech Laboratory I**

**1 UNIT (A)**

*Laboratory 3 hours*

*Advisory: COMM 76 and COMM 60D with a satisfactory grade or English 28 and 67 or equivalent.*

Students learn about their own areas of speech functioning that require intervention such as adjusting respiration, phonation, resonance, articulation and cerebration. Results of an evaluation will become the basis of an educational plan of speech communication exercises. Students also learn the basic procedures for using computer-aided speech exercises and acquire fundamental skills in recording orally read text, analyzing their speech production and re-recording to accomplish mastery of new speech patterns. Students produce these newly acquired patterns with in a speech rate range of 60-89 words per minute and 90% mastery of the assigned speech tasks.

**COMMUNICATION STUDIES 92**  
**Speech Laboratory II**

**1 UNIT (A)**

*Laboratory 3 hours*

*Prerequisite: COMM 91 with a satisfactory grade.*

Students learn to differentiate their second set of speech functioning areas that require intervention based on the results of a second level evaluation. Students use computer-aided speech exercises and acquire mastery of more complex speech patterns by recording and analyzing their speech production followed by re-recording it. Students produce these newly acquired patterns within a speech rate range of 90-119 words per minute and 90% mastery of the assigned speech tasks.

**COMMUNICATION STUDIES 93**  
**Speech Laboratory III**

**1 UNIT**

*Laboratory 3 hours*

*Prerequisite: Communication Studies 92*

Students learn to assimilate the prior two levels in this third set of speech functioning areas that require intervention based on the results of a third level evaluation. Students use computer-aided speech exercises and conversational practice dialogues to apply complex integrated speech tasks. Recording and analyzing their speech production followed by re-recording to accomplish mastery of the third level of new speech patterns is also followed by small group guided conversational dialogues. Students produce the integrated speech patterns within a speech rate range of 120-149 words per minute and 90% mastery of the assigned speech tasks.

**COMMUNICATION STUDIES 94**  
**Speech Laboratory IV**

**1 UNIT**

*Laboratory 3 hours*

*Prerequisite: Communication Studies 93*

Students learn to generalize and habituate the prior three levels of speech functioning areas that have required intervention based on the results of a fourth level evaluation. Students utilize the prior learned technology and computer-aided speech exercises and conversational practice dialogues/feedback strategies transfer these skills for presenting short researched topics while applying the complex integrated speech tasks. Students produce the integrated speech patterns within a presentation speech rate range of 150-185+ words per minute and 90% mastery of the assigned speech tasks.

# COURSE DESCRIPTIONS

## TRANSFER COURSES

### COMMUNICATION STUDIES 101

#### Public Speaking

#### 3 UNITS (UC: CSU)

Lecture 3 hours

Advisory: English 101 or appropriate score on the College Placement

Students study the theory and techniques of public speaking in a democratic society. Students will apply rhetorical principles to topic selection and audience analysis, research and reasoning of information, speech composition and outlining, presentation aids and delivery, and listening and evaluation of public discourse. Students practice effective communicative strategies for various types of original speeches including informative and persuasive speeches. Focus will be on developing credibility as a speaker and demonstrating confidence before an audience. This course meets AA degree and transfer requirements in oral communication.

### COMMUNICATION STUDIES 104

#### Argumentation and Debate

#### 3 UNITS (UC: CSU)

Lecture 3 hours

Students explore methods of critical inquiry, advocacy and argumentation. Students will analyze, present and evaluate oral and written arguments, identify fallacies in reasoning and language, test evidence and evidence sources, advance a reasoned position, and defend and refute arguments orally and in writing. This course meets AA degree and transfer requirements in critical and analytic thinking.

### COMMUNICATION STUDIES 106

#### Forensics

#### 2 UNITS (RPT 3) (CSU)

Lecture 1 hour Laboratory 3 hours

Advisory: Comm 101 or 130 or 104

Students participate in competitive speaking in public address, interpretation and/or debate as part of the LACC Forensics Team. Students develop the skills to research and prepare for intercollegiate forensics tournaments outside of regularly scheduled class hours. Students practice effective verbal and nonverbal communicative techniques, develop speaker credibility, and demonstrate confidence before an audience. This course is repeatable up to three times and meets AA degree requirements.

### COMMUNICATION STUDIES 111

#### Voice and Articulation

#### 3 Units (CSU)

Lecture 3 hours

Advisories: English 28 and 67 or Comm 76

Students study methods of voice development and demonstrate improved speech production. Focus will be on the respiration process, phonation, resonance, and articulation and their coordination in pronunciation and effective vocal expression. Students practice accuracy of sound production for Standard American English through use of the International Phonetic Alphabet. This course is suited for any major or career where speaking clearly is a requirement.

### COMMUNICATION STUDIES 121

#### Interpersonal Communication

#### 3 UNITS (UC: CSU)

Lecture 3 hours

Advisory: English 28 and 67 or COMM 76 with a satisfactory grade.

Students explore communication in a variety of interpersonal relationships. Students will study communication behaviors in dyads (pairs) and their impact on personal and professional relationships, developing effective communication skills in areas such as verbal and nonverbal communication, listening, emotional intelligence, and conflict management. This course meets AA degree and transfer requirements.

### COMMUNICATION STUDIES 122

#### Intercultural Communication

#### 3 UNITS(UC: CSU)

Lecture 3 hours

Advisories: Communication Studies 121; English 101

Students analyze dynamics of culture within a variety of communication contexts. Students will explore cultural worldviews and values, verbal and nonverbal communication styles, and barriers to intercultural communication. Focus will be on recognizing and appreciating cultural differences and improving intercultural communication competence for more effective interactions with others in a diverse society. This course meets AA degree and transfer requirements.

**COMMUNICATION STUDIES 130**  
**Introduction to Oral Interpretation of Literature**  
**3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Advisory: English 28 and 67 or equivalent with a satisfactory grade.*

Students study the theory, principles, and techniques of oral interpretation of literature. Texts include prose, poetry, drama, and other forms of performance text drawn from a diverse range of cultural viewpoints and voices. Students will focus on selection, analysis, editing, performance, and evaluation; developing an appreciation for and an understanding of oral interpretation as a communication medium. This course meets AA degree and transfer requirements.

**COMMUNICATION STUDIES 185**  
**DIRECTED STUDY - 1 UNIT (CSU) (RPT 2)**

**COMMUNICATION STUDIES 285**  
**DIRECTED STUDY - 2 UNITS (CSU)**

**COMMUNICATION STUDIES 385**  
**DIRECTED STUDY - 3 UNITS (CSU)**

*Prerequisite: 2.5 grade point average and at least 6 UNITS of transferable courses COMM 101, 102, 104, 121 and approval of the project.*

Students independently pursue research of specific topics in Communication Studies as a directed study on a contract basis under the direction of a supervising instructor. Refer to the "Directed Study" section of this catalog for additional information. Credit Limit: A maximum of 3 UNITS in Directed Study may be taken for credit

**CO SCI 101**  
**Introduction to Computers and Their Uses**  
**4 UNITS (UC: CSU)**

*Lecture 3 hours; laboratory 2 hours*

*Credit not allowed if student has credit for CO SC/103.*

Students receive instruction in computer hardware, software, terminology, ethics, and social impact, plus an overview of operating systems, word processing, spreadsheets, database management systems, and telecommunications and networks. A general computer literacy course open to all students.

**CO SCI 103**  
**Introduction to Computer Systems for MIS**  
**4 UNITS (UC: CSU)**

*Lecture 3 hours; laboratory 2 hours*

Students receive an introduction to computers for a one-semester transfer course or for certificates or a degree in CSIT. Topics include computers, programming and systems design, programming languages and flowcharting. Laboratory includes word processing, spreadsheets, database concepts and extensive programming in Visual BASIC.

**CO SCI 104**  
**Mathematics for Programmers**  
**3 UNITS (CSU)**

*Lecture 3 hours*

*Prerequisite: CO SCI 103 or equivalent.*

The student develops mathematical reasoning and general problem solving skills using topics from discrete mathematics including first order logic, boolean algebra, set theory, relations and functions, combinations and permutations, discrete probability, graph theory, and finite state machine.

**CO SCI 107**  
**Programming Logic**  
**3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Prerequisite: CO SCI 103 with a satisfactory grade or better or equivalent.*

The student develops program design skills and general problem solving skills by applying structured programming techniques to program specifications and already written programs. The student learns to write program designs and documentation from descriptions of programs and from the analysis of already written programs

**CO SCI 108**  
**Beginning Visual Basic Programming**  
**3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Prerequisite: CO SCI 101 with a satisfactory grade or better or equivalent.*

The student learns program language terminology, the syntax and semantics of an event-driven, object-oriented program language, how to solve problems from descriptions of the problem in English and how to translate problem solution descriptions to Visual Basic.

# COURSE DESCRIPTIONS

## **CO SCI 117**

### **Beginning Microcomputer Assembly Language 4 UNITS (UC: CSU)**

*Lecture 3 hours Laboratory 2 hours*

*Prerequisite: CO SCI 139/141*

The student learns about organization and operation of real computer systems at the assembly-language level; mapping statements and constructs in a high-level language onto sequences of machine instructions as well as the internal representations of simple data types and structures; investigates basic principles of operating systems and programming language translation process; the various data representation errors and potential procedural errors.

## **CO SCI 133**

### **Micro Database Programming 3 UNITS (CSU)**

*Lecture 2 hours; laboratory 3 hours*

The students learn the essential principles and concepts of microcomputer database environment. A comprehensive examination of the functions of a database command language is included.

## **CO SCI 134**

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

*Lecture 2 hours; laboratory 2 hours*

*Prerequisite: CO SCI 101 with a satisfactory grade or better or equivalent.*

The student gains knowledge and skills necessary to install, plan and maintain a Windows 7, one of the four core required courses of Microsoft Windows Certified Systems Engineer (MCSE), and prepares students for the related Microsoft exam.

## **CO SCI 136**

### **Introduction to Data Structures 3 UNITS (UC: CSU)**

*Lecture 2 hours; laboratory 2 hours*

*Prerequisite: CO SCI 138 or 139 or 141 with a satisfactory grade or better or equivalent.*

The student learns to apply complex data structures to the design of solutions to programming problems. The student learns to incorporate arrays, stacks, queues, dequeues, trees and graphs in the design of programs with the highly desirable result that the programs produced thereby are more data driven, more object oriented and more easily modified than designs that rely primarily on passing data among functions.

## **CO SCI 138**

### **Advanced Visual Basic Programming 3 UNITS (UC: CSU)**

*Lecture 2 hours; laboratory 2 hours*

*Prerequisite: CO SCI 108 or 103 with a satisfactory grade or better or equivalent.*

An advanced programming course in the Visual Basic .Net programming language with objects, classes, exception handling, GUI, DBMS, SQL, ASP.NET, Data Structures, and Recursion.

## **CO SCI 139**

### **C++ Programming I 3 UNITS (UC: CSU)**

*Lecture 2 hours; Laboratory 2 hours*

*Prerequisite: CO SCI 103 with satisfactory grades or better.*

The student learns all CS1 topics including Problem Analysis and Program Design, Simple Data Types, Streams and File I/O, Control Structures, Functions, Arrays, and Strings, emphasizing procedural programming with C++.

## **CO SCI 140**

### **C++ Programming II 3 UNITS (UC: CSU)**

*Lecture 2 hours Laboratory 2 hours*

*Prerequisite: CO SCI 139 with a satisfactory grade or better or equivalent.*

Student learns Object-Oriented and Advanced programming with C++ including Classes, Data Abstractions, Inheritance, Composition, Virtual Functions, Operators & Functions Overloading, Templates, Exception Handling, Recursion, Pointers, Dynamic Data Types, and Linked Lists.

## **CO SCI 141**

### **Programming in JAVA 3 UNITS (UC: CSU)**

*Lecture 2 hours Laboratory 3 hours*

*Prerequisite: CO SCI 103 with a satisfactory grade or better or equivalent.*

Students learn the basics of procedural programming, plus the concepts of Object Oriented Programming.

**CO SCI 142**  
**Advanced JAVA**  
**3 UNITS (CSU)**

*Lecture 2 hours Laboratory 3 hours*  
*Prerequisite: CO SCI103 and 141 with a satisfactory grade or better or equivalent.*

The student learns about: UML, MultiThreading, Networking, Exception handling, Recursion, Files & Streams, JDBC, RMI, Inheritance, Polymorphism. This course is a sequel to CS141. This course will prepare a student to sit for the - Sun Certified JAVA Programmer - industry certification exam.

**CO SCI 148**  
**Advanced Spreadsheet Applications**  
**3 UNITS (CSU)**

*Lecture 2 hours Laboratory 3 hours*  
*Prerequisite: CO SCI101 or 103 with a satisfactory grade or better or equivalent.*

Students receive guidance in advanced spreadsheet operations, including nested functions, data tables, exporting/importing data, what-if-analysis, macro development, macro, logic, printing enhancements and spreadsheet systems development.

**CO SCI 151**  
**Adobe Dreamweaver I**  
**4 UNITS (A)**

*Lecture 2 hours Laboratory 3 hours*  
*Advisory: CO SCI108 with a satisfactory grade or better or equivalent.*

The student receives an extensive practical and theoretical framework for using Adobe's Dreamweaver to develop web sites, including enhancements for web page layout, coding, and Webmaster-user interactivity; server- and client-side scripting.

**CO SCI152**  
**Adobe Flash**  
**3 UNITS (A)**

*Lecture 2 hours Laboratory 3 hours*  
*Prerequisite: CO SCI 151 with a satisfactory grade or better or equivalent.*

Students learn Macromedia's Flash; a state-of-the-art Web animation software for creating highly-compact, vector-based content for transmission over the Internet. Topics presented include introduction to ActionScript, Event Handlers, objects and Dynamic Data.

**CO SCI158**  
**Hyper-Text Markup Language (HTML)**  
**3 UNITS (CSU)**

*Lecture 2 hours Laboratory 2 hours*  
*Prerequisite: CO SCI 101 with a satisfactory grade or better or equivalent.*

The student learns basic internet concepts and technologies. The student learns to develop web sites by applying concepts like tables, layers, cascading styles sheets, frame sets, image maps, lists, forms, and dynamic content using basic JavaScript.

**COSCI 159**  
**Web Projects**  
**3 UNITS (CSU)**

*Lecture 2 hours Laboratory 2 hours*  
*Prerequisite: CO SCI 158 with a satisfactory grade or better or equivalent.*

Covers more complex topics in rapidly changing technology of web pages construction including multimedia developments, plug-ins, helper applications, CSS, DHTML and new developments. Students will complete web projects with emphasis placed upon recent developments in students and software.

**CO SCI 166**  
**Discrete Structures with Applications**  
**3 UNITS (CSU)**

*Lecture 2 hours Laboratory 2 hours*  
*Prerequisite: Math 125 and CO SCI 104 with a satisfactory grade or better or equivalent.*  
*Corequisite: CO SCI 141 or 139*

This course is an introduction to the discrete structures used in Computer Science with an emphasis on their applications. Topics covered include: functions, relations and sets, basic logic, proof techniques, basics of counting, graphs, trees, and discrete probability.

**CO SCI 185**  
**Directed Study - CO SCI**  
**1 UNIT (RPT 2) (CSU)**

*Lecture 1 hour*  
 Computer science students will pursue on their own an in-depth study of a subject of special interest in the field of computer science topic(s). Consultation with the instructor on a weekly basis, plus independent work is required.

# COURSE DESCRIPTIONS

## **CO SCI 186**

### **Introduction to Oracle: SQL and PUSQL**

#### **3 UNITS (CSU)**

*Lecture 2 hours Laboratory 3 hours*

The student learns the concepts of both relational and object relational databases and the SQL language. Students learn about data server technology and how to create and maintain database objects and how to store, retrieve, and manipulate data.

## **CO SCI 187**

### **Oracle DBA (Database Administration) Part 1A:**

#### **Architecture and Administration**

#### **3 UNITS**

*Lecture 2 hours Laboratory 3 hours*

*Prerequisite: CO SCI 186 with a satisfactory grade or better or equivalent.*

The student receives a firm foundation in basic administrative tasks and the necessary knowledge and skills to set up, maintain, and troubleshoot an Oracle database. The students learn to use an administration tool to startup and shutdown a database, manage file and database storage, and manage users and their privileges.

## **CO SCI 188**

### **Oracle DBA (Database Administration) Part 1B:**

#### **Backup and Recovery**

#### **3 UNITS**

*Lecture 2 hours Laboratory 3 hours*

*Prerequisite: CO SCI 187 with a satisfactory grade or better or equivalent.*

This course focuses on planning and implementing database backup and recovery strategies. The class addresses backup and recovery techniques and examines various database backup, failure, restore and recovery scenarios. In hands-on exercises, students examine backup methodologies based on mission critical requirements of business enterprises.

## **CO SCI 189**

### **Oracle DBA (Database Administration) Part 2:**

#### **Performance and Tuning**

#### **3 UNITS**

## **CO SCI 198**

### **PUSQL Programming for Oracle**

#### **3 UNITS**

*Lecture 2 hours Laboratory 3 hours*

*Prerequisite: CO SCI 186 with a satisfactory grade or better or equivalent.*

The student learns the Oracle PLISQL language which provides for programming logic features not contained within SQL. Also, the grammar, syntax and benefits of using the PLISQL language within an Oracle database environment are considered. The student creates and manages user-defined packages and Oracle supplied packages, plus creating functions and procedures to encapsulate business functionality. The skills to take an Oracle Developer Certification are provided.

## **CO SCI 285**

### **Directed Study- Computer**

#### **Science Information Technology**

#### **2 UNITS (CSU)**

*Lecture 2 hours*

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

## **COMPUTER TECHNOLOGY 1**

### **Introduction to Computer for Technicians**

#### **4 UNITS (CSU)**

*Lecture 3 hours Laboratory 3 hours*

*Advisory: English 28 and 6 7. No UC credit if taken after Spring 1994.*

In this first course in the computer technology major students learn the physical aspects of computer hardware and low level programming.

## **COMPUTER TECHNOLOGY 4**

### **Introduction to Computer Networks**

#### **4 UNITS**

*Lecture 3 hours Laboratory 3 hours*

The students gain basic understanding of networking technologies, the OSI model, methods of signaling and encoding, interfaces, modems, and transmission media; and examine the most important protocols involved in moving data over a communication network.

**COMPUTER TECHNOLOGY 12**  
**Introduction to Computer Hardware**  
**4 UNITS (CSU)**

*Lecture 3 hours Laboratory 3 hours*

Students learn technology of computer hardware such as microprocessor, RAM, BIOS/CMOS, motherboard, power supply, HDD, FDD, CD, DVD, video, sound, and printer; how these form a working system; and simple troubleshooting of PC systems. This course is one of two courses on the computer hardware and operation to prepare students for CompTIA A+ certification exam.

**COMPUTER TECHNOLOGY 14**  
**A-Plus Certification Preparation**  
**4 UNITS**

*Lecture 3 hours Laboratory 3 hours*

Students learn technology of Microsoft Windows operating systems, troubleshooting and maintenance of Windows, essentials of computer security, networking, Internet, and features of portable computers and mobile devices. This course is one of two courses on the computer hardware and operation to prepare students for CompTIA A+ certification exam.

**COMPUTER TECHNOLOGY 15**  
**NEt-Plus Certification Preparation**  
**4 UNITS**

*Lecture 3 hours Laboratory 3 hours*

*Prerequisite: Computer Technology 4 with a satisfactory grade.*

Provides an in-depth examination of the technology and skills necessary to install, configure, and operate local and wide-area computer networks. Prepare the student for the CompTIA Network+ Certification examination.

**COMPUTER TECHNOLOGY 16**  
**Security+ Certification Preparation**  
**4 UNITS**

*Lecture 3 hours Laboratory 3 hours*

*Prerequisite: Co Tech 4*

Students learn concepts of computer and network-security and gain skills necessary to apply knowledge of security concepts, tools, and procedures to react to security incidents, and guard against the security risks. At the end of the course students are prepared for the CopmpTIA Security+ certification exam.

**COMPUTER TECHNOLOGY 17**  
**Healthcare IT Technician Certification Preparation**  
**3 UNITS**

*Lecture 2 hours Laboratory 2 hours*

Students learn concepts of Healthcare IT systems and gain skills necessary to apply knowledge to implement, deploy, and support IT systems in the healthcare field. Students will also learn the concepts of code of conduct policies and security best practices in medical facilities in order to support Electronic Health Records (EHR) systems. At the end of the course, students are prepared to take the CompTIA Healthcare IT Technician certification exam.

**COMPUTER TECHNOLOGY 20**  
**Computer Logic and Arithmetic**  
**4 UNITS (CSU)**

*Lecture 3 hours. Laboratory 3 hours*

*Prerequisites: Electronics 4 and Electronics 10.*

The student learns the essential number and logic theory upon which digital computers today are based.

**COMPUTER TECHNOLOGY 30**  
**Introduction to Microprocessors**  
**4 UNITS**

*Lecture 3 hours Laboratory 3 hours*

*Prerequisite: Computer Technology 20 with a satisfactory grade. Co-requisite: Computer Technology 36.*

*Advisory: Electronics 8.*

Students receive a survey of various microprocessor devices with an in-depth analysis of a selected microprocessor. Emphasis is placed on the architecture, instruction set, I/O interfacing, and typical applications of selected devices.

**COMPUTER TECHNOLOGY 36**  
**Digital Devices and Circuits**  
**4 UNITS**

*Lecture 3 hours. Laboratory 3 hours*

*Prerequisite: Computer Technology 20 with a satisfactory grade. Advisory: Electronics 8.*

Students learn about digital integrated circuit devices such as registers, counters, encoder/decoders, multiplexer/demultiplexers, memory devices, and programmable logic arrays. Laboratory emphasizes use of dual-trace oscilloscope.

## COURSE DESCRIPTIONS

### **COOPERATIVE EDUCATION 195**

#### **Work Experience - General I**

**1 UNIT (RPT 1) (CSU)**

*Lecture 1 hour*

Students receive college credit for supervised employment intended to assist students in acquiring desirable work habits, attitudes and career awareness. Topics include preparing for the changing job market, writing applications and resumes, communication skills, and awareness of on-the-job relations with other employees, supervisors, and the general public. The work experience need not be related to the student's educational goals. Students must work 75 paid hours or 60 volunteer hours during the semester.

### **COOPERATIVE EDUCATION 196**

#### **Work Experience - General II**

**1 UNIT (RPT 1) (CSU)**

*Lecture 1 hour*

Students receive credit for an approved internship with an employer in a field that is not their college major .

### **COOPERATIVE EDUCATION 295**

#### **Work Experience - General II**

**2 UNITS (RPT 2) (CSU)**

*Lecture 2 hours*

Students receive supervised employment intended to assist them in acquiring desirable work habits, attitudes and career awareness. Topics include preparing for the changing job market, writing applications and resumes, communication skills, and awareness of on-the-job relations with other employees, supervisors, and the general public. The work experience need not be related to the student's educational goals. Students must work 150 paid hours or 120 volunteer hours during the semester.

### **COOPERATIVE EDUCATION 296**

#### **Work Experience - General II**

**2 UNITS (CSU)**

*Lecture: 2 hours*

Students receive credit for an approved internship with an employer in a field that is not their college major .

### **COOPERATIVE EDUCATION 395**

#### **Work Experience - General I**

**3 UNITS (RPT 3) (CSU)**

*Lecture 3 hours*

Students receive supervised employment intended to assist students in acquiring desirable work habits, attitudes and career awareness. Topics include preparing for the changing job market, writing applications and resumes, communication skills, and awareness of on-the-job relations with other employees, supervisors, and the general public. The work experience need not be related to the student's educational goals. Students must work 225 paid hours or 180 volunteer hours during the semester.

### **COOPERATIVE EDUCATION 396**

#### **Work Experience - General II**

**3 UNITS (CSU)**

*Lecture: 2 hours*

Students receive credit for an approved internship with an employer in a field that is not their college major .

### **CORRECTIONS 1**

#### **Introduction to Corrections**

**3 UNITS (CSU)**

*Lecture 3 hours*

The student learns a history of and critical analysis of punishment, the various types of punishment, alternatives to punishment, and the impact of punishment on the Criminal Justice System, corrections, a critical examination of the types of correctional institutions and the clients housed in each institution, and an examination of contemporary correctional issues.

### **COUNSELING 40**

#### **College Success Seminar**

**3 UNIT - (UC: CSU)**

*Lecture: 3 hours.*

*Advisory: Eligibility for English 28 and 67 or equivalent*

This course will explore issues related to higher education that impact student success. Topics will include an overview of academic success skills, value and purpose of higher education. Los Angeles City College and Los Angeles Community College District policies and procedures, ethics and responsibility, diversity in higher education, learning strategies and educational planning, interpersonal communication, career development, health issues, and self-assessment techniques.

## **DANCE SPECIALTIES 311**

### **Flamenco and Spanish Dance**

**1 UNIT (UC: CSU)**

**Laboratory 2 hours.**

Students learn basic flamenco and Spanish dance with an emphasis on correct posture, individual steps, arm movements, terminology, various rhythms, and basic step combinations.

## **DANCE SPECIALTIES 321**

### **Social Dance Techniques I**

**1 UNIT (UC: CSU)**

**Laboratory 2 hours.**

Students learn basic social dance steps and combinations, terminology, music and appreciation of dance as an art form.

## **DANCE SPECIALTIES 331**

### **Tap Dance Techniques I**

**1 UNIT (UC: CSU)**

**Laboratory 2 hours.**

Students learn basic tap dance steps and combinations, terminology, music, and appreciation of dance as an art form.

## **DANCE STUDIES 185**

### **Directed Study - Dance**

**1 UNIT (CSU)**

*Lecture hour*

Students pursue directed study in Dance on a contractual basis under the direction of a supervising instructor. Refer to the 'Directed Study - Dance' section in the catalog for additional information. Consent of instructor.

## **DANCE STUDIES 301**

### **Choreography I**

**1 UNIT (UC: CSU)**

**Laboratory 2 hours.**

*Prerequisite: Dance Technique 111 or 121 or 141*

Students choreograph and perform dances with emphasis on energy space and time using basic steps and combinations, spacing, design, terminology, and music. Students learn an appreciation of dance as a performing art form.

## **DANCE STUDIES 302**

### **Choreography II**

**1 UNIT (UC: CSU)**

**Laboratory 2 hours.**

*Prerequisite: Dance Studies 301*

Students choreograph and perform dances with a minimum of 2 people with emphasis on basic steps and combinations, spacing, design, terminology, music, and appreciation of dance as a performing art form.

## **DANCE STUDIES 303**

### **Choreography III**

**1 UNIT (UC: CSU)**

**Laboratory 2 hours.**

*Prerequisite: Dance Studies 302*

Students choreograph and perform dances using at least 3 people or more with an emphasis on clear intention of dance, energy, space, and time, using basic, intermediate, or advanced steps and combinations, design, proper terminology, music, internal or external rhythms, themes and variations in dynamics, contrasts and direction. Students develop a greater appreciation and understanding of the tools necessary to create the dance as a performing art form.

## **DANCE STUDIES 304**

### **Choreography IV**

**1 UNIT (UC: CSU)**

**Laboratory 2 hours.**

*Prerequisite: Dance Studies 303*

Students choreograph and perform dances for 4 or more people, with emphasis on more advanced phrasing of movement combination spacing, design, terminology, music, an appreciation of dance as a performing art form and develop an ability to view dance critically.

## **DANCE STUDIES 805**

### **History and Appreciation of Dance**

**3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Prerequisites: English 28 and 67.*

Students learn a historical perspective of dance from ritual to contemporary theatrical dance forms focusing on the ethnic, cultural and ritual forms of dance as it affects and reflects the world in which people live. Primarily, students focus on how Dance reflects the times, historical, social and political climate of the day. Students consider the impact of dance on the western world and how it has been affected by the different dance traditions world-wide.

## **DANCE TECHNIQUES 111**

**(FORMERLY DANCETQ 434)**

### **Ballet Techniques I**

**1 UNIT (UC: CSU)**

**Laboratory 2 hours.**

Students learn basic Ballet steps and combinations at an introductory level, terminology, music, and appreciation of dance as a performing art.

# COURSE DESCRIPTIONS

## **DANCE TECHNIQUES 112**

### **Ballet Techniques II**

**1 UNIT (UC: CSU)**

**Laboratory 2 hours.**

*Prerequisite: Dance Techniques 111*

Students continue to learn basic Ballet steps and combinations, terminology, music, and appreciation of dance as a performing art.

## **DANCE TECHNIQUES 113**

### **Ballet Techniques III**

**1 UNIT (UC: CSU)**

**Laboratory 2 hours.**

*Prerequisite: Dance Techniques 112*

Students learn more complex Ballet steps and combinations, terminology, music, and appreciation of dance as a performing art.

## **DANCE TECHNIQUES 114**

### **Ballet Techniques IV**

**1 UNIT (UC: CSU)**

**Laboratory 2 hours.**

*Prerequisite: Dance Techniques 113*

Students perform several Ballet combinations with an emphasis on basic steps and combinations, terminology, music, and appreciation of dance as a performing art form.

## **DANCE TECHNIQUES 121**

### **Jazz Dance Techniques I**

**1 UNIT (UC: CSU)**

**Laboratory 2 hours.**

Students learn beginning jazz dance technique with an emphasis on basic steps, combinations, terminology, music, and appreciation of dance as a performing art form.

## **DANCE TECHNIQUES 122**

### **Jazz Dance Techniques II**

**1 UNIT (UC: CSU)**

**Laboratory 2 hours.**

*Prerequisite: Dance Techniques 121*

Students learn elementary jazz dance technique with an emphasis on basic elementary level steps, combinations, terminology, music, and appreciation of dance as a performing art form.

## **DANCE TECHNIQUES 123**

### **Jazz Dance Techniques III**

**1 UNIT (UC: CSU)**

**Laboratory 2 hours.**

*Prerequisite: Dance Techniques 122*

Students learn intermediate jazz dance technique with an emphasis on intermediate level steps, combinations, terminology, music, and appreciation of dance as a performing art form.

## **DANCE TECHNIQUES 124**

### **Jazz Dance Techniques IV**

**1 UNIT (UC: CSU)**

**Laboratory 2 hours.**

*Prerequisite: Dance Techniques 123*

Students learn advanced jazz dance technique with an emphasis on advanced level steps, combinations, terminology, music, and appreciation of dance as a performing art form.

## **DANCE TECHNIQUES 141**

### **Modern Dance Techniques I**

**1 UNIT (UC: CSU)**

**Laboratory 2 hours.**

Students learn basic Modern Dance steps and combinations, terminology, music, and appreciation of dance as a performing art.

## **DANCE TECHNIQUES 142**

### **Modern Dance Techniques II**

**1 UNIT (UC: CSU)**

**Laboratory 2 hours.**

*Prerequisite: Dance Techniques 141*

Students learn basic Modern Dance steps and combinations, terminology, music, and appreciation of dance as a performing art.

## **DANCE TECHNIQUES 143**

### **Modern Dance Techniques III**

**1 UNIT (UC: CSU)**

**Laboratory 2 hours.**

*Prerequisite: Dance Techniques 142*

Students perform modern dance combinations with an emphasis on steps and combinations of greater complexity and duration, partnering, terminology, music, and appreciation of dance as a performing art.

## **DANCE TECHNIQUES 144**

### **Modern Dance Techniques IV**

**1 UNIT (UC: CSU)**

**Laboratory 2 hours.**

*Prerequisite: Dance Techniques 143*

Students perform advanced level modern dance combinations with an emphasis on complexity in dance technique, rhythmic phrasing, dual and multi-partner weight sharing in all level dance phrases, clarity of detail and body connectivity. Students refine techniques of personal artistry, musicality, and performance and display deeper understanding and appreciation of dance as a performing artform.

## **DANCE TECHNIQUES 221**

### **Yoga Skills I**

**1 UNIT (UC: CSU)**

**Laboratory 2 hours.**

Students learn the beginning level physical practice of Yoga, connecting body, mind and spirit. The students are introduced to its origins, asanas (positions) and terminology

## **DANCE TECHNIQUES 222**

### **Yoga Skills II**

**1 UNIT (UC: CSU)**

**Laboratory 2 hours.**

*Prerequisite: Yoga Skills I*

Students learn the physical practice of Yoga, connecting body, mind and spirit. The students are introduced to its origins, asanas (positions) and terminology.

## **DANCE TECHNIQUES 223**

### **Yoga Skills III**

**1 UNIT (UC: CSU)**

**Laboratory 2 hours.**

*Prerequisite: Yoga Skills II*

intermediate-level Students deepen their understanding and strengthen their physical practice of Yoga, connecting body, mind and spirit. Students perform harder positions, longer flow/ vinyasa sequences, maintain balance and inversion postures for extended periods and gain greater knowledge of the philosophical principles of the Yoga system.

## **DANCE TECHNIQUES 224**

### **Yoga Skills IV**

**1 UNIT (UC: CSU)**

**Laboratory 2 hours.**

*Prerequisite: Yoga Skills III*

Advanced-level students intensify their understanding and performance of Yoga asanas, develop a personal practice, and apply knowledge of the philosophical principles of the Yoga system to real life. Connecting body, mind and spirit, students perform challenging positions, in (standing/seated inversions) and extended flow/vinyasa sequences.

## **DANCE TECHNIQUES 241**

### **Stress Management Techniques Through Dance and Movement I**

**1 UNIT (UC: CSU)**

**Laboratory 2 hours.**

Students learn techniques for managing stress through movement, dance therapy, dance meditation, authentic movement studies, breathing exercises, yoga, physical therapy and varied relaxation exercises.

## **DANCE TECHNIQUES 242**

### **Stress Management Techniques Through Dance and Movement**

**1 UNIT (UC: CSU)**

**Laboratory 2 hours.**

*Prerequisite: Dance Techniques 241 or 249.*

Students learn techniques for managing stress through movement, dance therapy, dance meditation, authentic movement studies, breathing exercises, yoga, physical therapy and varied relaxation exercises.

## **DENTAL TECHNOLOGY 100**

### **Introduction to the Dental Laboratory 2 UNITS (A)**

*Lecture 1 hour Lab 3 hours*

Students learn an introduction to the modern dental laboratory. Working with gypsum products, as well as model and die production are stressed.

## **DENTAL TECHNOLOGY 101**

### **Elements of Dental Technology 2 UNITS (A)**

*Lecture 2 hours*

*Advisory: English 21 or equivalent. Open to all college students.*

Students receive an orientation to the field of dental laboratory technology, including ethics, jurisprudence, history, and categories of training and employment.

# COURSE DESCRIPTIONS

## **DENTAL TECHNOLOGY 102**

### **Dental Anatomy and Terminology 3 UNITS (A)**

*Lecture 3 hours*

*Advisory: English 28 and 67 or equivalent.*

The students learn about dental terminology, oral cavity including morphology and function of the primary and secondary human dentition, occlusion concepts and anatomical landmarks. Additionally, the students learn the significance of: skull osteology, myology and tooth supporting structures, histology.

## **DENTAL TECHNOLOGY 103**

### **Complete Denture Prosthetics I 5 UNITS (A)**

*Lecture 3 hours Laboratory 5 hours*

*Prerequisite: Dental Technology 100 and 102*

Students learn the art and science of creating natural looking complete dentures. The course will include anatomy, concepts of a natural smile, selecting teeth, setting denture teeth in balanced occlusion, waxing to duplicate natural tissue, processing, finishing and polishing dentures.

## **DENTAL TECHNOLOGY 105**

### **Complete Denture Prosthetics II 2 UNITS (A)**

*Lecture 1 hour Laboratory 3 hours*

*Prerequisite: Dental Technology 103*

Construction of maxillary and mandibular dentures in lingualized occlusion. Students relin and repair complete dentures.

## **DENTAL TECHNOLOGY 106**

### **Dental Materials 3.5 UNITS (A)**

*Lecture 3 hours Laboratory 1 hour*

*Prerequisite: Dental Technology 100*

Students learn by lecture, demonstration and experiment the physical properties of dental materials including, composition and uses of dental materials.

## **DENTAL TECHNOLOGY 108**

### **Gnathological Concepts 3 UNITS (A)**

*Lecture 2 hours Lab 2 hours*

*Prerequisite: Dental Technology 109.*

Students learn about gnathological concepts of morphology and functional occlusion. Understanding and reconstructing ideal and functional contacts. Organic waxing of the maxillary and mandibular teeth occlusal surfaces is accomplished on fully adjustable articulators.

## **DENTAL TECHNOLOGY 109**

### **Fixed Prosthetics I 4 UNITS (A)**

*Lecture 2 hour. Lab 6 hours*

*Prerequisite: Dental Technology 100 and 102*

*Advisory: English 28 and 67 or equivalent.*

The student learns morphological and functional waxing anterior and posterior single units by using Productivity Training Corporation techniques and methodology based on establishing fundamentals and skills step learning system along with ongoing evaluation methods of student learning outcomes. Learning and understanding concepts such as: tooth contour alignment, functional and morphological occlusion. introduction to clinical impressions and full contour wax-up. the student learns techniques in spruing, investing and metal finish and polish are part of the course outline.

## **DENTAL TECHNOLOGY 111**

### **Fixed Prosthetics II 5 UNITS (A)**

*Lecture 2 hours Lab 6 hours*

*Prerequisite: Dental Technology 109*

Students learn to wax single and multiple units by using PTC techniques and methodology based on student learning outcomes. Learning and understanding concepts such as: tooth contour alignment, functional and morphological occlusion. Students learn fundamental concepts in metal and ceramic substructure designs applied to single units. Students learn techniques in spruing, investing and casting including soldering applications.

## **DENTAL TECHNOLOGY 112**

### **Removable Partial Denture Prosthetics I 5.5 UNITS (A)**

*Lecture 3 hours Laboratory 5 hours*

*Prerequisite: Dental Technology 103*

An introductory to the study of removable partial denture construction. Use of the dental surveyor, design of the partial and waxing and casting finishing and polishing techniques.

## **DENTAL TECHNOLOGY 202**

### **Laboratory Management**

**4 UNITS (A)**

*Lecture 2 hours Lab 6 hours*

*Co-requisite: Dental Technology 207 or 208*

The students learn to observe and work with a skilled dental technician in a dental office, clinic or dental laboratory. The student applies the knowledge and skills learned in the classroom in a dental office, clinic or dental laboratory. The students learn about production, operation, and management of dental laboratory business including; Human Resource Management. Various types of business financing. Identify various marketing strategies. Business ownership and current professional topics.

## **DENTAL TECHNOLOGY 203**

### **Metal Ceramic Restorations**

**2 UNITS (A)**

*Lecture 1 hour Lab 3 hours DENTAL TECHNOLOGY 207*

*Advanced Complete Dentures*

*10 UNITS (A)*

*Lecture 1 hour. Laboratory 3 hours*

*Prerequisite: Dental Technology 111*

The student learns about dental ceramic restorations, including: materials properties and manipulation, tooth morphologic design, feldspathic materials sintering, contouring staining, glazing, polishing, as well as science of color and esthetic design.

## **DENTAL TECHNOLOGY 204**

### **Orthodontics**

**3 UNITS (A)**

*Lecture 2 hours Lab 2 hours*

*Prerequisite: Dental Technology 112*

This course goes into the construction and repair of orthodontic and pedodontic appliances. Emphasis will be placed on pouring and trimming orthognathic study casts, wire bending techniques, soldering and welding techniques, and fabrication of various types of orthodontic appliances

## **DENTAL TECHNOLOGY 205**

### **Advanced Removable Partial Dentures**

**10 UNITS**

*Lecture 4 hours Laboratory 12 hours*

*Prerequisite: Dental Technology 112 and 105.*

This course is the first course for Removable Prosthetic Specialists in Dental Technology Program. This course incorporates advanced removable partial denture design, and manufacturing techniques

## **DENTAL TECHNOLOGY 206**

### **Advanced Fixed Prosthetics**

**10 UNITS**

*Lecture 4 hours Laboratory 12 hours*

*Prerequisite: Dental Technology 111 and Dental Technology 108*

This course is the first course for Fixed Prosthetic Specialists in the Dental Technology Program. This course incorporates advanced fixed partial denture design, and manufacturing techniques.

