



2019-2020

CUESTA COLLEGE CATALOG

SECTION 3A

# **COURSES OF INSTRUCTION**

# COURSES OF INSTRUCTION

In the following list of courses, the credit value of each course in semester credits is indicated by a number in parentheses after the course title.

*Course descriptions followed by the notation (Transfer:...) indicate that the course is transferable to the California State University system, to the University of California system, or both. A student should contact a counselor to determine which courses are applicable to the student's educational objective.*

## COURSE NUMBERING

**000-099** Non-Degree Applicable and Non-Transferable

**100-199** Degree Applicable and Non-Transferable

**200-299** Degree Applicable and Transferable

**500-599** Non-Credit Courses

**700-799** Non-Credit ESL and Vocational ESL Courses

**Special Topics (093/193)** These are course offerings designed in specific disciplines to test new curriculum before adopting it as a part of an academic program. Course credit values range from 0.5 to 4.0 credits.

**Independent Study (047/147/247)** These courses are academic opportunities for students who are capable of independent work and demonstrate the need or desire for additional study, beyond the regular curriculum. These courses are not intended to replace existing courses in the discipline. In this course, students will have a written contract with their instructor for activities such as: preparing problem analysis, engaging in primary research, preparing reports, and meeting with the instructor at specific intervals.

## PREREQUISITE, COREQUISITE, ADVISORIES AND LIMITATIONS ON ENROLLMENT

The San Luis Obispo Community College District has adopted a policy in order to provide for the establishing, reviewing and challenging of prerequisites, corequisites, and advisories.

### Definitions:

**Prerequisite** means a condition of enrollment that a student is required to meet in order to demonstrate current readiness for enrollment in a course or educational program. **Courses used to satisfy a prerequisite must be completed with a grade of "C" or better.**

**Corequisite** means a condition of enrollment consisting of a course that a student is **required** to simultaneously take in order to enroll in another course.

**Advisory** means a condition of enrollment that a student is **advised, but not required**, to meet before or in conjunction with enrollment in a course or educational program.

**Limitations on Enrollment** means a condition of enrollment which may include the following:

a. Auditions or tryouts for courses which include public performance and intercollegiate competition, such as a band, orchestra, theater, chorus, and intercollegiate athletics.

## Repeatable Courses

A repeatable course is identified in the college catalog and online Class Finder as repeatable more than one time.

A non-repeatable course is a course in the college catalog that is not identified as repeatable.

## COURSE FAMILY REPEATS (see chart on the next page)

Enrollment in active participatory courses in physical education, visual arts, or performing arts that are related in content (courses where individual study or group assignments are the means by which learning objectives are obtained) is limited to no more than four times maximum. This limitation applies even if a student receives a substandard grade or "W" during one or more of such a course or petitions for repetition due to extenuating circumstances.

Cuesta identifies the following active participatory course families where enrollment is limited to a maximum of four (4) times within the repeat family group under the following conditions:

- Equivalent courses are counted in the four (4) enrollment maximum.

Example: KINA 246 was formerly PEAC 286 (Yoga) so past earned grades and "W" for PEAC 286 count toward overall 4 enrollment maximum.

- A course that is completed with a passing grade of "C" or higher may not be repeated within the family group.

- A course where a substandard grade or "W" grade is earned may be repeated to earn a passing grade.

- o A student will be blocked from enrolling for a third (3rd) attempt for a single course within a family repeat group if two (2) prior substandard grades are earned. The student will need to submit a Third Enrollment Agreement to be released to enroll for a third (3rd) attempt in the same course.

- o Substandard Grade - a grade of "D+," "D," "D-," "F," "FW," "NP," or "NC."

- A maximum of three (3) "W" symbols may be earned for a course. A student will be blocked from registering for a course where three prior "W" symbols have been earned for a single course within a family repeat group.

- In-progress courses without a final grade are counted in enrollment of family repeat group.

## COURSE STUDENT LEARNING OUTCOMES

Course Student Learning Outcomes can be accessed on the Cuesta CurricUNET site on the course outline of record (click on the WR icon) at the following link:

<http://www.curricunet.com/Cuesta/search/course/>

COURSE FAMILY REPEATS				
Family Code	Description	Courses	Equivalent Course	Department
BAS	Basketball	KINA 271	PEAC 292	Kinesiology (805) 546-3207
		KINA 272		
		KINA 278	PEAC 293	
CON	Endurance	KINA 232	PEAC 266	Kinesiology (805) 546-3207
	Conditioning	KINA 233	PEAC 267	
		KINA 251	PEAC 274	
DRA	Drawing	ART 221		Fine Arts (805) 546-3936
		ART 222		
ENS	Ensemble	MUS 231		Performing Arts (805) 546-3936
		MUS 232A		
ETC	Etching	ART 241A		Fine Arts (805) 546-3936
		ART 241B		
		ART 241C		
FDR	Figure Drawing	ART 223		Fine Arts (805) 546-3936
		ART 224		
MSH	Musicianship	MUS 205A		Performing Arts (805) 546-3936
		MUS 205B		
		MUS 205C		
MTH	Music Theory	MUS 204A		Performing Arts (805) 546-3936
		MUS 204B		
		MUS 204C		
PAI	Painting	ART 230		Fine Arts (805) 546-3936
		ART 231		
PHO	Photography	ART 244		Fine Arts (805) 546-3936
		ART 245		
PIA	Piano	MUS 258		Performing Arts (805) 546-3936
		MUS 259		
REC	Recording Arts	MUS 240		Performing Arts (805) 546-3936
		MUS 241		
SCU	Sculpture	ART 271		Fine Arts (805) 546-3936
		ART 272		
SFO	Sculpture Foundry	ART 274A		Fine Arts (805) 546-3936
		ART 274B		
		ART 274C		
VOI	Voice	MUS 220		Performing Arts (805) 546-3936
		MUS 222		
WAT	Watercolor	ART 232		Fine Arts (805) 546-3936
		ART 233		
WHE	Ceramics Wheel-Throwing	ART 281A ART 281B		Fine Arts (805) 546-3936
WTT	Weight Training	KINA 201	PEAC 270	Kinesiology (805) 546-3207
		KINA 202	PEAC 271	

## COURSE MATERIAL FEES

Credit and non-credit courses with mandatory material fees are identified in the college catalog, class schedule, and class finder. Material fees are charged at the time of registration. Materials fees for classes dropped prior to the start of the term are automatically credited or reversed to student accounts. See the Cashier's Office for help with materials fees for classes dropped within the two-week drop deadlines.

### CUESTA COLLEGE COURSE MATERIAL FEES

Course Number	Material Fee Amount	Course Number	Material Fee Amount	Course Number	Material Fee Amount	Course Number	Material Fee Amount
ABOD 170	\$ 45.00	ART 249A	\$ 45.00	CNET 255	\$ 20.00	PDS 174	\$ 3.00
ABOD 171	\$ 35.00	ART 249B	\$ 45.00	CNET 262	\$ 10.00	PDS 175	\$ 3.00
ABOD 175	\$ 60.00	ART 251	\$ 25.00	CNET 753	\$ 5.00	PDS 176	\$ 3.00
ABOD 177	\$ 45.00	ART 252	\$ 15.00	COUN 254	\$ 37.00	PDS 177	\$ 3.00
ABOD 570	\$ 45.00	ART 253	\$ 45.00	CUL 149	\$ 60.00	PDS 178	\$ 3.00
ABOD 571	\$ 35.00	ART 255	\$ 45.00	CUL 210	\$150.00	PDS 179	\$ 3.00
ABOD 575	\$ 60.00	ART 256	\$ 45.00	CUL 220	\$150.00	PDS 181	\$ 3.00
ABOD 577	\$ 45.00	ART 258	\$ 45.00	CUL 225	\$ 45.00	PDS 182	\$ 3.00
ARCH 205	\$ 10.00	ART 259	\$ 28.00	ECE 220	\$ 20.00	PDS 183	\$ 3.00
ARCH 221	\$ 7.00	ART 265	\$25.00	ECOL 473	\$ 20.00	PLGL 201	\$ 5.00
ARCH 222	\$ 7.00	ART 266	\$ 45.00	EMS 107A	\$ 15.00	PLGL 205	\$ 5.00
ARCH 232	\$ 12.00	ART 267	\$ 45.00	EMS 107B	\$ 15.00	WELD 270A	\$ 30.00
ARCH 242	\$ 7.00	ART 268	\$ 45.00	EMS 107C	\$ 15.00	WELD 270B	\$ 30.00
ARCH 244	\$ 10.00	ART 270	\$ 30.00	EMS 201	\$ 25.50	WELD 270C	\$ 30.00
ARCH 251	\$ 7.00	ART 271	\$ 30.00	EMS 210	\$249.00	WELD 280A	\$ 30.00
ARCH 252	\$ 10.00	ART 272	\$ 30.00	EMS 211	\$ 45.00	WELD 280B	\$ 30.00
ART 220	\$ 15.00	ART 274A	\$ 20.00	EMS 211L	\$ 22.50	WELD 770A	\$ 30.00
ART 222	\$ 15.00	ART 274B	\$ 20.00	EMS 212	\$ 7.50	WELD 770B	\$ 30.00
ART 223	\$ 15.00	ART 274C	\$ 20.00	HEED 204	\$ 15.00	WELD 780A	\$ 30.00
ART 224	\$ 15.00	ART 280	\$ 34.00	KINA 238*	\$165.00		
ART 229	\$ 15.00	ART 281A	\$ 51.00	LVN 101AL	\$ 90.00		
ART 230A	\$ 15.00	ART 281B	\$ 51.00	LVN 102AL	\$ 33.50		
ART 230B	\$ 15.00	ART 282	\$ 51.00	MAST 109	\$ 51.00		
ART 230C	\$ 15.00	ART 283	\$ 51.00	MAST 111	\$ 112.50		
ART 232	\$ 24.00	ART 284	\$ 51.00	MUS 266	\$ 25.00		
ART 233	\$ 24.00	ART 293	\$ 45.00	NRAD 103H	\$ 34.50		
ART 234	\$ 15.00	CIS 103	\$ 5.00	NRAD 201	\$ 18.00		
ART 240A	\$ 30.00	CIS 210	\$ 5.00	NRAD 201B	\$ 54.50		
ART 240B	\$ 30.00	CIS 217	\$ 5.00	NRAD 202B	\$ 86.50		
ART 241A	\$ 30.00	CIS 231	\$ 5.00	NRAD 203B	\$ 95.50		
ART 241B	\$ 30.00	CIS 232	\$ 5.00	PDS 030	\$ 25.00		
ART 241C	\$ 30.00	CIS 233	\$ 5.00	PDS 170	\$ 3.00		
ART 243	\$ 15.00	CIS 240	\$ 5.00	PDS 171	\$ 3.00		
ART 244	\$ 10.00	CNET 221	\$ 10.00	PDS 172	\$ 3.00		
ART 245	\$ 10.00	CNET 253	\$ 5.00	PDS 173	\$ 3.00		

\* KINA 238 is a Golf Usage Fee.

## ACADEMIC SKILLS

### ACSK 050 WRITING FUNDAMENTALS

3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Not Degree Applicable

Letter Grade or P/NP

Advisories: For speakers of languages other than English, completion of the English as a Second Language (ESL) sequence is highly recommended.

Focuses on the grammar, punctuation, sentence writing, and paragraph writing skills students need to succeed in basic English courses. Provides intensive practice, multi-sensory instruction, and individualized assistance to promote the written language development of students with diverse needs and backgrounds, including students with learning disabilities and speakers of other languages. Offered as a prerequisite to the basic English writing course for students who do not receive a qualifying score on the Assessment test or equivalent.

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### ACSK 075 ARITHMETIC FUNDAMENTALS

4.00

4.00 hours per week: (4.00 lecture hours/0.00 lab hours)

Credit - Not Degree Applicable

Letter Grade or P/NP

Provides a basic arithmetic and math study skills course for students who have a history of difficulties in mathematics. This course uses alternative and active approaches for learning the concepts and skills of place value, basic operations, fractions, decimals, percentages, word problems, learning styles, and math study strategies.

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### ACSK 500 GED TEST PREPARATION

0

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Noncredit

Non-credit Course

Designed to prepare students in basic skills, including the five areas of the GED examination: Mathematics, Science, Social Studies, Language Arts-Writing I and II, and Language Arts-Reading. Material is presented through a variety of methods, including teacher-led, computer-assisted and individualized instruction as well as working at problem-solving in pairs and small groups. The course is repeatable.

Repeatable.

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## ACCOUNTING

### ACCT 201A FINANCIAL ACCOUNTING

4.00

(Formerly BUS201A)

4.00 hours per week: (4.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Advisories: ENGL 156 and MATH 123

Explores what financial accounting is, why it is important, and how it is used by investors and creditors to make decisions. Covers the accounting information system and the recording and reporting of business transactions with a focus on the accounting cycle, the application of generally accepted accounting principles, the classified financial statements, and statement analysis. Includes issues relating to asset, liability and equity valuation, revenue and expense recognition, cash flow, internal controls and ethics.

Transfer: CSU; UC

C-ID ACCT 110

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### ACCT 201B MANAGERIAL ACCOUNTING

4.00

(Formerly BUS201B)

4.00 hours per week: (4.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: BUS 201A: FINANCIAL ACCOUNTING

Advisories: ENGL 156; and MATH 123

Examines how managers use accounting information in decision-making, planning, directing operations and controlling costs. Focuses on cost terms and concepts, cost behavior, cost structure and cost-volume-profit analysis. Examines profit planning, standard costs, operations and capital budgeting, cost control and accounting for costs in manufacturing organizations.

Transfer: CSU; UC

C-ID ACCT 120

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### ACCT 251 ELEMENTS OF ACCOUNTING FOR BUSINESS INCLUDING AGRICULTURAL BUSINESS

4.00

(Formerly BUS251)

4.00 hours per week: (4.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Advisories: Eligibility for ENGL 156

Provides a study of the principles of accounting for small business including agricultural business. Principles include types of records required, their use and how to compute and use measures of earnings and cost of production to improve business and agribusiness efficiencies. Income tax, Social Security, and employee payroll records also included. Application of these concepts and methods will include hands-on projects to develop computer-based solutions for a business or agribusiness. Students will choose a business focus from agricultural, service or retail merchandiser businesses.

Transfer: CSU

C-ID AG-AB 128

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### ACCT 252 COMPUTERIZED ACCOUNTING USING QUICKBOOKS PRO

3.00

(Formerly BUS252)

5.00 hours per week: (2.00 lecture hours/3.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Advisories: BUS 201A or BUS 251

Provides students familiar with accounting concepts the knowledge, skills, and practice needed to use microcomputers for accounting applications. Includes inputting and electronically managing general journal, specialized journals, financial statement analysis, payroll, inventory, accounts receivable, accounts payable, depreciation, and other accounting applications. Provides training for entry-level computerized bookkeepers, small business owners, and students pursuing further accounting courses.

Transfer: CSU

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## AGRICULTURE BUSINESS

### AGB 201 AGRICULTURE ECONOMICS

3.00

(Formerly ECON201AG)

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: MATH 123

Advisories: MATH 127

Provides a basic understanding of the business and economics of the agricultural industry; an introduction to the economic aspects of agriculture and their implications to the agricultural producer, consumer and the food system; management principles encountered in the day to day operation of an agricultural enterprise as they relate

to the decision making process.

*Transfer: CSU; UC (For UC, maximum credit of 3 units total between AGB 201 and ECON 201B).*

*C-ID AG + AB 124*

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### **AGB 202 INTRODUCTION TO AGRICULTURAL BUSINESS 3.00**

*(Formerly BUS245AG)*

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Advisories: ENGL 156*

Provides a basic understanding of the business and economics of the agricultural industry; an introduction to the economic aspects of agriculture and their implications to the agricultural producer, consumer and the food system; management principles encountered in the day to day operation of an agricultural enterprise as they relate to the decision making process.

*Transfer: CSU; UC*

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### **AGB 204 AGRICULTURAL SALES AND COMMUNICATION 3.00**

*(Formerly BUS241AG)*

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

*Advisories: ENGL 156*

Examines principles and practices of the selling process including selling strategies and approaches, buyer behavior, prospecting, territory management, and customer service. Self- management, communication, leadership, teamwork and interpersonal skills necessary in developing managerial abilities within the agribusiness sector will be explored. Students will gain experience through role-play, formal sales presentations, and job shadowing. The course content is organized to give students an in-depth understanding of the factors and influences that affect the agribusiness industry on a day-to-day basis. Application of these concepts and methods will occur through hands-on projects developing solutions for agricultural business.

*Transfer: CSU*

*C-ID AG + AB 112*

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### **AGB 205 FARM MANAGEMENT 3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Presents concepts related to the organization and operation of farm and ranch businesses. Topics include identification of factors affecting profitability, evaluation of the business for increased efficiency and profit and the application of budgeting to laboratory farm and independent analysis of a farm.

*Transfer: CSU*

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### **AGB 210 INTRODUCTION TO AGRICULTURAL COMPUTER APPLICATIONS 4.00**

*(Formerly CIS210AG)*

*4.00 hours per week: (4.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Advisories: ENGL 156*

Introduces the student to computer use in the workplace with an emphasis on agribusiness situations. Computer applications including word processing, spreadsheets, databases and presentation software will be covered. Also included will be a working knowledge of computer terminology; relationship between hardware and software; computer operating systems and World Wide Web. The course also covers the ethical issues surrounding technology in an agribusiness setting. Credit for one course allowed between CIS 210

and AGB 210.

*Transfer: CSU; UC*

*C-ID AG + AB 108*

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## **AGRICULTURE MECHANICS**

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### **AGM 220 FARM POWER, MACHINERY, AND SAFETY 4.00**

*6.00 hours per week: (2.00 lecture hours/4.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Introduces the safe and proper operation of wheel and track type tractors, their implements and their role in the agriculture industry. Also introduces the evaluation of agricultural machinery and tractor power performance and emphasis on management, selection, and efficient operation of agricultural machinery.

*Transfer: CSU*

*C-ID AG + MA 108L*

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### **AGM 221 INTRODUCTION TO AGRICULTURE MECHANICS 3.00**

*6.00 hours per week: (2.00 lecture hours/4.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Introduces basics in safety, tools, rope work, plumbing, concrete, blueprint reading, electrical, woodworking, metalworking and agriculture mechanics careers. Designed for students who seek to develop basic mechanical skills.

*Transfer: CSU*

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### **AGM 222 AGRICULTURAL SAFETY 2.00**

*5.00 hours per week: (2.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Involves safety practices and principles related to accident causation and prevention with tractors, machinery, livestock and environmental disposal and safe practice.

*Transfer: CSU*

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### **AGM 223 AGRICULTURE INDUSTRIAL POWER 3.00**

*6.00 hours per week: (2.00 lecture hours/4.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: AGM 221 with a minimum grade of C or better*

Explores the basic operation and repair of modern diesel, natural gas, biofuel, and co-gen engines. Principles and theories are studied by running, testing, diagnosing, disassembling and reassembling components, systems, and engines. Additional emphasis will be placed on current California State Air Quality Control Standards.

*Transfer: CSU*

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### **AGM 224 SMALL GAS ENGINES 3.00**

*5.00 hours per week: (2.00 lecture hours/3.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Introduces the operation, construction, maintenance, repair, and adjustments of two-cycle and four-cycle engines. Designed for persons without prior experience in small engines. Theory and practical work, including safety, customer service, and the care and use of specialized tools used in small engine repair and maintenance will be covered. Examples of the types of engines to be used will include lawn mower, power saw, pump, conveyor, self-propelled

small carts, and any other small engines. Laboratory required.

*Transfer: CSU*

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**AGM 252 WORK EXPERIENCE IN AGRICULTURE MECHANICS 1.00-4.00**

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*0 hours per week: (0.00-0.00 lecture hours/0.00-0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

Provides opportunities for students in Agriculture Mechanics to acquire and demonstrate employer-desired work habits, attitudes, and skills in the workplace. Employment is related to the student's educational majors and/or career goals. Students may earn a maximum of four credits per semester. Students must work 75 paid work hours or 60 non-paid work hours for each credit earned.

*Transfer: CSU*

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**AGRICULTURE PLANT SCIENCE**

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**AGPS 230 PRINCIPLES OF IRRIGATION 3.00**

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*6.00 hours per week: (2.00 lecture hours/4.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Introduces the fundamentals of basic irrigation systems including: flood, sprinkler, micro, sub-irrigation and their variations. Examine water use, quality, management and distribution systems in California and uncover the importance of water in the California Agriculture Industry.