## **DENTAL TECHNOLOGY 207**

### **Advanced Complete Dentures**

**10 UNITS (A)**

*Lecture 4 hours Laboratory 12 hours Prerequisite: Dental Technology 105*

This course is the second course for Removable Prosthetic Specialists in the Dental Technology Program. This course incorporates advanced removable partial denture design, and manufacturing techniques.

## **DENTAL TECHNOLOGY 208**

### **Advanced Ceramic Restorations**

**10 UNITS (A)**

*Lecture 4 hours Laboratory 12 hours*

*Prerequisite: Dental Technology 206*

This course is the second course for Fixed Prosthetic Specialists in the Dental Technology Program. This course incorporates advanced Ceramic Restoration design and manufacturing techniques.

## **DENTAL TECHNOLOGY UCLA COURSES MASTER**

### **CERAMIST PROGRAM**

#### **DENTAL TECHNOLOGY 304**

#### **Skeleton build-up for All Ceramic Restorations**

**8 UNITS**

*Lecture 4 hours Laboratory 12 hours Prerequisite: Dental Technology 300.*

The Master Ceramist Program students learn the design and fabrication of All-Ceramic single and multiple unit restorative substructures and the skeleton build-up porcelain technique to complete dental esthetic restorations.

### **ADVANCED PROSTHODONTICS,**

### **IMPLANTS AND MAXILOFACIAL PROGRAM**

# COURSE DESCRIPTIONS

## **DENTAL TECHNOLOGY 401**

### **Dental Implants 4 UNITS**

*Lecture 2 hours Laboratory 6 hours*

*Prerequisite: Dental Technology 207 and 208.*

The students will learn about dental implants including: history, surgical overview, types of implants and implant restorations, case planing, prosthodontic procedures, laboratory procedures, restorative materials, case finalization.

## **EARTH SCIENCE 1**

### **Earth Science 3 UNITS (UC: CSU)**

*Lecture 3 hours .*

*Advisory: English 28 and 67 or equivalent.*

Students learn a general introduction to the study of earth's rocks, landforms, atmosphere, and oceans. Students learn interrelationships between the land, atmosphere, and oceans and relate these subjects to global climate change.

## **ECONOMICS 1**

### **Principles of Economics I 3 UNITS (UC: CSU)**

*Lecture 3 hours*

*PREREQUISITES: Mathematics 115*

*ADVISORIES: English 28 and 67 or equivalent and Mathematics 125.*

Students learn the principles and methods of economic analysis; topics include the analysis of the laws of supply and demand, price theory, economic analysis of the firm and resource allocation, market structures of the American economy, and other topics relevant to microeconomic analysis.

## **ECONOMICS 2**

### **Principles of Economics II 3 UNITS (UC: CSU)**

*Lecture 3 hours*

*PREREQUISITES: Mathematics 115*

*ADVISORIES: English 28 and 67 or equivalent and Mathematics 125.*

Students learn the principles and methods of aggregative macroeconomic analysis; topics include money and banking, national income determination, business fluctuations, and other topics relevant to macroeconomic analysis.

## **ELECTRONICS 2**

### **Introduction to Electronics and Computer Technology 3 UNITS (CSU)**

*Lecture 2 hours Laboratory 2 hours*

Students learn the basic concepts of electricity and applications of simple electronic components through introduction to the technological implications of electronics. The laboratory emphasizes skills in breadboarding and soldering and hands-on exposure to basic electronic principles.

## **ELECTRONICS 4**

### **Fundamentals of Electronics I 4 UNITS (CSU)**

*Lecture 3 hours Laboratory 3 hours Co-requisite: Electronics 12.*

Students learn the concepts of direct current circuits, including basics of electricity, series and parallel circuits, meters, batteries, resistors, and magnetism. The laboratory emphasizes skills in the analysis of circuits and the use of test equipment.

## **ELECTRONICS 6**

### **Fundamentals of Electronics II 4 UNITS (CSU)**

*Lecture 3 hours Laboratory 3 hours*

*Prerequisite: Electronics 4 with satisfactory grade or better or equivalent.*

*Co-requisite: Electronics 12.*

The student receives a detailed study of alternating current theory and applications, including reactance, impedance, resonance, transformers, coupling, filters, bandpass, and time constants. The laboratory emphasizes skills in the use of test equipment in AC circuits.

## **ELECTRONICS 8**

### **Electron Devices 4 UNITS (CSU)**

*Lecture 3 hours Laboratory 3 hours*

*Prerequisite: Electronics 4 and 10 with satisfactory grade or better or equivalent.*

The student learns the nature and operation of solid state devices including diodes, transistors, and field effect devices. Includes simple circuit applications.

## **ELECTRONICS 10**

### **Mathematics of Electronics I 3 UNITS (CSU)**

*Lecture 3 hours.*

The student learns mathematical methods and techniques for the solution of basic DC circuit problems including the study of algebraic operations, simple linear equations, algebraic fractions, ratio and percent, graphing, and use of the electronic calculator.

## **ELECTRONICS 12**

### **Mathematics of Electronics II 3 UNITS (CSU)**

*Lecture 3 hours*

*Prerequisite: Electronics 10 with satisfactory grade or better or equivalent.*

Students develop skills in the use of algebra, trigonometry, complex numbers, logarithms, and determinants as needed in electronics calculations. Techniques of network solutions including Kirchhoff's and Ohm's laws and Thevenin's and Norton's theorems are emphasized.

## **ELECTRONICS 20**

### **Electronics Circuits I 4 UNITS (CSU)**

*Lecture 3 hours Laboratory 3 hours*

*Prerequisite: Electronics 6 and 8 with satisfactory grades or better or equivalent.*

The students learn the applications of electronic devices such as diodes, junction and FET transistors, MOSFET's, SCR's, to circuits such as signal and power amplifiers, multi-stage amplifiers, differential amplifiers, and special controller circuits. They solve circuit analysis problems with breadboards and computer simulations in the electronics laboratory.

## **ELECTRONICS 101**

### **Science Electronics 3 UNITS (CSU)**

*Lecture 3 hours*

*Advisory: Electronics 2*

Students receive a survey of electronics technology in the context of the principles of science. The application of the methods of science, technology, engineering, and mathematics (STEM) to topics ranging from basic circuits to complex integrated circuits, and products that use them. Includes topics in electronic music, computers, robotics, digital communication, and a variety of existing technologies. Social, political, and economic impact of electronic technology are explored.

## **ELECTRONICS 155**

### **Electronics V 4 UNITS (A)**

*Lecture 3 hours Laboratory 3 hours*

*Prerequisite: Electronics 20*

Students learn the advanced theory related to electronic devices and their analog applications. Topics include oscillators, regulated power supplies, analog-digital and digital-analog-converters, introduction to radio frequency theory, modulation, transmission line, antennas, and analog systems as in audio and video analog systems. The laboratory provides hands-on skills in the design, construction, and troubleshooting of typical circuits and the use of test equipment.

## **ELECTRONICS 156**

### **Electronics VI 4 UNITS (A)**

*Lecture 3 hours Laboratory 3 hours*

*Prerequisite: Co Tech 30*

Students learn the technology involved in the design and implementation of intelligent machines using a top-down systems approach. Topics include programmable logic devices, complex microprocessors, embedded controllers, and input/output devices using microprocessors or designed to work with microprocessor-based machines. The laboratory involves system design using CAD software, construction of prototypes, and microprocessor programming.

## **ELECTRICAL ENGINEERING 220**

### **Electrical Circuits I 4 UNITS (UC: CSU)**

*Lecture 3 hours Laboratory 3 hours*

*Prerequisites: Physics 102 with a satisfactory grade or equivalent. Co-requisite: Mathematics 275.*

Students learn the theory of circuit analysis and practice its application to areas of importance in electrical engineering such as DC, AC, operational amplifiers, multi-phase power, and frequency response. Students also perform laboratory exercises to learn how to realize circuit designs using electronic components and to use instruments such as multimeters, oscilloscopes, and signal generators.

## **ENGINEERING 101**

### **Introduction to Science, Engineering and Technology 2 UNITS (UC: CSU)**

*Lecture 2 hours*

Required of all engineering first semester students. Open to all. Students learn about the engineering method and strategies for academic and career success in engineering. Students are introduced to mechanical, civil, electrical, and computer systems engineering through project work. The vast range disciplines and opportunities in engineering are presented. Students are guided through challenging design exercises to develop skills in planning, communication, team working, and creativity. Only basic math is required.

# COURSE DESCRIPTIONS

## **ENGINEERING 131**

### **Statics**

#### **3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Prerequisite: Physics 101 with a satisfactory grade or equivalent.*

The students learn how to apply vector analysis of forces and moments to determine the equilibrium conditions in trusses, frames, and machines. The course also covers center of mass, centroids, friction, and moment of inertia.

## **ENGINEERING 151**

### **Materials of Engineering**

#### **3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Prerequisite: Physics 101 and Chemistry 101 with satisfactory grades or better or equivalent.*

The student learns how the properties of materials are related to atomic and crystal structure and how processing influences structure and hence properties. Topics include atomic structure and bonding; crystalline structures; phases and phase diagrams; metals; polymers; ceramics; composites; mechanical deformation, fracture, electrical, and magnetic properties.

## **ENGINEERING 212**

### **Introduction to Engineering Design**

#### **3 UNITS (RPT 3) (UC: CSU)**

*Lecture 1 hour Laboratory 6 hours*

Students develop 3-D representations of engineering components and assemblies using Solidworks feature based parametric solid modeling software. Instruction is given in the types of solid object manipulations that are common to all parametric solid modeling software and used in industry to construct components that can be further combined to make assemblies. The preparation of engineering drawings from the 3-D representation using automation tools is also covered.

## **ENGINEERING 241**

### **Strength of Materials**

#### **3 UNITS (UC: CSU)**

*Lecture 2 hours Laboratory 3 hours*

*Prerequisite: Engineering, General 131 with a satisfactory grade or equivalent.*

The student learns the application of mechanics to determining the effect of forces and torques on materials. The student will be able to apply this knowledge to the design of load bearing components. The course will cover the following topics: stress, strain, axial loading, torsion, flexural stresses, transverse shear stress, horizontal shear stresses, stress transformations, Mohr's circle, pressure vessels, shear and bending moment diagrams, stresses in a beam, methods of superposition, and elastic strain energy.

**ENGLISH 20**  
**College Reading Skills**  
**6 UNITS NDA**

*Lecture 6 hours*

*Prerequisite: Appropriate score on the English Placement Exam.*

Students receive instruction in techniques of writing clear, coherent compositions and improvement in reading skills which reinforce writing skills necessary for academic success.

**ENGLISH 28**  
**Intermediate Reading and Composition**  
**3 UNITS (A)**

*Lecture 3 hours*

*Prerequisite: ESL 6A or English 21 or 73 or 97 or equivalent or appropriate placement score.*

*Co-requisite: English 67*

Students receive instruction in techniques of writing at the college level with an emphasis on grammar and various essay writing modes. Students develop reading skills through an analysis of fiction and non-fiction materials.

**ENGLISH 67**  
**Writing Laboratory**  
**0.5 UNITS NDA**

*Laboratory 1 hour.*

*Co-requisite: English 28*

Students practice the writing skills presented in English 28.

**ENGLISH 68**  
**Reading Laboratory**  
**0.5 UNIT NDA**

*Laboratory 1 hour.*

Students can improve their reading comprehension and develop critical reading skills through individual help from instructor, one-to-one tutoring conferences, group workshops, and computer instruction by practicing previewing, paraphrasing, drawing inferences, and summarizing a chosen text.

**ENGLISH 69**  
**Writing and Revising on the Computer**  
**1 UNIT- NDA**

*Laboratory 2 hours*

English 69 is designed to supplement and enhance learning in intermediate writing composition and reading courses by providing individualized tutorial and self-help assistance, computers, online resources, and other resource materials that enhance students' critical reading, writing, and computer skills necessary for success in college, career, and vocations.

**ENGLISH 78**  
**Writing Memoir**  
**3 UNITS (A)**

*Lecture 3 hours*

*Advisory: English 97, ESL 6A, or equivalent.*

Students read full-length memoirs by published writers and outline and compose their own memoirs. Students read full-length memoirs by published writers create an outline and compose their own memoir.

**ENGLISH 94**  
**Intensive Grammar Review**  
**3 UNITS NDA**

*Lecture 3 hours*

*Advisory: English 21 or 97.*

Students learn the parts of speech, grammar, mechanics, sentence style, punctuation, and word usage in English. The students engage in an intensive review of grammar and sentence structure to better prepare them for English 28 or 101.

**ENGLISH 97**  
**Introduction to College English and Reading Skills**  
**6 UNITS**

*Lecture 6 hours*

*Prerequisite: English 20 or Appropriate placement score.*

Students will be introduced to English fundamentals in formal academic writing, focusing on basic grammar, reading, and writing skills. There will also be an introduction to English grammar, college vocabulary, and academic writing skills as well as instruction in comprehending expository articles, narratives, and college -level textbook material.

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

*Lecture 3 hours*

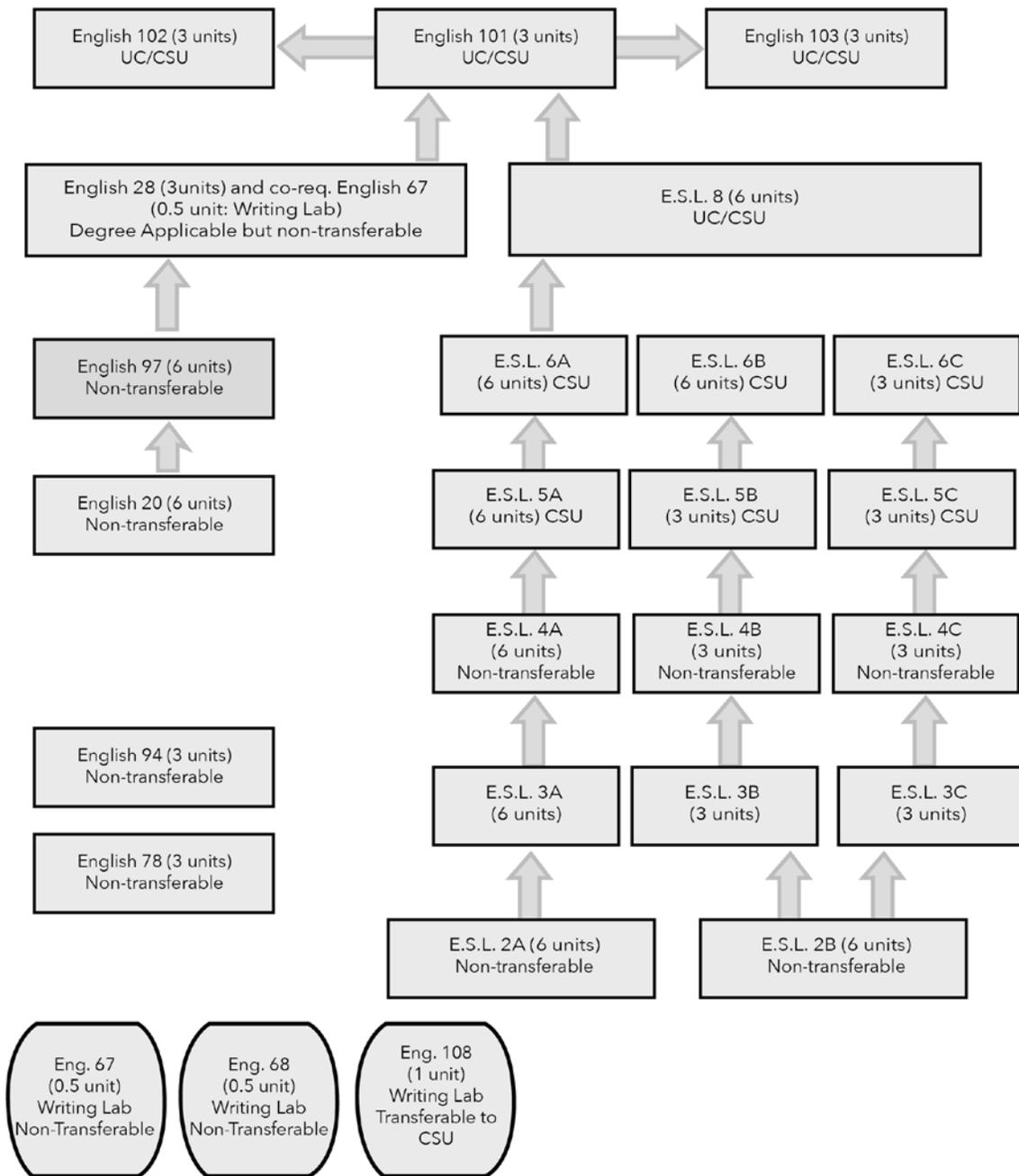
*Prerequisite: English 67 and 28 or appropriate placement score.*

*Advisory: English 108*

Students develop their skills for writing college-level essays that incorporate various documentation styles. Students learn the importance of various fiction and non-fiction readings.

## English and ESL Course Sequence

English 127 (Creative Writing) , 203 (World Lit. I), 204 (World Lit II), 205 (English Lit. I), 206 (English Lit. II), 207 (American Lit.I), 208 (American Lit. II), 211 (Fiction), 212 (Poetry) , 214 (Contemporary Lit.), 215 (Shakespeare I), 216 (Shakespeare II), 218 (Children ' s Lit.), 219 (Lit. of Amer. Ethnic Groups), 239 (Women in Lit.), 240 (Literature & the Motion Picture I), 252 (The English Bible as Lit.), 255 (Latin Amer. Lit.), and 270 (Sci. Fi. - Fantasy),  
Linguistics 1 (Intro. To Ling.), Linguistics 2 (sociolinguistics.), Linguistics 3 (psycholinguistics)  
The above are all 3-unit courses that are transferable to the Universities of California and the California State Universities (UC/CSU)



## COURSE DESCRIPTIONS

### **ENGLISH 102**

#### **College Reading and Composition II**

**3 UNITS (UC: CSU)**

*Lecture 3 hours*

*PREREQUISITE: English 101 or equivalent.*

*ADVISORY: English 108.*

Students study representative works from major genres, to develop close reading and analytical writing skills, and have appreciation and critical understanding of the cultural, historical, and aesthetic qualities of literature. Students study literature and literary criticism in order to develop critical thinking and reading and writing skills beyond the level achieved in English 101. This course emphasizes logical reasoning, analysis, and strategies of argumentation.

### **ENGLISH 103**

#### **Composition and Critical Thinking**

**3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Prerequisite: English 101 or equivalent.*

This is an advanced writing course where students further develop their logical, argumentative and analytical thinking, and writing skills. The course will utilize various fiction and non-fictional readings.

### **ENGLISH 108**

#### **Writing Workshop**

**0.50 UNITS (CSU)**

*Laboratory 1 hour*

Students enrolled in English 101, 102 and 103 will receive additional instruction in writing their college-level essays. The lab course will review research techniques and proper citation, as well as strategies in organization and support, to revise their papers.

### **ENGLISH 127**

#### **Creative Writing**

**3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Prerequisite: English 102 or equivalent.*

Students receive intensive training in writing poetry, prose fiction, and/or playwriting. Students compose works that are discussed as part of instruction, supplemented by examples of published writers and theoretical essays on the creative process.

### **ENGLISH 203**

#### **World Literature I**

**3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Prerequisite: English 101 or equivalent.*

A reading of key literary works and ideas of the Western world, the Middle East, Africa, and Asia from antiquity to the seventeenth century. The course will require students to recognize and compare readings from different cultures and analyze poetic forms and literary themes significant to the cultures in reasoned analysis.

### **ENGLISH 204**

#### **World Literature II (1600 to the present)**

**3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Prerequisite: English 101 or equivalent.*

Study of selected major works of World literature, covering Western Europe, the Middle East, Africa, and Asia, from the 17th century to the present. The course will require students to recognize and compare readings from different cultures and analyze poetic forms and literary themes significant to the cultures in reasoned analyses.

### **ENGLISH 205**

#### **English Literature I (Beginnings to 1800)**

**3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Prerequisite: English 102 or equivalent.*

Students read, discuss, and analyze major works of English literature from the beginnings to the late eighteenth century to develop an understanding and appreciation of the poetry, fiction, and drama of these literary periods and to express that appreciation in reasoned analyses.

### **ENGLISH 206**

#### **English Literature II:**

#### **Nineteenth Century to the Present**

**3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Prerequisite: English 102 or equivalent.*

Students read, discuss and analyze major works of English literature from the nineteenth century to the present to develop an understanding and appreciation of the poetry, fiction, and drama of these literary periods and to express that appreciation in reasoned analyses.

## COURSE DESCRIPTIONS

### **ENGLISH 207**

#### **American Literature I: Nineteenth Century to the Present 3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Prerequisite: English 101 or equivalent.*

Students read American writers and analyze themes from colonial times to 1865. Besides reading the literary works of major writers, students become acquainted with writers who suggest the diversity of subject, and opinion, in American literature.

### **ENGLISH 208**

#### **American Literature II: Nineteenth Century to the Present 3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Prerequisite: English 101 or equivalent.*

Students read, discuss and analyze major American literature from the Civil War Period to the present, in order to understand, appreciate, and investigate multicultural influences within national identity.

### **ENGLISH 211**

#### **Fiction- 3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Prerequisite: English 101 or equivalent.*

Students read, discuss, and analyze selected short stories and novels written in, or translated into, English from a diversity of cultures and countries to increase students' understanding and appreciation of the art and craft of fiction writing.

### **ENGLISH 212**

#### **Poetry- 3 UNITS (UC: CSU)**

*Lecture 3 hours.*

*PREREQUISITE: English 101 or equivalent.*

Students study works by selected poets and background for appreciation of the poetic form, including early verses to 20th and 21st century poetry. Students gain a historical sense and literary appreciation shaped by readings which include reading stylistically and culturally diverse works.

### **ENGLISH 214**

#### **Contemporary Literature 3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Prerequisite: English 101 or equivalent.*

Students read key literary works and ideas of recent mainstream and ethnically diverse literature to develop understanding and appreciation of contemporary culture through reasoned analyses of its literature.

### **ENGLISH 215**

#### **Shakespeare I 3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Prerequisite: English 101 or equivalent.*

Students read Shakespeare to develop an understanding of and appreciation for his sonnets and representative comedies, histories, and tragedies, focusing primarily on the spectrum of his earlier work to his career's midpoint.

### **ENGLISH 216**

#### **Shakespeare II 3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Prerequisite: English 101 or equivalent.*

Students continue to study Shakespeare's poetry, theater, and drama with a selection of different works of Shakespeare than those used in English 215.

### **ENGLISH 218**

#### **Children's Literature 3 UNITS (CSU)**

*Lecture 3 hours*

*Prerequisite: English 101 or equivalent.*

A study of children's literature with an emphasis on the nature and development of the genre and why this literature takes so many different forms. Some consideration of the various concepts of the "child" will be included.

## **ENGLISH 219**

### **The Literature of American Ethnic Groups**

**3 UNITS (UC: CSU)**

*Lecture 3 hours Laboratory 3 hours Prerequisite: English 101 or equivalent.*

Students use critical analysis of the various ethnic American writers who straddle two or more cultures, analyzing in terms of assimilation, acculturation, double and mestiza consciousness and wholeness. Students read and analyze the diversity of conflicting perspectives in novel, autobiography, essay, and poetry in the context of how these writers have defined or challenged concepts of identity, society, and power in past and contemporary American cultures. Students read literary works by African American, American Indian, Asian American, Arab American, Chicano/Latino, and Euro-American writers.

## **ENGLISH 239**

### **Women in Literature**

**3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Prerequisite: English 101 or equivalent.*

Students become acquainted with the work of women writers, historical and contemporary, who have made important contributions to literature. Writers to be read include Wollstonecraft, Woolf, Chopin, Austen, Cisneros, Butler, Hong-Kingston, and Cather, among others. Students are expected to write critical essays and a research paper that examine the predominant themes in path-breaking literature by and (to a lesser extent) about women, as well as the various archetypes, images, roles, and statuses of women. Special attention is devoted to traditional literary analysis and interpretation of primary texts through the lens of the various schools of literary criticism.

## **ENGLISH 240**

### **Literature and the Motion Picture I**

**3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Prerequisite: English 101 or equivalent.*

The student will examine the comparative arts of literature and the motion picture, analyzing the inherent conflicts of translation between two different mediums. This includes readings of literary works, both classic and modern, screenings of film versions based upon these literary sources, discussion, and writing of critical papers. The course explores the variations in mediums and the act of translation across mediums.

## **ENGLISH 252**

### **The English Bible as Literature**

**3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Prerequisite: English 101 or equivalent.*

Students study the principle achievements of the Hebrew and Greek Testaments, analyzing the numerous literary and cultural influences within and of the Bible.

## **ENGLISH 255**

### **Latin American Literature**

**3 UNITS (UC: CSU)**

*Lecture 3 hours Prerequisite: English 101 or equivalent.*

Students study a selection of significant literary works by Latin American authors. Readings will include selected poems, plays, and fiction by writers such as Pablo Neruda, Galeano, and Jorge Luis Borges and will explore the themes of magical realism, social engagement, 'la raza cosmica'; and utopian yearnings.

## **ENGLISH 270**

### **Science Fiction- Fantasy**

**3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Prerequisite: English 101 or equivalent.*

Students read and study works of science fiction, with an emphasis on the use of mythology, science fiction by scientists and non scientists, philosophically oriented science fiction, and science fiction as fantasy and escape literature.

## **ENGLISH 285**

### **Directed Study-English**

**2 UNITS (CSU)**

*Lecture 2 hours*

Students pursue directed study in literary analysis, a particular genre or period, or independent research on a contract basis under the direction of a supervising instructor.

## **ENGLISH 385**

### **Directed Study-English**

**3 UNITS (CSU)**

*Lecture 3 hours*

Allows students to pursue directed study on a contract basis under the direction of a supervising instructor.

# COURSE DESCRIPTIONS

## **ESL 2A**

### **College ESLII: Writing and Grammar**

#### **6 UNITS NDA**

*Lecture 6 hours*

*Prerequisite: Appropriate placement level demonstrated through the assessment process.*

*Advisory: ESL 2B. (Pass/No Pass)*

Students in this high-beginning ESL course learn reading, writing, and grammar skills to prepare them for academic work. The course content emphasizes vocabulary, grammar, and writing through guided and free writing of multi-sentence compositions on common subjects. Reading, speaking, and listening activities reinforce writing and grammar development. Required: Eight to ten writing assignments, including at least four compositions of 100-150 words.

## **ESL 2B**

### **College ESL II: Reading, Listening, and Speaking**

#### **6 UNITS NDA**

*Lecture 6 hours*

*Prerequisite: Appropriate score on the ESL placement assessment.*

*Advisory: ESL 2A. (Pass/ No Pass)*

Students in this high-beginning ESL course learn listening, speaking, and reading comprehension and vocabulary skills to prepare for their academic work across the curriculum. This course is designed to start building academic vocabulary and reading skills.

## **ESL 3A**

### **College ESL III: Writing and Grammar**

#### **6 UNITS**

*Lecture 6 hours*

*PREREQUISITES: ESL 2A or Appropriate Score on the English Placement Exam. A*

*ADVISORIES: ESL 3B or ESL 3C. (Credit/No Credit)*

Students in this low-intermediate ESL course learn written composition, grammar, and critical reading skills to prepare them for college work. The emphasis is on writing based on critical reading and personal experience. Grammar skills and mechanics are emphasized throughout each lesson. Required: Eight to ten writing assignments, including at least four paragraphs of 150-250 words. Prerequisite: Completion of ESL 2A with credit, or appropriate ESL placement level demonstrated through the assessment process.

## **ESL 3B**

### **College ESL III: Reading and Vocabulary**

#### **3UNITS**

*Lecture 3 hours*

*Prerequisite: ESL 2B or appropriate score on the ESL placement assessment.*

*Advisory: ESL 3A or ESL 3C. (Pass/No Pass)*

Students in this low-intermediate ESL course learn reading comprehension, critical reading, and vocabulary skills to prepare for their academic work across the curriculum. This course is designed to build academic language fluency including academic vocabulary.

## **ESL 3C**

### **College ESL III: Listening and Speaking**

#### **3 UNITS**

*Lecture 3 hours*

*Prerequisite: ESL 2B or appropriate score on the ESL placement assessment.*

*Advisory: ESL 3A and ESL 3B.*

*(Pass/ No Pass)*

Students at the low-intermediate ESL level learn skills to improve listening and speaking to prepare them for college work.

## **ESL 4C**

### **College English as a Second Language IV: Listening and Speaking**

#### **3 UNITS**

*Prerequisite: ESL 3C or Placement Exam.*

Students in this intermediate ESL course improve their listening comprehension and oral fluency to prepare for academic work across the curriculum. Speaking practice includes level-appropriate activities such as presentations, discussions, and interviews using academic vocabulary.

## **ESL 5C**

### **College English as a Second Language V: Listening and Speaking**

#### **3 UNITS**

*Prerequisite: ESL 4C or Placement Exam*

Students in this high-intermediate ESL course improve their listening comprehension and oral fluency to prepare for academic work across the curriculum. Speaking practice includes level-appropriate activities such as presentations, discussions, and interviews using academic vocabulary.

**ESL 6C**  
**College English as a Second Language VI: Listening and Speaking**  
**3 UNITS**

*Prerequisite: ESL 5C or Placement Exam*  
 Students in this low-advanced ESL course improve their listening comprehension and oral fluency to prepare for academic work across the curriculum. Speaking practice includes level-appropriate activities such as presentations, discussions, and debates using academic vocabulary.

**E.S.L. 4A**  
**College ESL IV: Writing and Grammar**  
**6 UNITS**

*Lecture 6 hours*  
*Prerequisite ESL 3A or appropriate score on the ESL placement assessment.*  
*Advisory: ESL 4B.*  
*(Pass/ No Pass)*

Students in this intermediate ESL course learn written composition, grammar, and critical reading skills to prepare them for college work. The emphasis is on writing based on critical reading and personal experience. Students will be introduced to summarizing skills. Grammar skills and mechanics are emphasized throughout each lesson. Required: Eight to ten writing assignments, each of at least four paragraphs of 200-300 words. Prerequisite: Completion of ESL 3A with credit, or appropriate ESL placement level demonstrated through the assessment process.

**E.S.L. 4B**  
**College ESL IV: Reading and Vocabulary**  
**3 UNITS**

*Lecture 3 hours*  
*Prerequisite: ESL 3B or appropriate score on the ESL placement assessment.*  
*Advisory: ESL 4A. (Pass/ No Pass)*

Students in this intermediate ESL course learn reading comprehension, critical reading, and vocabulary skills to prepare for their academic work across the curriculum. This course is designed to build academic language fluency including academic vocabulary.

**E.S.L. 5A**  
**College ESL V: Writing and Grammar**  
**6 UNITS (CSU)**

*Lecture 6 hours*  
*Prerequisite: ESL 4A or appropriate score on the ESL placement assessment.*  
*Advisory: ESL 5B.*

Students in this high-intermediate ESL course learn written composition, grammar, and critical reading skills to prepare them for college work. The emphasis is on writing based on critical reading, interpretation/analysis, and personal experience. Students will develop paraphrasing and summarizing skills. Grammar skills and mechanics are emphasized throughout each lesson. Required: Eight to ten writing assignments, including at least four compositions of 300-500 words. Prerequisite: Completion of ESL 4A with credit, or appropriate ESL placement level demonstrated through the assessment process.

**E.S.L. 5B**  
**College ESL V: Reading and Vocabulary**  
**3 UNITS (CSU)**

*Lecture 3 hours*  
*Prerequisite: ESL 4B or appropriate score on the ESL placement assessment. Advisory: ESL 5A.*

Students in this high-intermediate ESL course learn reading comprehension, critical reading, and vocabulary skills to prepare for and support their academic work across the curriculum. This course is designed to build academic language fluency including academic vocabulary.

**E.S.L. 6A**  
**College ESL VI: Writing and Grammar**  
**6 UNITS (CSU)**

*Prerequisite: ESL 5A or appropriate score on the ESL placement assessment.*  
*Advisory: ESL 6B.*

Students at this advanced ESL course learn written composition, grammar, and critical reading skills to prepare them for college work. The emphasis is on writing based primarily on critical reading and interpretation/analysis. Students will be introduced to appropriate citation and basic bibliographic conventions in their writing. Advanced grammar skills and mechanics are emphasized throughout each lesson. Required: Eight to ten writing assignments, including at least four essays of 400-600 words. Prerequisite: Completion of ESL 5A with a grade of 'C' or better, or appropriate placement level demonstrated through the assessment process.

## COURSE DESCRIPTIONS

### **E.S.L. 6B**

#### **College ESL VI: Reading and Vocabulary 3 UNITS (CSU)**

Lecture 3 hours

*Prerequisite:* ESL 5B or appropriate score on the ESL placement assessment.

*Advisory:* ESL 6A.

Students in this low-advanced ESL course learn reading comprehension, critical reading, and vocabulary skills to prepare for and support their academic work across the curriculum. This course is designed to build academic language fluency including advanced academic vocabulary.

### **E.S.L.008**

#### **Advanced ESL Composition 6 UNITS (UC: CSU)**

*Prerequisite:* ESL 6A or appropriate placement level demonstrated through the assessment process.

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

### **FAMILY AND CONSUMER STUDIES 21 (SAME AS NUTRITION 21)**

#### **Nutrition 3 UNITS (UC: CSU)**

Lecture 3 hours

*Advisory:* English 28 and 67 or equivalent.

Students learn the scientific concepts of Nutrition in a lecture interactive format evaluating how lifestyle, diet, food/nutrition/nutrient excess and deficiencies; phytochemicals; food safety; food technology affect diseases and assessment of nutrition in human development from conception through maturity. Personal dietary assessment, synthesizing data from computerized dietary program and family tree, appraises nutritional disease risk factors. Students evaluate excesses and deficiencies and construct practices that establish and maintain a healthy lifestyle and result in a healthier mind, healthier nutritional eating practices, enhancing the spirit and nourishing the body.

### **FAMILY AND CONSUMER STUDIES 24**

#### **Food Preparation 3 UNITS (CSU)**

Lecture 2 hours Laboratory 3 hours

*Advisory:* English 28 and 67 or equivalent.

Students are introduced to the scientific fundamentals of food preparation in both lecture and laboratory format. Scientific principles of food preparation are emphasized using current technology. The role of food in cultures, nutrition, and the economy are integrated into meal planning and preparation.

### **FAMILY AND CONSUMER STUDIES 27**

#### **Nutrition Care 3 UNITS (CSU)**

Lecture 3 hours

*Prerequisite:* Family and Consumer Studies 21, 55, and 56

*Co-requisite:* Family and Consumer Studies 127 required.

*Advisory:* English 101 and Biology 25.

Students learn about nutritional problems of patients with cancer, HIV/AIDS, heart disease, diabetes, gastrointestinal diseases, renal diseases, and liver diseases. Development and implementation of the nutrition care process is emphasized.

### **FAMILY AND CONSUMER STUDIES 28**

#### **Advanced Nutrition Care 3 UNITS (CSU)**

Lecture 3 hours

*Prerequisite:* Family and Consumer Studies 27 or equivalent.

*Co-requisite:* Concurrent enrollment in Family and Consumer Studies 128 and 29 required.

The student will study the nutritional needs at each stage of the life cycle. Cultural food preferences are studied and incorporated into nutrition education and counseling of clients. Popular weight control programs are assessed for effectiveness.

### **FAMILY AND CONSUMER STUDIES 29**

#### **Dietetic Seminar 1 UNIT (CSU)**

Lecture 1 hour.

*Co-requisite:* Concurrent enrollment in Family and Consumer Studies 129 and 28 required.

The student will learn about the role of the dietetic technician in the dietetics profession and health care delivery system where methods for quality improvement and marketing are emphasized.

**STATE AND FEDERAL REGULATORY GUIDELINES FOR FOOD SERVICE ARE STUDIED.**

**FAMILY AND CONSUMER STUDIES 50  
SANITATION AND SAFETY**

**3 UNITS (CSU)**

*Lecture 3 hours*

*Advisory: English 28 and 67 or equivalent.*

Students learn basic principles of sanitation and safety including the types of microorganisms that cause foodborne illness, foodborne infections, toxin-mediated infection, and intoxication. Class includes discussion of environmental conditions including food hazards, contamination, cross-contamination, time and temperature, and personal food handler practices that cause sanitation/safety risks. US Food Code regulations, California state and Los Angeles County Environmental Health Department regulations and a HACCP system of food safety will help define the role of food, people, and facility in managing a sanitary food facility operation. Emphasis on the importance of proper employee food safety training practices as related to the providing of safe food are core competencies of this class.

**FAMILY AND CONSUMER STUDIES 51  
Food Production Management**

**3 UNITS (CSU)**

*Lecture 3 hours*

*Co-requisite: Family and Consumer Studies 151*

*Advisory: Math 105 (or LS 10) and English 28*

Students are introduced to menu analysis for food requisitioning, food production planning and implementation. Basic principles of quantity cooking are emphasized.

**FAMILY AND CONSUMER STUDIES 52  
Food Service Management**

**3 UNITS (CSU)**

*Lecture 3 hours*

*Prerequisite: Family and Consumer Studies 51 and 55.*

*Advisory: English 28 and 67 or equivalent.*

Current concepts in food service management are presented in a lecture/discussion format. The course focuses on the systems approach to food service management, including the menu, food purchasing, personal management, facility management, fiscal management, marketing, and information systems.

**FAMILY AND CONSUMER STUDIES 55  
Dietetic Education**

**3 UNITS (CSU)**

*Lecture 3 hours*

*Advisory: English 28 or equivalent.*

Students will be introduced to careers in dietetics and food service. The application of communication skills to training, counseling, and education will be studied.

**FAMILY AND CONSUMER STUDIES 56**

**Nutrition Delivery Systems**

**3 UNITS (CSU)**

*Lecture 3 hours*

*Co-requisite: Family and Consumer Studies 156.*

*Advisories: English 28 or equivalent, and Mathematics 105 or higher, Learning Skills 10ABC or higher.*

The student learns an introduction to nutrition delivery systems and institutional menu diet modifications. The student will study medical nutrition therapy and how to modify diets for particular diseases. State and federal regulatory guidelines for food service are studied.

**FAMILY AND CONSUMER STUDIES 127  
NUTRITION CARE LABORATORY**

**2 UNITS (A)**

*LABATORY 6 HOURS.*

*Prerequisite: fcs 21, 55 and 56*

*Co-requisite: family and consumer studies 27.*

*Advisory: english 101 and biology 28*

In this clinical laboratory setting, students receive supervised practice in the development and implementation of nutrition care plans in acute care facilities.

**FAMILY AND CONSUMER STUDIES 128  
ADVANCED NUTRITION CARE LABORATORY**

**2 UNITS (A)**

*Laboratory 6 hours*

*Prerequisite: Family and Consumer Studies 127, Physical examination, negative TB test within the past 6 months, MMR, student liability insurance, background check, fingerprinting, drug screening, etc. may be required.*

*Co-requisite: Family and Consumer Studies 28.*

This course is offered only spring semesters, day session. This clinical laboratory provides supervised practice in group education and counseling of clients from various stages of the life cycle.