*Transfer: CSU*

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**AGPS 241 INTRODUCTION TO SOIL SCIENCE 3.00**

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*6.00 hours per week: (2.00 lecture hours/4.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Introduces the study of soil physical, chemical and biological properties. Soil classification, derivation, use, function and management including erosion, moisture retention, structure, cultivation, organic matter and microbiology. Laboratory topics include soil type, classification, soil reaction, soil fertility and physical properties of soil.

*Transfer: CSU, UC*

*C-ID AG + PS 128L*

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**AGPS 242 INTRODUCTION TO PLANT SCIENCE 3.00**

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*6.00 hours per week: (2.00 lecture hours/4.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Provides students with a working knowledge of the fundamental structures and processes of plants. Principles to be applied cover plant structures, physiology, heredity, environmental relationship to growth, adaptation, and management of crops. Scientific research, exploration of plant growth, and identification of economical crops will be included.

*Transfer: CSU, UC*

*C-ID AG + PS 106L*

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**AGPS 243 PLANT PROPAGATION AND PRODUCTION 3.00**

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*6.00 hours per week: (2.00 lecture hours/4.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Examines plant propagation and production with emphasis on nursery operations including sexual and asexual reproduction, planting, transplanting, fertilizing, plant pest and disease control; structures and site layout; preparation and use of propagating and

planting mediums; use and maintenance of common tools and equipment; regulations pertaining to plant production. Laboratory required.

*Transfer: CSU, UC*

*C-ID AG + EH 116L*

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**AGPS 244 PLANT IDENTIFICATION AND USAGE I 3.00**

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*6.00 hours per week: (2.00 lecture hours/4.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Covers the identification, growth habits, culture and ornamental use of landscape and indoor plants adapted to climates of California. Topics include botanical nomenclature, plant hardiness and growth zones, growth habits, plant structural characteristics and soil nutritional requirements. Landscape uses are stressed along with cultural practices. Plants covered are those best observed and identified in the Spring season of the year.

*Transfer: CSU, UC*

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**AGPS 250 INTRODUCTION TO VITICULTURE 3.50**

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*5.00 hours per week: (3.00 lecture hours/2.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Introduces viticulture including grape growing, history, distribution, biology, anatomy, propagation, cultivated varieties, rootstocks, climate, vineyard practices, common diseases and pests.

*Transfer: CSU, UC*

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**AGPS 252 WORK EXPERIENCE IN AGRICULTURE PLANT SCIENCE 1.00 to 4.00**

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*0 hours per week: (0.00-0.00 lecture hours/0.00-0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

Provides opportunities for students in Agriculture Plant Science to acquire and demonstrate employer-desired work habits, attitudes, and skills in the workplace. Employment is related to the student's educational majors and/or career goals. Students may earn a maximum of four credits per semester. Students must work 75 paid work hours or 60 non-paid work hours for each credit earned.

*Transfer: CSU*

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**AMERICAN SIGN LANGUAGE**

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**ASL 147 INDEPENDENT STUDIES: AMERICAN SIGN LANGUAGE 0.50 to 2.00**

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*1.50 - 6.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 6.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: The student must have completed preparatory course work in the field in which the study is to be undertaken.*

Provides an opportunity for an in-depth study or practicum experience by an individual student in a selected topic of American Sign Language under the direction of an instructor.

[Click for Course Student Learning Outcomes](#)

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**ASL 201 AMERICAN SIGN LANGUAGE I 5.00**

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*(Formerly ASL215A)*

*5.00 hours per week: (5.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Introduces a functional-notional approach to the acquisition of American Sign Language (ASL) - a visual/gestural language -

through the development of visual receptive and expressive skills required for vocabulary development, grammar, non-manual behaviors, and fingerspelling. Creates awareness of Deaf Culture by reviewing the history of ASL, dynamics of the Deaf community and cultural customs of communication.

*Transfer: CSU; UC*

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## **ASL 202 AMERICAN SIGN LANGUAGE II 5.00**

*(Formerly ASL215B)*

*5.00 hours per week: (5.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: ASL 201 or equivalent*

Presents a continuation of ASL 201 through vocabulary development, grammar, non-manual behaviors and fingerspelling. Heightens sensitivity to Deaf culture, including its history, values, traditions and communication customs.

*Transfer: CSU; UC*

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## **ANTHROPOLOGY**

### **ANTH 201 PHYSICAL ANTHROPOLOGY 3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Advisories: ENGL 156*

Presents an introduction to the science of physical anthropology. Topics include: the fields of anthropology, the scientific method, evolutionary theory, genetics and inheritance, human variation, biology and behavior of living primates, and the fossil evidence of human evolution.

*Transfer: CSU; UC*

*C-ID ANTH 110*

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### **ANTH 201L PHYSICAL ANTHROPOLOGY LABORATORY 1.00**

*3.00 hours per week: (0.00 lecture hours/3.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Corequisites: ANTH 201*

Utilizes the hands-on laboratory approach in studying primatology, osteology, dentition, genetics and human variation. Both fossil and contemporary will be studied.

*Transfer: CSU; UC*

*C-ID ANTH 115L*

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### **ANTH 202 ARCHAEOLOGY 3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

*Advisories: ENGL 156*

Presents an introduction to archaeological theory and concepts, as well as an overview of both New and Old World archaeology.

*Transfer: CSU; UC*

*C-ID ANTH 150*

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### **ANTH 203 CULTURAL ANTHROPOLOGY 3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Advisories: ENGL 156*

Presents an anthropological study of culture. Cultural anthropologists study and compare human cultures throughout time. Students are introduced to how anthropologists do their work, utilize research ethics and study humans around the globe.

*Transfer: CSU; UC*

*C-ID ANTH 120*

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### **ANTH 220 CALIFORNIA INDIANS 3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Advisories: ENGL 156*

Presents a history of the California Indians, including their prehistory, the Indians at the time of European contact, the Spanish period, the early Anglo-American period, and the Indians today.

*Transfer: CSU; UC*

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### **ANTH 221 NORTH AMERICAN INDIANS 3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Advisories: ENGL 156*

Studies the North American Indians, including their lifestyle at the time of contact, their reactions to European contact, and the Indians at present.

*Transfer: CSU; UC*

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### **ANTH 225 CONTEMPORARY CULTURES OF THE WORLD 3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Advisories: ENGL 156*

Studies the ways of life of people in different regions of the world, including Latin America, Middle East, East Asia, and Africa. Beliefs, values, and other social characteristics such as family, economics, and religion will be studied.

*Transfer: CSU; UC*

[Click for Course Student Learning Outcomes](#)

### **ANTH 247 INDEPENDENT STUDIES: ANTHROPOLOGY 0.50 to 2.00**

*1.50 - 6.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 6.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: The student must have completed preparatory course work in the field in which the study is to be undertaken.*

Provides an opportunity for an in-depth study or a practicum experience by an individual student in a selected topic of anthropology under the direction of an instructor.

*Transfer: CSU*

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## **ARCHITECTURE**

### **ARCH 180 ARCHITECTURAL PORTFOLIO DESIGN WORKSHOP 0.50**

*(Formerly ARCH193B)*

*1.10 hours per week: (0.22 lecture hours/0.88 lab hours)*

*Credit - Degree Applicable*

*P/NP Only*

*Prerequisites: ARCH 221 and ARCH 232 or comparable experience with Adobe Photoshop*

*Advisories: ARCH 222*

Presents principles, concepts, methods, and skills pertaining to the design and preparation of architectural portfolios and presentations, with particular emphasis on using Adobe InDesign software for page layout and document production.

[Click for Course Student Learning Outcomes](#)

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**ARCH 193 ARCHITECTURE SPECIAL TOPIC 0.50 to 4.00**

0.00 - 0.00 hours per week: (0.00 lecture hours)

Credit - Degree Applicable

Letter Grade or P/NP

Examines a special topic in the field of study related to the discipline offering this course.

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**RCH 195 TECHNICAL CAREER PREPARATION IN ARCHITECTURE 1.00**

1.00 hours per week: (1.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Overview of architectural careers with focus on preparing for the job market. Includes discussion of career opportunities in architecture, both union and non-union. Focus on providing the tools necessary to target and obtain a position in the architectural industry.

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**ARCH 201 INTRODUCTION TO ARCHITECTURE AND ENVIRONMENTAL DESIGN 2.00**

2.00 hours per week: (2.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Advisories: ENGL 201A

Introduces a critical framework for regarding buildings as works of architecture. Explores the nature of the architectural profession and how it relates to other environmental design fields, such as city and regional planning, urban design, and landscape architecture. Examines how building and environmental design professions are responding to the profound challenges of living sustainability in the 21st century. This course is intended for the student intending to transfer to a university major in architecture or a related environmental design discipline.

Transfer: CSU; UC (For UC, maximum credit of 18 credits between ARCH 201, 213, 221, 222, 251 and 252)

[Click for Course Student Learning Outcomes](#)

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**ARCH 205 ARCHITECTURAL MODEL MAKING 2.00**

4.00 hours per week: (1.00 lecture hours/3.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: ARCH 221 and CTCH 250

Advisories: Completion of or concurrent enrollment in ARCH 222, ARCH 231, or high school drafting.

Introduces basic concepts and creation of 3D scaled material architectural models for visual representation and communication of architectural design.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

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**ARCH 217 HISTORY OF WORLD ARCHITECTURE I 3.00**

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Advisories: ENGL 201A

Surveys architecture and urbanism in the ancient world, from prehistory through the 16th century. Addresses the social, cultural and physical conditions that influenced the built environment of the Mediterranean basin, plus Europe, Asia, Africa, and Pre-Columbian America.

Transfer: CSU

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**ARCH 221 DESIGN AND VISUAL COMMUNICATION I 4.00**

8.00 hours per week: (2.00 lecture hours/6.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Presents principles, concepts, methods and skills pertaining to free-hand and drafted drawings employing orthographic, axonometric,

oblique and lineal perspective drawing systems to represent ideas, objects and environments. Includes principles and concepts of two- and three-dimensional visual design. Covers basic color theory principles, concepts and application; basic physical model building concepts and skills; shadow casting principles, conventions and techniques for orthographic, axonometric, oblique and perspective drawing systems.