**FAMILY AND CONSUMER STUDIES 129  
Dietetic Laboratory**

**2 UNITS (A)**

*Prerequisite: Physical examination and negative TB test within the past 6 months, student liability insurance, background check, fingerprinting, drug screening, etc. may be required; Family and Consumer Studies 151.*

*Co-requisite: Family and Consumer Studies 29.*

The student will practice community nutrition, management and marketing for food service facilities in a supervised practice setting.

# COURSE DESCRIPTIONS

## **FAMILY AND CONSUMER STUDIES 151** **Food Production Management Laboratory** **2 UNITS (A)**

Laboratory 5 hours

Co-requisite: Family and Consumer Studies 51 required.

Advisory: English 28 and 67; and Math 105 or LS 10

Students receive supervised practice in food requisitioning, food production planning, and quantity food production in a clinical laboratory.

## **FAMILY AND CONSUMER STUDIES 156** **Nutrition Delivery Systems Laboratory** **2 UNITS (A)**

Lecture 5 hours

Prerequisite: Physical exam, negative TB test within previous 6 months, student liability insurance, fingerprinting, social security criminal background verification and drug screen  
Co-requisite: Family and Consumer Studies 56 required.

Advisory: English 28 and 67 or equivalent; Math 105 or LS 10

The student completes supervised practice at a long term care facility in nutritional services. Nutrition delivery systems are evaluated according to state and federal regulatory guidelines. Student shadows a Dietetic Service Supervisor and increasingly contributes as a supervised member of the health care team.

## **FINANCE 2** **Investments** **3 UNITS (CSU)**

Lecture 3 hours

Advisory: English 28 and 67.

Students receive the essentials of the principles of investment, the various types of investments, the operations of investment markets, and sources of information.

## **FINANCE 8** **Personal Finance and Investments** **3 UNITS (CSU)**

Laboratory 6 hours

Advisory: English 28 and 67 or equivalent.

Students receive and apply the principles of accounting, banking, finance, office methods, management, and production, to one's personal affairs. Family budgeting, consumer credit, home ownership, life and property insurance, investments and savings plans, social security and retirement plans.

## **FINANCE 15** **Principles of Banking** **3 UNITS (CSU)**

Lecture 3 hours

Advisory: English 28 and 67 or equivalent.

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

Transfer limit: UCLA allows no credit for duplication of a foreign language if the student completed in high school the equivalent levels with a satisfactory grade; A.A. Degree.

One year of high school study in French corresponds to one college semester of credit or one semester of French at LACC equals one full year of high school credit.

## **FRENCH 1** **Elementary French I** **5 UNITS (UC: CSU)**

Lecture 5 hours

Advisory: English 28 and 67

The student learns French pronunciation and grammar, practical vocabulary, useful phrases as well as basic facts on the geography, customs and culture of the French speaking world.

## **FRENCH 2** **Elementary French II** **5 UNITS (UC: CSU)**

Lecture 5 hours

Prerequisite: French 1 with a satisfactory grade or equivalent.

The student completes the study of elementary French grammar, increases their practical vocabulary, and masters useful phrases. The student reads elementary texts including those that explore basic facts on the geography, customs and culture of the French speaking world.

## **FRENCH 3** **Intermediate French I** **5 UNITS (UC: CSU)**

Lecture 5 hours Laboratory 1 hour.

Prerequisite: French 2 with a satisfactory grade or equivalent.

Review of grammar, composition and vocabulary building. Introduction to French and Francophile authors.

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

*Lecture 5 hours*

*Prerequisite: French 3 with a satisfactory grade or equivalent.*  
 Students will speak, read and understand spoken French at an intermediate (semi-fluent) to advanced (near-fluent or completely fluent) level. Students will discuss cultural, artistic, literary and historical traditions of the French-speaking world.

**FRENCH 8**  
**Conversational French**  
**2 UNITS (UC: CSU)**

*Lecture 2 hours*

*Prerequisite: French 2 with a satisfactory grade or equivalent.*

Oral expression in French is the main thrust of the course. The focus is on conversational skills revolving around everyday situations that a person may encounter when traveling or living in French-speaking countries, or when interacting with French-speaking people in the United States. UC Limit: maximum units: 2 courses.

**FRENCH 10**  
**French Civilization**  
**3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Advisory: English 28 and 67.*

An overview of the French culture from before the Romans to today. The course includes an understanding of the different dynasties ruling France through the ages. It also covers the various wars and revolutions and their affect on the arts and literature movement. It underlines the role of France in Europe and the world.

**FRENCH 21**  
**Fundamentals of French I**  
**3 UNITS (CSU)**

*Lecture 3 hours*

The students build basic competencies in French through intensive practice of the sound system and study of grammatical patterns and expressions that prepare students to function within the contexts relevant to everyday life. Students learn to greet people, compare tastes and preferences in music, film, art, and other activities, tell time, and make plans with others. Students will gain knowledge of France and other French-speaking cultures of the world through readings and multimedia. French 21 is the first half of French 1. Credit can not be earned for both French 1 and for French 21.

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

*Lecture 3 hours*

*Advisory: English 28 and 67 or equivalent.*

Students learn about basic scientific principles of geography such as Earth-Sun relationships, weather, climate, water, plate tectonics, landforms, soil, and the biosphere. Emphasis is on the interrelationships among physical systems and processes and their resulting patterns and distributions. Tools of geographic inquiry are also briefly covered; they may include: maps, remote sensing, Geographic Information Systems (GIS) and Global Positioning Systems (GPS). Optional field trips are offered.

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

*Lecture 3 hours*

*Advisory: English 28 and 67 or equivalent.*

Students learn about diverse human populations in the context of the globe, including the description, analysis, and explanation of demography, migration, folk and popular culture, language, religion, ethnicity, political geography, development, agriculture, industry, economic activities, urban areas, and resource utilization. Special emphasis is placed on contemporary issues such as the effects of globalization and the impact of human settlements on the natural environment. Students also learn basic geographic literacy and map reading.

**GEOGRAPHY 15**  
**Physical Geography Laboratory**  
**2 UNITS (UC: CSU)**

*Lecture 1 hour. Laboratory 2 hours*

*Pre/Co-requisite: Geography 1*

*Advisory: English 28 and 67 or equivalent.*

This course is designed to provide supplemental exercises in topics covered in Physical Geography lecture (Geography 1). Students learn to analyze and interpret maps, including weather maps and topographic maps, as well as perform hands-on exercises that explore Earth-Sun relationships, atmospheric energy transfer, pressure and moisture, climate and biogeography, plate tectonics and volcanoes, and landforms.

# COURSE DESCRIPTIONS

## **GEOLOGY 1**

### **Physical Geology 3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Advisory: English 28 and 67 or equivalent.*

Students learn: the scientific method and significant historical developments in geological sciences; formation of Earth materials, including minerals, igneous rocks, sedimentary rocks, and metamorphic rocks; geological time, including relative dating, absolute dating, and fossil correlation; Earth's internal processes, including plate tectonics, earthquakes, volcanism and magmatism, mountain building, geological structures, and metamorphism; Earth's external processes, including weathering, erosion, sedimentation, mass wasting, groundwater, surface water, and climate systems; and renewable and nonrenewable resources, including water and fossil fuels.

## **GEOLOGY 002**

### **Earth History 3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Advisory: English 28 and 67 or equivalent.*

Students receive an introduction to the geological history of Earth and its inhabitants, with emphasis on the evolution of life and landforms of North America. Topics include how Earth processes produce and alter landforms, climate, and energy and water resources on which humans depend; significant tectonic events, such as mountain building episodes; and the evolutionary history of life on Earth, including plants, fish, dinosaurs, mammals, and humans. Multimedia presentations are used throughout the course. Field trips will be taken.

## **GEOLOGY 6**

### **Physical Geology Laboratory 2 UNITS (UC: CSU)**

*Lecture 1 hour. Laboratory 2 hours*

*Pre-Co-Requisite: Geology 1*

*Advisory: English 28 and 67 or equivalent.*

Students learn: identification of minerals and rocks; topographic and geologic map skills, including changing map scales using dimensional analysis and interpretation of geological structures in map view and cross-section; stratigraphic interpretation of sea level change; coastal sedimentary processes; determination of the location and magnitude of earthquakes; geological time and important geological events; the scale of the Earth and its place in the solar system; and energy and mineral resources. Field trips may be taken.

## **HEALTH 2**

### **Health and Fitness 3 UNITS (UC: CSU)**

*Lecture 2 hours Laboratory 2 hours*

Course explores physical fitness as related to The students will determine the components of a healthy physical and psychological lifestyle, with an emphasis on disease prevention, including violence/abuse, nutrition, sexuality, reproduction, drugs, alcohol, tobacco, aging, stress management, and weight control. During the physical fitness segment, students participate in aerobic, flexibility, and strengthening activities, focusing on individual improvement. Students assess their fitness status to build their own fitness plan.

## **HEALTH 8**

### **Women's Personal Health 3 UNITS (UC: CSU)**

*Lecture 3 hours*

The student will investigate both physiological and psychological health issues that are unique to women, including, nutrition, hygiene, sexuality, reproduction, drug use, violence and abuse, and diseases common to women.

## **HEALTH 11**

### **Principles of Healthful Living 3 UNITS (UC: CSU)**

*Lecture 3 hours*

The course offers health related concepts for today and the future as guidelines for a self-directed, responsible, satisfying, and productive life-style. Emphasis is on cognitive concepts and strategies of wellness for the individuals personal community, vocational, and leadership roles.

## **HEALTH 12**

### **Safety Education and First Aid 3 UNITS (UC: CSU)**

*Lecture 3 hours*

Students receive the theory and a detailed demonstration of the first aid care of the injured. This course covers how to assess a victim's condition and incorporate proper treatment. Standard first aid, CPR, and AED certification(s) will be granted upon successful completion of requirements.

## **HISTORY 1**

### **Introduction to Western Civilization I 3 UNITS (UC: CSU)**

*Lecture 3 hours*

Students learn about the development of western culture and civilization to the Reformation.

## **HISTORY 2**

### **Introduction to Western Civilization II 3 UNITS (UC: CSU)**

*Lecture 3 hours*

The student learns the history of Western Civilization focusing on the period from the French Revolution to the present.

## **HISTORY 3**

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

*Lecture 3 hours*

*Advisory: English 101*

The student learns the history of British culture, emphasizing social, political, and economic issues from earliest times to 1500.

## **HISTORY 4**

### **History of England and Great Britain II 3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Advisory: English 101*

The student learns the history of British culture, emphasizing social, political, and economic issues from 1500 to the present.

## **HISTORY 7**

### **The World's Great Religions 3 UNITS (UC: CSU)**

*Lecture: 3 hours.*

Students survey the historical development of the world's great religions. A study is made of the origins and growth of major religions with an emphasis on the nature of religions, and religion as a discipline of study.

## **HISTORY 11**

### **Political and Social History of the United States I 3 UNITS (UC: CSU)**

*Lecture 3 hours*

*UC limit: Credit allowed for only one of African-American Studies 4 or History 11 or Chicano Studies 7.*

Students learn the political and social history of the United States from the colonial period through the Civil War and Reconstruction.

## **HISTORY 12**

### **Political and Social History of the United States II 3 UNITS (UC: CSU)**

*Lecture 3 hours*

Students survey study of the social and political history of the United States from the Reconstruction era to the present, focusing not only on political and social developments in the history of the United States but also on economic and cultural developments, and analyzing changes in both the United States' domestic policies and its ongoing and changing role in international affairs. Note: HIST 11 is not a prerequisite for this course. Students may take HIST 12 without taking HIST 11.

## **HISTORY 13**

### **The United States in the Twentieth Century 3 UNITS (UC: CSU)**

*Lecture 3 hours*

Students learn to explain and analyze the main events, personalities, and themes of the social and political history of the U.S. in the 20th & 21st centuries by focusing on their overall impact on United States history, (i.e. cultural, political, and social movements), including a discussion of the country's central institutions.

## **HISTORY 59**

### **Comparative History of Genocide and War Crimes 3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Advisory: English 28 and 67*

The student learn the comparative history of genocide and war crimes in the 20th century and the legal instruments and organizations that have attempted to criminalize acts that fit within the definitions of genocide under international law. Students will also learn the comparative history of cultural conflict (identity), race & racism, and nationalism.

## **HISTORY 73**

### **Race and Racism in the United States 3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Prerequisite: English 21 or equivalent.*

Students survey the development of racial theories and the interactions between ethnic groups in the United States. Students investigate and develop an understanding of how racism has affected intercultural collaboration or confrontation. This course encourages an understanding of the similarities and differences in racial and ethnic experiences in the United States.

# COURSE DESCRIPTIONS

## **HISTORY 81**

### **A History of Working People in the United States I 3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Advisory: English 101 and 67*

The student learns the history of working people in the United States from the colonial period through Reconstruction. Colonial life, the Revolutionary War, the early republic, the market revolution, the rise of urban America, westward expansion, the Civil War, and Reconstruction are examined from the perspective of indentured servants, slaves, farmers, skilled and unskilled laborers, and male and female workers.

## **HISTORY 82**

### **A History of Working People in the United States II 3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Advisory: English 101 or 67*

The student learns the history of working people in the United States from Reconstruction to the present. Reconstruction, the gilded Age and Progressive Era, immigration, imperialism, the Twenties, the Great Depression and New Deal, the World Wars, the Cold War and the Fifties, the Sixties, the conservative shift, and globalization are examined from the perspective of people from diverse social groups.

## **HISTORY 86**

### **Introduction to World Civilizations I 3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Prerequisite: English 28 and 67 or equivalent.*

Traces the development and interrelationships of the major world civilizations and their cultural traditions and contributions from the earliest times to the era of European expansion in the sixteenth century.

## **HISTORY 87**

### **Introduction to World Civilizations II 3 UNITS (UC: CSU)**

*Lecture: 3 hours.*

*Prerequisite: English 28 and 67 or equivalent.*

Traces the development of interrelationships of the major world civilizations and their cultural traditions and contributions for the earliest times to the era of European expansion to the sixteenth century.

## **HISTORY 385**

### **Directed Study - History 3 UNITS (CSU)**

*Lecture: 3 hours.*

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

## **HUMANITIES 6**

### **Great People, Great Ages 3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Advisory: English 28 and 67.*

Introduction to ideas and methods in the Humanities. Exploration of the way in which individuals and groups create meaning in their lives and in the world around them.

## **HUMANITIES 8**

### **Great Women in Humanities 3 UNITS (RPT 1) (UC: CSU)**

*Lecture 3 hours*

*Advisory: English 28 and 67.*

Students are introduced to the ideas and methods in gender studies. A wide range of conceptions of how gender identities are defined across cultures and historical eras are explored. Various course topics covered include: how women have resisted oppression, how women have found sources of power in family, friends, work and education, how sexuality is constructed across time and place, and how gender relations continue to evolve.

## **HUMANITIES 30**

### **The Beginnings of Western Civilization 3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Advisory: English 28 and 67.*

Students are introduced to the contemporary cultural encounters between the various world cultures including Europe, the Americas, Asia, and Africa. Rather than a historical survey, specific historical case studies are examined.

## **HUMANITIES 31**

### **People in Contemporary Society 3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Advisory: English 28 and 67.*

Examination of the cultural encounters between European culture and the cultures of the Americas, Asia and Africa beginning from the Renaissance to present day.

## **HUMANITIES 61**

### **People and Their World: The Creative Processes 3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Advisory: English 28 and 67.*

Students explore contemporary arts, literature, and popular culture. Students employ a range of analytic frameworks, including how the creative process is generated through myth and dreams as well as how race, class, gender, and sexuality are portrayed in popular culture.

## **INTERNATIONAL BUSINESS 1**

### **International Trade 3 UNITS (CSU)**

*Lecture 3 hours*

*Prerequisite: Business 1 with a satisfactory grade or better.*

Students gain an understanding of international business, the dynamics between developed and developing countries, recent trends, how and why the world's countries differ, and implications to managers of international companies. The principles of international trade, including the central tenets of globalization, the new world order in the global economy, and the institutions that govern global trade will be covered. Topics include: globalization, foreign direct investment, political economies, regional economic integration, foreign exchange market, international monetary system, global capital markets, strategies of international organizations, and exporting, importing and counter-trade.

## **INTERNATIONAL BUSINESS 3**

### **Exporting Procedures I 3 UNITS (CSU)**

*Lecture 3 hours*

*Prerequisite: International Business 1 with a satisfactory grade or better.*

The student identifies, defines, and explains that which is required by the United States regulatory agencies to export from the United States. Emphasis will be placed on how to determine if a commodity is acceptable for export and how to prepare the proper documentation required by the country of destination.

## **INTERNATIONAL BUSINESS 4**

### **Import Procedures I 3 UNITS (CSU)**

*Lecture 3 hours*

*Advisory: International Business 1.*

The student learns how to identify, define, and explain the United States regulatory agencies requirements to import to the United States. Emphasis will be placed on how to determine what duties commodities might be subject to and how to prepare and present to the Bureau of Customs the shipment and its document.

## **INTERNATIONAL BUSINESS 5**

### **Payment Instruments and Procedures I 3 UNITS**

*Lecture 3 hours*

*Advisories: Business 1 and/or International Business 1 with satisfactory grades or better.*

The student learns how to arrange and receive payment for merchandise shipped from one country to another. Topics covered include how to prepare and fill out documents. Also included is information regarding credit and political risk insurance.

## **INTERNATIONAL BUSINESS 6**

### **International Marketing I 3 UNITS (CSU)**

*Lecture 3 hours*

*Open to all students.*

Student is focused on how to get foreign customers for American made products, how to identify prospective customers, how to make contact and how to sell the product. Variables include: culture, trade customs, politics, climate, wealth, business and government structures and international law. One year of high school study in Italian corresponds to one college semester or one semester of college Italian equals one full year of high school study.

## **ITALIAN 1**

### **Elementary Italian I 5 UNITS (UC: CSU)**

*Lecture 5 hours.*

*Corresponds to the first year of high school Italian.*

*Advisory: English 28 and 67.*

Pronunciation and grammar, practical vocabulary, useful phrases: basic facts on the geography, customs and culture of the Italian-speaking world.

## **ITALIAN 2**

### **Elementary Italian II 5 UNITS (UC: CSU)**

*Lecture 5 hours*

*Prerequisite: Italian 1 with a satisfactory grade or equivalent.*

The students learn the pronunciation, grammar, and culture of the Italian-speaking world.

## COURSE DESCRIPTIONS

### **JAPANESE 1**

#### **Elementary Japanese I 5 UNITS (UC: CSU)**

*Lecture 5 hours*

*Advisory: English 28 and 67.*

Students learn the fundamentals of pronunciation and grammar, basic vocabulary, useful phrases; reading and writing with Romanized alphabet and Japanese scripts, basic facts on the geography, customs and culture of Japan. Corresponds to the first year of high school Japanese.

### **JAPANESE 2**

#### **Elementary Japanese II 5 UNITS (UC: CSU)**

*Lecture 5 hours*

*Prerequisite: Japanese 1 with a satisfactory grade or equivalent.*

Students continue to learn the fundamentals of pronunciation and grammar. Additional Chinese characters are introduced. Japanese geography, customs and culture are also included.

### **JAPANESE 3**

#### **Intermediate Japanese I 5 UNITS (UC: CSU)**

*Lecture 5 hours*

*Prerequisite: Japanese 2 with a satisfactory grade or equivalent.*

Students continue to study the intermediate level of grammar and vocabulary building for conversational fluency and written composition. Begins the study of short narrative writing.

### **JAPANESE 4**

#### **Intermediate Japanese II 5 UNITS (UC: CSU)**

*Lecture 5 hours*

*Prerequisite: Japanese 3 with a satisfactory grade or equivalent.*

Students complete the study of fundamental grammar and provides additional training in grammar, written composition, and use of idioms. Greater emphasis is placed on the knowledge and use of Kanji. Continues the reading of short narrative stories.

### **JAPANESE 8**

#### **Elementary Conversational Japanese 2 UNITS (UC: CSU)**

*Lecture 2 hours*

*Prerequisite: Japanese 2 with a satisfactory grade or equivalent.*

The students focus on conversational skills revolving around everyday situations that a person encounter when traveling or living in Japanese-speaking environment. UC Maximum credit: 2 times (4 units).

### **JAPANESE 9**

#### **Japanese Civilization 3 UNITS (UC: CSU)**

*Lecture 3 hours; Laboratory 3 hour.*

*Advisory: English 28 and 67.*

The student surveys Japanese civilization from ancient times to the present; the historical and cultural backgrounds; significant aspects of Japanese culture; religion, philosophy, socio-political institutions and art forms.

### **JAPANESE 69**

#### **Japanese Through Internet and Multimedia 2 UNITS (CSU)**

*Laboratory 4 hours*

*Prerequisite: Japanese 1*

Japanese through Internet and Multimedia is a course designed to supplement and enhance students' skills in Japanese language by providing an introduction to tutorials, self-help websites, and other resource materials that enable students to perform everyday functions, translations, searches, and social interactions online in Japanese. Students will develop critical reading, writing, and computer skills in Japanese which will be necessary for their success in both Japanese language courses and future careers/vocations.

### **JOURNALISM 101**

#### **Collecting and Writing News 3 UNITS (CSU)**

*Lecture 3 hours*

*Prerequisite: English 28 and 67 or equivalent.*

This introductory course stresses instruction and practice in news gathering and news writing. Curriculum connects theory with meaningful activity in the basic principles of news writing, including a section on broadcast writing. The course includes an examination of freedom of the press along with a critical analysis of its responsibilities. Students receive an overview of press ethics and resolving ethical dilemmas.

**JOURNALISM 105**  
**Mass Communications**  
**3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Prerequisite: English 28 and 67 or equivalent.*

Students examine America's mass communication systems and learn how they affect human behavior in relation to social, political and economic institutions. Students learn the structure and function of media in the digital age. Students learn and discuss media literacy and mass communication theories, as well as public relations practice, the history of advertising and the evolution of the Internet. Survey of factors that influence the creation and distribution of media messages, and the impact of those messages on society.

**JOURNALISM 185**  
**Directed Study - Journalism**  
**1 UNIT (CSU)**

*Lecture 1 hour*

The student learns to work independently and produce content in Directed Study under the direction of a supervising instructor.

**JOURNALISM 217-1**  
**Publication Laboratory I**  
**2 UNITS (CSU)**

*Laboratory: 6 hours*

In this beginning level course, students learn introductory newspaper production techniques through the publication of the campus newspaper, including newspaper design, layout, graphic techniques, and materials. Student reporters, editors, photographers and other visual journalists receive practical instruction in basic production and publication. Deadlines and real-world working conditions are stressed.

**JOURNALISM 217-2**  
**Publication Laboratory II**  
**2 UNITS (CSU)**

*Laboratory: 6 hours*

*Prerequisite: Journalism 217-1*

In this intermediate level course, students learn to identify relevant editorial topics and produce content for the opinion/editorial section, through the publication of the campus newspaper, the Collegian. Reporters, photographers and cartoonists learn to collaborate at the intermediate level in order to produce effective staff editorials and editorial cartoons or other images. Students also produce content for the news section, and learn to create style sheets and dummy pages for the graphic design of the op/ed section. Students adhere to strict deadlines.

**JOURNALISM 217-3**  
**Publication Laboratory III**  
**2 UNITS (CSU)**

*Laboratory: 6 hours*

*Prerequisite: Journalism 217-2*

In this advanced course, students learn newspaper production techniques, and adapt print work to the Internet. Advanced students produce stories for the print edition of the campus newspaper and also contribute content to the newspaper's digital site, Collegian Wired. Students focus on introductory vertical reporting skills that may include photography, videography, broadcast editing, broadcast reporting and print reporting. Students learn to generate ideas for photo essays, graphics centerpieces and bar charts. Student reporters focus on series and investigative reporting techniques.

**JOURNALISM 217-4**  
**Publication Laboratory IV**  
**2 UNITS (CSU)**

*Laboratory: 6 hours*

*Prerequisite: Journalism 217-3.*

Students learn professional-level newspaper production techniques through the publication of the campus newspaper, the Collegian with an emphasis on mobile journalism and social media. At the professional level, students write for the Collegian and practice the skills necessary to work across social media, broadcast and print platforms. At the professional level, all students publish blogs, and create online portfolios.

**JOURNALISM 218-1**  
**Practical Editing I**  
**3 UNITS (CSU)**

*Lecture 1 hour; Laboratory 6 hours*

*Prerequisite: Journalism 101 with a satisfactory grade or equivalent.*

In this beginning course, students learn editing fundamentals through the publication of the campus newspaper, the Collegian. This includes basic copy editing, writing headlines and cropping photographs. Editors evaluate and discuss issues of the newspaper in regularly scheduled critique sessions following publication.

**JOURNALISM 218-2**  
**Practical Editing II**  
**3 UNITS (CSU)**

*Lecture 1 hour; Laboratory 6 hours*

*Prerequisite: Journalism 218-1 with a satisfactory grade or equivalent.*

Students learn intermediate newspaper editing skills through the publication of the campus newspaper, the Collegian. Editors check facts, spelling, grammar and Associated Press style for all copy. Students improve stories and oversee major revisions, and learn to collaborate with news design staff, photographers and reporters. Student editors learn to manage social media channels in the newsroom, and assign online/broadcast and multimedia stories to reporters, producers and photographers.

# COURSE DESCRIPTIONS

## **JOURNALISM 218-3**

### **Practical Editing III**

#### **3 UNITS (CSU)**

*Lecture 1 hour; Laboratory 6 hours*

*Prerequisite: Journalism 218-2 with a satisfactory grade or equivalent.*

In this course, students practice advanced newspaper editing skills through the publication of the campus newspaper, the Collegian. Students edit reporter work for grammar, punctuation, clarity and Associated Press Style. Student editors craft headlines and cutlines, and also practice editing skills across other platforms, including broadcast and the web. Editors learn front page design software, and focus on copy flow and newsroom organization. Published work is critiqued in regularly scheduled class meetings.

## **JOURNALISM 218-4**

### **Practical Editing IV**

#### **3 UNITS (CSU)**

*Lecture 1 hour; Laboratory 6 hours*

*Prerequisite: Journalism 218-3 with a satisfactory grade or equivalent.*

Students learn professional-level newspaper writing and copy editing through the publication of the campus newspaper, the Collegian. Students develop news management skills essential to the demands of evolving media. Editors master Associated Press Style and learn newsroom techniques to improve broadcast, online, multimedia and social media content. Editors review and critique all content in regularly scheduled class meetings.

## **JOURNALISM 219-1**

### **Techniques for Staff Editors I**

#### **1 UNIT (CSU)**

*Laboratory 3 hours*

*Prerequisite: Journalism 101*

In this beginning course, students learn practices in editorial writing and analysis, while working as editors on the campus newspaper, The Collegian. Students also learn newsroom leadership skills and how to formulate editorial policy. Student learn to be accountable for what they publish. They also learn to respond to feedback from readers, including letters to the editor.

## **JOURNALISM 219-2**

### **Techniques for Staff Editors II**

#### **1 UNIT (CSU)**

*Laboratory 3 hours to be arranged*

*Prerequisite: Journalism 219-1*

In this course, student editors receive intermediate instruction in editorial writing and analysis of editorial problems. Students survey research methods. Students learn newsroom leadership skills and how to formulate editorial policy. Students set advertising and editorial policy.

## **JOURNALISM 219-3**

### **Techniques for Staff Editors III**

#### **1 UNIT (CSU)**

*Laboratory 3 hours to be arranged*

*Prerequisite: Journalism 219-2*

In this course, students learn advanced techniques for managing and producing the student newspaper, the Collegian. Students focus on newsroom operations and staff hierarchy. Editors learn planning techniques and establish reporting guidelines. At this level, editors analyze coverage during regular meetings and implement changes to improve print and online content. Students master real newsroom techniques and practices, and learn to produce under intense deadline pressure.

## **JOURNALISM 220**

### **Magazine Production**

#### **3 UNITS**

*Lecture 2 hours. Laboratory 3 hours.*

*Prerequisite: Journalism 101 with a satisfactory grade or better.*

*Students will learn the theory and practice of planning and producing a print magazine. This includes pre-press production, budgeting, writing, editing and publishing a magazine that includes social media, photography and broadcast components. Unity of design and artistic principles are stressed to produce compelling pages. Students also focus on the selection and use of typographic fonts in layout and design. Students learn to create production schedules, and to work closely with the printer to stay on budget to produce the most compelling edition possible of the Collegian Times.*

## **JOURNALISM 285**

### **Directed Study**

#### **2 UNITS (CSU)**

*Advisory: English 28 and 67131 or equivalent.*

*Conference: 1 hour per unit.*

The student learns to work independently and produce content in Directed Study under the direction of a supervising instructor. Credit Limit: A maximum of 3 units in Directed Study may be taken for credit.

## **KINESIOLOGY 045**

### **Adapted Fitness**

#### **1 UNIT (UC: CSU)**

Students with verified disabilities perform exercises as part of an individualized training program to improve cardiovascular fitness, muscular fitness, and flexibility.

## **KINESIOLOGY 180**

### **Marathon Training Course for Run/Walk**

**1.5 UNITS (UC: CSU)**

Students develop an understanding of cardiovascular endurance and specificity of training for marathons using a variety of tempo run/walks. Students utilize and understand aerobic and anaerobic energy systems and when each is used. Race analysis and race psychology are also explained along with proper hydration and nutrition.

## **KINESIOLOGY 185**

**(FORMERLY PHYS ED 185)**

### **DIRECTED STUDY - PHYSICAL EDUCATION**

**1 UNIT (CSU)**

Students pursue directed studies in Kinesiology on a contract basis, under the direction of a supervising instructor.

## **KINESIOLOGY 201-1**

**(FORMERLY PHYS ED 102)**

### **SWIMMING SKILLS -1**

**1 UNIT (UC: CSU)**

*Laboratory 2 hours*

Students learn intermediate swimming skills. Skills for each stroke include kicking, arm stroke, proper breathing techniques, body position and rhythm of stroke. The student also learn water safety skills.

## **KINESIOLOGY 202**

**(FORMERLY PHYS ED 110)**

### **Lap Swimming Skills**

**1 UNIT (UC: CSU)**

Advanced swimmers improve their speed, strength, and endurance. Instructor directs organized, challenging workouts with all four competitive strokes. Students should be able to swim 50 yards, without stopping, in deep water using the freestyle stroke and rotary breathing. At the first pool session, students' swimming ability will be assessed to ensure minimum skills for participation.

## **KINESIOLOGY 205**

### **Water Polo**

**1 UNIT (UC: CSU)**

Students learn ball handling, game strategy, shooting, defense, offense, counter attack, and game management. Instruction includes progressive skills attainment.

## **KINESIOLOGY 206**

### **Diving Skills**

**1 UNIT (UC: CSU)**

Students learn the theory and practice of diving drills necessary to use the one-meter diving board. Demonstration and instruction on the five categories of basic dives, a front approach, the back take-off, jumps, line-ups, dry-land conditioning exercises and drills, and work toward building a five-dive list is covered.

## **KINESIOLOGY 215-1**

**(FORMERLY PHYS ED 241)**

### **Judo Skills-1**

**1 UNIT (UC: CSU)**

Students learn fifteen throwing techniques, five pinning techniques, and two constriction techniques, as well as the history and etiquette of judo.

## **KINESIOLOGY 215-2**

### **JUDO SKILLS-2**

**1 UNIT (UC: CSU)**

*Prerequisite: Kinesiology 215-1*

Students apply the techniques of judo to a moving opponent. Students practice five throwing techniques, five pinning techniques, five constriction techniques and two arm locks.

## **KINESIOLOGY 215-3**

### **Judo Skills - 3**

**1 UNIT (UC: CSU)**

*Prerequisite: Kinesiology 215-2*

Students learn the competitive rules of the International Judo Federation. Additionally students learn five new throwing techniques, five new pinning techniques, two new arm locks, and five new constriction techniques, all of which are applied while attacking and defending simultaneously while randomly moving about the competition area.

## **KINESIOLOGY 217**

**(FORMERLY PHYS ED 238)**

### **Self-Defense Skills**

**1 UNIT (UC:CSU)**

The student develops the basic skills of self-defense, beginning with lateral movement, strength and cardiovascular fitness, agility and awareness of self in one's environment. The basic skills include striking, kicking, blocking, throwing, grappling, and other techniques. Additionally, legal and moral issues of self-defense are discussed.

## COURSE DESCRIPTIONS

### **KINESIOLOGY 229**

#### **Body Conditioning 1 UNIT (UC: CSU)**

Students participate in a variety of vigorous exercises for increasing cardiovascular fitness, muscular strength, and flexibility. Various modes of aerobic exercises are emphasized in support of the cross-training concept. Resistance training using fixed weight of moderate to high intensity is used to develop muscular strength in all major muscle groups. Flexibility training is also emphasized to enhance skeletal range of motion. Information on exercise methods and principles, the physiology of the human body, fitness evaluation methodologies, and nutrition education.

### **KINESIOLOGY 230**

#### **Cardiokickboxing Fitness 1 UNIT (UC: CSU)**

Students learn a non-contact aerobic activity designed to teach basic kicking and punching techniques to improve overall fitness and increase bio mechanics training including: cardiorespiratory endurance, muscular strength and endurance, flexibility, and body composition. Weights, steps, and calisthenic exercises may also be utilized.

### **KINESIOLOGY 237**

#### **Bootcamp I 1 UNIT (CSU)**

Students learn and apply low intensity style boot camp class activities along with nutrition and diet assessments. Students learn training exercises like basic aerobic and anaerobic conditioning, muscular strength, resistance and endurance training, and also individual and team concepts. In addition, students are challenged to understand and apply basic fitness principles, basic anatomy and physiology, the prevention of training injuries, target heart rate and the intensity of exercise as well as nutrition for fitness. Students train individually, with a partner or in a team setting.

### **KINESIOLOGY 246**

#### **Body Sculpting 1 UNIT (UC: CSU) LABORATORY 2 HOURS.**

Students learn techniques for body sculpting to achieve cardiovascular fitness, flexibility, muscle toning and endurance. Students will utilize exercise bands, core strength training on mats, weights, stability balls, medicine balls, kettle bells, and other activities are used to increase cardiac output and overall lean muscle mass.

### **KINESIOLOGY 249-1**

#### **(FORMERLY PHYS ED 299) STRESS MANAGEMENT SKILLS - 1 1 UNIT (UC: CSU)**

Students learn techniques for managing stress through movement, dance therapy, dance meditation, authentic movement studies, breathing exercises, yoga, physical therapy and varied relaxation exercises.

### **KINESIOLOGY 249-2**

#### **STRESS MANAGEMENT TECHNIQUES THROUGH MOVEMENT II 1 UNIT (UC: CSU)**

*Prerequisite: Kinesiology 249-1*

Students learn additional techniques for managing stress through movement, dance therapy, dance meditation, authentic movement studies, breathing exercises, yoga, physical therapy and varied relaxation exercises. Students develop listening skills and presentation skills through practice.

### **KINESIOLOGY 250-1**

#### **(FORMERLY PHYS ED 230) WEIGHT TRAINING SKILLS-1 1 UNIT (UC: CSU)**

Students develop muscular strength and endurance using weight machines and free weights. They employ proper training techniques necessary to maintain personal fitness throughout the lifespan.

### **KINESIOLOGY 250-2**

#### **WEIGHT TRAINING SKILLS-2 1 UNIT (UC: CSU)**

*Prerequisite: Kinesiology 250-1*

Students develop resistance training experience and become involved in a higher level of exercise. They will be exposed to a wide variety of machine as well as free weight exercises and will then design a program based on individual needs.

### **KINESIOLOGY 250-3**

#### **WEIGHT TRAINING SKILLS-3 1 UNIT (UC: CSU)**

*Prerequisite: Kinesiology 250-2*

Students develop an advanced level in weight training and techniques that promote muscular strength and endurance. Excelled use of free weights and machines along with safety rules are mastered. Students enrolling in Advanced Weight Training are required to take a skills test.

**KINESIOLOGY 251-1  
(FORMERLY PHYS ED 225)  
YOGA SKILLS - 1 (SAME AS DANCETQ 221)  
1 UNIT (UC: CSU)**

Students learn the physical practice of Yoga, connecting body, mind and spirit. The students are introduced to its origins, asanas (positions) and terminology.

**KINESIOLOGY 251-2  
YOGA SKILLS -2 (SAME AS DANCETQ 222)  
1 UNIT (UC: CSU)**

*Prerequisite: Kinesiology 251-1*

Students' progress in the physical practice of Yoga asana, moving beyond beginning level positions and sequences, developing balance in body alignment, flexibility, and strength. The students learn asana (positions), terminology, and gain greater understanding of yoga philosophy and its application to daily life.

**KINESIOLOGY 251-3  
YOGA SKILLS -3 (SAME AS DANCETQ 223)  
1 UNIT (UC: CSU)**

*Prerequisite: Kinesiology 251-2*

Students learn the physical and psychological aspects of Yoga through the practice of connecting body, mind and spirit. The students are introduced to its origins, asanas (positions) and terminology.

**KINESIOLOGY 265  
CROSS COUNTRY CONDITIONING SKILLS  
1 UNIT (UC: CSU)**

Students learn basic biomechanics pertaining to jogging, running and race walking. Students will improve their cardiovascular system through various conditioning programs. Students learn a variety of concepts pertaining to pacing, nutrition, cross training and weight management that help enable them to increase their quantity and quality of life.

**KINESIOLOGY 266 -1  
BADMINTON -1  
1 UNIT (UC:CSU)**

Students learn the basic novice level skills and knowledge necessary to play badminton such as the serve, clear, drop and smash shots, rules and basic strategies for the games of singles and doubles.

**KINESIOLOGY 266 -2  
(FORMERLY PHYS ED 203)  
BADMINTON -2  
1 UNIT (UC:CSU)**

*Prerequisite: Kinesiology 266-1*

Students learn the intermediate level skills and knowledge necessary to play badminton such as the serve, clear, drop and smash shots, deception, rules and intermediate strategies for the games of singles and doubles as played at the intermediate level.

**KINESIOLOGY 271-1  
(FORMERLY PHYS ED 212)  
TENNIS SKILLS 1  
1 UNIT (UC:CSU)**

Students learn the fundamental skills and knowledge necessary to play tennis such as serve, forehand and backhand ground strokes and volleys, singles and doubles rules, and basic court positioning and strategy.

**KINESIOLOGY 271-2  
TENNIS SKILLS -2  
1 UNIT (UC:CSU)**

*Prerequisite: Kinesiology 271-1*

Students learn intermediate level skills and knowledge to play tennis. Essential aspects of the game are presented through lecture, demonstration, group and individual drills, stroke analysis, theory and application of singles and doubles play. Emphasis is also placed on physical fitness. This skill level articulates with United States Tennis Association's level 2.5 to 3.0.

**KINESIOLOGY 272  
Track and Field Skills  
1 UNIT (UC: CSU)**

*Lecture .5 hour.; Laboratory 2.5 hours*

Students learn instruction and practice in the events relevant to track and field. Topics include techniques, strategies, fitness conditioning, and rules pertaining to all aspects and events of track and field. Some of the topics include disk throwing, hurdles, sprinting, cross training and injury prevention. Emphasis will be put on proper biomechanics and injury prevention.

## COURSE DESCRIPTIONS

### **KINESIOLOGY 285**

#### **Directed Study - Kinesiology 2 UNITS (CSU)**

*Lecture 2 hours*

Students learn to participate professionally in a variety of fitness environments. Areas of study include youth fitness, personal training, group fitness, senior classes and health, diabetes prevention, and etc. Students learn to work with clients, manage client care, and analyze results. They also pursue directed studies in the area of Kinesiology on a contract basis, under the direction of a supervising instructor.