Transfer: CSU; UC (For UC, maximum credit of 18 credits between ARCH 201, 213, 221, 222, 251 and 252)

[Click for Course Student Learning Outcomes](#)

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**ARCH 222 DESIGN AND VISUAL COMMUNICATION II 4.00**

8.00 hours per week: (2.00 lecture hours/6.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: ARCH 221 and Completion of or concurrent enrollment in ARCH 232

Continuation and extension of the content and issues introduced in ARCH 211, plus the principles, concepts, methods and skills pertaining to the freehand, drafted and digital visualization and communication of quantitative and qualitative information to support analysis and conceptualization.

Transfer: CSU; UC (For UC, maximum credit of 18 credits between ARCH 201, 213, 221, 222, 251 and 252)

[Click for Course Student Learning Outcomes](#)

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**ARCH 232 ARCHITECTURAL DESIGN & PRESENTATION COMPUTER GRAPHICS 3.00**

5.00 hours per week: (2.00 lecture hours/3.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Advisories: ARCH 221

Introduces computer design and presentation skills for architecture students including image editing, page layout, and 3D modeling.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

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**ARCH 242 INTRODUCTION TO ARCHITECTURAL PRACTICE 3.00**

5.00 hours per week: (2.00 lecture hours/3.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Prerequisites: CTCH 250 and ARCH 221 and completion of or concurrent enrollment in ARCH 230

Introduces the concepts and methods associated with the use and application of construction systems, processes and materials. Emphasis is placed on the standards and conventions used to detail and document light framed construction.

Transfer: CSU

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**ARCH 244 ARCHITECTURAL ENVIRONMENT CONTROL SYSTEMS 3.00**

5.00 hours per week: (2.00 lecture hours/3.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Prerequisites: PHYS 205B

Advisories: Completion of or concurrent enrollment in ARCH 252.

Introduces the theory and application of climate, energy use and comfort as determinates of architectural form. Includes architectural methods of ventilating, cooling, heating, and lighting for envelope-load dominated buildings. Acceptable for credit, CSU, (credit based on portfolio review).

Transfer: CSU

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**ARCH 245 INTRODUCTION TO GREEN BUILDING AND LEED GREEN ASSOCIATE CREDENTIAL PREPARATION 1.50**

1.50 hours per week: (1.50 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: CTCH 250 or Equivalent professional experience

Explores the environmental impacts of the built environment, principals of green building design and construction, available rating/certification systems for green building, with an in-depth review of the LEED Rating Systems and their applications, specifically the LEED Building Design and Construction (BD&C) Rating System. At the completion of the course, a review will be completed to support preparation to apply for the LEED Green Associate Credential Exam.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

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**ARCH 246 GREEN BUILDING AND LEED AP BD+C EXPERIENCE 1.50**

1.50 hours per week: (1.50 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: ARCH 245 and LEED Green Associate Credential Prep or equivalent professional experience.

Explores the environmental impacts of the built environment, principles of green building design and construction, available rating/certification systems for green building, with an in-depth review and exploration of the LEED Rating Systems and their applications, specifically the LEED Building Design and Construction (BD+C) Rating System. The course will be primarily focused on the partial documentation/certification of a project pursuing LEED certification. At the completion of the course, a review will be completed to support preparation to apply for the LEED AP BD+C Credential Exam.

Transfer: CSU

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**ARCH 247 INDEPENDENT STUDIES: ARCHITECTURE 0.50 to 2.00**

0.00 - 0.00 hours per week: (0.00 - 0.00 lecture hours/0.00 - 0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: The student must have completed preparatory course work in the field in which the study is to be undertaken

Provides an opportunity for an in-depth study or practicum experience by an individual student in a selected topic of architecture under direction of an instructor.

Transfer: CSU

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**ARCH 248 GREEN BUILDING AND HOME LEED AP HOMES EXPERIENCES 1.50**

1.50 hours per week: (1.50 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: ARCH 245 and LEED GREEN Associate Credential Prep or Equivalent professional experience.

Explores the environmental impacts of the built environment, principals of green residential building design and construction, available rating/certification systems for green building, with an in-depth review and exploration of the LEED Rating System and their applications, specifically the LEED for Homes Rating System. The course will be primarily focused on the partial documentation/certification of a project pursuing LEED for Homes Certification. At the completion of the course, a review will be completed to support preparation to apply for the LEED Homes Credential Exam.

Transfer: CSU

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**ARCH 251 ARCHITECTURAL DESIGN FUNDAMENTALS I 5.00**

9.00 hours per week: (3.00 lecture hours/6.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: ARCH 222

Presents theories, principles, methods and means of creative problem solving, two- and three-dimensional visual organizations to communicate concepts and meanings, basic verbal and visual communication skills, analysis of the built environment with emphasis on the creation and interrelationship of architectural form, function and light.

Transfer: CSU; UC (For UC, maximum credit of 18 credits between ARCH 201, 213, 221, 222, 251 and 252)

[Click for Course Student Learning Outcomes](#)

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**ARCH 252 ARCHITECTURAL DESIGN FUNDAMENTALS II 5.00**

9.00 hours per week: (3.00 lecture hours/6.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Prerequisites: ARCH 251

Continuation of theories, principles, methods and means of creative problem solving, two- and three-dimensional visual organizations to communicate concepts and meanings, basic verbal and visual communication skills, analysis of the built environment with emphasis on the creation and interrelationship of architectural form, function, structure and context.

Transfer: CSU; UC (For UC, maximum credit of 18 credits between ARCH 201, 213, 221, 222, 251 and 252)

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**ARCH 255 WORK EXPERIENCE IN ARCHITECTURE 1.00 to 4.00**

0 hours per week: (0.00-0.00 lecture hours/0.00-0.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Provides opportunities for students in Architecture to acquire and demonstrate employer-desired work habits, attitudes, and skills in the workplace. Employment is related to the student's educational majors and/or career goals. Students may earn a maximum of four credits per semester. Students must work 75 paid work hours or 60 non-paid work hours for each credit earned.

Transfer: CSU

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**ART**

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**ART 193 ART SPECIAL TOPIC 0.50 to 4.00**

0.00 - 0.00 hours per week: (0.00 lecture hours)

Credit - Degree Applicable

Letter Grade or P/NP

Examines a special topic in the field of study related to the discipline offering this course.

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**ART 200 ART APPRECIATION 3.00**

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Advisories: ENGL 156.

Examines works of art through the study of terminology, themes, design principles, media and techniques, and provides a general introduction to the visual arts across time and diverse cultures through the use of various art historical methodologies.

Transfer: CSU; UC

C-ID ARTH 100

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<b>ART 202</b>	<b>INTRODUCTION TO MUSEUM PRACTICES</b>	<b>3.00</b>
5.00 hours per week: (2.00 lecture hours/3.00 lab hours)		
Credit - Degree Applicable		
Letter Grade or P/NP		
Advisories: ENGL 201A and ART 203 or ART 204 or ART 205 or ART 207 or ART 208 or ART 209 or ART 210		
Introduces the history, functions, and professional practices of art museums. Includes development of an art historical exhibition and accompanying texts. Introduces curatorial and art critical writing, including writing art reviews for publication.		
Transfer: CSU		
<a href="#">Click for Course Student Learning Outcomes</a>		
<b>ART 203</b>	<b>SURVEY OF WESTERN ART HISTORY: PREHISTORY THROUGH THE MIDDLE AGES</b>	<b>3.00</b>
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)		
Credit - Degree Applicable		
Letter Grade or P/NP		
Advisories: ENGL 201A		
Provides an overview of western art and architecture from prehistory through the medieval period.		
Includes cultural and historical background of Prehistoric (Paleolithic and Neolithic periods), Ancient Near Eastern, Egyptian, Aegean, Greek, Roman, and Medieval art traditions.		
Transfer: CSU; UC		
C-ID ARTH 110		
<a href="#">Click for Course Student Learning Outcomes</a>		
<b>ART 204</b>	<b>SURVEY OF WESTERN ART HISTORY: RENAISSANCE TO CONTEMPORARY</b>	<b>3.00</b>
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)		
Credit - Degree Applicable		
Letter Grade or P/NP		
Advisories: ENGL 201A		
Presents an overview of art and architecture from the Renaissance to the Contemporary period. Includes cultural and historical issues of the Renaissance, Baroque, Rococo, Neo-Classical, Romantic, Realist, Impressionist, Post-Impressionist and 20th Century periods of art.		
Transfer: CSU; UC		
C-ID ARTH 120		
<a href="#">Click for Course Student Learning Outcomes</a>		
<b>ART 205</b>	<b>SURVEY OF ART HISTORY: MODERNISM THROUGH CONTEMPORARY</b>	<b>3.00</b>
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)		
Credit - Degree Applicable		
Letter Grade or P/NP		
Advisories: ENGL 201A		
Presents an overview of the art movements, artists and issues of Modernism to Contemporary art. This includes art from the mid-nineteenth century, through the twentieth century and contemporary art. Incorporates the social, political, and aesthetic context of the time.		
Transfer: CSU; UC		
C-ID ARTH 150		
<a href="#">Click for Course Student Learning Outcomes</a>		
<b>ART 207</b>	<b>SURVEY OF MEXICAN ART HISTORY I: PRE-COLUMBIAN</b>	<b>3.00</b>
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)		
Credit - Degree Applicable		
Letter Grade or P/NP		
Advisories: ENGL 201A		
Surveys the arts, architecture, and archaeology of ancient Mesoamerica and South America from 1200 BCE to the conquest/16th century.		
Transfer: CSU; UC		
C-ID ARTH 145		
<a href="#">Click for Course Student Learning Outcomes</a>		