### **KINESIOLOGY 287-1 (FORMERLY PHYS ED 304) BASKETBALL SKILLS 1**

#### **1 UNIT (UC: CSU)**

Students practice, at a beginning level, the fundamental skills of basketball (dribbling, shooting, passing) and basic offensive and defensive team strategies through instruction and drills.

### **KINESIOLOGY 287-2 BASKETBALL SKILLS 2**

#### **1 UNIT (UC: CSU)**

*Prerequisite: Kinesiology 287-1*

Students practice, at an intermediate level, the fundamental skills of basketball (dribbling, shooting, and passing) and improve their ability to perform these skills under game conditions. They learn how to be a contributing team member on offense and defense by setting screens, playing various zone defenses, and running a half-court press.

### **KINESIOLOGY 289-1 (FORMERLY PHYS ED 313) SOCCER SKILLS-1**

#### **1 UNIT (UC: CSU)**

Students learn basic soccer skills of passing, dribbling, shooting, and goal keeping. The course will also introduce individual and team offense and defense, as well as the rules, proper etiquette, terminology, and the components of fitness. Students will learn proper soccer techniques with practice skills and feed back.

### **KINESIOLOGY 289-2 SOCCER SKILLS-2**

#### **1 UNIT (UC: CSU)**

*Prerequisite: Kinesiology 289-1*

Students learn fundamental skills, team strategies, rules of the games, refereeing, and active participation of game play also learn how activities can lead to active healthy lifestyles by developing a personal fitness plan.

### **KINESIOLOGY 290 SOFTBALL SKILLS**

#### **1 UNIT (UC: CSU) (RPT 3)**

Students learn the fundamental skills and rules of softball. Students learn proper techniques and strategies for playing softball. Upon completion, students should be able to participate in recreational softball.

### **KINESIOLOGY 291-1 (FORMERLY PHYS ED 322) VOLLEYBALL SKILLS - 1**

#### **1 UNIT (UC: CSU)**

Students learn basic volleyball skills and techniques. Skills learned are passing, serving, setting, blocking and hitting. Students learn game strategy and rules of the sport.

### **KINESIOLOGY 291-2 VOLLEYBALL SKILLS - 2**

#### **1 UNIT (UC: CSU)**

*Prerequisite: Volleyball Skills - 1*

Students learn volleyball skills and techniques. Skills learned are passing, serving, hitting and blocking. The students also learn strategy used for games and the rules of the sport.

### **KINESIOLOGY 303 AQUA AEROBICS 1.00 UNIT (CSU)**

*Lecture .5 hour. Laboratory 2.5 hours*

Students learn basic principles of water safety, nutrition and water aerobics exercises for conditioning. This class emphasizes cardiovascular endurance and strength training by the use of water resistance.

### **KINESIOLOGY 307 SWIM AND RUN FOR FITNESS 1 UNIT (UC: CSU)**

Students develop an understanding of cardiovascular endurance and fitness through running and swimming instruction. Students will learn proper swimming and running technique with practice drills and feedback. The emphasis will be to provide safe and effective training progressions to improve health and skill acquisition. This class promotes the appreciation of outdoor fitness and all abilities are welcomed.

**KINESIOLOGY 326 (FORMERLY PHYS ED 630)  
AEROBIC SUPER CIRCUIT LAB  
1 UNIT (UC: CSU)**

The student rotates through a series of weight training and cardiovascular exercises/machines at short, timed intervals for a challenging form of conditioning that develops muscular strength, muscular endurance and cardiovascular endurance concurrently. Students learn the importance of nutrition for peak performance and increased overall wellness along with issues pertaining to exercise physiology.

**KINESIOLOGY 327  
(FORMERLY PHYS ED 640)  
BEGINNING LIFELONG FITNESS LABORATORY  
1 UNIT (UC: CSU)**

Students develop flexibility, muscular strength, muscular endurance, cardiovascular endurance, and body composition. Students learn how to achieve a healthy lifestyle, proper fitness balance, nutrition. Cardiovascular disease prevention and education is a main component of this course.

**KINESIOLOGY 328  
Bicycle Spinning Activity  
1 UNIT (UC: CSU)**

Students develop and improve both cardiovascular endurance and leg strength through cycling, interval training and hill climbing. Cycling safety, bike fit, and heart rate training will be emphasized throughout the course. Incorporates a choreographed workout on a specially designed stationary bicycle, using music and fundamental cycling techniques.

**KINESIOLOGY 331  
Cross Training Lab  
1 UNIT (UC: CSU)**

Students learn a variety of cross training activities to achieve their personal fitness goals. Includes lecture on nutrition, exercise physiology concepts, and participation in a workout designed to improve cardiovascular conditioning and body composition, increase muscle strength/endurance and flexibility.

**KINESIOLOGY 333  
Step Aerobics and Weight Training  
1 UNIT (UC: CSU)**

Students use a combination of strength training machines, free weights, step aerobics, and low impact aerobics to increase overall fitness and knowledge of personal health. These activities are utilized to gain fitness, emphasizing flexibility, muscular strength, and cardiovascular endurance. Students learn safety training, biomechanics, nutrition, weight management and other nutrition and fitness concepts and skills.

**KINESIOLOGY 334  
Walking for Fitness  
1 UNIT (UC: CSU)**

*Lecture .5 hour. Laboratory 2.5 hours.*

Students focus on achieving cardiovascular fitness and a healthy lifestyle through walking programs and gate training. Course topics include shoe selection, posture, gait, walking styles, flexibility, clothing, creating a walking program, nutrition, BMI, cardiovascular disease prevention and assessing fitness level.

**KINESIOLOGY MAJOR 100  
(FORMERLY P.E. 712)  
Introduction to Kinesiology  
3 UNITS (CSU)**

*Lecture 3 hours*

Students learn about the study of human movement through an interdisciplinary approach that includes discussing the importance of the sub-disciplines in kinesiology and the variety of career opportunities in the areas of teaching, allied health, and fitness professions.

**KINESIOLOGY MAJOR 107  
Preparation for Certification Personal Fitness Trainer  
3 UNITS**

*Lecture 3 hours Laboratory 1 hour.*

*Prerequisites: Health 2 and KIN 250-1.*

Students learn the knowledge, skills, and abilities to become a Certified Personal Trainer. Students study how the muscular, skeletal, and cardio-respiratory systems function. Topics include anatomy and physiology, principles and methods of cardiovascular training, strength training, safety, nutrition, and weight.

**KINESIOLOGY MAJOR 134  
Advanced Life Saving  
2 UNITS**

*Lecture 1 hour. Laboratory 2 hours.*

*Prerequisites: Health 2 and KIN 250-1.*

This class provides training in lifesaving skills and students are certified in the latest American Red Cross Lifeguarding program. Lifeguard program certification includes cardiopulmonary resuscitation, first aid, automated external defibrillator (AED), oxygen administration and Lifeguard Management procedures.

# COURSE DESCRIPTIONS

## **KOREAN 1**

### **Elementary Korean I**

**5 UNITS (UC: CSU)**

*Lecture 5 hours*

*Advisory: English 28 and 67.*

Students learn the fundamentals of pronunciation and grammar, basic vocabulary, useful phrases; reading and writing in Hangul, the Korean alphabet, basic facts on the geography, customs and culture of Korea. *Advisory: English 28 or equivalent.*

## **KOREAN 2**

### **Elementary Korean II**

**5 UNITS (UC: CSU)**

*Lecture 5 hours*

*Prerequisite: Korean 1 with a satisfactory grade or equivalent.*

Students continue to learn the fundamentals of pronunciation and grammar. Korean geography, customs and culture are also included.

## **KOREAN 3**

### **Intermediate Korean I**

**5 UNITS (UC: CSU)**

*Lecture 5 hours*

*Advisory: Korean 2 with a satisfactory grade.*

Students continue to study the intermediate level of grammar and vocabulary building for conversational fluency and written composition. Begins the study of short narrative writing.

## **KOREAN 4**

### **Intermediate Korean II**

**5 UNITS (UC: CSU)**

*Lecture 5 hours*

*Prerequisite: Korean 3 with a satisfactory grade or equivalent.*

Students complete the study of fundamental grammar and provides additional training in grammar, written composition, and use of idioms. Continues the reading of short narratives.

## **KOREAN 8**

### **Conversational Korean**

**2 UNITS (UC: CSU)**

*Lecture 2 hours*

*Prerequisite: Korean 2 with a satisfactory grade or equivalent.*

The students focus on conversational skills on everyday topics, current events, and cultural materials.

## **KOREAN 10**

**(SAME AS HUMANITIES 45)**

### **Korean Civilization**

**3 UNITS (UC: CSU)**

*Lecture: 3 hours.*

*Advisory: English 28 and 67 or equivalent. Journal 101 or Journal 218.*

This course offers the students lectures and discussions in English on geography, history, government and institutions of Korea; the life and customs of the people; the literature, arts, and sciences; the contribution to civilization.

## **KOREAN 69**

### **KOREAN THROUGH INTERNET AND MULTIMEDIA**

**2 UNITS (UC: CSU)**

*Laboratory 4 hours*

*Prerequisite: Korean 1 with a satisfactory grade or equivalent.*

Korean through Internet and Multimedia is designed to supplement and enhance students' Korean skills by providing tutorial, self-help assistance, computers, online resources, and other resource materials that enable the students to perform everyday function, search and translate resources, and socially interact online in Korean. Students develop critical reading, writing and computer skills necessary for success in Korean language courses, college, career, and vocations.

## **LAW 1**

### **Business Law I**

**3 UNITS (UC: CSU)**

*Lecture 3 hours*

Students examine the U.S. legal system, focusing on the legal aspects of business; court procedures relating to business law; torts and criminal laws as related to various business practices; elements of a valid contract; breach of contracts and its remedies; sales and lease contracts.

## **LAW 2**

### **Business Law II**

**3 UNITS (UC: CSU)**

*Lecture 3 hours*

Students learn about the fundamental principles of law as they apply in the business world. Topics include, but are not limited to, Bankruptcy Law; Employment and Labor Law; Employment Discrimination; Corporations; Administrative Law; Environmental Law; Real Property and Landlord-Tenant Relationships; and Wills, Trusts, and Elder Law. This course is necessary for a well-rounded knowledge of business law.

**LAW 3**  
**Civil Rights and the Law**  
**3 UNITS (UC: CSU)**

*Lecture 3 hours*

Students learn about the broad range of privileges and rights guaranteed by the United States Constitution and subsequent amendments and laws that guarantee fundamental freedoms to all individuals. These freedoms include the rights of free expression and action; the right to enter into contracts, own property, and initiate lawsuits; the right of due process and equal protections of the laws; opportunities in education and work; the freedom to live, travel, and use public facilities wherever one chooses; and the right to participate in the democratic political process.

**LAW 4**  
**Directed Field Work in Legal Assisting**  
**3 UNITS (CSU)**

*Lecture 1 hour. Laboratory 6 hours*

*Prerequisite: Law 10 with a satisfactory grade or equivalent.*

Students gain practical experience by working in a law office or other legal environment. Students are supervised by an attorney, paralegal supervisor, or other legal personnel. These unpaid internship positions are available in a variety of legal fields and legal settings. Through weekly seminars, students also gain and share information on preparing for permanent employment. Students must complete 108 hours in their internship assignments.

**LAW 7**  
**Street Law**  
**4 UNITS (UC:CSU)**

*lecture 3 hours. laboratory 3 hours.*  
*advisory: english 101.*

Students develop a practical understanding of the u.s. legal system and students will engage in active community participation. students learn about areas of the law that affect the daily lives of all americans and u.s. residents. particularly relevant are the areas of consumer, housing, family, and employment law, along with marriage, and parental rights. additionally, students learn fundamental criminal law and constitutional law principles. this knowledge provides a platform for guided discussion of important public policy issues concerning crime, discrimination, health care, and immigration.

**LAW 10**  
**Introduction to Legal Assistant I**  
**3 UNITS (CSU)**

*Corequisite: English 101 or equivalent.*

The students learn about careers in the paralegal profession; the inner workings of the law office; ethics and professional responsibility; sources of American law; the court system and alternative dispute resolution; and conducting interviews and investigations. This is an introductory course in understanding the role of the paralegal in the legal field.

**LAW 11**  
**Introduction to Legal Assistant II**  
**3 UNITS (CSU)**

*Lecture 3 hours*

*Prerequisite: Law 10 and English 101 with a satisfactory grade or equivalent.*

Students study a detailed examination of civil cases, the methods used in trial preparations and are introduced to legal drafting and writing.

**LAW 12**  
**Tort Law and Claims Investigation**  
**3 UNITS (CSU)**

*Lecture 3 hours*

*Prerequisite: Law 10 and English 101 with a satisfactory grade or equivalent.*

Students learn the academic and practical principles of tort law needed for a successful career as a paralegal. Special emphasis will be placed on the three major categories of tort law: Intentional Torts; Negligence; and Strict Liability. Other topics covered include, but are not limited to, Malpractice; Misrepresentation; Product Liability; Defamation; Vicarious Liability; and Joint Liability.

**LAW 13**  
**Wills, Trusts, and Probate Administration**  
**3 UNITS**

*Lecture 3 hours*

Students learn the fundamental principles of the law of wills and trusts, including simple will and trust forms and formation. Students learn the organization and jurisdiction of the California Probate Court, with an overview of the administration of estates in probate.

# COURSE DESCRIPTIONS

## **LAW 14**

### **Law Office Management**

**3 UNITS (CSU)**

*Lecture 3 hours*

Students learn comprehensive, up-to-date information on the use of technology by paralegals in all types of legal organizations. This course describes basic computer concepts as well as more complex skills and software programs, with coverage and assignments for Word, Excel, Adobe Acrobat, AbacusLaw, CaseMap, HotDocs, Summation iBlaze, Tabs3, TimeMap, TrialDirector, and more. This course covers important topics such as electronic discovery, Internet legal/factual research, legal timekeeping and billing, litigation support software, and case management and docket control software. A variety of other topics are covered including mobile computing, document management, security, ethics, the electronic courthouse and many other trends in legal computing.

## **LAW 17**

### **Legal Writing**

**3 UNITS (CSU)**

*Lecture 3 hours*

*Prerequisite: Law 10 and English 101 with satisfactory grades or equivalent.*

Students study advanced legal drafting and writing, including special research projects.

## **LAW 18**

### **Marriage and Family Law**

**3 UNITS (CSU)**

*Lecture 3 hours*

*Prerequisite: Law 10 with satisfactory grades or equivalent.*

This course presents fundamental common law and statutory concepts of family law with emphasis on California's Community Property Laws.

## **LAW 19**

### **Property and Creditor Rights**

**3 UNITS**

*Lecture 3 hours*

An introduction to California real property law. Students learn the following subject matter: Forms of Ownership; Estates in Real Property; Property Title in California; Agency Law; The Rights and Duties of Landowners; Disputes Between Neighbors in California; Involuntary Liens in California; Foreclosure Law in California; California Real Estate Sales Contracts; Tenant-Landlord Law; Fair Housing; Transfers of Real Property; Common Interest Developments in California; Restrictions on Land Use; Environmental Law; Litigating a Real Property Case in California; Negotiation; and Personal Property.

## **LAW 33**

### **Law and the Media**

**3 UNITS (CSU)**

*Lecture 3 hours*

Students learn the federal, state, and local laws that most directly affect mass communication in the United States, focusing on: a basic understanding of the American legal system, its institutions, and some of its terminology; a broad understanding of First Amendment principles as they relate to mass communication; and a working knowledge of the laws that directly restrict or enhance information gathering and message dissemination in the mass media, and an understanding of the rationales behind those laws.

## **LAW 35**

### **Immigration Law for Paralegals**

**3 UNITS (CSU)**

*Lecture 3 hours*

Students learn the fundamental concepts of immigration law including grounds of exclusion, defenses to deportation, petitions and visa applications. Research and writing will be emphasized in the areas of amnesty, naturalization, citizenship, international law, criminal aspects of immigration, and various types of immigration applications.

## **LAW 37**

### **Bankruptcy Law**

**3 UNITS**

*Lecture 3 hours*

Students learn the basics of bankruptcy law and procedure. The course focuses predominantly on Chapter 7 and Chapter 13 Bankruptcy, including preparing the necessary forms for these types of bankruptcy. Other topics include, but are not limited to, the evolution of bankruptcy law, researching bankruptcy law, the roles of various individuals in the bankruptcy process, and information gathering and counseling.

## **LAW 38**

### **Criminal Law and Procedure**

**3 UNITS**

*Lecture 3 hours*

Students learn substantive criminal law and the procedural rights of criminal defendants. The two essential elements of a crime - mens rea and actus reus - will be covered in detail. Other topics that will be covered include, but are not limited to, crimes against the person, crimes against property and habitation, crimes against the public, parties and inchoate offenses, and factual and statutory defenses.

**LAW 43**  
**Elder Law**  
**3 UNITS**

*Lecture 3 hours*

**LAW 51**  
**Legal Research for Paralegals**  
**3 UNITS (CSU)**

*Lecture 3 hours*

*Prerequisite: Law 10 and English 101 with a satisfactory grade or equivalent.*

Students learn how to perform library and computer-assisted legal research. Topics include finding the law by using legal encyclopedias; treatises; legal periodicals; A.L.R. annotations; Restatements; case reporters, digests, and their alternatives; case citators; constitutions and statutes; regulations; agency decisions; and looseleaf services. Students also receive hands-on training in Westlaw and LexisNexis.

**LAW 931**  
**Cooperative Education - Law**  
**3 UNITS**

*Lecture 3 hours*

**LAW 941**  
**Cooperative Education - Law**  
**4 UNITS**

*Lecture 4 hours*

**LEARNING SKILLS 1**  
**Reading Comprehension**  
**3 UNITS**

*Laboratory 9 hours*

The student learns individualized reading for English as a Native Language (ENL) or English as a Second Language (ESL) students at the beginning level. Students progress from reading sentences and paragraphs to short selections and excerpts from novels. Based upon a preliminary diagnostic assessment, students are placed in an appropriate Learning Skills reading course in which the Learning Skills Department staff utilizes a system of texts, testing, tutoring and personalized instruction to help students increase comprehension skills and vocabulary development. Students may enroll through the twelfth week of the semester. This course is open to all students. Grades are awarded on a Pass/No-Pass basis.

**LEARNING SKILLS 2**  
**English Fundamentals**  
**3 UNITS**

*Laboratory 9 hours*

The student learns beginning-to-advanced grammar. Students receive instruction in the basic structure of the sentence, parts of speech, phrases, clauses, and agreement; using verbs, pronouns, and modifiers correctly; punctuation, clear reference, a glossary of usage, and capital letters. After an initial diagnostic assessment, students are placed in an appropriate Learning Skills grammar course. Students may enroll through the twelfth week of the semester. This course is open to all students. Grades are awarded on a Pass/No-Pass basis.

**LEARNING SKILLS 6**  
**Academic Study Skills**  
**3 UNITS**

*Laboratory 9 hours*

The student learns academic study skills. Students are introduced to making transitions to higher learning, first steps to self-discovery, time management, discovering how to learn, memorization, and reading. Depending upon the diagnostic assessment, students are placed in an appropriate Learning Skills study skills course. Students may enroll through the twelfth week of the semester. This course is open to all students. Grades are awarded on a Pass/No-Pass basis.

**LEARNING SKILLS 7**  
**Basic Composition**  
**3 UNITS**

*Laboratory 9 hours*

The student learns beginning to advanced writing instruction. Learning Skills 7 focuses on basic sentence structures, paragraph development and essay organization. Depending upon the diagnostic assessment, students are placed in an appropriate Learning Skills writing course. Students may enroll through the twelfth week of the semester. This course is open to all students. Grades are awarded on a Pass/No-Pass basis.

**LEARNING SKILLS 8**  
**Résumé Preparation and Job Search Skills**  
**1 UNITS NDA**

*Laboratory 3 hours*

The student learns how to write a résumé and cover letter. In addition, job search techniques and job interview skills are explored. Depending upon the diagnostic assessment, students will be placed in an appropriate Learning Skills résumé preparation course. Students may enroll through the twelfth week of the semester. This course is open to all students. Grades are on a Pass/Non-Pass basis.

# COURSE DESCRIPTIONS

## **LEARNING SKILLS 10**

### **Mathematics Fundamentals**

#### **3 UNITS NDA**

*Laboratory 9 hours*

Individualized review of basic mathematics skills involving whole number properties, order of operations, exponents, prime numbers, fractions, decimals, percents, ratio and proportion, simple geometry, statistical graph analysis, and signed numbers. Depending upon the diagnostic assessment, students will be placed in an appropriate program. Students may enroll through the twelfth week of the semester. This course is open to all students. Grades are on a pass/no-pass basis.

## **LEARNING SKILLS 11**

### **Elementary Algebra**

#### **5 UNITS NDA**

*Laboratory 15 hours*

The student learns basic algebra skills including the language of algebra; equations and inequalities, polynomials, factoring; rational expressions; graphing and inequalities; linear equations; exponents and radicals; quadratic equations. Depending upon the diagnostic assessment, students are placed in an appropriate Learning Skills elementary algebra course. Students may enroll through the twelfth week of the semester. This course is open to all students. Grades are awarded on a Pass/No-Pass basis.

## **LEARNING SKILLS 15**

### **Overcoming Math Anxiety**

#### **3 UNITS NDA**

*Laboratory 9 hours*

The student learns to reduce math anxiety and build self-confidence so that math concepts are comprehensible. Depending upon the diagnostic assessment, students are placed in an appropriate Learning Skills math anxiety course: LS15A -Basic Mathematics, LS15B - Elementary Algebra, and LS15C - Intermediate Algebra. Students may enroll through the twelfth week of the semester. This course is open to all students. Grades are awarded on a Pass/No-Pass basis.

## **LEARNING SKILLS 17**

### **Individualized Intermediate**

#### **3 UNITS NDA**

*Laboratory 15 hours*

The student learns individualized instruction in intermediate algebra including number properties and linear equations in one variable. Depending upon the diagnostic assessment, students are placed in an appropriate Learning Skills intermediate algebra course. Students may enroll through the twelfth week of the semester. This course is open to all students. Grades are awarded on a Pass/No-Pass basis.

## **LEARNING SKILLS 24**

### **Theory & Practice of Tutoring**

#### **3 UNITS NDA**

*Laboratory 9 hours*

The student learns theory and practice in tutoring sessions. Also, tutor training is provided in each tutor's discipline. Depending upon the diagnostic assessment, students are placed in an appropriate Learning Skills theory and practice of tutoring course. Students may enroll through the twelfth week of the semester. This course is open to all students. Grades are awarded on a Pass/No-Pass basis.

## **LEARNING SKILLS 40**

### **Introduction to Learning Disabilities**

#### **1 UNIT NDA**

*Laboratory 3 hours*

The student learns about learning disabilities and the laws, accommodations, and services available for academic improvement. Through assessment, the student discovers personal learning strengths and weaknesses in order to develop a plan for academic success. Eligibility for support services will be determined. Grades are awarded on a Pass/No-Pass basis.

## **LEARNING SKILLS 41**

### **Study Strategies for the**

### **Learning Disabled**

#### **1 UNIT NDA**

*Laboratory 3 hours*

Students learn study skills utilizing multi-sensory techniques and strategies for coping with the demands of the college's academic curriculum. This study skills class is specifically designed for students with learning disabilities. Enrollment is intended for students with current functional limitations that impede or prevent the student from benefiting from their academic classes without this foundation and support. Grades are awarded on a Pass/No-Pass basis.

## **LEARNING SKILLS 43**

### **Adaptive Word Processing Operations**

#### **1 UNIT NDA**

*Laboratory 3 hours*

*Offered on a Pass/no-pass basis only.*

Students with disabilities learn how to use adaptive computer modifications and/or assistive technology utilizing keyboarding, word processing, database management and other appropriate software applications. Enrollment is intended for students with current functional limitations that require individually-paced training.

## **LEARNING SKILLS 49**

### **Introduction to Computer Assisted Instruction**

#### **Application**

#### **0.5 UNITS NDA**

*Laboratory 1 hour.*

The student learns to use the computer as a tool for learning by using hands-on computer interactive programs. Depending upon the diagnostic assessment, students are placed in an appropriate computer-assisted application (CAI) course. Students may enroll through the twelfth week of the semester. This course is open to all students. Grades are awarded on a Pass/No-Pass basis.

## **LEARNING SKILLS 50**

### **Introduction to CAI**

#### **Applications Language Arts**

#### **0.5 UNITS NDA**

*Laboratory 1 hour.*

The student learns to use hands-on interactive instructional applications programs. Depending upon the diagnostic assessment, students are placed in an appropriate computer-assisted instruction (CAI) language arts course. Students may enroll through the twelfth week of the semester. This course is open to all students. Grades are awarded on a Pass/No-Pass basis.

## **Test Preparation for the General Education Development (GED): Writing Skills**

#### **1 UNIT NDA**

*Advisory: English 20, LS 1A, 1B, 1C-Basic Composition or LS 2A, 2B, 2C, English Fundamental.*

*Laboratory 4 hours*

This course is designed to prepare students to pass the General Education Development Test (GED): Writing Skills Test. It will include basics grammar and usage skills, sentence structure, capitalization, punctuation, spelling, and the essay. Depending upon the diagnostic assessment, students will be placed in an appropriate program. Students may enroll through the twelfth week of the semester. This course is open to all students. Grades are on a pass/no-pass basis.

## **LEARNING SKILLS 56**

### **Test Preparation for the General Education Development**

#### **(GED): Social Studies**

#### **1 UNIT NDA**

*Advisory: English 20 or Learning Skills 1A, 18, & 1C-Reading. Laboratory 4 hours*

The student learns skills to pass the General Educational Development (GED): Social Studies Test. It includes the thirteen English colonies, the Revolutionary War, inflation and its effects, the various branches of government, time zones, anthropology, sociology, and psychology. Depending upon the diagnostic assessment, students are placed in an appropriate Learning Skills GED preparatory course. Students may enroll through the twelfth week of the semester. This course is open to all students. Grades are awarded on a Pass/Non-Pass basis.

## **LEARNING SKILLS 485**

### **Internet Research**

#### **1 UNIT NDA**

*Laboratory 2 hours*

The Internet Research course teaches students how to use search engines; basic and advanced searches with Boolean operators; how to locate, store, and retrieve materials in various content fields; how to critically evaluate these sources; and how to use cite electronic resources. Depending upon the diagnostic assessment, students will be placed in an appropriate program. Students may enroll through the twelfth week of the semester. Grades are on a pass/no-pass basis.

## **LEARNING SKILLS 53**

# **LOS ANGELES CITY COLLEGE**

# COURSE DESCRIPTIONS

## **LIBERAL ARTS**

### **(TRANSFER MAJOR-See a Counselor for Information Interdisciplinary Program)**

The Library department is designed to help students succeed in their college classes. The course gives students confidence in doing research using standard library resources as well as the Internet.

## **LIBRARYSCIENCE 101**

### **Library Research Methods**

#### **1 UNIT (UC: CSU)**

*Lecture 1 hour.*

*Advisory: CAOT 1*

Students conduct research using the library's electronic and print resources, evaluate the differences between academic and popular sources, develop search strategies, apply citation rules, and analyze the basic requirements of academic integrity.

## **LINGUISTICS 1**

### **Introduction to Language and Linguistics**

#### **3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Prerequisite: English 28 and 67 or or ESL 8 equivalent.*

Students are introduced to the scientific study of language to gain an understanding of language structures, functions, linguistic universals, and the relationship between language and cognition.

## **LINGUISTICS 2**

### **Introduction to Sociolinguistics**

#### **3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Prerequisite: English 28 and 67 or ESL 8 or equivalent.*

*Advisory: Linguistics 1*

Students study the processes of linguistic variation and its relationship to geography and socio-cultural identity in both monolingual and multilingual settings. Students gain an understanding of language as a communicative, semiotic, and cognitive tool in society.

## **LINGUISTICS 3**

### **Introduction to Psycholinguistics**

#### **3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Prerequisite: English 28 and 67 or ESL 8*

*Advisory: Linguistics 1*

In this general introduction to psycholinguistics course, students focus on speech, perception, language processing, language production, and language acquisition. Students study the relationship between the theories proposed by linguistics and data as observed in everyday life. Students also review related areas such as processes of reading, language and the brain, and language and thought.

## **MANAGEMENT 2**

### **Organization and Management Theory**

#### **3 UNITS (CSU)**

*Lecture 3 hours*

Students learn the basic process of the management of an organization. The course presents the process of achieving set goals and objectives in a formal organization. The course objectives include : (a) To provide the student with a basic framework of the subject matter through an overview of how an enterprise is organized and managed. (2) To develop student sensitivity to the four key tools of management - planning, organizing, influencing, controlling. (3) To introduce learning tracks by which students will appreciate the essence of management activities throughout the process and activities related to production, distribution, finance and administration, and decision-making.

## **MANAGEMENT 13**

### **Small Business Entrepreneurship**

#### **3 UNITS (CSU)**

*Lecture 3 hours*

Students receive the fundamentals of how to organize and operate a small business.

## **MANAGEMENT 31**

### **Human Relations for Employees**

#### **3 UNITS (CSU)**

*Lecture 3 hours*

*Advisory: English 28 and 67 or equivalent.*

The students learns to recognize and develop those traits necessary for good relations with fellow workers, supervisors, subordinates, customers, and other business associates.

## **MANAGEMENT 33**

### **Personnel Management**

#### **3 UNITS (CSU)**

*Lecture 3 hours*

The student will learn the essentials of human resource management. Topics include recruitment, selection, training, appraisals, compensations, benefits, labor relations and collective bargaining.

**MARKETING 1**  
**Principles of Selling**  
**3 UNITS (CSU)**

*Lecture 3 hours*

*Advisory: English 28 and 67 or equivalent.*

Students learn about careers in selling, ethics in selling, the psychology of selling and benefit selling. They learn prospecting methods, the approaches to customers, using questions in selling, techniques for meeting objections to buying and techniques for closing the sale. This course is one of a series of classes which lead to the Marketing Certificate and the AA Degree with a major in marketing.

**MARKETING 11**  
**Fundamentals of Advertising**  
**3 UNITS (CSU)**

*Lecture 3 hours Advisory: English 28 and 67 or equivalent.*

*Open to all students.*

Students have an opportunity to explore the planning process, the strategies and the techniques used by corporations and small businesses to stimulate sales.

**MARKETING 13**  
**Marketing Laboratory**  
**1 UNIT (CSU)**

*Lab 3 hours Advisory: English 28 and 67 or equivalent; and Marketing 11.*

Students receive instructions on how to formulate and evaluate an advertising plan

**MARKETING 21**  
**Principles of Marketing**  
**3 UNITS (CSU)**

*Lecture 3 hours*

*Advisory: English 28 and 67 or equivalent.*

Students learn the importance of making decisions with the customer in mind and the need to select target markets for products and services. The course covers decision making relative to product development and management, trademarks, wholesaling, retailing, selling, sales promotion, advertising and pricing. It is the first in a series of courses which lead to the Certificate in Marketing and the AA Degree with a major in marketing.

**MARKETING 31**  
**Retail Merchandising**  
**3 UNITS (CSU)**

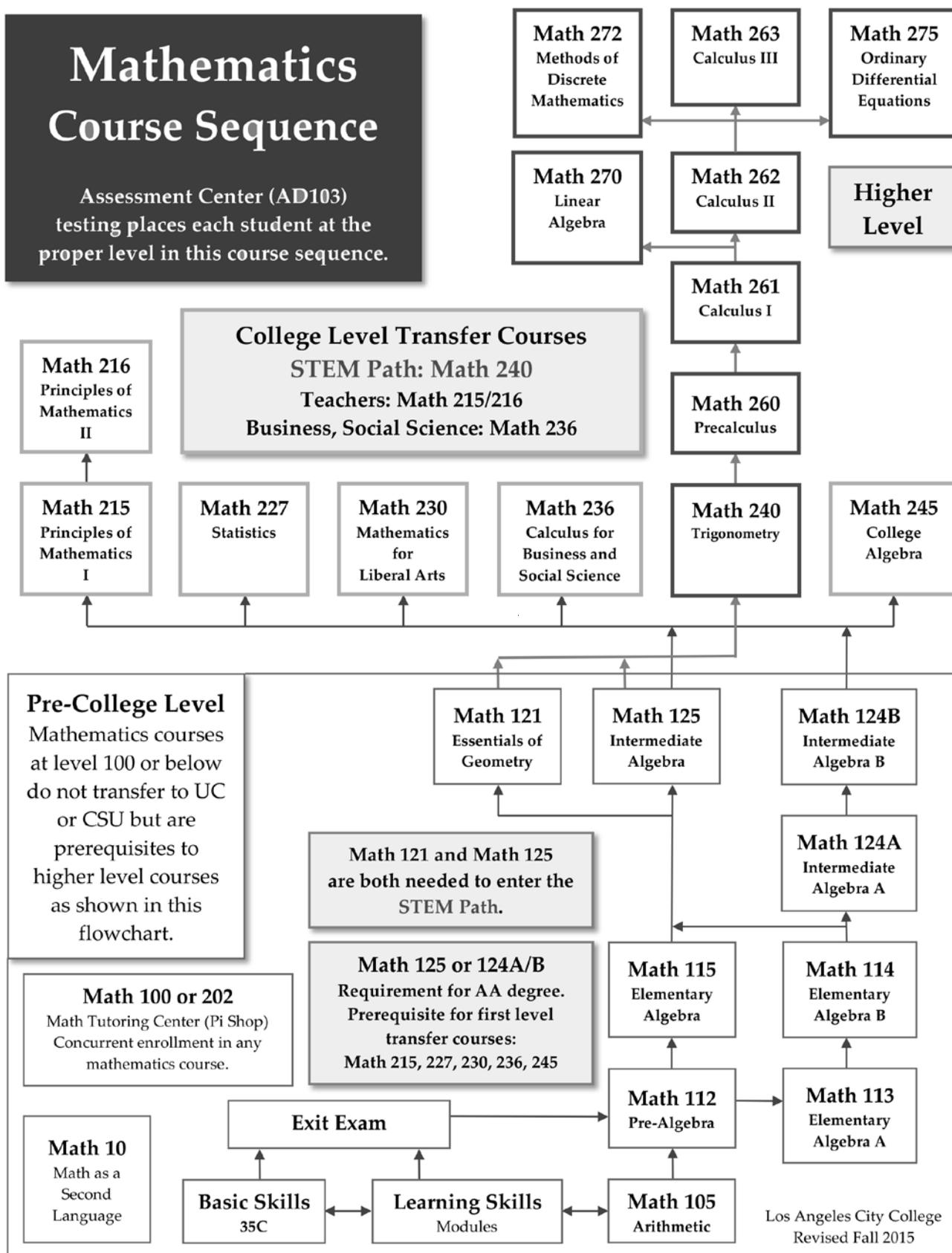
*Lecture 3 hours*

The student will learn the principles and procedures in retailing, including a study of store location, store layout, store organization, buying, pricing, stock planning, and retail sales promotion.

# COURSE DESCRIPTIONS

## Mathematics Course Sequence

Assessment Center (AD103) testing places each student at the proper level in this course sequence.



## **MATHEMATICS 112**

### **Pre-Algebra 3 UNITS NDA**

*Lecture 3 hours*

*Prerequisite: Appropriate score on the math placement test.*

The student can, in this course, bridge the gap between arithmetic and algebra. Topics include operations with signed numbers, order of operations, evaluating expressions and formulas, rules of integer exponents, distributive property, working with polynomials, solving simple equations, working with graphs, linear equations, word problems, and basic geometry.

## **MATHEMATICS 113**

### **Elementary Algebra A 3 UNITS**

*Lecture 3 hours*

*Prerequisite: Mathematics 112 with a satisfactory grade or equivalent.*

This is the first half of Mathematics 115. This course is for those who have had no algebra or whose preparation in algebra is deficient. Topics include inequalities, an introduction to polynomials and their operations, equations, factoring, and graphs of two variables.

## **MATHEMATICS 114**

### **Elementary Algebra B 3 UNITS**

*Lecture 3 hours*

*Prerequisite: Mathematics 113 with a satisfactory grade or equivalent.*

This is the second half of Mathematics 115. Mathematics 113 and Mathematics 114 together are equivalent to Mathematics 115 (see course description for Mathematics 115). Credit is allowed in only one Mathematics 115, or Mathematics 113 and 114 combination. Simultaneous enrollment in Mathematics 113 and Mathematics 114 is not permitted. Topics include factoring polynomials, manipulating rational expressions and equations, manipulating roots and radicals, solving and graphing quadratic equations.

## **MATHEMATICS 115**

### **Elementary Algebra 5 UNITS**

*Lecture 5 hours*

*Prerequisite: Mathematics 112 with a satisfactory grade or equivalent.*

This course covers operations on real numbers and algebraic expressions, solving linear equations and inequalities in one variable, graphing linear equations and inequalities in two variables, solving systems of linear equations in two variables, exponents, operations on polynomials, factoring polynomials, operations on rational expressions, solving rational equations, simplifying radical expressions, solving radical equations, solving quadratic equations, and graphing quadratic equations.

## **MATHEMATICS 121**

### **Elementary Geometry for College Students 3 UNITS (A)**

*Lecture 3 hours*

*Prerequisite: Mathematics 115 with a satisfactory grade or equivalent.*

The student learns the definitions, axioms and theorems of geometry relating to angles, lines, circles and polygons. Basic constructions are introduced. The meaning and techniques of logical proofs are heavily emphasized.

## **MATHEMATICS 124A**

### **Intermediate Algebra - A 2.5 UNITS**

*Lecture 2 hours Laboratory 1 hour*

*Prerequisite: Mathematics 115 with satisfactory grade or equivalent.*

The student learns the first part of Mathematics 125. Mathematics 124A and 124B together are equivalent to Mathematics 125. Topics include linear functions, systems of linear equations, inequalities, polynomials, rational expressions and rational functions. Credit is allowed in only one Mathematics 125, or the Mathematics 124A and 124B combination. Simultaneous enrollment in Math 124A and 124B is not permitted.

**MATHEMATICS 124 B**  
**Intermediate Algebra - B**  
**2.5 UNITS**

*Lecture 2 hours Laboratory 1 hour*

*Prerequisite: Mathematics 115 with satisfactory grade or equivalent.*

The student learns the second part of Mathematics 125. Mathematics 124A and 124B together are equivalent to Mathematics 125. Topics include radical and rational exponents, quadratic functions and equations; composite functions, exponential and logarithmic functions, circles, and sequences, series, and binomial theorem. Credit is allowed in only one Mathematics 125, or the Mathematics 124A and 124B combination. Simultaneous enrollment in Math 124A and 124B is not permitted.

**MATHEMATICS 125**  
**Intermediate Algebra**  
**5 UNITS**

*Lecture 5 hours*

*Prerequisite: Mathematics 115 with a satisfactory grade or equivalent.*

*Note: A maximum of 8 UNITS may be earned by any combination of Mathematics 125, 240, and 245.*

Students learn techniques for solving compound linear inequalities as well as absolute value equations and inequalities, solving systems of linear equations in two and three variables, simplifying non-linear expressions and solving non-linear equations such as polynomial, rational, radical, exponential, and logarithmic. Students learn techniques for rewriting the equation in the standard form for parabola and circle, and graph. Students learn how to compute terms and sums of arithmetic and geometric series. Students will apply the binomial theorem to expand the binomial with given power. Applications are included in a wide variety of word problems.

**MATHEMATICS 202**  
**Mathematics Workshop II**  
**1 UNIT (CSU)**

*Laboratory 3 hours*

*Co-requisite: One of the following Co-req: Math 215, 216, 230, 236, 240, 245, 260, 261, 262, 263, 270, or 275.*

Students supplement and enhance their learning in mathematics by providing tutorial and self-help assistance, calculators, computers, programmed text, and other learning aids for baccalaureate level mathematics courses.

**MATHEMATICS 215**  
**Principles of Mathematics I**  
**3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Prerequisite: Mathematics 125 with a satisfactory grade or equivalent.*

This course is the first of two in a sequence designed for prospective elementary school teachers. The student will learn topics including sets and relations, numbering systems, and elementary number theory. The main emphasis, however, will be understanding the structure of systems of whole numbers, integers, and rational numbers.

**MATHEMATICS 216**  
**Principles of Mathematics II**  
**3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Prerequisite: Mathematics 215 with a satisfactory grade or equivalent.*

This course is the second of two in a sequence for prospective elementary school teachers. Topics include decimal and real numbers, rational numbers, abstract mathematical systems, geometry and the metric system.

**MATHEMATICS 227**  
**Statistics**  
**4 UNITS (UC: CSU)**

*Lecture 4 hours*

*Prerequisite: Mathematics 125 with a satisfactory grade or equivalent.*

This course is an introduction to probability, descriptive and inferential statistics including measures of central tendency and dispersion, sampling, and estimation. Hypothesis testing, analysis of variance, test of independence, linear correlation and regression analysis also are covered.

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

*Lecture 3 hours*

*Prerequisite: Mathematics 125 with a satisfactory grade or equivalent.*

Students receive instruction in topics which include linear equations and functions, applications of linear functions, systems of linear equations, matrices, system of linear inequalities, linear programming using the graphical method, mathematics of finance, logic, set theory, probability, basic counting, and statistics.

## **MATHEMATICS 236**

### **Calculus for Business and Social Sciences 5 UNITS (UC: CSU)**

Lecture 5 hours

*Prerequisite: Mathematics 125 with a satisfactory grade or equivalent.*

This course consists of elementary differential and integral calculus of algebraic, exponential and logarithmic functions, as well as derivatives and the method of Lagrange multipliers. Applications to business and the social sciences are emphasized.

## **MATHEMATICS 237**

### **Advanced Calculus for Business and Social Sciences 3 UNITS (UC: CSU)**

Lecture 3 hours

*Prerequisite: Mathematics 236 with a satisfactory grade or equivalent.*

Students learn advanced calculus topics with emphasis on business and social science applications. Topics include definite integrals, probability, techniques of integration, improper integrals, numerical integration, elementary differential equations, functions of several variables, partial derivatives, chain rule, total differentials, optimization of functions of several variables without and with constraints, method of Lagrange multipliers, double integrals.

*NOTE: This course is not offered every semester. See Class Schedule.*

## **MATHEMATICS 240**

### **Trigonometry 3 UNITS (CSU)**

Lecture 3 hours

*Prerequisite: Both Mathematics 125 and 121 with satisfactory grades or equivalent.*

A maximum of 8 UNITS of credit may be earned by any combination of Mathematics 125, 240 and 245.

Students in Math 240 study the sine, cosine, and tangent functions, including a study of their graphs, inverses of the functions, solution of triangles, models for periodic phenomena, identities, conditional equations, and polar coordinates. Students also learn the basic properties of the cotangent, secant, and cosecant functions.

## **MATHEMATICS 245**

### **College Algebra 3 UNITS (UC: CSU)**

Lecture 3 hours

*Prerequisite: Mathematics 125 with a satisfactory grade or equivalent.*

Students receive instruction to solve linear, rational, polynomial, exponential, and logarithmic equations; graph linear, rational, polynomial, exponential, and logarithmic functions; solve linear and nonlinear systems of equations and inequalities; sequences and series.

## **MATHEMATICS 260**

### **Pre-calculus 5 UNITS (UC: CSU)**

Lecture 5 hours

*Prerequisite: Mathematics 240 with a satisfactory grade or equivalent.*

Students prepare for calculus, which covers the properties of polynomial, rational, algebraic, trigonometric, inverse trigonometric, exponential and logarithmic identities and equations, trigonometric form of complex numbers and DeMoivre's Theorem, conic sections with translation and rotation of axes, nonlinear systems of equations and inequalities, vector algebra with dot and cross products, polar coordinates and graphs of polar functions, partial fractions and mathematical induction.

## **MATHEMATICS 261**

### **Calculus I 5 UNITS (UC: CSU)**

Lecture 5 hours

*Prerequisite: Mathematics 260 with a satisfactory grade or equivalent.*

This is the first of a three-course sequence in calculus. Topics include limits and continuity, rates of change, derivatives, applications of differentiation, integrals, the Fundamental Theorem of Calculus, and applications of integration.

## **MATHEMATICS 262**

### **Calculus II 5 UNITS (UC: CSU)**

Lecture 5 hours

*Prerequisite: Mathematics 261 with a satisfactory grade or equivalent.*

This is the second in a three-course sequence in calculus. Topics include differentiation and integration of logarithmic, exponential, circular and hyperbolic functions and their inverses, indeterminate forms, improper integrals, standard techniques of integration, applications of integration to problems from economics, biology and probability, parametric equations and polar coordinates, infinite sequences and series, and representation of functions as power series.

## **MATHEMATICS 263**

### **Calculus III 5 UNITS (UC: CSU)**

Lecture 5 hours

*Prerequisite: Mathematics 262 with a satisfactory grade or equivalent.*

Students solve problems from vectors calculus, parametric equations, surfaces, partial differentiation, gradient, maxima and minima for functions of several variables, multiple integrals, surface integrals, and line integrals. Students consider physical and mechanical applications of Green's Theorem, Divergence Theorem, and Stokes' Theorem.

# COURSE DESCRIPTIONS

## **MATHEMATICS 270**

### **Linear Algebra 3 UNITS (UC: CSU)**

Lecture 3 hours

*Prerequisite: Mathematics 261 with a satisfactory grade or equivalent.*

This course develops the techniques and theory needed to solve and classify systems of linear equations. Solution techniques include row operations, Gaussian elimination, and matrix algebra. Investigates the properties of vectors in two and three dimensions, leading to the notion of an abstract vector space. Vector space and matrix theory are presented including topics such as inner products, norms, orthogonality, eigenvalues, eigenspaces, and linear transformations. Selected applications of linear algebra are included.

## **MATHEMATICS 272**

### **Methods of Discrete Mathematics 5 UNITS (UC: CSU)**

Lecture 5 hours

*Prerequisite: Mathematics 262 with a satisfactory grade or equivalent.*

Students study logic, algorithms, number systems, mathematical induction, sets, counting principles, probability, Boolean algebra, logic network, Pigeonhole principle, cardinality and computability, recurrence relations and recursion, graph theory, switching circuits, trees.

## **MATHEMATICS 275**

### **Ordinary Differential Equations 3 UNITS (UC: CSU)**

Lecture 3 hours

*Prerequisite: Mathematics 262 with a satisfactory grade or equivalent.*

Students learn to categorize different types of differential equations. Students learn to use techniques such as separation of variables, exact differentials, homogeneity, and change-of-variable (substitution) to solve first-order equations as well as first-order Initial Value Problems (IVPs). Students apply this knowledge to solve real-world problems such as population growth and mixture problems. Students learn to solve higher-order linear differential equations using constant coefficient technique, the method of undetermined coefficients and variation of parameters. Students apply this knowledge to physics applications such as simple harmonic motion. Students solve equations of higher-order with variable coefficients applying specific techniques based on the type of the given equations. Topics Include: Cauchy-Euler Equations, Power Series solutions, Bessel's Equations, and Legendre's Equation. Students learn the Laplace transform and its properties and apply this knowledge to solving various differential equations as well as IVPs. Students use techniques for solving Systems of Linear Differential Equations.

## **MICROBIOLOGY 1**

### **Introductory Microbiology 5 UNITS (UC: CSU)**

Lecture 3 hours Laboratory 6 hours

*Prerequisite: Biology 3 or Physiology 1; and Chemistry 60 or ANY Chemistry and AND Biology with a satisfactory grade of better or equivalent.*

*Advisory: Eligibility for English 21 or equivalent.*

DESCRIPTION: Students examine and learn: bacterial physiology, cytology, genetics, growth and reproduction, and the effects of physical and chemical agents on the bacterial cell. Applied fields covered are food, water, milk, air, soil and industrial microbiology. The immune response, diseases and bacteriologic techniques are stressed.

## **MICROBIOLOGY 20**

### **General Microbiology 4 UNITS (UC: CSU)**

Lecture 3 hours Laboratory 3 hours

*Advisory: English 21 or equivalent and Chemistry 60.*

Students examine diseases produced by microorganisms including an introduction to bacterial classification, cytology, physiology, growth, reproduction, sterilization, disinfection and the applied fields of bacteriology. Bacteriological techniques are emphasized in the laboratory.

## **MICROBIOLOGY 40**

### **Microbiology Laboratory Preparations**

#### **1 UNIT (CSU)**

Laboratory 3 hours

*Corequisite: Microbiology 1 or Microbiology 20*

Students prepare media and reagents normally used in a bacteriological laboratory with emphasis on safety and proper use and care of laboratory equipment and supplies.

**MUSIC 101**  
**Fundamentals of Music**  
**3 UNITS (UC: CSU)**

*Lecture 3 hours*

(For the non-Music major)  
 (For the non-Music major.) A study of the fundamentals of music including notation, meter signatures and rhythms, major and minor scales and key signatures, intervals, triads, terms and symbols. Some sight reading and ear training is included. Satisfies Humanities requirement.

**MUSIC 111**  
**Music Appreciation I**  
**3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Required of all Music majors. Open to all students.*

The student learns about masterpieces of western music from the Middle Ages to the present day with an emphasis on perceptive listening. Topics include the elements of music, musical forms, music periods, styles, and the role of music and musicians in the western world. Fulfills humanities requirements for graduation.

**MUSIC 116**  
**Survey and History of Rock, Pop, and Soul Music**  
**3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Introduction to rock, pop, and soul music styles covering their origins, stylistic development and cultural impact. This course is designed to increase student awareness of the relationship between popular music and society.*

**MUSIC 121**  
**Music History and Literature I**  
**3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Advisories: Music 111 and Music 202.*

The student studies music history and literature from earliest times to 1750, including music of the ancient Greeks, early Christians, Middle Ages, Renaissance and Baroque periods, through the music of Bach and Handel.

**MUSIC 122**  
**Music History and Literature II**  
**3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Advisory: Music 111 and Music 202.*

This course is a survey of music history and music literature from 1750 to the present time, including music of the Pre-Classical, Classical, and Romantic periods, as well as Contemporary 20th Century music.

**MUSIC 135**  
**African-American Music**  
**3 UNITS (UC: CSU)**

*Lecture 3 hours*

A study of African and African-American music and their influence on folk, spirituals, gospels, concert music, opera, ballet, blues and jazz underscoring styles, characteristics, origin and contributions by African-American artists. (Credit allowed for only one of Music 135 and African-American Studies 60.) Satisfies Humanities requirement for graduation.

**MUSIC 136**  
**MUSIC IN AMERICAN CULTURE**  
**3 UNITS -**  
**LEC 3 (UC:CSU)**

A COMPARATIVE AND INTEGRATIVE STUDY OF THE MULTI-CULTURAL MUSIC STYLES OF THE UNITED STATES. EMPHASIS IS GIVEN TO THE MUSIC OF NATIVE AMERICANS, EUROPEAN AMERICANS, AFRICAN AMERICANS, CHICANO/LATINO AMERICANS, AND ASIAN AMERICANS, TRACING THE DEVELOPMENT OF THESE VARIOUS MUSICAL TRADITIONS FROM THEIR HISTORICAL ROOTS TO THEIR INFLUENCE ON CONTEMPORARY AMERICAN MUSIC.

**MUSIC 137**  
**Music as a Business**  
**3 UNITS (A)**

*Lecture 3 hours*

The student learns the skills and knowledge necessary for success in the many careers available in the music industry. Covers the roles of personal managers, agents and attorneys; the process of producing, publishing and copyrighting songs; and record production and marketing.

**MUSIC 152-1**  
**(FORMERLY MUSIC 152)**  
**Current Musical Events I**  
**1 UNIT - (CSU)**

*Laboratory 2 hours*

The student observes live concert performances, developing an understanding of the basic elements of music and acceptable audience behavior.

## COURSE DESCRIPTIONS

### **MUSIC 152-2**

#### **Current Musical Events II**

**1 UNIT (CSU)**

*Laboratory 2 hours*

The student observes and critiques live concert performances, developing an understanding of more advanced elements, styles and forms of music.

### **MUSIC 161**

#### **Introduction to Music Technology**

**3 UNITS (CSU)**

*Lecture 2 hours Laboratory 2 hours*

Advisory: Music 311 and 101

A hands-on introduction to the MIDI and audio technology and software used to record, produce, and notate music in the digital age.

### **MUSIC 180-1**

#### **(FORMERLY MUSIC 180)**

#### **Applied Music Laboratory I**

**1.5 UNITS**

*Laboratory 5 hours*

The student uses departmental practice rooms to enhance appropriate techniques and repertoire for the specific instrument or voice being studied in the co-requisite music course, with an emphasis on the progressive development of skills needed for solo performance. The focus is on playing or singing with precise rhythms, correct pitches and accurate intonation.

### **MUSIC 180-2**

#### **Applied Music Laboratory II**

**1.5 UNITS (CSU)**

*Laboratory 5 hours*

The student uses departmental practice rooms to further enhance appropriate techniques and repertoire for the specific instrument or voice being studied in the co-requisite music course, with an emphasis on the progressive development of skills needed for solo performance. The focus is on playing or singing with the articulation, dynamics, phrasing, and expression appropriate to the literature being studied, and if singing, diction appropriate to texts of the literature.

### **MUSIC 180-3**

#### **Applied Music Laboratory III**

**1.5 UNITS (CSU)**

*Laboratory 5 hours*

The student uses departmental practice rooms to further enhance appropriate techniques and repertoire for the specific instrument or voice being studied in the co-requisite music course, with an emphasis on the progressive development of skills needed for solo performance. The focus is on demonstrating appropriate blend and balance when performing with an accompanist, and playing or singing in a manner suitable to the genre, period, and style of the literature.

### **MUSIC 180-4**

#### **Applied Music Laboratory IV**

**1.5 UNITS (CSU)**

*Laboratory 5 hours*

*Prerequisite: Music 180-3*

*Co-requisite: Music 184*

The student uses departmental practice rooms to further enhance appropriate techniques and repertoire for the specific instrument or voice being studied in the co-requisite music course, with an emphasis on the progressive development of skills needed for solo performance. The focus is on memorizing performance literature and development of repertoire for exit recital and auditions for transfer.

### **MUSIC 181**

#### **Applied Music I**

**0.5 UNIT - (UC: CSU)**

*Laboratory 1 hour.*

*Co-requisite: Music 180-1.*

The student studies appropriate techniques and repertoire for the specific instrument or voice being studied, with an emphasis on the progressive development of skills needed for solo performance. The focus is on playing or singing with precise rhythms, correct pitches and accurate intonation. Achievement is evaluated through a juried performance. For transfer-oriented music majors as determined by the Music Department. (Confirmation of enrollment subject to audition.)

**MUSIC 182**  
**Applied Music II**  
**0.5 UNIT - (UC: CSU)**

*Laboratory 1 hour.*

*Prerequisite: Music 181 with a satisfactory grade or equivalent.*

*Co-requisite: Music 180-1.*

The student studies appropriate techniques and repertoire for the specific instrument or voice being studied, with an emphasis on the progressive development of skills needed for solo performance. The focus is on playing or singing with the articulation, dynamics, phrasing, and expression appropriate to the literature being studied, and if singing, diction appropriate to texts of the literature. Achievement is evaluated through a juried performance. For transfer-oriented music majors as determined by the Music Department. (Confirmation of enrollment subject to audition.)

**MUSIC 183**  
**Applied Music III**  
**0.5 UNIT - (UC: CSU)**

*Laboratory 1 hour.*

*Prerequisite: Music 182 with a satisfactory grade or equivalent.*

*Co-requisite: Music 180-3.*

The student studies appropriate techniques and repertoire for the specific instrument or voice being studied, with an emphasis on the progressive development of skills needed for solo performance. The focus is on demonstrating appropriate blend and balance when performing with an accompanist, and playing or singing in a stylistically appropriate manner suitable to the genre, period, and style of the literature. Achievement is evaluated through a juried performance. For transfer-oriented music majors as determined by the Music Department. (Confirmation of enrollment subject to audition.)

**MUSIC 184**  
**Applied Music IV**  
**0.5 UNIT (UC: CSU)**

*Laboratory 1 hour.*

*Prerequisite: Music 183 with a satisfactory grade or equivalent.*

*Co-requisite: Music 180-4.*

The student studies appropriate techniques and repertoire for the specific instrument or voice being studied, with an emphasis on the progressive development of skills needed for solo performance. The focus is on memorizing performance literature and development of repertoire for exit recital and auditions for transfer. Achievement is evaluated through a juried performance. For transfer-oriented music majors as determined by the Music Department. (Confirmation of enrollment subject to audition.)

**MUSIC 185**  
**Directed Study**  
**1 UNIT (CSU)**

*Lecture 1 hour.*

Vocal and instrumental students pursue directed study on a contract basis under the direction of a supervising instructor.

**MUSIC 200**  
**Introduction to Music Theory**  
**4 UNITS (UC: CSU)**

*Lecture 2 hours Lab 4 hours*

The student writes and recognizes rhythm and meter, basic properties of sound, intervals, diatonic scales and triads, diatonic chords, basic cadential formulas and phrase structure, dominant seventh chords, figured bass symbols, and non-harmonic tones. The student applies and develops these materials through ear training, sight singing, analysis, and dictation. The student also develops skills in handwritten notation.

**MUSIC 201**  
**Harmony I**  
**3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Prerequisite: Music 200 with a satisfactory grade or equivalent.*

*Co-requisite: Music 217-2*

The student writes and analyzes diatonic harmony including primary and secondary triads and the dominant seventh chord. Also includes figured bass and non-harmonic tones, as well as introducing two-part counterpoint, non-dominant seventh chords, secondary dominants and modulation. Students taking this class should also enroll in Music 217-2.

**MUSIC 202**  
**Harmony II**  
**3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Prerequisite: Music 201 with a satisfactory grade or equivalent.*

*Corequisite: Music 218-2*

The student writes and analyzes advanced diatonic and beginning chromatic harmony using seventh chords, modally borrowed chords, sequences, secondary dominants, simple modulations, basic musical forms, and the writing of original compositions. Students enrolling in this class should also enroll in Music 218-2.

# COURSE DESCRIPTIONS

## **MUSIC 203** **Harmony III** **3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Prerequisite: Music 202 with a satisfactory grade or equivalent.*

*Co-requisite: Music 219-2*

The student writes and analyzes advanced chromatic harmony using augmented chords, linear chromatic chords, Neapolitan chords, augmented-sixth chords, chromatic mediants, tall chords, altered chords, and enharmonic and chromatic modulation. The student also writes and analyzes jazz and modal harmony as well as twentieth century techniques including Impressionism, tone rows, set theory, polytonality/pandiatonicism, and advanced meter/rhythm. Students enrolling in this class should also enroll in Music 219-2.

## **MUSIC 217-2** **MUSICIANSHIP 2** **1 Unit (CSU)**

*Laboratory 3 hours*

*Prerequisite: Music 200 with a satisfactory grade or equivalent.*

The student applies and develops the rhythmic, melodic, and harmonic materials of Harmony I (diatonic harmony) through ear training, sight singing, analysis, and dictation.

## **MUSIC 218** **Sight Reading I** **1 UNIT**

*Lecture 1 hour.*

*Prerequisite: Music 200 with a satisfactory grade or equivalent.*

The student will acquire basic skills in sight reading rhythms and melodies. The goal is to acquire sight reading skills necessary for reading, performing, composing and producing music.

## **MUSIC 218-2** **MUSICIANSHIP 3** **1 Unit (CSU)**

*Laboratory 3 hours*

*Prerequisite: Music 217-2 with a satisfactory grade or equivalent.*

*Corequisite: Music 202*

The student applies and develops the rhythmic, melodic, and harmonic materials of Harmony II (advanced diatonic and beginning chromatic harmony) through ear training, sight singing, analysis, and dictation.

## **MUSIC 219-2** **MUSICIANSHIP 4** **1 Unit (CSU)**

*Laboratory 3 hours*

*Prerequisite: Music 218-2 with a satisfactory grade or equivalent.*

*Corequisite: Music 203*

The student applies and develops the rhythmic, melodic, and harmonic materials of Harmony III (advanced chromatic harmony and twentieth century techniques) through ear training, sight singing, analysis, and dictation.

## **MUSIC 221** **Counterpoint I** **3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Prerequisite: Music 202 with a satisfactory grade or equivalent.*

The student studies 18th-century contrapuntal techniques in two, three and four voices, including species counterpoint, invertible counterpoint, motive development and canon and resulting in analysis and composition of two-part inventions, binary dance forms and three and four-part fugue expositions.

## **MUSIC 223** **Twentieth Century Compositional Techniques** **3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Prerequisite: Music 202 with a satisfactory grade or equivalent.*

*The student learns melodic, harmonic and rhythmic techniques of the Twentieth Century, resulting in the writing of original compositions.*

## **MUSIC 224** **Composition** **3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Prerequisite: Music 201 with a satisfactory grade or equivalent.*

The student composes instrumental works based on specific compositional techniques. The student will establish a solid technique in counterpoint, harmony, and instrumentation, resulting in a greater awareness of new compositional ideas and aesthetics. The goal is to apply those techniques and ideas to the development of a personal approach to composition.

**MUSIC 231**  
**Orchestration and Arranging I**  
**3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Prerequisite: Music 202 with a satisfactory grade or equivalent. Advisory: Music 241.*

The student studies instrumentation and beginning orchestration, including writing for various instrumental groups.

**MUSIC 251-1**  
**(FORMERLY MUSIC 251)**  
**Jazz Improvisation Workshop I**  
**1 UNIT (UC: CSU)**

*Laboratory 3 hours*

*Prerequisite: Music 101*

The student improvises and performs level one standard repertoire in a jazz combo setting. Focus is on swing, bebop and blues. For intermediate to advanced jazz instrumentalists only. (Confirmation of enrollment is subject to audition).

**MUSIC 251-2**  
**Jazz Improvisation Workshop II**  
**1 UNIT (UC: CSU)**

*Laboratory 3 hours*

*Prerequisite: Music 251-1*

The student improvises and performs level two standard repertoire in a jazz combo setting. Focus is on modal and pentatonic scales and hard bop style. For intermediate to advanced jazz instrumentalists only. (Confirmation of enrollment is subject to audition).

**MUSIC 251-3**  
**Jazz Improvisation Workshop III**  
**1 UNIT (UC: CSU)**

*Laboratory 3 hours*

*Prerequisite: Music 251-2*

The student improvises and performs level three standard repertoire in a jazz combo setting. Focus is on modern jazz style. For intermediate to advanced jazz instrumentalists only. (Confirmation of enrollment is subject to audition).

**MUSIC 251-4**  
**Jazz Improvisation Workshop IV**  
**1 UNIT (UC: CSU)**

*Laboratory 3 hours*

*Prerequisite: Music 251-3*

The student improvises and performs level four standard repertoire in a jazz combo setting. Focus is on Afro-Cuban and Brazilian jazz styles. For intermediate to advanced jazz instrumentalists only. (Confirmation of enrollment is subject to audition).

**MUSIC 261-1**  
**(FORMERLY MUSIC 261)**  
**Electronic Music Workshop I**  
**3 UNITS (CSU)**

*Lecture 2 hours Laboratory 2 hours*

*Prerequisite: Music 161 and Music 101 with a satisfactory grade or equivalent.*

The student learns advanced electro-acoustic MIDI and computer assisted music techniques for both the Mac and PC platforms. Emphasis is on MIDI and audio sequencing in Pro Tools.

**MUSIC 261-2**  
**Electronic Music Workshop II**  
**3 UNITS (CSU)**

*Lecture 2 hours Laboratory 2 hours*

*Prerequisite: Music 261-1*

The student learns advanced electro-acoustic MIDI and computer assisted music techniques for both the Mac and PC platforms. Emphasis is on advanced editing, beat detective and elastic audio automation.

**MUSIC 261-3**  
**Electronic Music Workshop III**  
**3 UNITS (CSU)**

*Lecture 2 hours Laboratory 2 hours*

*Prerequisite: Music 261-2*

The student learns advanced electro-acoustic MIDI and computer assisted music techniques for both the Mac and PC platforms. Emphasis is on advanced bussing, mastering and signal processing.

**MUSIC 271**  
**Songwriter's Workshop**  
**3 UNITS (CSU)**

*Lecture 3 hours*

*Prerequisites: Music 201 and Music 312 or Music 651*

Students learn the conventions of songwriting including lyrics, melody the relationship of lyrics and music, harmony, and song structure. Students analyze a wide variety of songs and apply the conventions of songwriting in the composition and performance of original songs.

# COURSE DESCRIPTIONS

## **MUSIC 281 COMMERCIAL MUSIC TECHNIQUES I 3 UNITS (CSU)**

Lecture 2 hours Laboratory 2 hours

*Prerequisite: Music 161 and Music 201 with a satisfactory grade or equivalent.*

This is the first in a sequence of courses offering opportunity to develop the techniques of music for commercial applications. Skills in the preparation of music for compact disc production, multimedia applications, audio production techniques, songwriting and stage performance will be emphasized.

## **MUSIC 282 Commercial Music Techniques II 3 UNITS (CSU)**

Lecture 2 hours Laboratory 2 hours

*Prerequisite: Music 281 with a satisfactory grade or equivalent.*

The student continues developing techniques of music for commercial applications. Advanced skills in the preparation of music for compact disc and DVD production, multimedia applications, audio production techniques, songwriting, score realization, stage performance and talent promotion will be emphasized.

## **MUSIC 285 DIRECTED STUDY 3 UNITS (CSU)**

Lecture 2 hour

Vocal and instrumental students pursue directed study on a contract basis under the direction of a supervising instructor.

## **MUSIC 291 MIDI Instrument Instruction I 2 UNITS (CSU)**

Lecture 1 hour. Laboratory 2 hours

*Prerequisite: Music 161 with a satisfactory grade or equivalent. Advisory: Music 261.*

The student develops functional skills to utilize synthesizers, digital keyboards, sequencers, digital audio interface, MIDI controllers, computers and other MIDI equipment.

## **MUSIC 292 MIDI Instrument Instruction II 2 UNITS (CSU)**

Lecture 1 hour. Laboratory 2 hours

*Prerequisite: Music 291 with a satisfactory grade or equivalent.*

The student continues to develop functional skills to utilize MIDI instruments. Emphasis is on advanced MIDI instrument techniques and applications in creative music technology using both MAC and PC computers.

## **MUSIC 311 Piano I 1 UNIT (UC: CSU)**

Laboratory 2 hours

*Open to all students.*

The student receives instruction in basic piano skills with an emphasis on learning to read music, play finger-patterns, scales, chords, and beginning pieces. Students are required to furnish their own headphones.

## **MUSIC 312 Piano II 1 UNIT (UC: CSU)**

Laboratory 2 hours

*Prerequisite: Music 311 with a satisfactory grade or equivalent.*

The student receives continued instruction in basic piano skills emphasizing note reading, simpler major and minor scales in quarter and eighth note patterns, triads, repertoire and memorization. (If prerequisite is not met, enrollment is subject to audition.)

## **MUSIC 313 Piano III 1 UNIT (UC: CSU)**

Laboratory 2 hours

*Prerequisite: Music 312 with a satisfactory grade or equivalent.*

The student receives continued instruction in developing piano skills with increasing emphasis on note reading, major and minor scale techniques, cadences, triads, repertoire from major historical periods, and memorization. (If prerequisite is not met, enrollment is subject to audition.)

## **MUSIC 314 Piano IV 1 UNIT (UC: CSU)**

Laboratory 2 hours

*Prerequisite: Music 313 with a satisfactory grade or equivalent.*

The student receives instruction in piano skills emphasizing major and minor scales; major and minor arpeggios; repertoire from the Baroque, Classical, Romantic, and 20th Century; and memorization. (If prerequisite is not met, enrollment is subject to audition.)

**MUSIC 341-1  
(FORMERLY MUSIC 341)  
Intermediate Piano I  
2 UNITS (UC: CSU)**

*Lecture 1 hour. Laboratory 2 hours*

*Prerequisite: Music 314 with a satisfactory grade or equivalent.*

The student studies, practices, and performs level one intermediate piano repertoire from the Baroque, Classical, Romantic, and Twentieth Century periods selected by the instructor. Repertoire to include the equivalent of Bach inventions, Diabelli sonatinas, Schumann Kinderszenen, and Kabalevsky Op. 27. Technique to include the equivalent of Hanon 60 exercises #1-19, Czerny Op. 100 #10-20, and all melodic minor scales in four octaves with cadences. Public performances are required. For the piano student who has studied for two or more years of private or class piano. (If prerequisite is not met, enrollment is subject to audition.)

**MUSIC 341-2  
Intermediate Piano II  
2 UNITS (UC: CSU)**

*Lecture 1 hour. Laboratory 2 hours*

*Prerequisite: Music 341-1*

The student studies, practices, and performs level two intermediate piano repertoire from the Baroque, Classical, Romantic, and Twentieth Century periods selected by the instructor. Repertoire to include the equivalent of Bach sinfonias, Haydn early sonatas, Chopin mazurkas and Bartok Mikrokosmos Book #3. Technique to include the equivalent of Hanon 60 exercises #20-29, Czerny Op. 100 #20-30, and all major scales in thirds in four octaves with cadences. Public performances are required. For the piano student who has studied for two or more years of private or class piano. (If prerequisite is not met, enrollment is subject to audition.)

**MUSIC 341-3  
Intermediate Piano III  
2 UNITS (UC: CSU)**

*Lecture 1 hour. Laboratory 2 hours*

*Prerequisite: Music 341-2*

The student studies, practices, and performs level three intermediate piano repertoire from the Baroque, Classical, Romantic, and Twentieth Century periods selected by the instructor. Repertoire to include the equivalent of Bach Well Tempered Clavier Book 1, Mozart early sonatas, Mendelssohn Songs without Words Book 1, Shostakovich Preludes, Op. 34. Technique to include the equivalent of Hanon 60 exercises #30-39, Czerny Op. 299 #1-9, and all harmonic minor scales in thirds and arpeggios in four octaves with cadences. Public performances are required. For the piano student who has studied for two or more years of private or class piano. (If prerequisite is not met, enrollment is subject to audition.)

**MUSIC 341-4  
Intermediate Piano IV  
2 UNITS (UC: CSU)**

*Lecture 1 hour. Laboratory 2 hours*

*Prerequisite: Music 341-3.*

The student studies, practices, and performs level four intermediate piano repertoire from the Baroque, Classical, Romantic, and Twentieth Century periods selected by the instructor. Repertoire to include the equivalent of Bach French Suites, Beethoven early sonatas, Schubert impromptus and Prokofiev Visions Fugitives. Technique to include the equivalent of Hanon 60 exercises #40-60, Czerny, Op. 299 #10-20, all melodic minor scales in thirds and arpeggios in four octaves with cadences. Public performances are required. For the piano student who has studied for two or more years of private or class piano. (If prerequisite is not met, enrollment is subject to audition.)

**MUSIC 361-1  
(FORMERLY MUSIC 361)  
Commercial Piano Techniques Workshop  
2 UNITS (CSU)**

*Lecture 1 hour. Laboratory 2 hours*

*Prerequisite: Music 201 and 313 with a satisfactory grade or equivalent.*

The student learns chords and chord progressions used in jazz and popular music styles as applied to the keyboard, focusing on ii7-V7-I progressions and diatonic seventh chords, as well as their applicable commercial chord symbols. (If prerequisites are not met, enrollment is subject to audition.)

**MUSIC 361-2  
Commercial Piano Techniques Workshop II  
2 UNITS (CSU)**

*Lecture 1 hour. Laboratory 2 hours*

*Prerequisite: Music 361-1*

The student learns chords and chord progressions used in jazz and popular music styles as applied to the keyboard, focusing on chromatic seventh chords and sequences, chord extensions and the blues scale. (If prerequisites are not met, enrollment is subject to audition.)

**MUSIC 361-3  
Commercial Piano Techniques Workshop III  
2 UNITS (CSU)**

*Lecture 1 hour. Laboratory 2 hours*

*Prerequisite: Music 361-2*

The student learns chords and chord progressions used in jazz and popular music styles as applied to the keyboard, focusing on comping chords and rhythms, walking bass lines, chord substitutions, and various song forms. (If prerequisite is not met, enrollment is subject to audition.)

## COURSE DESCRIPTIONS

### **MUSIC 361-4**

#### **Commercial Piano Techniques Workshop IV 2 UNITS (CSU)**

Lecture 1 hour. Laboratory 2 hours

Prerequisite: Music 361-3

The student learns chords and chord progressions used in jazz and popular music styles as applied to the keyboard, focusing on comping chords and rhythms, walking bass lines, chord substitutions, and various song forms. (If prerequisite is not met, enrollment is subject to audition.)

### **MUSIC 385**

#### **DIRECTED STUDY**

#### **3 UNITS (CSU)**

Lecture 1 hour.

Vocal and instrumental students pursue directed study on a contract basis under the direction of a supervising instructor.

### **MUSIC 400**

#### **Voice Fundamentals**

#### **1 UNIT (UC: CSU)**

Laboratory 2 hours

This course concentrates on general, basic fundamentals of singing, using vocal exercises and simple songs. Emphasis is placed on developing an understanding of the singing voice, the body as a musical instrument, and the vocal potential of each student.

### **MUSIC 401**

#### **Classical Voice I**

#### **1 UNIT (UC: CSU)**

Laboratory 2 hours

Prerequisite: Music 400 with a satisfactory grade or equivalent.

The student concentrates on general basic fundamentals of singing using vocal exercises and simple arias and art songs in Italian. Italian pronunciation and vocal style will be studied. (If prerequisite is not met, enrollment is subject to audition.)

### **MUSIC 402**

#### **Classical Voice II**

#### **1 UNIT (UC: CSU)**

Laboratory 2 hours

Prerequisite: Music 401 with a satisfactory grade or equivalent.

The student learns the basic fundamentals of singing using vocal exercises, simple arias and art songs in German. German pronunciation and vocal style are studied. (If prerequisite is not met, enrollment is subject to audition.)

### **MUSIC 403**

#### **Classical Voice III**

#### **1 UNIT (UC: CSU)**

Laboratory 2 hours

Prerequisite: Music 402 with a satisfactory grade or equivalent.

The student learns the basic fundamentals of singing using vocal exercises, simple arias and art songs in French. French pronunciation and vocal style are studied. (If prerequisite is not met, enrollment is subject to audition.)

### **MUSIC 404**

#### **CLASSICAL VOICE IV**

#### **1 UNIT (UC: CSU)**

Laboratory 2 hours

Prerequisite: Music 403 with a satisfactory grade or equivalent.

The student learns the fundamentals of singing using more advanced vocal exercises, arias and art songs in French, German and Italian. Focus is on interpretation and pronunciation. (If prerequisite is not met, enrollment is subject to audition.)

### **MUSIC 431**

#### **Commercial Voice I**

#### **1 UNIT (CSU)**

Laboratory 2 hours

Prerequisite: Music 400 with a satisfactory grade or equivalent.

The student concentrates on the basic fundamentals of singing using vocal exercises and songs selected from the commercial song literature. Course includes coaching sessions with class accompanist. (If prerequisite is not met, enrollment is subject to audition.)

### **MUSIC 432**

#### **Commercial Voice II**

#### **1 UNIT - (CSU)**

Laboratory 2 hours

Prerequisite: Music 431 with a satisfactory grade or equivalent.

The student concentrates on the singing voice using more difficult vocal exercises and songs from the many areas of commercial vocal music. Stylistic interpretation and performance practices are emphasized. Coaching sessions with class accompanist are included. (If prerequisite is not met, enrollment is subject to audition.)

**MUSIC 433**  
**Commercial Voice III**  
**1 UNIT (CSU)**

*Laboratory 2 hours*

*Prerequisite: Music 432 with a satisfactory grade or equivalent.*

The more advanced singer concentrates on the study through performance of the stylistic interpretations and performances practices of the many areas of commercial vocal music. Course includes coaching sessions with class accompanist. (If prerequisite is not met, enrollment is subject to audition.)

**MUSIC 434**  
**Commercial Voice IV**  
**1 UNIT (CSU)**

*Laboratory 2 hours*

*Prerequisite: Music 433 with a satisfactory grade or equivalent.*

The advanced singer concentrates on the stylistic interpretations and performance practice of commercial vocal music, focusing on mic technique and the development of a unique personal style. Course includes coaching sessions with class accompanist. (If prerequisite is not met, enrollment is subject to audition.)

**MUSIC 501**  
**College Choir**  
**1 UNIT (RPT 3) (UC: CSU)**

*Laboratory 3 hours*

The student prepares, rehearses and performs selected musical works for beginning choir, focusing on rhythm, intonation, articulation, expression, blend and balance, following the conductor, appropriate performance practice, and professional standards of conduct. (Confirmation of enrollment subject to audition.)

**MUSIC 531**  
**Philharmonic Choir**  
**1 UNIT (RPT 3) (UC: CSU)**

*Laboratory 3 hours*

The student prepares, rehearses and performs selected musical works for a large intermediate choir, focusing on rhythm, intonation, articulation, expression, blend and balance, following the conductor, appropriate performance practice, and professional standards of conduct. (Confirmation of enrollment subject to audition.)

**MUSIC 561**  
**Chamber Chorale**  
**1 UNIT (RPT 3) (UC: CSU)**

*Laboratory 3 hours*

The student prepares, rehearses and performs selected musical works for a small advanced choir, focusing on rhythm, intonation, articulation, expression, blend and balance, following the conductor, appropriate performance practice, and professional standards of conduct. (Confirmation of enrollment subject to audition.)

**MUSIC 601**  
**Brass Instrument Instruction I**  
**2 UNITS (UC: CSU)**

*Lecture 1 hour. Laboratory 2 hours*

The student receives basic instruction on the brass instruments, including trumpet, French horn, trombone and tuba. Some instruments available to loan to enrolled students. Open to all students.

**MUSIC 602**  
**Brass Instrument Instruction II**  
**2 UNITS (UC: CSU)**

*Lecture 1 hour. Laboratory 2 hours*

*Prerequisite: Music 601 with a satisfactory grade or equivalent.*

The student continues brass instrument instruction with emphasis on the development of embouchure, range, endurance and music reading skills. Some instruments available to loan enrolled students. (If prerequisite is not met, enrollment is subject to audition.)

**MUSIC 603**  
**Brass Instrument Instruction III**  
**2 UNITS (UC: CSU)**

*Lecture 1 hour. Laboratory 2 hours*

*Prerequisite: Music 602 with a satisfactory grade or equivalent.*

The student continues brass instrument instruction with increased emphasis in all areas covered. Primary emphasis is on interpretation of more complex rhythmic notation and performance skills. Some instruments available to loan to enrolled students. (If prerequisite is not met, enrollment is subject to audition.)

**MUSIC 604**  
**Brass Instrument Instruction IV**  
**2 UNITS (UC: CSU)**

*Lecture 1 hour. Laboratory 2 hours*

*Prerequisite: Music 603 with a satisfactory grade or equivalent.*

The student continued brass instrument instruction with increased emphasis in all areas covered. Primary emphasis is on interpretation of solo and small ensemble literature. Some instruments available to loan to enrolled students. (If prerequisite is not met, enrollment is subject to audition.)