<b>ART 208</b>	<b>SURVEY OF MEXICAN ART HISTORY II: COLONIAL TO CONTEMPORARY</b>	<b>3.00</b>
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)		
Credit - Degree Applicable		
Letter Grade or P/NP		
Advisories: ENGL 201A		
Surveys the arts, architecture, and visual culture of Mexico from the colonial period/16th century to the present.		
Transfer: CSU; UC		
<a href="#">Click for Course Student Learning Outcomes</a>		
<b>ART 209</b>	<b>ART OF AFRICA, OCEANIA, AND INDIGENOUS NORTH AMERICA</b>	<b>3.00</b>
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)		
Credit - Degree Applicable		
Letter Grade or P/NP		
Advisories: ENGL 201A		
Provides an overview of visual culture, including art and architecture, within select regions in sub-Saharan Africa, Oceania, and indigenous North America.		
Transfer: CSU; UC		
C-ID ARTH 140		
<a href="#">Click for Course Student Learning Outcomes</a>		
<b>ART 210</b>	<b>SURVEY OF ASIAN ART HISTORY</b>	<b>3.00</b>
3.00 hours per week: (3.00 lecture hours/0.00 lab hours)		
Credit - Degree Applicable		
Letter Grade or P/NP		
Advisories: ENGL 201A		
Provides an overview of Asian art and architecture. Includes cultural and historical background of artistic traditions of India, Southeast Asia, China, Korea, and Japan from prehistoric to modern times.		
Transfer: CSU; UC		
C-ID ARTH 130		
<a href="#">Click for Course Student Learning Outcomes</a>		
<b>ART 220</b>	<b>FUNDAMENTALS OF 2-D DESIGN</b>	<b>3.00</b>
6.00 hours per week: (2.00 lecture hours/4.00 lab hours)		
Credit - Degree Applicable		
Letter Grade or P/NP		
Introduces the design elements and principles common to all visual art forms including line, shape, value, texture, color, and space. Develops visual vocabulary for artistic expression through lecture presentations, creative problem solving, and studio projects.		
Transfer: CSU; UC		
C-ID ARTS 100		
<a href="#">Click for Course Student Learning Outcomes</a>		
<b>ART 221</b>	<b>DRAWING I</b>	<b>3.00</b>
6.00 hours per week: (2.00 lecture hours/4.00 lab hours)		
Credit - Degree Applicable		
Letter Grade or P/NP		
Introduces the theory and practice of drawing as visual communication for both non-art and art majors. Presents drawing as a basic expression of visual thinking; combines practicality and aesthetic sense in an alternating sequence of observation and responses. Explores concepts, techniques and conventions in contemporary and historical cultural contexts.		
Transfer: CSU; UC		
C-ID ARTS 110		
<a href="#">Click for Course Student Learning Outcomes</a>		
<b>ART 222</b>	<b>DRAWING II</b>	<b>3.00</b>
6.00 hours per week: (2.00 lecture hours/4.00 lab hours)		
Credit - Degree Applicable		
Letter Grade or P/NP		
Prerequisites: ART 221		
Explores artistic concepts, styles, and creative expression related		

to intermediate-level drawing. Focuses on complex subject matter and concepts using a variety of drawing mediums, techniques, and methodologies. Students will incorporate personal approaches to content and materials in drawing projects covering both historical and contemporary methods.

*Transfer: CSU; UC*

*C-ID ARTS 205*

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**ART 223 FIGURE DRAWING I 3.00**

*6.00 hours per week: (2.00 lecture hours/4.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: ART 221*

Introduces drawing the human figure from observation of live models. Presents a wide variety of drawing media and techniques. Topics include an introduction to human anatomy, the historical and contemporary roles of figure drawing in the visual arts, and expressive, interpretive approaches to drawing the figure.

*Transfer: CSU; UC*

*C-ID ARTS 200*

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**ART 224 FIGURE DRAWING II 3.00**

*6.00 hours per week: (2.00 lecture hours/4.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: ART 223*

Continues ART 223 with an emphasis on personal interpretation and the development of content. Focuses on the figure in context and in finished compositions.

*Transfer: CSU; UC*

[Click for Course Student Learning Outcomes](#)

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**ART 229 COLOR 3.00**

*6.00 hours per week: (2.00 lecture hours/4.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: ART 220*

Presents the physical nature of color and the theory of color. Studio projects explore primary systems, color properties, interaction, strategies and expressive qualities of color. Investigates the physiological, psychological, symbolic, and cultural aspects of color.

*Transfer: CSU; UC*

*C-ID ARTS 270*

[Click for Course Student Learning Outcomes](#)

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**ART 230A PAINTING 3.00**

*6.00 hours per week: (2.00 lecture hours/4.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: ART 220 and ART 221*

Introduces oil and acrylic painting techniques, methods, materials and language. Explores processes, color theory and paint mixing, brushwork and composition, as well as creative responses to materials and subject matter.

*Transfer: CSU; UC*

[Click for Course Student Learning Outcomes](#)

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**ART 230B PAINTING II 3.00**

*6.00 hours per week: (2.00 lecture hours/4.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: ART 230: PAINTING I*

Presents a continuation of ART 230A with an emphasis on contemporary issues in painting. Composition and content are also stressed.

*Transfer: CSU; UC*

[Click for Course Student Learning Outcomes](#)

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**ART 230C PAINTING III 3.00**

*6.00 hours per week: (2.00 lecture hours/4.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: ART 230B: PAINTING II with a minimum grade of C or better*

Offers expanded instruction in intermediate level studio practices developed in Art 230B. Emphasizes exploration of historical and contemporary issues and trends in painting.

*Transfer: CSU; UC*

[Click for Course Student Learning Outcomes](#)

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**ART 232 WATERCOLOR I 3.00**

*6.00 hours per week: (2.00 lecture hours/4.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: ART 220 and ART 221*

Introduces basic watercolor techniques, methods and materials, explores historical and cultural context and the creative use of aqueous media in painting on paper.

*Transfer: CSU; UC*

[Click for Course Student Learning Outcomes](#)

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**ART 233 WATERCOLOR II 3.00**

*6.00 hours per week: (2.00 lecture hours/4.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: ART 232*

Continues ART 232 with an emphasis on problem-solving, composition, historical and cultural context and the development of personal style.

*Transfer: CSU; UC*

[Click for Course Student Learning Outcomes](#)

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**ART 234 FIGURE PAINTING 3.00**

*6.00 hours per week: (2.00 lecture hours/4.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: ART 223 and ART 230*

*Advisories: ART 224 and ART 231*

Introduces the fundamentals of painting from the human figure, the creative use of various painting media, and the figure in context.

*Transfer: CSU; UC*

[Click for Course Student Learning Outcomes](#)

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**ART 235 MURAL PAINTING 3.00**

*6.00 hours per week: (2.00 lecture hours/4.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: ART 220 and ART 221 or ART 230*

Introduces mural painting and processes. Includes analyzing a site, developing a design and proposal, the study and application of painting materials, executing a mural in a public space, and working in a collaborative environment. Presents a contemporary and historical view of mural painting. Students may need to travel to mural site.

*Transfer: CSU; UC*

[Click for Course Student Learning Outcomes](#)

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**ART 240A PRINTMAKING I 3.00**

*(Formerly ART240)*

*6.00 hours per week: (2.00 lecture hours/4.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Introduces instruction and studio practice in a variety of traditional printmaking techniques such as relief, intaglio, and screen-printing, as well as the designing of images appropriate to these techniques.

Emphasizes contemporary art issues related to printmaking and the history of printmaking.

*Transfer: CSU; UC*

[Click for Course Student Learning Outcomes](#)

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**ART 240B PRINTMAKING II 3.00**

*6.00 hours per week: (2.00 lecture hours/4.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: ART 240A with a minimum grade of C or better*

Offers further instruction in studio practices developed in Art 240A. Presents intermediate printmaking techniques in relief, intaglio, and screen-printing, as well as projects combining print processes. Emphasizes exploration of personal voice and contemporary cultural issues.

*Transfer: CSU; UC*

[Click for Course Student Learning Outcomes](#)

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**ART 241A ETCHING I 3.00**

*6.00 hours per week: (2.00 lecture hours/4.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: ART 221*

Offers instruction and studio practice in beginning etching and drypoint printmaking techniques as well as the designing of images appropriate to these techniques.

*Transfer: CSU; UC*

[Click for Course Student Learning Outcomes](#)

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**ART 241B ETCHING II 3.00**

*6.00 hours per week: (2.00 lecture hours/4.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: ART 241A*

Offers instruction and studio practice in intermediate etching techniques as well as the designing of images appropriate to these techniques. Emphasizes contemporary art issues related to etching.

*Transfer: CSU; UC*

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**ART 241C ETCHING III 3.00**

*6.00 hours per week: (2.00 lecture hours/4.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: ART 241B*

Offers instruction and studio practice in expanded intermediate etching techniques including multiple plate printing and collagraph. Emphasizes contemporary art issues related to etching.

*Transfer: CSU; UC*

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**ART 243A BOOK ARTS I 3.00**

*(Formerly ART 143 and ART 243)*

*6.00 hours per week: (2.00 lecture hours/4.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: ART 220*

Presents an investigation of the book form as a vehicle of creative expression. Explores the book structure through the history, concepts and the creative application of this unique art object, in which the content is not limited to words alone.

*Transfer: CSU; UC*

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**ART 243B BOOK ARTS II 3.00**

*6.00 hours per week: (1.00 - 2.00 lecture hours/3.00 - 4.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: ART 243A with a minimum grade of C or better*

Offers instruction in studio practices developed in Art 243A. Presents intermediate level book-binding and printing techniques in the conceptualization and construction of unique Artists' Books. Emphasizes exploration of historical and contemporary issues and trends in text-based arts and artist's books.

*Transfer: CSU; UC*

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**ART 244 PHOTOGRAPHY I 3.00**

*6.00 hours per week: (2.00 lecture hours/4.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

Introduces the processes, principles, and tools of black and white photography. Topics include the development of technical and aesthetic skills, the elements of design and composition, camera technology, materials and equipment, within an historical and contemporary context. A 35mm film camera is required for class.

*Transfer: CSU; UC*

[Click for Course Student Learning Outcomes](#)

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**ART 245 PHOTOGRAPHY II 3.00**

*6.00 hours per week: (2.00 lecture hours/4.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

*Prerequisites: ART 244*

Continues the study of photography as a fine art. Presents intermediate level concepts, processes, principles, and tools of black and white photography. Topics emphasize the development of photographic work as a means of personal expression through content, the elements of design and composition, and technique. Photography will be considered in an historical and contemporary context. A 35mm film camera is required for class.

*Transfer: CSU; UC*

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**ART 249A DIGITAL PHOTOGRAPHY I 3.00**

*(Formerly ART 249)*

*6.00 hours per week: (2.00 lecture hours/4.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Introduces the processes, principles, and tools of digital photography. Topics include the development of technical and aesthetic skills, the elements of design and composition, camera technology, materials and equipment, within an historical and contemporary context.

*Transfer: CSU; UC*

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**ART 249B DIGITAL PHOTOGRAPHY II 3.00**

*6.00 hours per week: (2.00 lecture hours/4.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

*Prerequisites: ART 249A with a minimum grade of C or better*

Continues the study of digital photography as a fine art. Presents intermediate level concepts, processes, principles, and tools of digital photography. Topics emphasize the development of image-based works as a means of personal expression through content, the elements and principles of design and composition, and applicable digital imaging techniques. Photography will be considered in a historical and contemporary context.

*Transfer: CSU; UC*

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**ART 250 OCCUPATIONAL WORK EXPERIENCE IN ART 1.00 to 4.00**

*0 hours per week: ( )*

*Credit - Degree Applicable*

*Letter Grade Only*

Provides opportunities for students to acquire and demonstrate employer-desired work habits, attitudes, and skills in the workplace.

Employment is related to the student's educational majors and/or career goals. All new AND returning students must complete required initial paperwork to start the program within the first two weeks of the course. Students must monitor their MyCuesta email beginning the first day of class. Failure to complete these stated requirements may result in students being dropped from course. Students may earn a maximum of four credits per semester. Students must work 75 paid work hours or 60 non-paid work hours for each credit earned.

*Transfer: CSU*

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### **ART 251 ALTERNATIVE PHOTOGRAPHIC PROCESSES 3.00**

*6.00 hours per week: (2.00 lecture hours/4.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: ART 244*

Explores creative photographic techniques emphasizing experimental manipulation of the photographic image. Introduces silver and non-silver alternative photographic techniques including multiple image usage, high contrast materials, toning, image transfer, and digital negative with emphasis on personal expression, content, and development of style.

*Transfer: CSU*

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### **ART 252 PHOTOGRAPHIC LIGHTING 3.00**

*6.00 hours per week: (2.00 lecture hours/4.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: ART 244*

Explores various photographic lighting techniques emphasizing artificial sources. Introduces the student to modifying available light, tungsten light and strobe light on location and in the studio environment.

*Transfer: CSU*

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### **ART 253 DIGITAL ART 3.00**

*6.00 hours per week: (2.00 lecture hours/4.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

Introduction to concepts, practices, and theories of digital art production in a fine arts context. Topics include integration of design, color, and compositional principles with contemporary digital tools and mixed media approaches.

*Transfer: CSU; UC*

*C-ID ARTS 250*

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### **ART 255 FOUNDATION OF DIGITAL GRAPHIC ART 3.00**

*6.00 hours per week: (2.00 lecture hours/4.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Advisories: Basic computer skills.*

Presents primary instruction in digital vector graphic and illustration using Adobe Illustrator and other Adobe Creative Cloud software. Students will explore visual problem solving and utilize industry standard digital tools to create graphic works for artistic illustration, graphic design and user experience workflow.

*Transfer: CSU*

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### **ART 256 FOUNDATION OF DIGITAL IMAGING ART 3.00**

*6.00 hours per week: (2.00 lecture hours/4.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Advisories: Basic computer skills.*

Presents primary instruction to enhance digital photographs and compose images using Adobe Photoshop and other Adobe Creative Cloud software. Students will use the latest Adobe Photoshop, Adobe Bridge and Adobe Camera Raw to explore visual problem solving and create images for photography, artistic digital image art, graphic design and user experience workflow.

*Transfer: CSU*

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### **ART 258 FOUNDATION OF DIGITAL LAYOUT DESIGN 3.00**

*6.00 hours per week: (2.00 lecture hours/4.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Advisories: Basic computer skills*

Presents primary instruction in digital layout design using Adobe InDesign and other layout design software. Topics will cover the basic principles of digital layout design and e-publishing for book, magazine, business document, web and UX design.

*Transfer: CSU*

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### **ART 259 FOUNDATION OF WEB AND UX DESIGN 3.00**

*6.00 hours per week: (2.00 lecture hours/4.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Presents primary instruction in Web design and user experience (UX) and interactive design using Adobe Dreamweaver, Adobe Muse, Adobe Edge and other App mock-up software. Topics will cover the basic principles of web design and interactive design including the study of content structure, workflow, usability, and testing; HTML5 and CSS3, responsive and dynamic design, WordPress, web hosting and FTP. This course will provide a solid foundation for web design and interactive design projects such as web design, interactive book and app design mock-up.

*Transfer: CSU*

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### **ART 265 MOTION GRAPHIC DESIGN 3.00**

*6.00 hours per week: (2.00 lecture hours/4.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Introduces students to the principles and elements of motion graphic design. Topics include motion graphics and typography, principal of video editing and visual effects, user interface animation and basic 3D modeling and 3D animation.

*Transfer: CSU*

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### **ART 266 GRAPHIC DESIGN I 3.00**

*6.00 hours per week: (2.00 lecture hours/4.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Advisories: ART 256 and/or ART 255*

Introduces principles and processes used in the creative and practical exploration of visual communication. Topics may include digital layout, graphics, illustrations, photography, web & UX, animation and video. Projects incorporate symbols and typography into visual design, exploring interrelationships between formal elements and symbolic content.

*Transfer: CSU; UC*

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### **ART 267 GRAPHIC DESIGN II 3.00**

*6.00 hours per week: (2.00 lecture hours/4.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: ART 266*

Presents a continuation of ART 266 with an emphasis on individualized projects. Topics include creation of skilled projects in digital

layout, graphics, illustrations, photography, web and UX design, animation and video.

*Transfer: CSU*

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**ART 268 DIGITAL TYPOGRAPHY ART 3.00**

*6.00 hours per week: (2.00 lecture hours/4.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Advisories: ART 255 or ART 256*

Introduces principles in the creative use of type in a digital environment. Emphasis is on the use of typography in graphic design art. Topics include the history of type, aesthetic qualities of letterforms, type classification, organization and hierarchy, grid systems and page layout.

*Transfer: CSU; UC*

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**ART 270 FUNDAMENTALS OF 3-D DESIGN 3.00**

*6.00 hours per week: (2.00 lecture hours/4.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Introduces the elements and principles of three-dimensional design. Presents a variety of non-objective studio projects using sculptural materials, tools, and methods. Includes the study of historical and contemporary art related to three-dimensional design and spatial composition.

*Transfer: CSU; UC*

*C-ID ARTS 101*

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**ART 271 SCULPTURE I 3.00**

*6.00 hours per week: (2.00 lecture hours/4.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

Introduces sculptural principles, techniques, and concepts utilizing a wide range of materials and a focus on contemporary practices. Assignments emphasize creative self-expression, the elements and principles of design, and an examination of historical context.

*Transfer: CSU; UC*

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**ART 272 SCULPTURE II 3.00**

*6.00 hours per week: (2.00 lecture hours/4.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: ART 271*

Continues study of concepts and techniques of contemporary sculpture as introduced in ART 271. Presents intermediate level assignments in fabrication and new genres with an emphasis on installation and site-specific public art. Addresses ongoing global, sociopolitical and cultural changes as well as incorporating new materials and technologies as tools for innovative art making.

*Transfer: CSU, UC*

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**ART 274A SCULPTURE FOUNDRY I 3.00**

*6.00 hours per week: (2.00 lecture hours/4.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: ART 270 and ART 271*

Introduces basic theory and practice in cast bronze sculpture. Projects emphasize creative self-expression using direct modeling of wax, basic mold making, and introduction to non-wax casting materials.

*Transfer: CSU, UC*

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**ART 274B SCULPTURE FOUNDRY II 3.00**

*6.00 hours per week: (2.00 lecture hours/4.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: ART 274A*

Continues instruction and practice in cast bronze sculpture. Assignments emphasize closed core casting, creative expression, and compositional organization of cast metal sculpture.

*Transfer: CSU, UC*

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**ART 274C SCULPTURE FOUNDRY III 3.00**

*6.00 hours per week: (2.00 lecture hours/4.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: ART 274B*

Continues instruction and practice in cast bronze sculpture and introduces aluminum casting. Assignments emphasize bronze repair using TIG welding, combining mixed media with cast metal, scale, and original compositional and formal themes.

*Transfer: CSU, UC*

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**ART 280 INTRODUCTION TO CERAMICS 3.00**

*6.00 hours per week: (2.00 lecture hours/4.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Introduces ceramics materials, concepts, and processes. Includes design principles, creative development, hand-building, throwing, glaze techniques, firing and ceramic terminology. Covers aesthetics and creative development of clay objects examining historical, contemporary, and personal modes of expression across cultures.

*Transfer: CSU; UC*

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**ART 281A CERAMICS: WHEEL-THROWING I 3.00**

*6.00 hours per week: (2.00 lecture hours/4.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Advisories: ART 280*

Presents the practice of ceramic art with an emphasis on throwing on the potter's wheel. Includes functional vessels and sculptural form derived from wheel-thrown objects and from combining wheel and handbuilt forms.

*Transfer: CSU; UC*

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**ART 281B CERAMICS: WHEEL-THROWING II 3.00**

*6.00 hours per week: (2.00 lecture hours/4.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: ART 281A*

Continues Art 281A with further development and refinement of throwing skills. Projects will include functional vessels and sculptural forms derived from wheel-thrown objects and from combining wheel and handbuilt forms. Development of surface, glazing and firing techniques at an intermediate level. Addresses aesthetics and creative development of clay objects examining historical, contemporary, and personal modes of expression.

*Transfer: CSU; UC*

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**ART 282 CERAMICS: HAND-BUILDING 3.00**

*6.00 hours per week: (2.00 lecture hours/4.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: ART 280*

Presents the practice of ceramic art with an emphasis on hand-building techniques. Includes functional vessels and sculptural forms, and addresses traditional, historical and contemporary issues. Assignments guide the development of personal and artistic expression.

*Transfer: CSU; UC*

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### ART 283 CERAMIC SCULPTURE 3.00

*6.00 hours per week: (2.00 lecture hours/4.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: ART 280*

Presents a studio class dealing with issues and techniques of traditional and contemporary ceramic sculpture. Technical processes and materials relevant to ceramic sculpture will be covered. Assignments guide the development of personal and artistic expression.

*Transfer: CSU; UC*

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### ART 284 ALTERNATIVE FIRING TECHNIQUES IN CERAMICS 3.00

*6.00 hours per week: (2.00 lecture hours/4.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: ART 280*

Presents instruction and experience in alternative firing techniques for ceramic art. Firings will span temperatures and techniques including primitive, low fire, mid-range and high fire.