## COURSE DESCRIPTIONS

### **MUSIC 611**

#### **String Instrument Instruction I 2 UNITS (UC: CSU)**

*Lecture 1 hour. Laboratory 2 hours*

The student receives basic instruction on the string instruments, either violin, viola, cello or bass. Some instruments available to loan to enrolled students. Open to all students.

### **MUSIC 612**

#### **String Instrument Instruction II 2 UNITS (UC: CSU)**

*Lecture 1 hour. Laboratory 2 hours*

*Prerequisite: Music 611 with a satisfactory grade or equivalent.*

The student learns more advanced string instrument techniques with increased emphasis in all areas covered. Primary emphasis is on development of bow and fingering techniques and music reading skills. Some instruments available to loan to enrolled students. (If prerequisite is not met, enrollment is subject to audition.)

### **MUSIC 613**

#### **String Instrument Instruction III 2 UNITS (UC: CSU)**

*Lecture 1 hour. Laboratory 2 hours*

*Prerequisite: Music 612 with a satisfactory grade or equivalent.*

The student learns more advanced string instrument techniques with increased emphasis in all areas covered. Primary emphasis is on development of bow and fingering technique in third position and music reading skills. Some instruments available to loan to enrolled students. (If prerequisite is not met, enrollment is subject to audition.)

### **MUSIC 614**

#### **String Instrument Instruction IV 2 UNITS (UC: CSU)**

*Lecture 1 hour. Laboratory 2 hours*

*Prerequisite: Music 613 with a satisfactory grade or equivalent.*

The student learns more advanced string instrument techniques with increased emphasis in all areas covered. Primary emphasis is on interpretation of advanced solo and small ensemble literature. Some instruments available to loan to enrolled students. (If prerequisite is not met, enrollment is subject to audition.)

### **MUSIC 621**

#### **Woodwind Instrument Instruction I 2 UNITS (UC: CSU)**

*Lecture 1 hour.*

*Laboratory 2 hours*

The student learns basic woodwind instrument techniques. Includes flute, oboe, clarinet, bassoon and saxophone. Some instruments available to loan to enrolled students. Open to all students.

### **MUSIC 622**

#### **Woodwind Instrument Instruction II 2 UNITS (UC: CSU)**

*Lecture 1 hour. Laboratory 2 hours*

*Prerequisite: Music 621 with a satisfactory grade or equivalent.*

The student learns more advanced woodwind instrument techniques with increased emphasis in all areas covered. Primary emphasis is on embouchure development, range, endurance and music reading skills. Some instruments available to loan to enrolled students. (If prerequisite is not met, enrollment is subject to audition.)

### **MUSIC 623**

#### **Woodwind Instrument Instruction III 2 UNITS (UC: CSU)**

*Lecture 1 hour. Laboratory 2 hours*

*Prerequisite: Music 622 with a satisfactory grade or equivalent.*

The student learns more advanced woodwind instrument techniques with increased emphasis in all areas covered. Primary emphasis is on interpretation of more complex rhythmic notation and performance skills. Some instruments available to loan to enrolled students. (If prerequisite is not met, enrollment is subject to audition.)

### **MUSIC 624**

#### **Woodwind Instrument Instruction IV 2 UNITS (UC: CSU)**

*Lecture 1 hour. Laboratory 2 hours*

*Prerequisite: Music 623 with a satisfactory grade or equivalent.*

The student learns more advanced woodwind instrument techniques with increased emphasis in all areas covered. Primary emphasis is on interpretation of advanced solo and small ensemble literature. Some instruments available to loan to enrolled students. (If prerequisite is not met, enrollment is subject to audition.)

## **MUSIC 631**

### **Percussion Instrument Instruction I**

**2 UNITS (UC: CSU)**

*Lecture 1 hour. Laboratory 2 hours*

The student learns basic rhythms, rudiments, beginning notation and meters as applied to the snare drum and related percussion instruments.

## **MUSIC 632**

### **Percussion Instrument Instruction II**

**2 UNITS (UC: CSU)**

*Lecture 1 hour. Laboratory 2 hours*

*Prerequisite: Music 631 with a satisfactory grade or equivalent.*

The student continues with basic rhythms, rudiments, beginning notation and meters as applied to the snare drum and related percussion instruments. (If prerequisite is not met, enrollment is subject to audition.)

## **MUSIC 633**

### **Percussion Instrument Instruction III**

**2 UNITS (UC: CSU)**

*Lecture 1 hour. Laboratory 2 hours*

*Prerequisite: Music 632 with a satisfactory grade or equivalent.*

The student receives intermediate instruction on percussion instruments and develop greater skill in the reading of percussion notation and in the playing of drum set. (If prerequisite is not met, enrollment is subject to audition.)

## **MUSIC 634**

### **Percussion Instrument Instruction IV**

**2 UNITS (UC: CSU)**

*Lecture 1 hour. Laboratory 2 hours*

*Prerequisite: Music 633 with a satisfactory grade or equivalent.*

The advanced student develops greater skill in the reading of percussion notation and in the playing of drum set as it relates to contemporary funk styles. (If prerequisite is not met, enrollment is subject to audition.)

## **MUSIC 650**

### **Beginning Guitar**

**2 UNITS (UC: CSU)**

*Lecture 1 hour. Laboratory 2 hours*

*(Student must provide own guitar.)*

The student learns basic positioning of body and hands, music notation and reading, finger picking and chord accompaniment. Designed for students with no previous musical training. Student must provide own guitar.

## **MUSIC 651**

### **Classical Guitar I**

**2 UNITS (UC: CSU)**

*Lecture 1 hour. Laboratory 2 hours*

*Prerequisite: Music 650 with a satisfactory grade or equivalent.*

*(Student must provide own guitar.)*

The student reinforces fundamental music reading, right and left hand playing techniques and performance of elementary solo guitar compositions. For students who wish to continue beyond the beginning level. Student must provide own guitar. (If prerequisite is not met, enrollment is subject to audition.)

## **MUSIC 652**

### **Classical Guitar II**

**2 UNITS (UC: CSU)**

*Lecture 1 hour. Laboratory 2 hours*

*Prerequisite: Music 651 with a satisfactory grade or equivalent.*

*(Student must provide own guitar.)*

The student performs intermediate level exercises and solos. For students who want to progress further into more technically demanding compositions. Student must provide own guitar. (If prerequisite is not met, enrollment is subject to audition.)

## **MUSIC 653**

### **Classical Guitar III**

**2 UNITS (UC: CSU)**

*Lecture 1 hour. Laboratory 2 hours*

*Prerequisite: Music 652 with a satisfactory grade or equivalent.*

*(Student must provide own guitar.)*

The student performs compositions of greater harmonic and technical complexity. For intermediate to advanced students who wish to probe deeper into analysis and performance practices of the classical guitarist. Student must provide own guitar. (If prerequisite is not met, enrollment is subject to audition.)

## **MUSIC 654**

### **Classical Guitar IV**

**2 UNITS (UC: CSU)**

*Lecture 1 hour. Laboratory 2 hours*

*Prerequisite: Music 653 with a satisfactory grade or equivalent.*

*(Student must provide own guitar.)*

The student analyzes, prepares and performs advanced compositions for classical guitar, incorporating the full range of classical guitar techniques. Musicianship and aesthetics of music are considered in depth. Ensembles of various sizes prepare and perform music from all eras.

## COURSE DESCRIPTIONS

### **MUSIC 655**

#### **Classical Guitar V 2 UNITS (CSU)**

*Lecture 1 hour. Laboratory 2 hours*

*(Student must provide own guitar.)*

*Prerequisite: Music 654 with a satisfactory grade or equivalent.*

The student performs advanced compositions of greater harmonic and technical complexity. For advanced students who wish to probe deeper into analysis and performance practices of the classical guitarist. Student must provide own guitar.

### **MUSIC 670**

#### **Fingerboard Harmony 2 UNITS (CSU)**

*Laboratory 2 hours*

Students further their understanding of chord construction and progressions on the guitar. (If prerequisite is not met, enrollment is subject to audition.)

### **MUSIC 705**

#### **Chamber Music 1 UNIT (RPT 3) (UC: CSU)**

*Laboratory 3 hours*

The student prepares, rehearses and performs selected musical works for chamber music, focusing on rhythm, articulation, expression, blend and balance, appropriate performance practice, and professional standards of conduct. (Confirmation of enrollment subject to audition.)

### **MUSIC 711**

#### **Rehearsal Orchestra 1 UNIT (RPT 3) (UC: CSU)**

*Laboratory 3 hours*

The student prepares, rehearses and performs selected musical works for orchestra, focusing on rhythm, intonation, articulation, expression, blend and balance, following the conductor, appropriate performance practice, and professional standards of conduct. (Confirmation of enrollment subject to audition.)

### **MUSIC 725**

#### **Community Orchestra 1 UNIT (RPT 3) (UC: CSU)**

*Laboratory 3 hours*

The student prepares, rehearses and performs selected large musical works for orchestra, focusing on rhythm, intonation, articulation, expression, blend and balance, following the conductor, appropriate performance practice, and professional standards of conduct. (Confirmation of enrollment subject to audition.)

### **MUSIC 751**

#### **Wind Ensemble 1 UNIT (RPT 3) (UC: CSU)**

*Laboratory 3 hours*

The student prepares, rehearses and performs selected musical works for wind ensemble, focusing on rhythm, intonation, articulation, expression, blend and balance, following the conductor, appropriate performance practice, and professional standards of conduct. (Confirmation of enrollment subject to audition.)

### **MUSIC 765**

#### **Percussion Ensemble 1 UNIT (RPT 3) (UC: CSU)**

*Laboratory 3 hours*

The student prepares, rehearses and performs selected musical works for percussion ensemble, focusing on rhythm, articulation, expression, blend and balance, following the conductor, appropriate performance practice, and professional standards of conduct. (Confirmation of enrollment subject to audition.)

### **MUSIC 771**

#### **Guitar Ensemble 1 UNIT (RPT 3) (UC: CSU)**

*Laboratory 3 hours*

The student prepares, rehearses and performs selected musical works for guitar ensemble, focusing on rhythm, intonation, articulation, expression, blend and balance, following the conductor, appropriate performance practice, and professional standards of conduct. (Confirmation of enrollment subject to audition.)

### **MUSIC 781**

#### **Studio Jazz Band 1 UNIT (RPT 3) (UC: CSU)**

*Laboratory 4 hours*

The student prepares, rehearses and performs selected musical works for jazz band, focusing on rhythm, intonation, articulation, expression, blend and balance, following the conductor, improvisation of solos, and professional standards of conduct. (Confirmation of enrollment subject to audition.)

### **MUSIC 911**

#### **Cooperative Education - Music 1 UNIT (CSU)**

*Lecture 1 hour*

*Advisories: Music 101 and 161*

Students receive credit for approved internships with an employer in the music industry. The work site must be approved by the Department Chair.

**MUSIC 921**  
**Cooperative Education - Music**  
**2 UNITS (CSU)**

*Lecture 2 hours*

*Advisories: Music 101 and 161*

Students receive credit for approved internships with an employer in the music industry. The work site must be approved by the Department Chair.

**MUSIC 931**  
**Cooperative Education - Music**  
**3 UNITS (CSU)**

*Lecture 3 hours*

*Advisories: Music 101 and 161*

Students receive credit for approved internships with an employer in the music industry. The work site must be approved by the Department Chair.

**MUSIC 941**  
**Cooperative Education - Music**  
**1 UNIT (CSU)**

*Lecture 4 hours*

*Advisories: Music 101 and 161*

Students receive credit for approved internships with an employer in the music industry. The work site must be approved by the Department Chair.

**NURSING SCIENCE 100**  
**Transition from LVN to RN**  
**2 UNITS**

*Lecture 2 hours*

Eligible Licensed Vocational Nurses (LVN) participate in this bridge course to prepare for transition to the Registered Nurse (RN) program. Students learn and apply theory and skills in the following areas; role transition from LVN to RN, Professional Nursing, Nursing Process, Roy Adaptation Model and Maslow's Hierarchy of Needs, communication skills, ethical and legal issues affecting nursing practice, cultural assessment techniques, pharmacology, and dosage calculation.

**NURSING 100**  
**Certified Nursing Assistant**  
**5 UNITS**

*Lecture 3 hours. Laboratory 6 hours.*

This course is approved by the State of California. Students will be prepared to perform basic nursing tasks and educated about the roles and responsibilities of the Certified Nurse Assistant. Students perform skill that include principles of safety, infection control and basic patient care practices. Students who successfully complete the course are eligible to take the State Certification Examination.

**NURSING 101**  
**Home Health Aide**  
**2 UNITS**

*Lecture 1.5 hours. Laboratory 1.25 hours.*

*Prerequisite: Nursing 100.*

Students learn to provide comfort, hygiene, nutrition, elimination, sleep and rest care activities to clients. Emphasis is on the role of the home health aide, interpretation of client needs, personal-care services, nutrition and cleaning and care tasks in the home. The Certified Nursing Assistant (CNA) will be prepared as a Home Health Aide (HHA) to perform in-home care to patients and assist them with activities of daily living. This course is approved by the State of California.

**NURSING, REGISTERED 103**  
**Nursing Pharmacology**  
**1 UNIT (CSU)**

*Lecture 1 hour.*

*Prerequisite: Admission to Nursing program.*

*Co-requisite: Nursing, Registered 104.*

First semester nursing students acquire introductory knowledge about the most frequently prescribed medications, their side effects, and possible interactions that are used in health care setting today.

**NURSING, REGISTERED 104**  
**Nursing Foundations**  
**4 UNITS (CSU)**

*Lecture 2 hours Laboratory 6 hours*

*Prerequisite: Math 115, English 101, Sociology 1, Communication Studies 101, Psych 1, 41, Physiology 1, Anatomy 1 and Microbiology 20.*

Students acquire introductory knowledge about theoretical concepts and fundamental skills in nursing that are required for safe patient care. Students also learn and apply the Roy Adaptation Model nursing process as the conceptual framework for practice. Then students develop enhanced critical thinking and psychomotor skills during the clinical component.

## COURSE DESCRIPTIONS

### **NURSING, REGISTERED 105**

#### **Beginning Medical-Surgical Nursing 5 UNITS (CSU)**

*Lecture 2.5 hours Laboratory 7.5 hours*

*Prerequisite: Nursing, Registered 104 with a satisfactory grade.*

Students will develop introductory knowledge and understanding of common medical-surgical health problems, using knowledge about the Roy Adaptation Model nursing process. This framework will be used for implementing nursing care. Theoretical concepts and nursing skills will be applied by the students in a clinical setting.

### **NURSING, REGISTERED 106**

#### **Nursing Care of the Childbearing Family 4 UNITS (CSU)**

*Lecture 2 hours Laboratory 6 hours*

*Prerequisite: Nursing, Registered 105 with a satisfactory grade.*

Students learn to assess and care for women through the lifespan and newborns, with emphasis on reproductive health and the childbearing years, healthy neonates, and women's health. Utilizing the Roy Adaptation model, the nursing process, and QSEN competencies, family-centered care is emphasized, including identification of the bio-psycho-social needs, as well as cultural diversity, of patients and families. Students will apply concepts that include the disease process, medical treatments, nursing responsibilities, and interventions, cultural, ethical, and legal issues to the childbearing family.

### **NURSING, REGISTERED 107**

#### **Nursing Care of the Pediatric Client 4 UNITS (CSU) (RPT 1)**

*Lecture 2 hours Laboratory 6 hours*

*Prerequisite: Nursing, Registered 105 with a satisfactory grade.*

Utilizing the Roy Adaptation Model and the nursing process, students in pediatric nursing focus on the nursing care of children of various ages and their families. The student applies concepts that include disease process, medical treatments, nursing responsibilities, interventions, cultural, ethical, and legal issues to the pediatric population.

### **NURSING, REGISTERED 108**

#### **Nursing Care of the Client with Psychosocial Needs 4 UNITS (CSU)**

*Lecture 2 hours Laboratory 6 hours*

*Prerequisite: Nursing, Registered 107 with a satisfactory grade and approved second year status in RN program.*

The student correlates theoretical knowledge and clinical experience in the care of the psychiatric patient in the acute care facility. Emphasis will be on the holistic care of clients with mental health problems, cognitive disorders, and/or difficulties in coping with problems of daily living.

### **NURSING, REGISTERED 109**

#### **Intermediate Medial - Surgical Nursing 5 UNITS (CSU)**

*Lecture 2.5 hours Laboratory 7.5 hours*

*Prerequisite: Nursing, Registered 106 and Nursing, Registered 107 with a satisfactory grade and approved second year status in RN program.*

Students identify and manage the needs of the older adult client possessing complex medical-surgical health problems. Students focus on the bio-psycho-social impact of illness across the life span and nursing interventions to promote client adaptation. Students also apply theoretical concepts during concurrent clinical experience.

### **NURSING, REGISTERED 110**

#### **Advanced Medical-Surgical Nursing 5 UNITS (CSU)**

*Lecture 2.5 hours Laboratory 7.5 hours*

*Prerequisite: Nursing, Registered 108 and Nursing, Registered 109 with a satisfactory grade.*

In this advanced nursing course, students will learn to understand and apply advanced theoretical and clinical concepts in the care of critically ill adult, older adult, and pediatric medical-surgical patients with complex problems. Student acquires translational knowledge about complex concepts that include ECG monitoring, beginning ventilator management, hemodynamic monitoring, care of the client with multisystem failure, and nursing care in emergency situations. Students will apply theoretical knowledge across all specialty care settings.

### **NURSING, REGISTERED 111**

#### **Nursing Leadership and Management 4 UNITS (CSU)**

*Lecture 2 hours Laboratory 6 hours*

*Prerequisite: Nursing, Registered 110 with a satisfactory grade.*

Nursing students will explore, apply the legal, ethical and current issues and trends that affect the Registered Nurse today within the context of the Roles of Practice. Students will complete a 96 hours of clinical preceptorship and 12 hours of community home health.

**NURSING, REGISTERED 115**  
**Nursing Skills Competency I**  
**1 UNIT - (CSU)**

*Laboratory 3 hours*

*Co-requisite: Nursing, Registered 104.*

Updated- The students will participate in this weekly three-hour adjunct laboratory course to practice procedures and skills learned in concurrent Fundamentals and Beginning Medical-Surgical Nursing theory and clinical lab courses.

**NURSING, REGISTERED 116**  
**Nursing Skills Competency II**  
**1 UNIT (CSU)**

*Laboratory 3 hours*

*Prerequisite: Nursing, Registered 105 with a satisfactory grade.*

The student participates in this weekly 3 hour adjunct, laboratory course to practice procedures and skills learned in concurrent Childbearing Family and Pediatric theory and clinical courses.

**NURSING, REGISTERED 117**  
**Nursing Skills Competency III**  
**1 UNIT (CSU)**

*Laboratory 3 hours*

*Prerequisite: Nursing, Registered 107 with a satisfactory grade and approved second year status in RN program.*

Third semester nursing students practice and enhance both mental health and medical-surgical nursing skills.

**OCEANOGRAPHY 1**  
**Introduction To Oceanography**  
**3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Advisory: English 28 and 67 or equivalent.*

The student receives a general introduction to the origin of the universe, plate tectonics, ocean basins, water, beaches, tides, and the overall uses and abuses of the ocean by human beings.

**PHILOSOPHY 1**  
**Introduction to Philosophy I**  
**3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Advisories: English 28 and 67 or equivalent*

Students discuss questions, including their relevance to our daily lives, such as the following: Does life have meaning? Does God exist? Do we have free will? Can we trust our senses?

**PHILOSOPHY 5**  
**Critical Thinking and Composition**  
**3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Prerequisite: ENGLISH 101 with a satisfactory grade or better or equivalent.*

The student develops critical thinking skills necessary for evaluating and formulating argumentative/persuasive essays. Instruction in writing is a central focus of this course.

**PHILOSOPHY 6**  
**Logic in Practice**  
**3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Advisories: English 28 and 67 or equivalent*

Students apply logical principles and critical thinking to everyday life in such areas as advertising, news reports, and editorials.

**PHILOSOPHY 8**  
**Deductive Logic**  
**3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Advisory: English 28 and 67; and Philosophy 6*

This introductory logic class, which is open to all students, is designed to develop the student's ability to think critically and to reason correctly. Attention will be given to both formal and informal logic.

**PHILOSOPHY 9**  
**Symbolic Logic I**  
**3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Advisories: English 28 and 67 or equivalent; and Philosophy 6.*

The student learns to translate, analyze and evaluate arguments in modern symbolic logic by employing the principles and methods of propositional and predicate logic.

**PHILOSOPHY 14**  
**History of Modern European Philosophy**  
**3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Advisory: Philosophy 1 and Eligibility for English 28 and 67 or equivalent*

Students receive instruction in the development of the ideas which shape the modern mind. The individual's relationship to the state, to his/her fellow human beings and to the universe will be explored in the works of modern philosophers.

# COURSE DESCRIPTIONS

## **PHILOSOPHY 20**

### **Ethics**

**3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Advisory: Eligibility for English 28 and 67 or equivalent*  
The student learns the major historical and contemporary ethical theories, as well as a discussion and analysis of current moral issues.

## **PHILOSOPHY 30**

### **Asian Philosophy**

**3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Advisory: Eligibility for English 28 and 67 or equivalent*  
Students distinguish between the major philosophies of India, China and Japan, including Hinduism, Buddhism, Confucianism and Taoism. Consideration is given to the differences between Eastern and Western thought.

## **PHILOSOPHY 32**

### **Philosophy of Religion (formerly Philosophy 27)**

**3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Advisory: Philosophy 1 and Eligibility for English 28 and 67 or equivalent*  
The student learns the significant philosophical issues and theories, both historical and contemporary. The course emphasizes the exposition, discussion and analysis of the rationality of religious beliefs.

## **PHILOSOPHY 40**

### **Introduction To The Philosophy of Art**

**3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Advisory: Eligibility for English 28 and 67 or equivalent.*  
Students learn various philosophical theories regarding the nature of art, 'beauty' and the aesthetic experience.

## **PHOTOGRAPHY 1**

### **Elementary Photography**

**6 UNITS (CSU)**

*Lecture 3 hours, Laboratory 9 hours*

*Prerequisite: Photography 10 with a satisfactory grade.*  
The student learns all phases of professional techniques, emphasizing view camera operation, exposure and development control of film, printing for optimum technical and aesthetic values, basic lighting techniques, theory of photographic processes, and basic sensitometry. Estimated material cost is approximately \$300. Owning a professional quality light meter is recommended. Owning medium format or 4x5 camera equipment is not essential. This is a required course for photography majors.

## **PHOTOGRAPHY 7**

### **Exploring Digital Photography**

**3 UNITS (CSU)**

*Lecture 2 hours Laboratory 3 hours*

The student learns the uses and applications of professional digital SLR cameras in this introductory course. Camera controls, elements of composition, and photographing with natural light will be stressed. Professional digital cameras may be provided by the department for student usage. Students may use their own cameras to supplement assignments. Owning a digital camera is not a requirement but is highly recommended.

## **PHOTOGRAPHY 10**

### **Beginning Photography**

**3 UNITS (UC: CSU)**

*Lecture 2 hours, Laboratory 3 hours*

The student learns the basic principles of black and white analog photography from the mechanical creation of the image with camera and film to enlarging the photograph for display, while applying the guidelines of composition, communication and self-expression. 35mm single lens camera required. Automatic cameras are OK, but they must have manual shutter speed and lens opening capability. An approximate supply cost is \$175. Student must attend the first lecture meeting, or be replaced by students wishing to add. The first scheduled class is the first lecture meeting. Labs will meet only after announced in lecture class. This is a traditional darkroom class.

## **PHOTOGRAPHY 15**

### **Fundamentals of Portraiture**

**3 UNITS (CSU)**

*Lecture 2 hours Laboratory 3 hours*

*Prerequisite: Photography 1 or Photography 107 with a satisfactory grade.*

Students learn to create individualized portraits utilizing a wide variety of traditional lighting styles both on location with available light, and in the studio with professional tungsten lighting and electronic strobes. Students learn how model selection, posing techniques, wardrobe, props, locations and other factors contribute to the total professional portrait. Students will make portraits of individuals, couples and groups. Students learn to make decisions regarding camera format including digital and film, printing and presentation.

**PHOTOGRAPHY 20**  
**Beginning Photojournalism**  
**4 UNITS (CSU)**

*Lecture 2 hours Laboratory 6 hours.*

*Advisory: Photography 7.*

Students learn photography for publications, including magazines, wire services, print and online newspapers and campus publications. The primary emphasis is on digital photography and its use in the journalism and publication worlds. Students practice using cameras and computers, correctly applying the techniques of instruction to photo journalistic methods and visual news gathering.

**PHOTOGRAPHY 22**  
**Creative Photo-Vision**  
**3 UNITS (A)**

*Lecture 2 hours Laboratory 3 hours*

*Prerequisite: Photography 1 with a satisfactory grade.*

*Advisory: Photography 107*

The student learns sensitive seeing through avenues of self-expression in nontraditional photographic techniques including non-silver processes, collage, hand-coloring, serial imagery and other alternative processes. The student explores the creative and artistic applications of the materials and processes of silver and non-silver photography. Emphasis is placed on the combining of technical skill with the aesthetic and expressive use of the media.

**PHOTOGRAPHY 34**  
**History of Photography**  
**3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Advisory: English 28 and 67 or equivalent*

Students recognize and identify the major historical developments of in photography including major technological inventions and advancements, styles and movements, and important photographers from 1826 through 1960. Special attention is paid to the impact of the photographic image and how it has shaped modern art and culture worldwide.

**PHOTOGRAPHY 46**  
**Photographic Digital Imaging**  
**3 UNITS (CSU)**

*Lecture 2 hours. Laboratory 3 hours*

In this beginning course, students will utilize Adobe Photoshop tools to solve practical photographic problems such as color and tonal correction and retouching. Students will also learn non-destructive image editing techniques to maintain the highest quality images possible and will correctly prepare files for both print and web output.

**PHOTOGRAPHY 49**  
**Advanced Photographic Digital Imaging**  
**6 UNITS (CSU)**

*Lecture 3 hours Laboratory 9 hours*

*Prerequisite: Photography 46 with a satisfactory grade.*

*(see "Health Advisory" under Certificate Programs)*

Students learn advanced digital imaging/Photoshop techniques which will incorporate the use of computers and photographic digital software to alter, enhance, and create new images that can be output to print and digital media. Detailed instruction in the application of Adobe Photoshop will be covered. Development of concept and design, and the use of photographic images are emphasized. Creation of specialized projects will integrate digital image manipulation, compositing/collaging, retouching, editing and other specialized Photoshop techniques.

**PHOTOGRAPHY 50**  
**Specialty Fields**  
**3 UNITS (A)**

*Laboratory 9 hours*

*Prerequisite: Photography 1 or 107 with a satisfactory grade or instructor's approval of advanced level portfolio.*

The advanced student contracts with the instructor to produce an independent study photography project that is the basis of a free-lance, photojournalistic, commercial or fine art photographic portfolio. The student designs a portfolio based on individual concepts and goals under the guidance of the instructor.

## COURSE DESCRIPTIONS

### **PHOTOGRAPHY 107**

#### **Intermediate Digital Photography 3.00 UNITS (CSU)**

*Lecture 2 hours. Laboratory 3 hours*

*Prerequisite: Photo 7 and Photo 46.*

The student learns all levels of digital imagery workflow, from image ingestion through pre-production, production, delivery and archiving while working on course projects. Prerequisites: Photo 7 and Photo 46 with a grade of C or better.

### **PHYSICS 6**

#### **General Physics I 4 UNITS (UC: CSU)**

*Lecture 3 hours Laboratory 3 hours*

*Prerequisite: Math 240*

Students learn the fundamentals of Newtonian physics, such as mechanics, heat and sound. This course is designed for majors in Health and Life Sciences, Architecture, and all those needing a one-year course in college physics requiring trigonometry but not calculus.

### **PHYSICS 7**

#### **General Physics II 4 UNITS (UC: CSU)**

*Lecture 3 hours Laboratory 3 hours*

*Prerequisite: Physics 6 with a satisfactory grade or equivalent.*

Students learn the later developments of physics leading through electricity and magnetism to optics, relativity and quantum theory, atomic and nuclear physics. This course is designed for majors in Health and Life Sciences, Architecture, and all those needing a one-year course in college physics requiring trigonometry but not calculus.

### **PHYSICS 11**

#### **Introductory Physics 4 UNITS (UC: CSU)**

*Lecture 3 hours Laboratory 3 hours*

*Prerequisite: Mathematics 240 with a satisfactory grade or equivalent.*

*Advisory: English 28 and 67.*

*Credit allowed for only one of Physics 11 or 12.*

This general introductory course with laboratory serves as the prerequisite for Physics 101, 6, 21, and for the health career programs. It is aimed at developing physical intuition, problem solving techniques and laboratory procedures. It is not open to students who have had a college course in physics. Those needing only one semester of laboratory science should consider enrolling in Physics 12.

### **PHYSICS 12**

#### **Physics Fundamentals 3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Advisory: English 28 and 67 or equivalent.*

Students learn a practical and historical overview of basic physics, including laws of motion, properties of matter, heat, sound, electricity and magnetism, light, atomic and nuclear physics, and relativity, and is reminded of their role in technology and culture today. No mathematical preparation is needed. If a student wishes to transfer this as a lab science course, the student must also complete Physics 14.

### **PHYSICS 14**

#### **Physics 14 Laboratory 1 UNIT (UC: CSU)**

*Laboratory 3 hours*

*Co-requisite: Physics 12. Advisory: English 21*

The student will learn to use basic laboratory techniques to understand and apply simple physical laws and concepts, including the use of graphs, calculators and simple measurements to understand and measure the speed of sound, forces, densities, velocities, indexes of refraction, specific heats, and verify Hooke's Law, Boyle's law, and Ohm's Law. When taken with or after Physics 12, it completes the units requirement for a Natural Science course with laboratory.

### **PHYSICS 21**

#### **General Physics I with Calculus 4 UNITS (UC: CSU)**

*Lecture 3 hours Laboratory 3 hours*

*Prerequisite: Physics 11 with a satisfactory*

*Co-requisite: Mathematics 261.*

*Advisory: English 21 or equivalent.*

Physics 21 is the first of a two-semester, calculus-based, sequence of general physics courses. (Physics 22 completes the sequence.) This sequence is recommended and designed for Pre-medical students, Life Science students and other students that require a two-semester, calculus based, sequence of physics courses. Topics covered in Physics 21 include mechanics, waves and fluids, with an emphasis on applications to the life sciences.

## PHYSICS 22

### General Physics II with Calculus 4 UNITS (UC: CSU)

*Prerequisites: Physics 21 with a satisfactory grade or equivalent.*

*Lecture 3 hours Laboratory 3 hours*

Life-sciences students, premedical students, and other students that require a two-semester calculus-based sequence of physics courses can benefit from this course. Topics covered in Physics 22 include thermodynamics, electricity and magnetism, optics, and atomic and nuclear physics. There is an emphasis on applications to the life sciences.

## PHYSICS 101

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

*Lecture 3 hours Laboratory 6 hours*

*Prerequisite: Mathematics 261.*

*Advisory: Physics 11.*

The student learns the fundamental principles and applications of Newton's Laws in classical mechanics, including motion in one and two dimensions, gravitation, rotation, energy, momentum, periodic motion, and fluid mechanics at the beginning calculus level of mathematics. The laboratory includes both quantitative and qualitative experiments that permit students to verify, illustrate, and deduce various laws of physics.

## PHYSICS 102

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

**Lecture 3 hours Laboratory 6 hours**

*Prerequisite: Physics 101 with a satisfactory grade or equivalent.*

*Co-requisite: Concurrent enrollment in Mathematics 262, unless taken previously.*

Physics 102 continues the study of physics begun in PHYSICS 101. In PHYSICS 102 students learn the topics of introductory thermodynamics (temperature, heat, heat engines, entropy and other topics), and electricity and magnetism (electric forces, electric fields, potential, magnetism, magnetic forces and fields, capacitance, resistance, inductance, DC and AC circuits and other topics). The laboratory includes both quantitative and qualitative experiments which permit students to verify, illustrate and deduce the laws of physics related to the topics discussed.

## PHYSICS 103

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

*Lecture 3 hours Laboratory 6 hours*

*Prerequisite: Physics 102 with a satisfactory grade or equivalent.*

*Co-requisite: Concurrent enrollment in Mathematics 263, unless taken previously.*

Physics 103 concludes the introductory sequence begun in PHYSICS 101 and 102. In PHYSICS 103 students learn the topics of mechanical waves, electromagnetic waves, light and optics, relativity, introductory quantum mechanics, atomic and nuclear physics. Topics in molecular and condensed matter as well as particle physics may also be included. The laboratory includes both quantitative and qualitative experiments which enable students to verify, illustrate, and deduce some of the laws of physics that apply to the topics covered.

## PHYSICS 161

### Astrophysics and Cosmology 3 UNITS (UC: CSU)

*Lecture 3 hours*

*Prerequisite: Physics 101 with a satisfactory grade or equivalent.*

*Co-requisite: Concurrent enrollment in Physics 102.*

Students learn various aspects of astrophysics and cosmology, including elements of general relativity, the physics of pulsars, cosmic rays, and black holes. Topics include the cosmological distance scale, elementary cosmological models, and the mass density and age of the universe. Evidence for dark matter and concepts of the early universe and of galaxy formation are also presented. The student reflects on astrophysics as a probe of the extremes of physics.

### PHYSICS 185 DIRECTED STUDY – 1 UNIT (CSU)

### PHYSICS 285 DIRECTED STUDY – 2 UNITS (CSU)

### PHYSICS 385 DIRECTED STUDY – 3 UNITS (CSU)

*Prerequisite: Signature of Instructor and Science and Mathematics classes appropriate to the research to be undertaken.*

*Lecture 1 hour per unit.*

Allow students to pursue Directed Study on a contract basis under the direction of a supervising instructor. Refer to the "Directed Study" section of this catalog for additional information.

Credit Limit: A maximum of 3 UNITS in Directed Study may be taken for credit.

# COURSE DESCRIPTIONS

## **PHYSIOLOGY 1**

### **Introduction to Human Physiology**

**4 UNITS (UC: CSU)**

*Lecture 3 hours Laboratory 3 hours*

*Prerequisite: Anatomy 1 with a satisfactory grade or equivalent.*

*Advisory: English 21*

Students examine and learn the general principles of physiology with special emphasis upon the human body.

## **POLITICAL SCIENCE 1**

### **The Government of the United States**

**3 UNITS (UC: CSU)**

*Lecture 3 hours*

An introduction to United States and California government and politics, including their constitutions, political institutions and processes, and political actors. Examination of political behavior, political issues, and public policy.

## **POLITICAL SCIENCE 2**

### **Modern World Governments**

**3 UNITS (UC: CSU)**

*Lecture 3 hours*

Students survey several countries around the world focusing on the 'Third World' and questions of globalization, democracy, political and economic development and major theories and concepts in comparative politics.

## **POLITICAL SCIENCE 5**

### **The History of Western Political Thought**

**3 UNITS (UC: CSU)**

*Lecture 3 hours*

Examination of various theoretical approaches to politics and of basic political problems and proposed solutions: Analysis of selected political theories, relevance of theory to contemporary problems, and new approaches to political thought.

## **POLITICAL SCIENCE 7**

### **Contemporary World Affairs**

**3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Advisory: English 28 or equivalent.*

An introduction to international relations theory with an examination of national, international, transnational, and sub-national actors and their institutions, interactions and processes as they relate to global issues.

## **POLITICAL SCIENCE 14**

### **Government and Politics in the Middle East**

**3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Prerequisite: English 28 and 67.*

Students survey the domestic, regional, and international factors which shape the political landscape of the Middle East. They identify and explain sources of instability and violence in the region by focusing on the processes of state building and state disintegration. In addition, in a comparative context, they investigate particular experiences of Middle Eastern countries concerning the nature, roots, and historical evolution of the region's regimes, nationalism, leadership, and institutions. The approach is thematic, not chronological.

## **POLITICAL SCIENCE 19**

### **Women in Politics**

**3 UNITS (UC: CSU)**

*Lecture 3 hours*

Students learn political theories and public policies which shape the various possibilities and strategies for women's political participation in the United States and elsewhere. They also examine the political institutions, processes, and problems of the national, state, and local government.

## **PSYCHOLOGY 1**

### **General Psychology I**

**3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Advisory: English 28 and 67*

Students learn the psychological principles behind behaviors such as learning, motivation, intelligence, feelings and emotions, personality, abnormal behavior and methods of adjustment. Different psychological perspectives such as psychoanalysis, neuroscience, cognitive, behaviorism and humanism will be emphasized.

## **PSYCHOLOGY 2**

### **Biological Psychology**

**3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Prerequisite: Psychology 1 with a satisfactory grade or equivalent.*

Students learn to explain psychological behavior as a result and cause of events taking place in the brain, nervous systems, and genes. Students learn to explain the relationship of biological events to psychopathology, sexuality, motivation, sleep, stress, emotions, perception, and learning.

## **PSYCHOLOGY 3**

### **Personality and Social Development**

**3 UNITS (CSU)**

*Lecture 3 hours*

*Prerequisite: Psychology 1 with a satisfactory grade or equivalent.*

Advisory: English 28 and 67

The student focuses on self-awareness and personality development. Topics considered include love, work, loneliness, death and loss, intimate relationships, sex roles and sexuality, and values in life.

## **PSYCHOLOGY 13**

### **Social Psychology**

**3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Prerequisite: Psychology 1 with a satisfactory grade or equivalent.*

Students learn how we are influenced by our society in the areas of persuasion, propaganda and brain washing, obedience and conformity, aggression and prejudice, sexism and interpersonal relationships.

## **PSYCHOLOGY 14**

### **Abnormal Psychology**

**3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Prerequisite: Psychology 1 with a satisfactory grade or equivalent.*

Students learn about abnormal behavior from the perspective of contemporary medical, psychosocial, and socio-cultural approaches. Students analyze abnormal disorders, evaluate their major causes, and identify treatment modalities. Topics will include criteria used for defining abnormal behavior, an overview of the basic psychological perspectives, explanations of DSM standards, and testing and assessment procedures.

## **PSYCHOLOGY 27**

### **Online and Software Resources for Human Services**

**1 UNIT**

*Lecture 1 hour.*

Human Services majors receive a basic introduction to pertinent computer resources currently being utilized by human services professionals. Hands-on training will allow students to become familiar with software and online resources commonly being used.

## **PSYCHOLOGY 41**

### **Life Span Psychology: From**

### **Infancy to Old Age**

**3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Prerequisite: Psychology 1 with a satisfactory grade.*

Students learn about physical, cognitive and social growth and change affecting individuals during their many life stages. Students examine the prenatal, infancy, childhood, adolescent, and old age periods of development.

## **PSYCHOLOGY 43**

### **Principles of Group Dynamics I**

**3 UNITS (CSU)**

*Lecture 3 hours*

Students learn group dynamics principles including active listening, communication models, body language principles and factors that influence group cohesion.

## **PSYCHOLOGY 44**

### **Principles of Group Dynamics II**

**3 UNITS (CSU)**

*Lecture 3 hours*

*Prerequisite: Psychology 43 with a satisfactory grade or equivalent.*

Students learn the role of group processes in changing behavior, the principal modes of counseling and therapy, principles of verbal and nonverbal communication, and modes of learning.