*Transfer: CSU; UC*

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### ART 293 PORTFOLIO PRESENTATION 3.00

*6.00 hours per week: (2.00 lecture hours/4.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: A body of artworks to include a minimum of twelve pieces which have been completed in college studio art courses.*

*Advisories: ENGL 156 and ART 256*

Introduces professional presentation techniques in Studio Art and Graphic Design. Topics include the selection, photographing, and mounting of artwork for the production of a physical and a digital portfolio. Covers resume writing, artists statements, and letters of introduction. Examines career opportunities in various art-related fields and investigates four year programs and requirements. This course is geared toward the Studio Art or Graphic Design major near the completion of their studies at Cuesta College.

*Transfer: CSU*

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### ART 295 ART GALLERY 3.00

*6.00 hours per week: (2.00 lecture hours/4.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Advisories: ENGL 156*

Explores theoretical, technical, and aesthetic aspects of exhibiting works of art, as well as providing actual experience in operating an art gallery. Students will work with exhibiting artists, learn about contemporary issues in art, and the relationship between gallery, artist, and viewing public. Students assist in design, publicity, installation, and management of the Cuesta College Art Gallery.

*Transfer: CSU*

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### ART 299 INDEPENDENT STUDIES: ART 0.50 to 2.00

*1.50 - 6.00 hours per week: (0.00 lecture hours/1.50 - 6.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: The student must have completed preparatory course work in the field in which the study is to be undertaken.*

Provides an opportunity for an in-depth study or a practicum experience by an individual student in a selected topic of Art under the direction of an instructor.

*Transfer: CSU*

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## ASTRONOMY

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### ASTR 193 ASTRONOMY SPECIAL TOPIC 0.50 to 4.00

*0.50 - 4.00 hours per week: (0.50 - 4.00 lecture hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Examines a special topic in the field of study related to the discipline offering this course.

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### ASTR 210 ASTRONOMY 3.00

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: MATH 123 or equivalent*

*Advisories: ENGL 201A*

Presents the astronomy of planets, satellites, asteroids, comets, meteors, the sun, stars, and galaxies.

*Transfer: CSU; UC*

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### ASTR 210L ASTRONOMY LAB 1.00

*3.00 hours per week: (0.00 lecture hours/3.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: MATH 123 or equivalent*

*Corequisites: ASTR 210*

*Advisories: ENGL 201A*

Presents the principles of measurement, data collection and analysis to the astronomical phenomena of celestial motions and characteristics of planets, stars, galaxies in the planning, execution, and presentation of research projects.

*Transfer: CSU; UC*

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### ASTR 299 ASTRONOMY RESEARCH SEMINAR 1.00

*2.00 hours per week: (0.67 lecture hours/1.33 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Provides practical experience in one area of astronomical research, and an understanding of the nature of scientific research. Students plan a research project, make observations, analyze results, and write a paper for publication.

*Transfer: CSU*

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## ATHLETICS

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### ATHL 193 ATHLETICS SPECIAL TOPIC 0.50 to 4.00

*(Formerly PEAT193)*

*0.00 - 0.00 hours per week: (0.00 - 0.00 lecture hours/0.00 - 0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Examines a special topic in the field of study related to the discipline offering this course.

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### ATHL 206 INTERCOLLEGIATE TRACK AND FIELD 1.50 to 3.00

*(Formerly PEAT234, ATHL 234)*

*5.00 - 10.00 hours per week: (0.00 - 0.00 lecture hours/5.00 - 10.00 lab hours)*

*Credit - Degree Applicable*

Letter Grade Only

Presents the theory and practice of track and field athletics. Includes the rules and fundamentals of the track and field events and participation in intercollegiate track meets.

Repeatable 3 time(s).

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

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**ATHL 208 TRACK & FIELD 1.00**

3.00 hours per week: (0.00 lecture hours/3.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Provides an introduction to strength and fitness building as well as the fundamentals and techniques of multiple track & field events in preparation for spring competition.

Repeatable 3 time(s).

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

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**ATHL 221 OFF-SEASON TRAINING FOR FALL ATHLETES I 0.50 to 2.00**

1.50 - 6.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 6.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Provides fall sport specific techniques, strategies and training designed for off-season intercollegiate athletes.

Repeatable 3 time(s).

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

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**ATHL 222 OFF-SEASON TRAINING FOR FALL ATHLETES II 0.50 to 2.00**

1.50 - 6.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 6.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Provides fall sport off-season emphasis aerobic and anaerobic conditioning, sports specific techniques, sports specific strength development, play strategies and nutrition.

Repeatable 3 time(s).

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

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**ATHL 229 OFF-SEASON TRAINING FOR SPRING ATHLETES I 0.50 to 2.00**

1.50 - 6.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 6.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Provides spring sport specific techniques, strategies and training designed for off-season intercollegiate athletes.

Repeatable 3 time(s).

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

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**ATHL 230 OFF-SEASON TRAINING FOR SPRING ATHLETES II 0.50 to 2.00**

1.50 - 6.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 6.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Provides spring sport off-season emphasis aerobic and anaerobic conditioning, sports specific techniques, sports specific strength development, play strategies and nutrition.

Repeatable 3 time(s).

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

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**ATHL 233 PHYSICAL CONDITIONING FOR FALL ATHLETES 1.00**

(Formerly PEAT233)

3.00 hours per week: (0.00 lecture hours/3.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

This course is designed to provide a physical conditioning program for the student interested in Fall Intercollegiate Athletics Programs.

Repeatable 3 time(s).

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

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**ATHL 239 WOMEN'S INTERCOLLEGIATE WATER POLO 1.50 to 3.00**

(Formerly PEAT239)

5.00 - 10.00 hours per week: (0.00 - 0.00 lecture hours/5.00 - 10.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Prerequisites: Students must possess advanced intercollegiate athletics skills and knowledge to participate, which will be determined by the instructor.

Presents an opportunity for physically advanced students to further develop a knowledge and skill in the sport of water polo. This offering is appropriate for students desiring the physical, mental and emotional challenges that are inherent in competition against students representing other colleges.

Repeatable 3 time(s).

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

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**ATHL 240 MEN'S INTERCOLLEGIATE WATER POLO 1.50 to 3.00**

(Formerly ATHL236)

5.00 - 10.00 hours per week: (0.00 - 0.00 lecture hours/5.00 - 10.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Presents an opportunity for physically advanced students to further develop a knowledge and skill in the sport of water polo. This offering is appropriate for students desiring the physical, mental and emotional challenges that are inherent in competition against students representing other colleges.

Repeatable 3 time(s).

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

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**ATHL 241 MEN'S WATER POLO 0.50 to 1.00**

1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

This course is designed for those students of ability in water polo who have competed on an interscholastic Water Polo Team or equivalent. Fundamentals in all aspects of play will be stressed. Endurance training and cardiovascular fitness will be discussed.

Repeatable 3 time(s).

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

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**ATHL 247 INDEPENDENT STUDIES: ATHLETICS 0.50 to 2.00**

(Formerly PEAT247)

1.50 - 6.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 6.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: The student must have completed preparatory course work in the field in which the study is to be undertaken.

Provides an opportunity for an in-depth study or skill development experience by an individual student in a selected topic of physical

education athletics under the direction of an instructor.

*Repeatable 3 time(s).*

*Transfer: CSU*

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**ATHL 250 INTERCOLLEGIATE CROSS COUNTRY 1.50 to 3.00**

*(Formerly PEAT228, ATHL228)*

*5.00 - 10.00 hours per week: (0.00 - 0.00 lecture hours/5.00 - 10.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Presents the theory and practice of cross country running and includes participation in intercollegiate competition.

*Repeatable 3 time(s).*

*Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)*

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**ATHL 255 WOMEN'S INTERCOLLEGIATE VOLLEYBALL 1.50 to 3.00**

*5.00 - 10.00 hours per week: (0.00 - 0.00 lecture hours/5.00 - 10.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

Designed to introduce the advanced skills of volleyball necessary for playing intercollegiate volleyball. Topics covered include basic skill, quick offense, and both offense and defensive team strategies.

*Repeatable 3 time(s).*

*Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)*

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**ATHL 260 WOMEN'S INTERCOLLEGIATE SOCCER 1.50 to 3.00**

*(Formerly PEAT238, ATHL238)*

*5.00 - 10.00 hours per week: (0.00 - 0.00 lecture hours/5.00 - 10.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

Develops advanced knowledge and skills in the sport of soccer. Appropriate for students desiring the physical, mental and emotional challenges inherent in intercollegiate soccer competition.

*Repeatable 3 time(s).*

*Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)*

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**ATHL 265 INTERCOLLEGIATE WRESTLING 1.50 to 3.00**

*(Formerly PEAT237)*

*5.00 - 10.00 hours per week: (0.00 - 0.00 lecture hours/5.00 - 10.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

Develops knowledge and skill in the sport of wrestling. Emphasizes skill instruction and conditioning techniques that prepare students for intercollegiate competition.

*Repeatable 3 time(s).*

*Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)*

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**ATHL 270 MEN'S INTERCOLLEGIATE FALL BASKETBALL 0.50 to 3.00**

*(Formerly PEAT226, ATHL226)*

*1.50 - 9.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 9.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Considers broad aspects of the fall intercollegiate basketball pre-season with emphasis on offensive and defensive floor strategies. Attention is given to physical conditioning necessary for engaging in competitive sports and the responsibilities required of a player who participates in a team activity.

*Repeatable 3 time(s).*

*Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)*

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**ATHL 271 MEN'S INTERCOLLEGIATE SPRING BASKETBALL 0.50 to 3.00**

*1.50 - 9.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 9.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Considers broad aspects of the spring intercollegiate basketball season with emphasis on offensive and defensive floor strategies. Attention is given to physical conditioning necessary for engaging in competitive sports and the responsibilities required of a player who participates in a team activity.

*Repeatable 3 time(s).*

*Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)*

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**ATHL 275 WOMEN'S INTERCOLLEGIATE FALL BASKETBALL 0.50 to 3.00**

*(Formerly PEAT227, ATHL227)*

*1.50 - 9.00 hours per week: (0.00 lecture hours/1.50 - 9.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Considers broad aspects of the fall intercollegiate basketball pre-season with emphasis on offensive and defensive floor strategies. Attention is given to physical conditioning necessary for engaging in competitive sports and the responsibilities required of a player who participates in a team activity.

*Repeatable 3 time(s).*

*Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)*

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**ATHL 276 WOMEN'S INTERCOLLEGIATE SPRING BASKETBALL 0.50 to 3.00**

*1.50 - 9.00 hours per week: (0.00 lecture hours/1.50 - 9.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: Students must possess advanced intercollegiate athletics skills and knowledge to participate, which will be determined by the instructor.*

Considers broad aspects of the spring intercollegiate basketball season with emphasis on offensive and defensive floor strategies. Attention is given to physical conditioning necessary for engaging in competitive sports and the responsibilities required of a player who participates in a team activity.