## **PSYCHOLOGY 45**

### **Issues in Human Service Careers**

**3 UNITS (CSU)**

*Lecture 3 hours*

*Prerequisite: Psychology 81 or Psychology 84 with satisfactory grades or equivalent.*

Students learn how to survive in the real world of work in Human Services. This course integrates psychological theory learned in previous classes with practice. The course covers specialized areas of psychology such as crisis intervention, psychopharmacology, counseling ethics, and interviewing. Included are techniques for agency survival such as job interviewing, report writing and resource referral.

## **PSYCHOLOGY 52**

### **Psychological Aspects of Human Sexuality**

**3 UNITS (UC: CSU)**

*Lecture 3 hours*

Students learn information about different psychological aspects of sexual expression such as the biochemical factors, childhood experiences, gender influences and societal influences. Topics include attraction, love, marriage, the sexual response cycle, sexual orientation, paraphilias, prostitution, rape and pornography.

## COURSE DESCRIPTIONS

### **PSYCHOLOGY 60**

#### **Stress Management**

**3 UNITS (CSU)**

*Lecture 3 hours*

Students learn to explain stress as a result of biological, interpersonal, environmental, and everyday life events. Students learn effective stress management techniques.

### **PSYCHOLOGY 63**

#### **Alcohol/Drug Studies:**

#### **Prevention and Education**

**3 UNITS (CSU)**

*Lecture 3 hours*

Students learn the strategies of prevention and education necessary to work with various populations dealing with alcohol, drug, and STI (Sexually Transmitted Infection) related problems.

### **PSYCHOLOGY 64**

#### **Introduction to Alcohol and Drug Abuse and Physiological Effects**

**3 UNITS (CSU)**

*Lecture 3 hours*

The student learns the physiology and psychopharmacology of drugs and alcohol, theories of addiction, historical overview of treatment, drug classification, social policy and drug abuse, and the issues of relapse, rehabilitation and recovery.

### **PSYCHOLOGY 65**

#### **Chemical Dependency, Intervention, Treatment and Recovery**

**3 UNITS (CSU)**

*Lecture 3 hours*

Students learn the processes of treatment and recovery of alcohol and drug abuse among various populations. An overview of the causes, treatment, models, and recovery, relapse, rehabilitation, and aftercare is emphasized.

### **PSYCHOLOGY 66**

#### **Introduction to Critical Thinking**

**3 UNITS (CSU)**

*Lecture 3 hours*

Students apply the theories and research evidence in cognitive psychology to enhance the ability to effectively solve problems, make decisions and think creatively. Practice with a variety of problems and simulations take place to ensure these critical thinking skills.

### **PSYCHOLOGY 67**

#### **Counseling Techniques for Chemically Addicted**

**3 UNITS (CSU)**

*Lecture 3 hours*

This course will focus on the environment of chemical dependency counseling and the issues of the paraprofessional in alcohol and drug abuse treatment facilities. Case management in a multi-discipline team will be emphasized. All aspects of modern treatment techniques will be covered in class.

### **PSYCHOLOGY 68**

#### **Biopsychology of Chemical**

#### **Dependency: Drugs, behavior, and health**

**3 UNITS (CSU)**

*Lecture 3 hours*

The student learns pharmacological and behavioral effects of all major categories of both legal and illegal psychoactive substances, including an overview of contemporary and historical drug regulation and abuse, and a detailed review of the nervous system.

### **PSYCHOLOGY 74**

#### **Research Methods in the Behavioral Sciences**

**3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Prerequisites: Psych 1, Math 227 and English 101.*

The student surveys various research methods with an emphasis on research design, experimental procedures, instrumentation, and the collection, analysis, interpretation, and reporting of research data. Research design and methodology will be illustrated through a selected review of research in the field of psychology.

### **PSYCHOLOGY 81**

#### **Field Work I**

**3 UNITS (CSU)**

*Lecture 1 hour. Laboratory 6 hours*

*Co-requisite: Psychology 1 and Psychology 43.*

The student is introduced to the field of Human Services. Students will achieve basic counseling and communication skills and be able to apply these skills in diverse human services organizations. Students learn the 12 core functions of the human services career, and apply these skills, at a beginning level, in diverse human services organizations. Fieldwork internships at human services organizations are required.

## **PSYCHOLOGY 82**

### **Field Work II**

#### **3 UNITS (CSU)**

*Lecture 1 hour. Laboratory 6 hours*

*Prerequisite: Psychology 81 with a satisfactory grade or equivalent.*

Students build on the skills they learned in Field Work I by participating, under supervision, at various facilities in the community that offer Human Services. Students will achieve intermediate counseling and communication skills and be able to apply these skills in diverse human service organizations. Students continue to develop their knowledge of the 12 core functions of the human services career, and apply these skills, at an intermediate level, in diverse human services organizations. Fieldwork internships at human services organizations are required.

## **PSYCHOLOGY 83**

### **FIELD WORK III**

#### **3 UNITS (CSU)**

*Lecture 1 hour. Laboratory 6 hours*

*Prerequisite: Psychology 82 with a satisfactory grade or equivalent.*

Students learn more specialized skills in Human Services. This class is intended for the advanced student of the generalist option of Human Services. Students build on the skills they learned in Field Work I, and Field Work II by participating, under supervision, at various facilities in the community that offer Human Services. Students will achieve advanced counseling and communication skills and be able to apply these skills in diverse human service organizations. Students continue to develop their knowledge of the 12 core functions of the human services career, and apply these skills, at an advanced level, in diverse human services organizations. Fieldwork internships at human services organizations are required.

## **PSYCHOLOGY 84**

### **FIELDWORK I - DRUG/ALCOHOL**

#### **3 UNITS (CSU)**

*Lecture 1.5 hours. Laboratory 4.5 hours*

*Co-requisite: Psychology 1 and Psychology 43.*

The student is introduced to the field of Drug and Alcohol Studies. Students will achieve basic counseling and communication skills and be able to apply these skills in diverse drug and alcohol treatment programs. Students learn the 12 core functions of the human services career, and apply these skills, at a beginning level, in diverse drug and alcohol treatment programs. Fieldwork internships at drug and alcohol treatment programs are required.

## **PSYCHOLOGY 85**

### **FIELD WORK II: DRUG/ALCOHOL**

#### **3 UNITS (CSU)**

*Lecture 1 hour. Laboratory 6 hours*

*Prerequisite: Psychology 84 with a satisfactory grade or equivalent.*

Students build on the skills they learned in Field Work I by participating, under supervision, at various facilities in the community that offer Drug and Alcohol Treatment programs. Students will achieve intermediate counseling and communication skills and be able to apply these skills in diverse drug and alcohol treatment settings. Students continue to develop their knowledge of the 12 core functions of drug and alcohol treatment, and apply these skills, at an intermediate level, in drug and alcohol treatment programs. Fieldwork internships at drug and alcohol treatment programs are required.

## **PSYCHOLOGY 86**

### **FIELD WORK III: DRUG/ALCOHOL**

#### **3 UNITS (CSU)**

*Lecture 1.5 hours. Laboratory 4.5 hours*

*Prerequisite: Psychology 85 with a satisfactory grade or equivalent.*

This course is designed to orient the student to the field. Students learn more specialized skills in Human Services. This class is intended for the advanced student of the Drug/Alcohol option of Human Services. Students build on the skills they learned in Field Work I, and Field Work II by participating, under supervision, at various facilities in the community that offer Drug and Alcohol treatment programs. Students will achieve advanced counseling and communication skills and be able to apply these skills in diverse drug and alcohol treatment programs. Students continue to develop their knowledge of the 12 core functions of the human services career, and apply these skills, at an advanced level, in diverse drug and alcohol treatment programs. Fieldwork internships at drug and alcohol treatment programs are required.

## **PSYCHOLOGY 385**

### **DIRECTED STUDY**

#### **3 UNITS (CSU)**

*Lecture 3 hours.*

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

# COURSE DESCRIPTIONS

## **RADIOLOGIC TECHNOLOGY 103**

### **Radiographic Anatomy and Positioning - Skeletal System**

**4 UNITS (CSU)**

*Lecture 3 hours Laboratory 2 hours*

*Prerequisite: Admission to the Radiologic Technology Program.*

Students learn radiographic anatomy, positioning and selected pathology of the musculoskeletal system. Laboratory experience is included.

## **RADIOLOGIC TECHNOLOGY 104**

### **Radiographic Anatomy and Positioning - Cranium and Visceral Organs**

**4 UNITS (CSU)**

*Lecture 3 hours Laboratory 2 hours*

Students learn radiographic anatomy, positioning and selected pathology of the visceral organs and cranium. Laboratory experience is included.

## **RADIOLOGIC TECHNOLOGY 180**

### **Clinical Education in Radiologic Technology I**

**12 UNITS (CSU)**

*Laboratory 18 hours*

*Prerequisite: Radiologic Technology 160. Enrolled in the Radiologic Technology program.*

Students apply radiographic theory in their clinical training site under direct supervision of qualified clinical personnel and college instructors. Emphasis is on completing the 58 imaging competencies that include: chest, upper and lower extremities and abdominal imaging. The LACC Clinical Coordinator will serve as a resource for hospital based preceptor experience.

## **RADIOLOGIC TECHNOLOGY 200**

**(FORMERLY RAD TEC 100)**

### **Introduction to Radiologic Technology**

**3 UNITS (CSU)**

*Lecture 3 hours*

Students learn the history of radiography, organization of the hospital, the medical practitioner's who work in medical facilities, and careers in the radiological sciences.

## **RADIOLOGIC TECHNOLOGY 201**

**(FORMERLY RAD TEC 101)**

### **Medical Terminology For Radiologic Technology**

**3 UNITS (CSU)**

*Lecture 3 hours*

Students learn the origins of medical terminology, word-building systems, abbreviations, symbols, diagnostic and therapeutic terms. Students review simulated patient charts in order to understand radiographic orders and diagnostic report interpretation.

## **RADIOLOGIC TECHNOLOGY 202**

**(FORMERLY RAD TEC 102)**

### **Introduction to Electromagnetic Radiation Image Recording and Processing**

**4 UNITS (CSU)**

*Lecture 3 hours Laboratory 2 hours*

*Prerequisite: English 28 and 67, Radiologic Technology 200 and 201, and Math 115*

Students learn atomic structure, characteristics of radiation, x-ray production, radiation protection and photon interaction with matter.

## **RADIOLOGIC TECHNOLOGY 205**

**(FORMERLY RAD TEC 105)**

### **Fundamentals of X-Ray Physics**

**4 UNITS (CSU)**

*Lecture 3 hours Laboratory 2 hours*

*Prerequisite: Radiologic Technology 202.*

Students learn the physical principles of x-ray generation, Electrostatics, Electromagnetism, Electrodynamics, electrical circuitry of radiographic equipment, interactions of X-ray radiation and matter.

## **RADIOLOGIC TECHNOLOGY 206**

**(FORMERLY RAD TEC 106)**

### **Radiographic Exposure**

**4 UNITS (CSU)**

*Lecture 3 hours Laboratory 2 hours*

*Prerequisite: Radiologic Technology 205.*

Students learn the factors that affect radiographic exposure and the basic principles and components of digital imaging. Laboratory experience is provided including: Computer applications in diagnostic medical imaging.

## **RADIOLOGIC TECHNOLOGY 207**

**(FORMERLY RAD TEC 107)**

### **Patient Care Management**

**4 UNITS (CSU)**

*Lecture 3 hours Laboratory 2 hours*

*Prerequisite: Radiologic Technology 202.*

Students learn the principles of patient care management for radiographers. Routine and emergency care procedures are discussed. The role of the Radiographer in patient education will also be explained. Laboratory experience is included.

**RADIOLOGIC TECHNOLOGY 208**  
**Cross Sectional Anatomy and Pathology**  
**3 UNITS (CSU)**

*Lecture 3 hours*

*Prerequisite: Radiologic Technology 201.*

Students learn to identify normal anatomy through a variety of imaging formats. Students learn how to identify normal and pathologic organ structures.

**RADIOLOGIC TECHNOLOGY 209**  
**Pharmacology and Venipuncture with Basic Life Support (BLS)**  
**3 UNITS (CSU)**

*Lecture 1 hour. Laboratory 1 hour.*

*Prerequisite: Radiologic Technology 207.*

Students learn the concepts of pharmacology, venipuncture, contrast administration and intravenous medications used in the treatment of adverse effects from contrast agents.

**RADIOLOGIC TECHNOLOGY 210**  
**Quality Management**  
**3 UNITS (CSU)**

*Lecture 1 hour. Laboratory 4 hours*

*Prerequisite: Radiologic Technology 202.*

Students learn the responsibilities of quality management which entails performing quality control tests, assessing film density, monitoring accuracy, and identifying and solving issues associated with producing medical images.

**RADIOLOGIC TECHNOLOGY 211**  
**Computed Tomography**  
**3 UNITS (CSU)**

*Lecture 3 hours*

*Prerequisite: Radiologic Technology 205 with satisfactory grade.*

Students learn the principles and operation of CT Instrumentation, procedures, ancillary devices and radiation protection.

**RADIOLOGIC TECHNOLOGY 240**  
**(FORMERLY RAD TEC 140)**  
**Radiation Protection and Biology**  
**4 UNITS (CSU)**

*Lecture 3 hours Laboratory 2 hours*

*Prerequisite: Radiologic Technology 202.*

Students learn the principles of radiation protection and federal and state laws pertaining to radiography.

**RADIOLOGIC TECHNOLOGY 243**  
**Principles and Practices of Fluoroscopy**  
**3 UNITS (CSU)**

*Lecture 3 hours*

Students learn the factors that influence patient and operator radiation dose during fluoroscopic procedures, fluoroscopic equipment, components and ancillary equipment.

**RADIOLOGIC TECHNOLOGY 260**  
**Introduction to Clinical Education**  
**3 UNITS (CSU)**

*Lecture 1 hour. Laboratory 9 hours*

Students are oriented to the hospital environment which includes the: reception area, surgery, general radiography, emergency room, and diagnostic imaging areas. Student interns are assigned 16 hours per week in a Clinical Education Center.

**RADIOLOGIC TECHNOLOGY 280**  
**(FORMERLY RAD TEC 180)**  
**Clinical Education in Radiologic Technology**  
**6 UNITS (CSU)**

*Laboratory 18 hours*

*Prerequisite: Radiologic Technology 260. Enrolled in the Radiologic Technology program.*

Students apply radiographic theory in their clinical training site under direct supervision of qualified clinical personnel and college instructors. Emphasis is on completing the 58 imaging competencies that include: chest, upper and lower extremities and abdominal imaging. The LACC Clinical Coordinator will serve as a resource for hospital based preceptor experience.

**RADIOLOGIC TECHNOLOGY 281**  
**Clinical Education in Radiologic Technology II**  
**12 UNITS (CSU)**

*Laboratory 36 hours*

*Prerequisite: Radiologic Technology 280. Enrolled in the Radiologic Technology program.*

Students apply radiographic theory in their clinical training site under direct supervision of qualified clinical personnel and college instructors. Emphasis is on completing the 58 imaging competencies that include: abdominal, thoracic viscera, spine, common contrast exams, and generalized skull radiography. The LACC Clinical Coordinator will serve as a resource for hospital based preceptor experience.

## COURSE DESCRIPTIONS

### **RADIOLOGIC TECHNOLOGY 282**

#### **Clinical Education in Radiologic Technology III 4 UNITS (CSU)**

*Laboratory 12 hours*

*Prerequisite: Radiologic Technology 281. Enrolled in the Radiologic Technology program.*

Students apply radiographic theory in their clinical training site under direct supervision of qualified clinical personnel and college instructors. Emphasis is on completing the 58 imaging competencies that include: basic vascular procedures (angiograms), PICC and tunnel catheter line placement, pacemakers, lithotripsy, tube placement, myelograms, arthrograms, hysterosalpingograms, E.R.C.P., sialogram, retrograde and advanced procedures. The LACC Clinical Coordinator will serve as a resource for hospital based preceptor experience.

### **RADIOLOGIC TECHNOLOGY 283**

#### **Clinical Education in Radiologic Technology IV 12 UNITS (CSU)**

*Laboratory 36 hours*

*Prerequisite: Radiologic Technology 282. Enrolled in the Radiologic Technology program.*

Students apply radiographic theory in their clinical training site under direct supervision of qualified clinical personnel and college instructors. Emphasis is on completing the 58 imaging competencies that include: other imaging modalities, therapeutic application of radiation, tomosynthesis, mammograms, bone density, magnetic resonance imaging, computed tomography, nuclear medicine, ultrasound, and radiation therapy. The LACC Clinical Coordinator will serve as a resource for hospital based preceptor experience.

### **REAL ESTATE REAL ESTATE 1**

#### **Real Estate Principles 3 UNITS (CSU)**

*Lecture 3 hours*

*Advisory: English 28 and 67 or equivalent.*

Students study the principles, economic aspects, and laws of real estate, including the information needed to obtain a real estate sales/brokers license and/or for better management of personal real estate investments. Topics include legal descriptions and estates, encumbrances, agencies, contracts, financing, appraisal, escrow and title, leases, urban economics, taxation, and vocational careers.

### **REAL ESTATE 3**

#### **Real Estate Practices 3 UNITS (CSU)**

*Lecture 3 hours*

*Advisory: English 28 and 67 or equivalent.*

Students solve the problems of establishing and conducting a real estate business, including establishing the office, securing listing and prospects, showing properties and closing sales, ethics and professional relationships, rentals and leases, appraising, and the California Real Estate Act. Preparation of documents used in real estate transactions, property transfers, and exchanges is included.

### **REAL ESTATE 5**

#### **Legal Aspects of Real Estate I 3 UNITS (CSU)**

*Lecture 3 hours*

*Advisory: English 28 and 67 or equivalent.*

Students who plan to take the state examination, which is required in order to obtain a broker license (meets optional requirements for sales license), can receive the appropriate legal background, including principles of property ownership and management in their business aspects, with special reference to law of California as it applies to community property, deeds, trust deeds, mortgages, leases, brokerage, mechanic's liens, homesteads, wills, and estates.

### **REAL ESTATE 6**

#### **Legal Aspects of Real Estate II 3 UNITS (CSU)**

*Lecture 3 hours*

*Advisory: English 28 and 67.*

The students learn advanced issues involving real estate legal matters, including an advanced and in depth study of agency and sub-agency law, civil rights and fair housing laws in real estate practice, and real estate escrow and title insurance laws. Also included are the introductory studies of wills, trusts, and probate administration as they apply to real estate broker's practice.

### **REAL ESTATE 7**

#### **Real Estate Finance I 3 UNITS (CSU)**

*Lecture 3 hours*

*Advisory: English 28 and 67 or equivalent.*

Students study the forms, and sources of financing real property, including purchase, construction, refinance, and other creative permanent financing approaches. Also included is an assessment of the procedures for obtaining government-sponsored financing through FHA, DVA, and Cal-Vet. The various loan sources currently being used in the marketplace will be evaluated including banks, savings and loans, insurance companies, mortgage brokers/bankers, pensions, credit unions, and private parties.

## **REAL ESTATE 9**

### **Real Estate Appraisal I**

**3 UNITS (CSU)**

*Lecture 3 hours*

*Advisory: English 28 and 67 or equivalent.*

The student learns the purpose of appraisals, the appraisal process, and the different approaches of valuation. Additionally, the student learns methods and techniques used to determine the value of various types of properties. The market comparison and cost approaches are emphasized, plus an introduction to investment property valuation by the income approach.

## **REAL ESTATE 11**

### **Escrow Principles**

**3 UNITS (CSU)**

*Lecture 3 hours*

*Advisory: English 28 and 67 or equivalent.*

Students study real estate escrow responsibilities, procedures and management, such as preparing escrow instructions, loan documentation, and closing statements. Topics covered in this course also include the basics of escrow accounting, financing procedures for real property and title transfer and title insurance procedures.

## **REAL ESTATE 14**

### **Property Management**

**3 UNITS (CSU)**

*Lecture 3 hours*

*Advisory: English 28 and 67 or equivalent.*

Students study the nature and types of property management, leases and contracts, rent scheduling, selling of space and techniques of renting, tenant selection and supervision, relations with owners and budgets, purchasing and accounts, reporting, ethics, and legal and professional relationships.

## **REAL ESTATE 18**

### **Real Estate Investments I**

**3 UNITS (CSU)**

*Lecture 3 hours*

*Advisory: English 28 and 67 or equivalent.*

Students study the principles of real estate investment with respect to identifying and understanding the language, basic procedures, financing, and facts essential to ownership, conveyance, environment problems, business organization involvement, and evaluation with other investments. A comparison and assessment of commercial, industrial, and residential projects, including location, feasibility studies, zoning restrictions, financing options, sale and leaseback, and preferential tax benefits.

## **REAL ESTATE 21**

### **Real Estate Economics**

**3 UNITS (CSU)**

*Lecture 3 hours*

*Advisory: English 28 and 67 or equivalent.*

The student learns fundamentals of economic trends and factors which affect the real estate market. Topics include urban structural relationships, real estate market analysis, supply and demand, economic forecasting, land use theory and problems of sub-division. Additionally, the student learns the government's role in the economy and its influence upon the real estate market including the federal reserve system, taxation and land use controls including zoning, planning and fair housing legislation.

## **REAL ESTATE 60**

### **Real Estate Mathematics**

**3 UNITS (CSU)**

*Lecture 3 hours*

*Advisory: English 28 and 67 or equivalent.*

Students study typical real estate mathematics problems which are most common in actual practice, as well as those necessary for other real estate courses and for those found in the California Real Estate Licensing examinations.

## **RUSSIAN 1**

### **Elementary Russian I**

**5 UNITS (UC: CSU)**

*Lecture 5 hours*

*Advisory: English 28 and 67.*

Students study the fundamentals of Russian pronunciation, grammar, practical vocabulary, and sentence structure. Basic facts on the geography, customs and the culture of Russia are also covered.

## **RUSSIAN 2**

### **Elementary Russian II**

**5 UNITS (UC: CSU)**

*Lecture 5 hours*

*Prerequisite: Russian 1 with a satisfactory grade or equivalent.*

Completes elementary Russian I. Emphasis on reading and spoken language.

## **RUSSIAN 3**

### **Intermediate Russian I**

**5 UNITS (UC: CSU)**

*Lecture 5 hours.*

*Prerequisite: Russian 2 with a satisfactory grade or equivalent.*

Students continue their study of Russian grammar and vocabulary, advancing their conversation and writing skills. Reading of selected texts in Russian is also included.

# COURSE DESCRIPTIONS

## **RUSSIAN 4** **Intermediate Russian II** **5 UNITS (UC: CSU)**

Lecture 5 hours

*Prerequisite: Russian 3 with a satisfactory grade or equivalent.*

Students continue their review of grammar plus more vocabulary build-up. They also learn more of Russian life and culture.

## **RUSSIAN 8** **Conversational Russian** **2 UNITS (UC: CSU)**

Lecture 2 hours

*Prerequisites: Russian 2 with a satisfactory grade or equivalent.*

Students develop and practice conversational skills in Russian pertaining to typical situations and topics a person may encounter when traveling or living among a Russian-speaking community.

## **RUSSIAN 10** **Russian Civilization** **3 UNITS (UC: CSU)**

Lecture 3 hours

*Advisory: English 28 and 67.*

Students learn various aspects of Russian Civilization, including historical, social and cultural developments from the early stages to the present, and Russia's contribution to the world.

## **SOCIOLOGY 1** **Introduction to Sociology** **3 UNITS (UC: CSU)**

Lecture 3 hours

*Advisory: English 28 and 67 or equivalent.*

The students learn the major principles of sociology as they are applied to contemporary social issues. With the use of several theoretical perspectives it examines social structures within American society and other cultures from macro and micro perspectives. There are extensive references to contemporary research findings on social structure, group dynamics, social stratification, and social institutions.

## **SOCIOLOGY 2** **American Social Problems** **3 UNITS (UC: CSU)**

Lecture 3 hours

*Advisory: English 28 and 67 or equivalent.*

The student applies sociological perspectives and concepts in analyzing contemporary social problems in the United States. Problems associated with drug abuse, poverty, racial, ethnic, and gender inequality, crime and violence, and the environment are some of the topics addressed.

## **SOCIOLOGY 11** **Race and Ethnic Relations** **in the United States** **3 UNITS (UC: CSU)**

Lecture 3 hours

*Advisory: English 28 and 67 or equivalent.*

Students examine global racial and ethnic relations with an emphasis on the United States. There will be extensive use of several theoretical perspectives and an analysis of historical records in explaining minority/majority relations, prejudice and discrimination, and the political and economic status of various racial and ethnic groups. There will be extensive references to contemporary research findings on majority/minority group relations.

## **SOCIOLOGY 12** **Marriage and Family Life** **3 UNITS-** **(UC: CSU)**

Lecture 3 hours

*Advisory: ENGLISH 28 and 67.*

Students learn to use theory and research to examine the family and other forms of intimate-partner relationships that exist within a diverse, multicultural society. The students analyze these structures and their functions along with historical changes, emerging variant patterns, and the influence of contemporary society on the family.

## **SOCIOLOGY 32** **Introduction to Criminology** **3 UNITS (UC: CSU)**

Lecture 3 hours

*Advisories: ENGLISH 28 and 67; and Sociology 1*

Students examine the basic elements of criminology - the scientific study of crime and criminal behavior. This will include, but not limited to, an analysis of the following concepts; social deviance, crime, delinquency, victimization, the criminal justice system, social control, and terrorism. There is an extensive review of the major sociological explanations on the causes of crime and criminality in addition to a consideration of the biological and psychological perspectives. An examination of the research methods employed by criminologists in the collection and analysis of data will also be undertaken

**SPANISH 1**  
**Elementary Spanish I**  
**5 UNITS (UC: CSU)**

*Lecture 5 hours*

*Advisory: English 28 and 67.*

Student receives practice in the pronunciation, grammar, practical vocabulary, and useful phrases in Spanish. In addition, basic facts of the geography, customs and culture of the Spanish speaking world are presented.

**SPANISH 2**  
**Elementary Spanish II**  
**5 UNITS (UC: CSU)**

*Lecture 5 hours*

*Prerequisite: Spanish 1 with a satisfactory grade or equivalent*

Students complete Elementary Spanish I emphasizing reading of elementary texts and the spoken language.

**SPANISH 3**  
**Intermediate Spanish I**  
**5 UNITS (UC: CSU)**

*Lecture 5 hours*

*Prerequisite: Spanish 2 with a satisfactory grade or equivalent*

Students receive review of grammar, composition and vocabulary building. Introduction to Spanish and Latin-American authors.

**SPANISH 4**  
**Intermediate Spanish II**  
**5 UNITS (UC: CSU)**

*Lecture 5 hours*

*Prerequisite: Spanish 3 with a satisfactory grade or equivalent.*

Students review grammar and composition while they build their vocabulary.

**SPANISH 5**  
**Advanced Spanish I**  
**5 UNITS (UC: CSU)**

*Lecture 5 hours*

*Prerequisite: Spanish 4 with a satisfactory grade or equivalent.*

The student participates in an overall examination of the arts and the concept of aesthetics in preparation for the study of literature. The focus is on the narrative (short story and novel) and poetry in Spanish and Latin American literary traditions. The course also examines the translation to film of some of the works studied. Discussions generated by lectures and readings provide oral practice in the target language. Written expression and review of grammatical structures, orthography and punctuation is done through essays on selected themes.

**SPANISH 6**  
**Advanced Spanish II**  
**5 UNITS (UC: CSU)**

*Lecture 5 hours*

*Prerequisite: Spanish 5 with a satisfactory grade or equivalent.*

The student studies the theater as a literary and performing art, and the essay as a non-fictional form of expression. Through lectures and readings, students will learn about the trajectory of the theater and the essay in Spanish and Latin-American literary traditions. Discussions generated by lectures and reading provide for oral practice in the target language. Written expression and review of grammatical structures, orthography and punctuation is done through essays on selected themes.

**SPANISH 8**  
**Conversational Spanish**  
**2 UNITS (UC: CSU)**

*Lecture 2 hours*

*Prerequisite: Spanish 2 with a satisfactory grade or equivalent.*

The student practices the oral expression in Spanish as the main thrust of the course. The focus is on conversational skills revolving around everyday situations that a person may encounter when traveling or living in Spanish-speaking countries, or when interacting with Spanish-speaking people in the United States.

**SPANISH 9**  
**Civilization of Spain**  
**3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Advisory: English 28 and 67.*

The student learns the history, cultures, traditions and arts of Spain. Beginning with prehistory and progressing through the different epochs to the present day, an overview of the identity of Spain and its peoples will be the focus. Furthermore, comparisons to the histories and cultures of other European countries will clarify Spain's similarities to them as well as highlight its stark uniqueness. The course is taught in English.

**SPANISH 10**  
**Latin-American Civilization**  
**3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Advisory: English 28 and 67*

The student learns the history, cultures and arts of Latin America. The focus of the course is to study the differences and similarities between the countries that comprise Latin America, noting the unifying forces as well as those that divide. The course also explores the relationship between Latin America and the United States throughout their histories.

## COURSE DESCRIPTIONS

### **SPANISH 35**

#### **Spanish for Spanish Speakers I 5 UNITS (UC: CSU)**

*Lecture 5 hours*

*Prerequisite: Spanish 2*

The bilingual student practices written Spanish with an emphasis on the acquisition of a solid grammatical base, vocabulary enrichment, and spelling. Addresses all four skills in Spanish, but focuses on reading and writing. Includes readings on the geography, customs and culture of Spain and Latin America.

### **SPANISH 36**

#### **Spanish for Spanish Speakers II 5 UNITS (UC: CSU)**

*Lecture 5 hours*

*Prerequisite: Spanish 35.*

The student completes the study of grammar and continues the development of reading and writing skills. Further study of Spanish and Latin American culture and civilization is included.

### **SUPERVISION 1**

#### **Elements Of Supervision 3 UNITS (CSU)**

*Lecture 3 hours Open to all students.*

*Advisories: English 28 and 67 or equivalent.*

Students develop leadership abilities used in supervisory positions in business and industry.

### **SUPERVISION 12**

#### **Written Communications for Supervisors 3 UNITS**

*Lecture 3 hours*

*Advisory: English 28 and 67 or equivalent.*

Students learn to improve their writing ability and write professional email messages, memorandums and a wide range of business letters, including direct requests for information, replies to information requests, direct claims, adjustment letters, letters of recommendation, persuasive requests, refusing routine requests and breaking bad news to customers and to employees. This course is one in a series that applies to the college's Certificates in Business Administration, Marketing and Management, and the Western Association of Food Chains' Marketing Management Certificate.

### **TELEVISION 1**

#### **Introduction to Television 3 UNITS (CSU)**

*Lecture 3 hours Open to all students.*

Students study what's on Television and why, including the history of Radio and Television Broadcasting. They also learn costs, ratings, profits, the FCC rules, cable and pay Television. Recommended elective for Journalism, Theater and Public Relations.

### **TELEVISION 4**

#### **Television Camera Lighting and Sound 3 UNITS (A)**

*Lecture 3 hours*

Students learn the basic techniques, aesthetic conventions and practical use of lighting and sound equipment in a multi-camera television production environment.

### **TELEVISION 6**

#### **Studio and Remote Production 3 UNITS (A)**

*Lecture 2 hours Laboratory 3 hours*

*Prerequisite: Television 46 with a satisfactory grade or better*

*Advisory: Cinema 2*

Students light and shoot remote setups then edit those pieces for inclusion into a half hour live to tape production in the studio.

### **TELEVISION 7**

#### **Television Announcing I 3 UNITS (CSU)**

*Lecture 2 hours Laboratory 3 hours*

Students produce news packages and interviews and perform the role of reporter as part of training in Television announcing for broadcast news, sports, weather, and entertainment. They participate as on-camera talent and writers for the production of a half hour in-studio live-to-tape production of a local news broadcast.

### **TELEVISION 9**

#### **TV Equipment 3 UNITS (CSU)**

*Lecture 3 hours Advisory: Television 4*

Students learn the principles and operation of a multi-camera television control room and studio equipment leading to the production of their own live-switched one-minute public service announcement. Sound control, studio lighting, control room procedures, camera operation, directing, script writing, storyboarding, and production design are emphasized.

## **TELEVISION 25-1**

### **Television and Film Dramatic Writing I 3 UNITS (CSU)**

*Lecture 2 hours Laboratory 2 hours*

Students learn professional methods and techniques of creating characters and stories to develop film and TV scripts are studied, including drama and for comedy, in both the single- and multi-camera formats. Class also deals with getting an agent and how scripts are sold.

## **TELEVISION 25-2**

### **Television and Film Dramatic Writing II 3 UNITS (CSU)**

*Lecture 2 hours Laboratory 2 hours*

*Prerequisite: TV 25-1 with a satisfactory grade or better*

Students learn professional methods and techniques of advanced television and film writing for drama and comedy for single and multiple camera. Scripts begun in TV 25-1 may be worked on for completion and/or revision.

## **TELEVISION 46**

### **Television Production 3 UNITS (CSU)**

*Lecture 2 hour Laboratory 2 hours*

*Prerequisite: Television 9 or 4 with a satisfactory grade.*

Students write, produce, and direct a series of live-switched video productions. Each student functions as talent or crew in productions produced by classmates. Production protocol learned will include: operation of studio cameras; lighting instruments and control; and operation of control room equipment including switcher, audio mixer, video recording, and character generator as well as directing, writing and producing.

## **TELEVISION 48**

### **Television Programming and Video Tape Production Workshop 3 UNITS (CSU)**

*Lecture 2 hour Laboratory 2 hours*

*Prerequisite: Television 46 with a satisfactory grade.*

Advanced production course that focuses on above the line production responsibilities for live-to-tape multi-camera television productions. Positions for this course include: Producer, Director, Writer, Segment Producer, Assistant Director and Talent. TV 48&49 meet together at the same time. You can not take both classes in the same semester.

## **TELEVISION 49**

### **TV Production Workshop 3 UNITS (A)**

*Lecture 2 hours. Laboratory 2 hours*

*Prerequisites: Television 46 with a satisfactory grade.*

Advanced television production course that focuses on below the line production responsibilities for live-to-tape multi-camera television productions. Production positions for this course include: Camera Operator, Lighting Director, Set Designer, Graphics, Audio Engineer, Technical Director, Floor Director, Field Shooter, Segment Editor. There is no Producing or Directing in this course. TV 48&49 meet together at the same time. You can not take both classes in the same semester.

## **TELEVISION 55**

### **Digital Video Production Workshop I 3 UNITS (A)**

*Lecture 1 hour. Laboratory 4 hours Prerequisite: Cinema 1, 2, and Television 4, 9.*

Intermediate film and television students will extensively plan, shoot and edit two short or one longer advanced digital video project(s).

## **TELEVISION 185**

### **Directed Study - Television 1 UNIT (CSU)**

*Lecture 1 hour per unit.*

*Prerequisite: Television 46 with satisfactory grades or better*

*Note: Courses limited to advanced LACC Television Students.*

Allows students to pursue directed study in Television on a contract basis under the direction of a supervising instructor.

## **THEATER 100**

### **Introduction to the Theater 3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Advisory: English 101 or equivalent.*

A survey study and analysis of the various elements that make up the institution called the Theater. Subjects range from origins of primitive drama to contemporary structure and direction of our modern Theater.

## COURSE DESCRIPTIONS

### **THEATER 105-1**

#### **Theater Survey-Literature 1 UNIT (CSU)**

*Lecture 1 hour*

The student learns about theater literature through an introduction and survey or observation of regularly scheduled programs consisting of acting scenes and exercises from the various theater classes. The basic program is augmented by the appearance of guest artists and theater groups. Students are required to attend live events outside campus and report on their observations of theater literature through journal and essay writing assignments.

### **THEATER 105 -2**

#### **Theater Survey II- Performance 1 UNIT (CSU)**

*Lecture 1 hour*

The student learns theater performance through the survey and observation of regularly scheduled programs consisting of acting scenes and exercises from various theater classes. The basic program is augmented by the appearance of guest artists and theater groups. Students are required to attend live events outside campus and report on their observations of acting performance through journal and essay writing assignments..

### **THEATER 105-3**

#### **Theater Survey III - Design 1 UNIT (CSU)**

*Lecture 1 hour*

The student learns theater performance through the survey and observation of regularly scheduled programs consisting of acting scenes and exercises from various theater classes. The basic program is augmented by the appearance of guest artists and theater groups. Students are required to attend live events outside campus and report on their observations of acting performance through journal and essay writing assignments.

### **THEATER 105-4**

#### **Theater Survey IV- Audience Experience 1 UNIT (CSU)**

*Lecture 1 hour*

The student learns theater performance through the survey and observation of regularly scheduled programs consisting of acting scenes and exercises from various theater classes. The basic program is augmented by the appearance of guest artists and theater groups. Students are required to attend live events outside campus and report on their observations of acting performance through journal and essay writing assignments.

### **THEATER 110**

#### **History of the World Theater 3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Advisory: English 101 or equivalent.*

Students read, discuss and analyze major works of dramatic literature from the Golden Age of Greece through contemporary. They develop an understanding and appreciation of the dramatic form in, story arc, character development throughout major artistic movements in dramatic literature and within the social and political context they were written and to express that appreciation in reasoned analyses.

### **THEATER 114**

#### **Script Study for Theater Performance, Production and Appreciation 3 UNITS (CSU)**

*Lecture 3 hours*

The student studies and learns principles, theories, and techniques of play script analysis for theatrical production. Topics covered will include the exploration of social and political context of the literature, character development, story arc, and theatrical conceits used in live productions.

### **THEATER 185**

#### **Directed Study - Theater 1 UNIT (CSU)**

Theater students pursue directed study on a contract basis under the direction of a supervising instructor. Please refer to the 'Directed Study' section of this catalog for additional information.

### **THEATER 200**

#### **Introduction to Acting 3 UNITS (UC: CSU)**

*Lecture 3 hours*

Through lecture, discussion, demonstration, and various participation exercises, the student is introduced to the art and craft of acting.

### **THEATER 205**

#### **Actor's Orientation to Professional Theater 2 UNITS (CSU)**

*Lecture 1 hour Laboratory 2 hours*

*Prerequisite: Theater 270.*

The student learns about a career as a professional actor in the American entertainment industry including methodology and techniques for seeking and gaining employment in Theater, Film, Television, Commercials, and New Media, which includes all forms of electronic performance.

**THEATER 210**  
**Introduction to Oral**  
**Interpretation of Dramatic Literature**  
**3 UNITS (UC: CSU)**

*Lecture 3 hours*

The student studies the techniques of oral interpretation - including phrasing, inflection, word relish, verse scansion, tempo and rhythm - designed to develop the actor's interpretative skills.

**THEATER 212**  
**Introduction to Oral Interpretation of**  
**Shakespearean Literature**  
**3 UNITS (UC: CSU)**

*Lecture 3 hours*

Students study and practice techniques of oral interpretation - including phrasing, inflection, word relish, verse scansion, tempo and rhythm - designed to develop the actor's interpretative skills of Shakespearean text at an introductory level.

**THEATER 225**  
**Beginning Direction**  
**3 UNITS (UC: CSU)**

*Lecture 3 hours*

*Prerequisite: Theater 274 with a satisfactory grade.*

The Student learns fundamental concepts in stage direction as explored through lecture, exercise and demonstration. Beginning with play analysis from a director's point of view to creating a directorial vision, the course includes an introduction to the basic principles of stage directing and the fundamental working techniques for the realization of the values of a play onstage.

**THEATER 232**  
**Play Production II**  
**2 UNITS (RPT 3) (UC: CSU)**

*Laboratory 6 hours*

The student is given the opportunity to work intensely in one or more areas associated with production: acting, voice, movement, management, costuming or technical theater. Students must be prepared to work irregular hours

**THEATER 235**  
**Play Production and Company Performance**  
**5 UNITS (UC:CSU) (RPT 3)**

*Laboratory 10 hours*

Theater students study the rehearsal and performance practices of performing in theater productions assigned as lead actors, character actors, or bit parts. Theater students study the real practices of managerial and technical theater while participating in college public performances, technical shops and theater spaces. Production work may consist of the following: Acting, carpentry, costumes, painting, lighting, sound, props and stage management. Study culminates in a college public performance entered in the American College Theater Festival.

**THEATER 240**  
**Voice and Articulation for the Theater**  
**3 UNITS (UC: CSU)**

*Lecture 3 hours*

Developing voice and speech skills, emphasizing clarity, precision, tone, dynamics and imaginative use of language. Individual goals will be set for performance and standards of improvement to help the student acquire the basics of good theater speech.

**THEATER 242 -1**  
**Vocal and Physical Development - Level I**  
**3 UNITS (CSU)**

*Laboratory 6 hours*

The student actor studies, practices, and demonstrates knowledge and skill in vocal and physical development at an introductory level with specific emphasis on proper breath support, alignment, and vocal & physical clarity, freedom, and strength.

**THEATER 242 -2**  
**Vocal and Physical Development - Level II**  
**3 UNITS (CSU)**

*Laboratory 6 hours*

*Prerequisite: Theater 242-1*

The student learns and demonstrates knowledge, as well as skill, in vocal and physical development at a beginning level with specific emphasis on resonance, precision & dynamics, and enhanced expressiveness.

# COURSE DESCRIPTIONS

## **THEATER 242 -3**

### **Vocal and Physical Development - Level III 3 UNITS (CSU)**

*Laboratory 6 hours*

Prerequisite: Theater 242-2

The student learns and demonstrates knowledge, as well as skill in vocal and physical development at an intermediate level with specific emphasis on diction, International Phonetic Alphabet (IPA), and dance choreographed movement.

## **THEATER 242 -4**

### **Vocal and Physical Development - Level IV 3 UNITS (CSU)**

*Laboratory 6 hours*

Prerequisite: Theater 242-3

The student learns and demonstrates knowledge, as well as skill in vocal and physical development at an advanced level with specific emphasis on elevated speech & language, rhythm & gestural expressiveness, and stage combat.

## **THEATER 246-1**

### **Vocal Performance Workshop - Level I 2 UNITS (CSU)**

*Laboratory 6 hours*

The student actor learns and applies correct vocal performance skills to the acting of a role(s) in a Theater Academy production with special focus on the ability to vocally 'land the specific meaning of the text' with precision, clarity, and awareness - through varied introductory vocal exercises, techniques, warm-ups, and coaching sessions.

## **THEATER 246-2**

### **Vocal Performance Workshop - Level II 2 UNITS (CSU)**

*Laboratory 6 hours*

Prerequisite: Theater 246-1

The student learns through detailed vocal exercises, techniques, warm-ups, and coaching sessions to apply correct beginning vocal performance skills to the acting of a role(s) in a Theater Academy production with special focus on building & sustaining powerful breath support which creates rich resonance and extended range for singing on stage and also for playing characters who are in vocal conflict.

## **THEATER 246-3**

### **Vocal Performance Workshop- Level III 2 UNITS (CSU)**

*Laboratory 6 hours*

Prerequisite: Theater 246-2

The pre-professional student actor learns and demonstrates the correct application of intermediate vocal performance skills to the acting of role(s) in a Theater Academy production from contemporary/modern full length play - with focus on the vocal exercises, techniques, and coaching sessions that create authentic 'character voices' through pitch variation, inflection, placement, physicality, tempo, and subtext ,

## **THEATER 246-4**

### **Vocal Performance Workshop - Level IV 2 UNITS (CSU)**

*Laboratory 6 hours*

Prerequisite: Theater 246-3

The student learns through advanced vocal exercises, techniques, warm-ups, and coaching sessions to demonstrate advanced application of vocal performance skills to the acting of a role(s) in a Theater Academy production from classical literature such as Shakespeare - with detailed focus on the unique challenge of authentically speaking heightened text with powerful meaning and dynamic vocal expressiveness and subtlety.

## **THEATER 262**

### **Special Projects 2 UNITS (CSU)(RPT 3)**

*Laboratory 4 hours*

*Prerequisite: Theater 270 with a satisfactory grade.*

Advanced students are given the opportunity to plan, rehearse, stage and produce approved all student projects for presentation before an audience.

## **THEATER 270**

### **Beginning Acting 3 UNITS (UC: CSU)**

*Lecture 2 hours Laboratory 4 hours*

The student receives an introduction to the art and craft of acting. This class is the first level of the Theater Academy's Professional Training Program's acting option. The main focus of the work will be on stage using the physical body and voice to experience the process of the actor. Topics covered include Basic Stage Technique, Movement Values, Relaxation, Body Awareness, Physical Limbering and Alignment, Pantomimic Dramatization, Play and Scene Study. You will receive an introductory appreciation of how an actor trains for a career in theater, film and television as you develop your own skills of physical, verbal and emotional communication.

## **THEATER 271**

### **Intermediate Acting**

**2 UNITS (UC: CSU)**

*Lecture 1 hour Laboratory 2 hours*

*Prerequisite: Theater 200*

Acting principles are expanded and applied in staged scenes. The emphasis is on comprehension, translation into meaningful dramatic action, and creation. The actor's self-awareness is explored and developed before a classroom audience.

## **THEATER 272**

### **Intermediate Applied Acting**

**3 UNITS (UC: CSU)**

*Lecture 2 hours Laboratory 4 hours*

*Prerequisite: Theater 270.*

The student learns to apply the acting principles introduced in Theater 270 in staged scenes. The student incorporates fundamental and basic techniques of acting into meaningful dramatic action on stage. The actor's self-awareness is explored and developed before a classroom audience in scenes and exercises.

## **THEATER 274-1**

### **Advanced Applied Acting - Level I**

**3 UNITS (UC: CSU)**

*Lecture 2 hours Laboratory 4 hours*

*Prerequisite: Theater 272 with a satisfactory grade.*

The student learns to engage in greater in-depth analysis of staged scenes. Emphasis is placed upon the rehearsal process and rehearsal techniques.

## **THEATER 274-2**

### **Advanced Applied Acting- Level II**

**3 UNITS (UC: CSU)**

*Lecture 2 hours Laboratory 4 hours*

*Prerequisite: Theater 272 with a satisfactory grade.*

The student learns to engage in character and text analysis of roles in staged scenes at an advanced level. Emphasis is placed upon the student's demonstration of advanced rehearsal processes and techniques.

## **THEATER 275**

### **Scene Study**

**2 UNITS (CSU)**

*Lecture 1 hour. Laboratory 2 hours*

*Prerequisite: Theater 270 with a satisfactory grade.*

The student learns about the similarities and differences in acting techniques applied when studying and performing scenes from Theater, Film, Television, Commercials, and New Media

## **THEATER 276-1**

### **Actors' Workshop- Level I**

**3 UNITS (CSU)**

*Lecture 2 hours Laboratory 4 hours*

*Prerequisite: Theater 274-2.*

The student learns to analyze scenes and speeches from selected plays at an advanced level. Content emphasizes research, characterization, playing actions/reactions, vocal development, emotional centering, discoveries, release, control and physical expressiveness.

## **THEATER 276-2**

### **Actors' Workshop- Level II**

**3 UNITS (CSU)**

*Lecture 2 hours Laboratory 4 hours*

*Prerequisite: Theater 276-1.*

The student learns to analyze scenes and speeches from selected plays at an advanced level. Content emphasizes research, characterization, playing actions/reactions, vocal development, emotional centering, discoveries, release, control and physical expressiveness.

## **THEATER 277**

### **Character Analysis**

**3 UNITS (UC: CSU)**

*Lecture 3 hours Prerequisite: Theater 270.*

The course covers the analytical steps involved in the study of a play and the development of character preparatory for rehearsal and performance.

## **THEATER 285**

### **Directed Study - Theater**

**2 UNITS (CSU)**

*Lecture 2 hours*

TA 285 allows students to pursue Directed Study on a contract basis under the supervision of a supervising instructor. Please refer to the 'Directed Study' section of this catalog for additional information.

## **THEATER 294**

### **Rehearsals and Performances IV**

**4 UNITS (RPT 3)**

*Laboratory 12 hours*

*Prerequisite: Theater 270*

Students perform a role (or roles) in a public performance of a play in the Theater Academy season integrating principles and techniques of acting, character analysis, voice and movement. Students will be introduced to rehearsal disciplines and professional work habits during the preparation for public performance and will experience audience response to their acting skills.

# COURSE DESCRIPTIONS

## **THEATER 300**

### **Introduction to Stage Craft**

**3 UNITS (UC: CSU)**

*Lecture 3 hours*

The student studies the theory and professional practices of design and technical play production for; scenery, properties, lighting, sound, costuming, and stage management.

## **THEATER 302**

### **Introduction To Stage Management**

**3 UNITS (UC: CSU)**

*Lecture 3 hours*

Students learn the function of stage managers in professional theater productions.

## **THEATER 311**

### **Theatrical Lighting**

**3 UNITS (UC: CSU)**

*Lecture 2 hours*

*Laboratory 2 hours*

Students develop skills used in theatrical lighting including- use of lighting instruments, accessories, control systems, as well as safety procedures. Students will light projects that develop foundational skills- placement of appropriate lights, magic sheets, patching as well as accuracy in the reproduction of light plots.

## **THEATER 313**

### **Scenic Painting for the Theater**

**3 UNITS (CSU)**

*Lecture 2 hours Laboratory 2 hours*

Students develop skills used in theater scene painting, including--use of equipment and materials, preparation of paint surfaces, paint application techniques as well as safety practices. Students will paint projects that develop foundational skills-- cartooning and layout, color theory, paint mixing, brushwork (lining, lay-in, wet blend) as well as accuracy in the reproduction of paint elevations.

## **THEATER 314**

### **Theatrical Sound Design Fundamentals, Procedures/ Operation**

**3 UNITS (CSU)**

*Lecture 2 hours Laboratory 2 hours*

Students interested in the study of theory and practices used to setup production and sound equipment related materials utilized in a professional sound design for the theater. Students will practice professional sound installations and design techniques.

## **THEATER 315**

### **Introduction to Theatrical Scenic Design**

**3 UNITS (UC: CSU)**

*Lecture 2 hours Laboratory 2 hours*

Students study and develop a graphic vocabulary in order to express design concepts for scenic environments. Students analyze specific text or events and create design documentation in order to communicate ideas and visual concepts. Class projects focus on specific skills and forms of design presentations; script analysis, ground plan and section, elevations, details, model building and computer pre-visualization of virtual environments.

## **THEATER 321**

### **Computer Aided Drafting and Design - III**

**3 UNITS (UC: CSU)**

*Lecture 3 hours*

Students create design plans for theater disciplines on various computer applications including Auto CAD, Sketchup, and Sketcbok. The design student will be introduced to the necessary skills to create professional design documentation and paperwork for scenic, lighting, and costume design.

## **THEATER 325**

### **Advanced Stage Craft**

**3 UNITS (RPT 3) (UC: CSU)**

*Lecture 2 hours. Laboratory 2 hours*

This course will provide the student with instruction in advanced methods, physical techniques, and crew responsibilities of the theater technician in all the speciality areas. The process will include emphasis on practical solutions and leadership in crew and equipment management. Use of state-of-the-art stage equipment and show operation forms to execute a production in multiple entertainemnt medias is covered. The direct outcome is to prepare the student for work in the behind the scenes of the entertainment industry.

## **THEATER 335**

### **Applied Stage Management and Production IV**

**4 UNITS (RPT 3) (UC: CSU)**

*Laboratory 12 hours*

Technical Theater students study the real and theoretical practices of managerial and technical theater while constructing an actual production in college shops. Production work will consist of; carpentry, painting, lighting, sound editing and or stage management.

## **THEATER 336**

### **Applied Stage Management and Production Lab 1 UNIT**

*Laboratory 3 hours*

Technical Theater Students study the real and theoretical practices of theater production while mounting an actual production in a college theater venue. Production crew work will consist of the collaborative synthesis of multiple departments in the creation of a theatrical performance and the techniques necessary in the management of resources towards a successful entertainment event.

## **THEATER 338**

### **Introduction to Design: Theater, Film, and Television 3 UNITS (UC: CSU)**

*Lecture 3 hours*

The student studies the design process for theater, film, and TV. Specific topics include the relationship between text and design choices, recognition of basic compositional elements; color, mass, line, texture, rhythm, balance as used in story telling, and the creation of design presentations through collage. Additional lecture topics include, architectural spaces of story telling, from the proscenium arch to the sound stage, business practices of design, union affiliations for professional designers and typical business vocabulary.

## **THEATER 345**

### **Technical Stage Production IV 4 UNITS (RPT 3) (UC: CSU)**

*Laboratory 12 hours*

*Co-requisite: Theater 270 or 272*

Theater Academy Advanced Acting Students study the real and theoretical practices of managerial and technical theater while mounting an actual production in a college theater venue. Production work will consist of the collaborative synthesis of multiple departments in the creation of a theatrical performance and the techniques necessary in the management of resources towards a successful entertainment event.

Note: Students must audition and be admitted into the advanced acting academy to be eligible to enroll in this class. Concurrent enrollment in Theater Arts 270, 272, and 345 is required

## **THEATER 385**

### **Directed Study-Theater 3 Units**

**Lecture 3 hours.**

Theater students pursue on their own an in-depth study of a subject of special interest in the field of theater. Consultation with the instructor on a weekly basis, plus independent work is required.

## **THEATER 400**

### **Costume Periods and Styles 3 UNITS (UC: CSU)**

*Lecture 3 hours*

The student studies the changes in dress from ancient to modern times, relating social and political forces influencing costuming for stage, film, and television.

## **THEATER 411**

### **Costuming For The Theater 3 UNITS (CSU)**

*Lecture 2 hours Laboratory 2 hours*

Students study the techniques and practices of theatrical costuming. Topics include: choice, use, and manipulation of patterns, textiles, jewelry and accessories to imitate historical appearances meeting the needs of performance costume rather than clothing. Practical solutions to budget limits and camera media.

## **THEATER 413**

### **Costume Dyeing and Painting 3 UNITS CSU**

*Lecture 2 hours Laboratory 2 hours*

The student learns techniques of dyeing and surface design of fabric for theater and film and practices dyeing, tie dye, batik, stencil, screening, heat transfer, aging, antiquing and distressing.

## **THEATER 414**

### **Costume Draping and Accessories 3 UNITS CSU**

*Lecture 2 hours Laboratory 2 hours*

Students study the theory and practice of creating stage and film costumes and costume accessories through draping.

## **THEATER 415**

### **Costume Design for the Theater 3 UNITS CSU**

*Lecture 2 hours Laboratory 2 hours*

Students study the techniques and practices of theatrical costume design and illustration. Topics include: analyzing the play script, research techniques, creating the costume plot, choice and use of media, illustrating costume design for needs of theatrical performance.

## **THEATER 416**

### **Materials and Methods for the Costumer 3 UNITS (CSU)**

*Lecture 2 hours Laboratory 2 hours*

Lecture and laboratory study of the properties of various non textile materials used by the costumer including latex, leather, plastics, dyes, glues, foam, rubber and molds.

# COURSE DESCRIPTIONS

## **THEATER 417**

### **Costuming for Film 3 UNITS (CSU)**

*Lecture 2 hours Laboratory 2 hours*

Techniques and practices of costuming for film; analyzing and breaking down the script using computer spreadsheet, creating character boards, design conferences, budgeting, preproduction planning and resourcing.

## **THEATER 418**

### **Communicating Theatrical Design 3 UNITS**

*Lecture 2 hours Laboratory 2 hours*

Students explore basic methods and techniques for the theatrical designer to communicate both scenic and costume design. Includes perspective drawing, ground plans, shading, textures, character bodies and illustration techniques using pencil and colored pencil.

## **THEATER 419**

### **Advanced Costume Illustration 3 UNITS (RPT 1) (A)**

*Lecture 2 hours Laboratory 2 hours*

The student studies advanced costume illustration for theater and film, including; advanced figure drawing, sketch artist techniques, computer illustration, rendering textures and creating finished costume plates.

## **THEATER 420**

### **Costuming on Set 3 UNITS**

*Lecture 2 hours Laboratory 2 hours*

Students study and practice techniques of on set costuming. Instructional activities include: interview with student directors, prepare for design conferences, prepare costumes, and work as an on-set costumer for a student film project. Completed film project will be viewed as part of final evaluation.

## **THEATER 425**

### **Applied Costuming for the Theater 4 UNITS (RPT 3) (CSU)**

*Laboratory 12 hours*

Students receive practical experience in construction and maintenance of costumes for public theatrical presentation. Emphasis on professional wardrobe/dressing room practices, construction, alteration, maintenance, repair, cleaning and storage of costumes. Students must be available for rehearsals and performances.

## **THEATER 450**

### **Beginning Stage Make Up 3 UNITS (UC: CSU)**

*Lecture 2 hour Laboratory 2 hours*

The student learns techniques and practices of theatrical makeup design and application. The student analyzes faces and designs and performs makeups including; glamor, aging, beards, stylized, and impersonations on their own face. Topics include the use of makeup for film and television.

## **THEATER 941**

### **Cooperative Education - Theater 4 UNITS (UC: CSU)**

*Lecture 4 hours*

## **BASIC SKILLS 006CE**

### **Review of Basic English 0 UNITS**

This course is designed for students who need an overview of high school level English. Students review: grammar, reading comprehension, literary responses and writing skills. This course is modifiable for the LEP student.

**Class Hours: 36 hours**

## **BASIC SKILLS 007CE**

### **Review of Basic Math 0 UNITS**

This course is a review of High School Level Math. The curriculum is designed to assist a variety of students i.e., including those still in High School, in transition from high school to employment and dislocated workers returning back to school. The curriculum is also modifiable for the LEP student.

**Class Hours: 36 hours**

## **BASICSKILLS 034CE**

### **\*pending approval High School Equivalency Test Preparation 0 UNITS**

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

**Class Hours: 117 hours**

## **BASICSKILLS 035CE**

### **Basic Math Skills**

#### **0 UNITS**

This course is designed to help build confidence and prepare individuals who are transitioning into a new career or need to brush up his/her skills. Upon successful completion of this class, students will be able to perform basic computations and solve relevant mathematical problems in a variety of occupations.

**Class Hours: 54 hours**

## **BASIC SKILLS 052CE**

### **College Preparatory English A**

#### **0 UNITS**

Students review material designed to prepare for a high school equivalency exam. Students review standards of reading comprehension, word analysis, literary response and analysis and language used at the High School English Level. The curriculum is modifiable to meet the needs of the Limited English Proficient (LEP) student.

**Hours: 36 hours**

## **BASIC SKILLS 053CE**

### **College Preparatory English B**

#### **0 UNITS**

Students continue to review material designed to prepare for a high school equivalency exam. Students review standards of reading comprehension, word analysis, literary response and analysis and language used at the High School English Level. The curriculum is modifiable to meet the needs of the Limited English Proficient (LEP) student.

Class Hours: 36 hours

## **BASICSKILLS 075CE**

### **Introduction to Post-Secondary Education**

#### **INTRODUCTION TO POST SECONDARY EDUCATION**

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

**Class Hours: 9 Hours**

## **BASICSKILLS 083CE**

### **GED PREPARATION: LITERATURE AND THE ARTS**

#### **0 UNITS**

Students prepare for the General Educational Development(GED): Literature and the Arts Test, Hi-SET or any high school equivalency exam. The class includes critical thinking, reading comprehension, interpreting graphs, analyzing literature and the arts, tone and style/prose fiction, interpreting poetry, drama, plays, non-fiction and commentaries. This course is also modifiable for the LEP population.

**Class Hours: 54 hours**

## **BASICSKILLS 084CE**

### **GED PREPARATION: MATHEMATICS**

#### **0 UNITS**

Mathematics Test. This class includes arithmetic, the metric system, algebra, geometry, statistics and probability problems. Depending upon the diagnostic assessment, students will be directed to an appropriate plan of study. This course is also modifiable for the LEP population.

**Class Hours: 54 hours**

## **BASICSKILLS 085CE**

### **GED PREPARATION: SCIENCE**

#### **0 UNITS**

Students prepare for the General Education Development(GED): Science Test. This class includes biology, earth science, astronomy, geology, meteorology, chemistry and physics. This course is also modifiable for the LEP population.

**Class Hours: 54 hours**

## **BASICSKILLS 086CE**

### **GED PREPARATION: SOCIAL STUDIES**

#### **0 UNITS**

Students prepare for the General Education Development(GED): Social Studies Test. This class enhances student's ability to read, understand, and use information in the context of social studies. Students focus on the five basic social studies content areas: United States history, civics and government, economics, and geography. This course is also modifiable for the LEP population.

**Class Hours: 54 hours**

# COURSE DESCRIPTIONS

## **ESL 001CE**

### **English as a Second Language Beginning I 0 UNITS**

*Prerequisite: None*

Designed for LEP students to identify time phrases in sentences demonstrating the correct use of verb tenses. Students follow this task by locating and recognizing the parts of speech including nouns, verbs and adjectives.  
Class Hours: 54 hours

## **ESL 002CE**

### **English as a Second Language Beginning II 0 UNITS**

Students participate in basic communication and conversation exercises, providing the appropriate response to routine social situations. Students read simple passages, and formulate and write sentences describing transportation, employment, community resources, clothing, and interpersonal communication.

**Class Hours: 54 hours**

## **ESL AND CIVICS 010CE**

### **ESL AND CIVICS 1 0 UNITS**

*Prerequisite: None*

Students learn civic content and practice oral/aural skills necessary to begin the process of becoming a United States citizen. Students develop beginning listening, speaking, reading and writing skills at an introductory English as a Second Language (ESL) level.

**Class Hours: 18 hours**

## **ESL AND CIVICS 011CE**

### **ESL AND CIVICS 2 0 UNITS**

*Prerequisite: None*

Students learn civic content and practice oral/aural skills necessary to begin the process of becoming a United States citizen. Students continue to develop listening, speaking, reading and writing skills in preparation to take the United States Citizenship and Immigration interview at a beginning English as a Second Language (ESL) Level.

**Class Hours: 18 hours**

## **ESL AND CIVICS 012CE**

### **ESL AND CIVICS 3 0 UNITS**

*Prerequisite: None*

This competency-based, open-entry citizenship course introduces U.S. History and government with appropriate English vocabulary and grammar structure for low intermediate level English as a Second Language (ESL) students who are preparing to take the U.S. citizenship examination.

**Class Hours: 54 hours**

## **ESL AND CIVICS 013CE**

### **ESL AND CIVICS 4 0 UNITS**

*Prerequisite: None*

In this open-entry, noncredit course students will learn about integrated topics of Civics and Citizenship preparation. Students will prepare for the Citizenship test and interview. They will also learn skills to assist them with their immersion into a predominately-English speaking society at an intermediate English (ESL) level.

**Class Hours: 54 hours**

## **ESL AND CIVICS 014CE**

### **ESL AND CIVICS 5 0 UNITS**

*Prerequisite: None*

This competency-based, open-entry citizenship course introduces U.S. history and government with the appropriate English vocabulary and grammar structure for high intermediate English as a Second Language (ESL) students who are preparing to take the U.S. Citizenship examination.

Class Hours: 54 hours

## **ESL AND CIVICS 015CE**

### **ESL AND CIVICS 6 0 UNITS**

*Prerequisite: None*

Students discuss civics, U.S. history and government at an advanced English as a Second Language (ESL) level. Students prepare for the Citizenship test and interview. Students apply skills to assist them in their immersion into a predominately English speaking society by using advanced vocabulary.

**Class Hours: 54 hours**

**ESL AND CIVICS 030 CE**  
**English Literacy and Civics**  
**0 UNITS**

Students apply the content necessary to have a functioning understanding of the English language related to the citizenship test. Students practice a variety of English and grammar contexts to prepare them for basic survival skills in a predominately-English speaking society.  
**Class Hours: 108 hours**

**ESL AND CIVICS 031 CE**  
**English Literacy and Civics Level 1**  
**0 UNITS**

Students at the Beginning-Low Level apply the content necessary to have a functioning understanding of the English language related to the citizenship test and similar civics objectives. Students practice a variety of English and grammar contexts to prepare them for basic life skills in a predominately-English speaking society.  
**Class Hours: 108 hours**

**ESL AND CIVICS 032 CE**  
**English Literacy and Civics Level 2**  
**0 UNITS**

This is an open-entry/open-exit course for ESL students at the Beginning High Level. The skills of listening, speaking, reading, writing, and grammar are integrated and taught through the content of basic life, community, job and citizenship skills.  
**Class Hours: 108 hours**

**ESL AND CIVICS 033CE**  
**\*(pending approval)**  
**English Literacy & Civics Level 3**  
**0 UNITS**

Students apply the content necessary to have an understanding of the United States Citizenship interview and test. Students practice a variety of advanced English and grammar contexts.  
**Class Hours: 108 hours**

**VOCATIONAL EDUCATION 002CE**  
**In-Home Supportive Service Providers**  
**0 UNITS**

*Prerequisite: None*

Students gain the skills required to be an In-Home Supportive Services (IHSS) Provider so that they can promote health and independence for an IHSS client, thus enabling the client to live at home without danger to their health and safety. This training meets the State of California's Home Care Services Consumer Protection Act.  
**Class Hours: 90 hours**

**VOCATIONAL EDUCATION 003CE**  
**Workplace Computing for Limited English**  
**Populations**  
**0 UNITS**

The objective of this course is to provide students with hands-on experience using a computer for use in society, classroom, and the workplace. Fundamentals of computer hardware, software, and the internet for computer novices at the workplace, introducing basic computer components and functions, including hardware, operating systems, office applications, and web browsers. This course is modifiable for the Limited English Proficient (LEP) student.  
**Class Hours: 54 hours**

**VOCATIONAL EDUCATION 054CE**  
**VESL for Child Development 1:**  
**Specialized Vocabulary In Developmental Theories**  
**0 UNITS**

This course is specifically designed for limited English proficient students who are interested in taking Child Development courses, but need additional assistance with language before and during the course. In addition, students will be taught study skill strategies, reading strategies and test-taking tools contextualized for the Child Development I credit course offering.  
**Class Hours: 54 hours**

**VOCATIONAL EDUCATION 055CE**  
**Vocational English as a Second Language C**  
**0 UNITS**

A short-term vocational course designed for Limited English Proficient (LEP) students who need help with developing basic and content skills related to the world of work. The class focus is speaking, listening, reading, writing, and arithmetic as practiced in the workforce and covers basic employee benefits and compensation; employee-centered practices and performance modes.  
**Class Hours: 54 hours**

**VOCATIONAL EDUCATION 056CE**  
**VESL for Health Careers**  
**0 UNITS**

Students learn English and acquire a general introduction to careers in the healthcare field and common medical practices. Emphasis is placed on vocabulary, medical terminology, pronunciation, grammar and the comprehension skills necessary for successful transition to health classes. This course is designed for Limited English Proficient (LEP) students.  
**Class Hours: 36 hours**

## COURSE DESCRIPTIONS

### **VOCATIONAL EDUCATION 059CE**

#### **VESL for Home-Health Aide**

##### **0 UNITS**

This course is designed for students who need to acquire a general introduction to careers in the healthcare field and common medical practices. Emphasis is placed on vocabulary, medical terminology, pronunciation, and comprehension skills necessary for successful transition to health classes. This class is modifiable for the Limited English Proficient (LEP) student.

**Class Hours: 18 hours**

### **VOCATIONAL EDUCATION 078CE**

#### **Vocational English as a Second Language - B**

##### **0 UNITS**

A short-term course designed for Limited English Proficient (LEP) students who need help in developing their basic and content skills related to the world of work. The course focus is speaking, listening, reading, writing and arithmetic as practiced in the workplace and covers conduct, communication styles and relations; health and safety issues.

**Class Hours: 54 hours**

### **VOCATIONAL EDUCATION 079CE**

#### **Vocational English as a Second Language - A**

##### **0 UNITS**

A short-term vocational course designed for Limited English Proficient (LEP) students who need help with developing basic and content skills related to the world of work. The course focus is speaking, listening, reading, writing, and arithmetic as practiced in the workforce.

**Class Hours: 54 hours**

### **VOCATIONAL EDUCATION 084CE**

#### **Entrepreneur Training Program**

##### **0 UNITS**

This course is designed to introduce students to basic concepts of Entrepreneurship. Topics covered include, but are not limited to: thinking like an entrepreneur, entrepreneurship vocabulary, ways to grow a business, leading organizational change, managing business financials and performance. Students learn and are informed of ways to grow a business and lead organizational change.

**Class Hours: 36 hours**

### **VOCATIONAL EDUCATION 230CE**

#### **30 Ways To Shine As A New Employee**

##### **0 UNITS**

onal education course is designed to provide new and incumbent workers "30 Ways to Shine as a New Employee" and increase their level of customer service and colleague relations. The curriculum is modifiable for the LEP student. The topics covered but are not limited to new beginners, understanding the workplace culture and dealing with change. After competing this course the student has an option to continue their education or become gainfully employed.

**Class Hours: 6 hours**

### **VOCATIONAL EDUCATION 231CE**

#### **Retailing Smarts 6: Building Sales**

##### **0 Units**

This short-term vocational education course is designed to provide new and incumbent workers in building sales required in getting to know their customer or client. The curriculum is modifiable for the LEP students. The topics covered but are not limited to suggesting additional merchandise, creating special promotions, and taking the guesswork out of giftgiving. After completing this course the student has an option to continue their education or become gainfully employed.

**Class Hours: 18 hours**

### **VOCATIONAL EDUCATION 232CE**

#### **Closing the Sale**

##### **0 Units**

This short-term vocational education course is designed to provide new and incumbent workers with the skills and strategies required in making a sale. The curriculum is modifiable for the LEP students. The topics include recognizing buying signals, asking for the sale and suggesting helpful add-ons.

**Class Hours: 18 hours**

### **VOCATIONAL EDUCATION 233CE**

#### **The Sale Transaction**

##### **0 Units**

This short-term vocational education course is designed to provide new and incumbent workers with skills needed to efficiently complete sales transactions. The curriculum is modifiable for the LEP students. The topics covered but are not limited to: accepting checks and credit cards, and completing sales transaction paperwork. After completing this course the student has an option to continue their education or become gainfully employed.

**Class Hours: 18 hours**

## **VOCATIONAL EDUCATION 234CE**

### **Explaining Features and Benefits**

#### **0 Units**

This short-term vocational education course is designed to provide new and incumbent workers with strategies in order to explain features and benefits of products to customers. The curriculum is modifiable for the LEP students. The topics covered but are not limited to: learning about the products you sell, identifying product features, and demonstrating product features. After completing this course the student has an option to continue their education or become gainfully employed.

Class Hours: 18 hours

## **VOCATIONAL EDUCATION 235CE**

### **Customer Service Smarts: Going the Extra Mile**

#### **0 UNITS**

This short-term customer service workshop is designed to provide new and incumbent workers with the strategies required in going the extra mile for a customer. The curriculum is modifiable for the LEP student and designed for incumbent workers and/or new employees. The topics covered but are not limited to: customer follow-up, artfully using business cards, business card etiquette, and personal services. After completion of this workshop the attendee will have two options 1) continue their education 2) become gainfully employed.

Class Hours: 18 hours

## **VOCATIONAL EDUCATION 236CE**

### **Job Club**

#### **0 UNITS**

This curriculum is designed to provide prospective employees with a support system that will assist them in preparation for the workforce. The curriculum is modifiable for the LEP students. The topics covered but are not limited to: planning their job search, utilizing outside resources, the "hidden" job market, and job market research. After completing this course the student has an option to continue their education or become gainfully employed.

Class Hours: 6 hours

## **VOCATIONAL EDUCATION 237CE**

### **Strategies in Meeting your Customers Needs**

#### **0 UNITS**

This short-term vocational education course is designed to provide new and incumbent workers with the strategies required in understanding their customers or client's needs. The curriculum is modifiable for the LEP student. The topics covered but are not limited to making shopping an enjoyable experience, accommodating customers with disabilities, in-store and phone customers, keeping commitments to your customer, and special orders.

Class Hours: 18 hours

## **VOCATIONAL EDUCATION 238CE**

### **Blueprint for Workplace Success**

#### **0 UNITS**

*Prerequisite: None*

Students receive the necessary tools and skills to prepare for and achieve their career goals. The topics covered include, but are not limited to: interest and skills inventory, goal setting, career exploration, workplace etiquette and culture, workplace laws, effective communication, conflict resolution, time management, job market realities, workplace skills, contacting employers, preparing for the interview, getting hired and keeping your job. This course can be modified for Limited English Proficient (LEP) students.

Class Hours: 36 hours

## **VOCATIONAL EDUCATION 239CE**

### **Blueprint for Customer Service**

#### **0 UNITS**

This short-term vocational education course is designed to provide new and incumbent workers with the customer service skills required in getting to know their customer or client in order to increase their employability. The topics covered but are not limited to know what customers want, listening to customers, and telephone customer service. After completing this course, the student has an option to continue their education or become gainfully employed. The curriculum is modifiable for the LEP students.

## **VOCATIONAL EDUCATION ON 240CE**

### **Strategies in Adapting to Your Customer**

#### **0 UNITS**

This short-term vocational education course is designed to provide new and incumbent workers with the strategies required in getting to know their customer or client. The curriculum is modifiable for the LEP student. The topics covered but are not limited to learning how to greet customers, building relationships, determining a customer's needs. This course can be offered as a stand-alone course or coupled within the eight modules that are related to this material. After competing this course the student has an option to continue taking classes in their field of choice, or become gainfully employed.

Class Hours: 18 hours

## COURSE DESCRIPTIONS

### **VOCATIONALEUCATION 241CE**

#### **Get to Know Your Customer**

#### **0 UNITS**

This short-term vocational education course is designed to provide new and incumbent workers the methods and skills in how to get to know their customer. The curriculum is modifiable for the LEP students. The topics covered but are not limited to greeting customers in a winning way, building relationships, and determining a customer's needs. After competing this course the student has an option to continue their education or become gratefully employed.

**Class Hours: 18 hours**

### **VOCATIONAL EDUCATION 242CE**

**\*(pending approval)**

#### **Banquet Server Skills Training**

#### **0 UNITS**

New and incumbent workers learn skills to prepare them to be the best in banquet services. Some of the topics covered include, but are not limited to: setting tables for banquets, providing beverage service, taking and serving orders, maintaining buffet tables and refreshing meeting rooms. Upon completion of this workshop, students will take a Knowledge Test with 100 multiple choice questions. Upon scoring 75% or better on this test students will qualify for the Banquet Server Skills Certificate provided by the Educational Institute of the American Hotel & Lodging Association. Students will also be awarded a Certificate of Completion by LA City College.

**Class Hours: 18 hours**

### **VOCATIONAL EDUCATION 243CE**

**\*(pending approval)**

#### **Front Desk Representative**

#### **0 UNITS**

New and incumbent workers learn skills to prepare them to provide superior guest service. Students will learn, among other skills, how to use effective sales techniques, conduct guest check-ins, serve guests with special needs and turn customer complaints into opportunities to build great relationships with their guests. After completing this workshop, students will take a Knowledge Test with 100 multiple choice questions. Upon scoring 75% or better on this test students will qualify for the Front Desk Representative Skills Certificate provided by the Educational Institute of the American Hotel & Lodging Association. Students will also be awarded a Certificate of Completion by LA City College.

**Class Hours: 18 hours**

### **VOCATIONAL EDUCATION 244CE**

**\*(pending approval)**

#### **Laundry Attendant Skills Training**

#### **0 UNITS**

New and incumbent workers learn skills to provide the best in guest services. Some topics covered include, but are not limited to, using washers & dryers, sorting and ironing linens, using mechanical flat-work iron and line-folding equipment, sewing & mending, and responding to housekeeping requests. Upon completion of this workshop, students will take a Knowledge Test with 100 multiple choice questions. Upon scoring 75% or better on this test students will qualify for the Laundry Attendant Skills Certificate provided by the Educational Institute of the American Hotel & Lodging Association. Students will also be awarded a Certificate of Completion by LA City College.

**Class Hours: 18 hours**

### **VOCATIONAL EDUCATION 245CE**

**\*(pending approval)**

#### **Public Space Cleaner Skills Training**

#### **0 UNITS**

New and incumbent workers learn skills to become an effective Public Space Cleaner. Some of the topics covered include, but are not limited to, preparing public spaces for cleaning, using various cleaning tools and agents, learning the different methods of cleaning. Upon completion of this workshop, students will take a Knowledge Test with 100 multiple choice questions. Upon scoring 75% or better on this test students will qualify for the Public Space Cleaner Skills Certificate provided by the Educational Institute of the American Hotel & Lodging Association. Students will also be awarded a Certificate of Completion by LA City College.

**Class Hours: 18 hours**

### **VOCATIONAL EDUCATION 246CE**

**\*(pending approval)**

#### **Restaurant Server Skills Training**

#### **0 UNITS**

The Restaurant Server course is designed to provide new and incumbent workers with the tools they need to provide the best in restaurant services. Some of the topics covered include, but are not limited to: setting up the restaurant for service, greeting and seating guests and taking beverage and food orders. Upon completion of this workshop, students will take a Knowledge Test with 100 multiple choice questions. Upon scoring 75% or better on this test students will qualify for the Restaurant Server Skills Certificate provided by the Educational Institute of the American Hotel & Lodging Association. Students will also be awarded a Certificate of Completion by LA City College.

**Class Hours: 18 hours**

## **VOCATIONAL EDUCATION 247CE**

**\*(pending approval)**

### **Kitchen Steward Skills Training**

**0 UNITS**

The Kitchen Steward course is designed to provide new and incumbent workers with the tools they need to provide the best in guest services. Some of the topics covered include, but are not limited to: cleaning tools and surfaces, following a recycling program, washing dishes and silverware and cleaning and sanitizing working surfaces. Upon completion of this workshop, students will take a Knowledge Test with 100 multiple choice questions. Upon scoring 75% or better on this test students will qualify for the Kitchen Steward Skills Certificate provided by the Educational Institute of the American Hotel & Lodging Association. Students will also be awarded a Certificate of Completion by LA City College.

**Class Hours: 18 hours**

## **VOCATIONAL EDUCATION 248CE**

**\*(pending approval)**

### **Maintenance Attendant Skills Training**

**0 UNITS**

New and incumbent workers learn skills to become an effective Kitchen Steward. This workshop is designed to provide the tools needed to provide the best maintenance services. Some of the topics covered include, but are not limited to: preventative maintenance, inspections, installations, repair and servicing and troubleshooting. Upon completion of this workshop, students will take a Knowledge Test with 100 multiple choice questions. Upon scoring 75% or better on this test students will qualify for the Kitchen Steward Skills Certificate provided by The American Hotel & Lodging Association (AH&LA). Students will also be awarded a Certificate of Completion by LA City College.

**Class Hours: 18 hours**

## **VOCATIONAL EDUCATION 250CE**

### **Guest Attendant Skills Training**

**0 UNITS**

This short-term, one-day, six-hour Guestroom Attendant skills workshop is designed to provide new and incumbent workers with the tools they need to provide the best in guest services. Some of the topics covered include, but are not limited to: preparing guestrooms for cleaning, sanitizing rooms, replenishing supplies and keep work areas organized. Upon completion of this workshop, students will take a knowledge test with 30 multiple choice questions. Upon scoring 75% or better on this test and completing 90 hours of on-the-job training, students will qualify for the Guestroom Attendant Skills Certificate provided by the Educational Institute of the American Hotel & Lodging Association. Students will also be awarded a Certificate of Completion by the LA City College.

**Class Hours: 18 hours**