*Repeatable 3 time(s).*

*Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)*

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**ATHL 280 INTERCOLLEGIATE SOFTBALL: WOMEN 1.50 to 3.00**

*(Formerly PEAT231, ATHL231)*

*5.00 - 10.00 hours per week: (0.00 - 0.00 lecture hours/5.00 - 10.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

Develops advanced knowledge and skill in the sport of women's softball. Provides the physical, mental, and emotional challenges inherent in intercollegiate competition.

*Repeatable 3 time(s).*

*Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)*

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**ATHL 281 SOFTBALL CONDITIONING 1.00**

*3.00 hours per week: (0.00 lecture hours/3.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

This course is designed to increase the knowledge of softball strategy through conditioning drills.

*Repeatable 3 time(s).*

*Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)*

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**ATHL 282 FAST PITCH SOFTBALL 1.00**

*3.00 hours per week: (0.00 lecture hours/3.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

This class is designed to provide collegiate skills development, technique, conditioning, strategies and team play in the sport of softball.

*Repeatable 3 time(s).*

*Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)*

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**ATHL 285 INTERCOLLEGIATE BASEBALL: MEN 1.50 to 3.00**

*(Formerly PEAT225, ATHL225)*

*5.00 - 10.00 hours per week: (0.00 - 0.00 lecture hours/5.00 - 10.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: Students must possess advanced intercollegiate athletics skills and knowledge to participate, which will be determined by the instructor.*

Identifies advanced knowledge and skills in the sport of baseball. Appropriate for students desiring the physical, mental, and emotional challenges inherent in intercollegiate baseball competition.

*Repeatable 3 time(s).*

*Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)*

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**ATHL 287 BASEBALL DEFENSIVE STRATEGIES 1.00**

*3.00 hours per week: (0.00 lecture hours/3.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Presents the fundamental skills of team baseball and strategies for defense. Students will learn proper fundamentals and strategies for executing game situations, such as cut-offs and relays, run down, first and third defense, and bunt defense.

*Repeatable 3 time(s).*

*Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)*

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**ATHL 288 BASEBALL OFFENSIVE STRATEGIES 1.00**

*3.00 hours per week: (0.00 lecture hours/3.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Presents the fundamental skills of team baseball and strategies for offense. Students will learn proper fundamentals and strategies for executing game situations, such as, situational hitting, situational bunting, situational running.

*Repeatable 3 time(s).*

*Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)*

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**ATHL 291 INTERCOLLEGIATE SWIMMING AND DIVING 1.50 to 3.00**

*(Formerly PEAT232, ATHL232)*

*5.00 - 10.00 hours per week: (0.00 - 0.00 lecture hours/5.00 - 10.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

Presents an opportunity for physically advanced students to further develop knowledge and skill in the sport of swimming and diving. Appropriate for students desiring the physical, mental and emotional challenges that are inherent in competition.

*Repeatable 3 time(s).*

*Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)*

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**ATHL 293 SWIMMING & DIVING 0.50 to 1.00**

*1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Designed for the intercollegiate swimming and diving athletes off season training program. Techniques of all four competitive strokes and strategies of how to compete as an individual/team will be incorporated. Fundamentals of all dives on the 1Meter and 3Meter diving board will be incorporated also.

*Repeatable 3 time(s).*

*Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)*

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**ATHL 294 ADVANCED SWIMMING & DIVING 0.50 to 1.00**

*1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Designed for the intercollegiate swimming and diving athletes off season training program. Advance techniques of all four competitive strokes and strategies of how to compete as an individual/team will be incorporated. Advance fundamentals of all competitive dives on the 1Meter and 3Meter diving board will be incorporated also.

*Repeatable 3 time(s).*

*Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)*

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**ATHL 298 SKILL AND TRAINING DEVELOPMENT 0.50**

*(Formerly PEAC220)*

*1.50 hours per week: (0.00 lecture hours/1.50 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Provides skills and strategy to prepare students for athletic competition.

*Repeatable 3 time(s).*

*Transfer: CSU*

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**ATHL 299 ADVANCED SKILL AND TRAINING DEVELOPMENT 0.50 to 1.00**

*1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Provides advanced skills and strategy to prepare students for intercollegiate athletic competition.

*Repeatable 3 time(s).*

*Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)*

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**AUTO BODY TECHNOLOGY**

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**ABOD 170 AUTO BODY REPAIR I 3.00**

*(Formerly ATCH170)*

*6.00 hours per week: (2.00 lecture hours/4.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Presents the fundamentals of automotive body repair. Includes instruction in body construction, welding, metalworking methods and equipment used in the auto body repair industry. Emphasis is placed on developing the knowledge and manipulative skill necessary for gainful employment in the auto body repair industry.

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**ABOD 171 ADVANCED AUTO BODY 3.00**

(Formerly ATCH171)

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: ATCH 170

Presents an advanced course in automotive body and fender repair which combines laboratory work on campus and on-site research in a commercial repair facility. This course covers estimating damage, frame alignment, trim work, upholstery removal and installation, shop management, and major collision damage repair. Emphasis is placed on developing the knowledge and manipulative skill necessary for gainful employment in the automotive collision repair industry.

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**ABOD 175 AUTOMOTIVE PAINTING 5.00**

(Formerly ATCH175)

9.00 hours per week: (3.00 lecture hours/6.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Covers surface preparation, selection and application of undercoats, topcoats and other types of refinishing materials and equipment which are compliant with current Air Pollution Control District rulings and laws governing commercial automotive refinishing operations. Addresses health, safety, and environmental concerns relative to the automotive painting industry. Emphasizes development of the knowledge and manipulative skills necessary for gainful employment in the automotive painting industry.

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**ABOD 177 ADVANCED AUTOMOTIVE PAINTING 3.00**

(Formerly ATCH 177)

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: ABOD 170 and ABOD 175

Advisories: ENGL 156

Presents complete vehicle refinishing, color matching techniques, color theory and custom painting as well as vehicle detailing. Prepares students for employment as an automotive painter.

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**ABOD 193L NON-STRUCTURAL TECHNICIAN - PROLEVEL 1 3.00**

(Formerly ATCH193L)

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Presents non-structural qualification training for industry certification exams. Course includes instruction in automotive hazardous materials, personal safety, and refinishing safety. Training will also include trim and hardware procedures, automotive foams processes, ascertain automotive movable glass functions, implementation of cosmetic straightening steel methods, plastic repair/refinishing, and corrosion protection relevant to the collision repair industry. Emphasis is placed on developing the knowledge and manipulative skill necessary for introductory skills in the collision repair industry.

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**ABOD 570 AUTO BODY REPAIR I 0**

(Formerly ATCH570)

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)

Noncredit

Letter Grade or P/NP

Non-Credit Gradeable Course/SP

Presents the fundamentals of automotive body repair. Includes instruction in body construction, welding, metalworking methods and equipment used in the auto body repair industry. Emphasis is

placed on developing the knowledge and manipulative skill necessary for gainful employment in the auto body repair industry.

Repeatable.

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**ABOD 571 ADVANCED AUTO BODY 0**

(Formerly ATCH571)

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Letter Grade or P/NP

Presents an advanced course in automotive body and fender repair which combines laboratory work on campus and on-site research in a commercial repair facility. This course covers estimating damage, frame alignment, trim work, upholstery removal and installation, shop management, and major collision damage repair. Emphasis is placed on developing the knowledge and manipulative skill necessary for gainful employment in the automotive collision repair industry.

Repeatable.

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**ABOD 575 AUTOMOTIVE PAINTING 0**

(Formerly ATCH575)

9.00 hours per week: (3.00 lecture hours/6.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Letter Grade or P/NP

Covers surface preparation, selection and application of undercoats, topcoats and other types of refinishing materials and equipment which are compliant with current Air Pollution Control District rulings and laws governing commercial automotive refinishing operations. Addresses health, safety, and environmental concerns relative to the automotive painting industry. Emphasizes development of the knowledge and manipulative skills necessary for gainful employment in the automotive painting industry.

Repeatable.

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**ABOD 577 ADVANCED AUTOMOTIVE PAINTING 0**

(Formerly ATCH577)

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)

Noncredit

Letter Grade or P/NP

Non-Credit Gradeable Course/SP

Prerequisite: ABOD 570 and ABOD 575 (Formerly ATCH 570 and ATCH 575)

Advisory: ESL 706

Presents complete vehicle refinishing, color matching techniques, color theory and custom painting as well as vehicle detailing. Prepares students for employment as an automotive painter.

Repeatable.

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**AUTOMOTIVE TECHNOLOGY**

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**ATCH 101 SURVEY OF AUTOMOTIVE MECHANICS 1.00**

(Formerly WEXP1930, WEXP140)

2.00 hours per week: (0.50 lecture hours/1.50 lab hours)

Credit - Not Degree Applicable

P/NP Only

Presents a basic overview of the automotive mechanics industry in a hands-on learning environment, with an emphasis on the foundational knowledge and skills required for a basic entry level position.

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**ATCH 102 SURVEY OF AUTOMOTIVE BODY REPAIR 1.00**

(Formerly WEXP193P, WEXP141)

2.00 hours per week: (0.50 lecture hours/1.50 lab hours)

Credit - Not Degree Applicable

P/NP Only

Presents a basic overview of the auto body repair industry in a hands-on learning environment, with an emphasis on the foundational knowledge and skills required for a basic entry level position.

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**ATCH 105 SKILLSUSA PROFESSIONAL DEVELOPMENT 2.00**

2.00 hours per week: (2.00 lecture hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prepares students for employment, soft skill development and inter-collegiate competition in Career Technical Education. SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. Students will learn to plan projects, work in teams, solicit community support and develop a range of skills valued by employers. Students registered for this class may not register for cross-listed classes during the same semester. Participation in the SkillsUSA chapter activities and/or competition is required. This course may be repeated up to three times for credit when participating in different competitions.

Repeatable 3 time(s).

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**ATCH 106 SKILLSUSA PROFESSIONAL DEVELOPMENT-INTERMEDIATE 2.00**

2.00 hours per week: (2.00 lecture hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prepares students for employment, soft skill development and inter-collegiate competition in Career Technical Education. SkillsUSA is a partnership of students, teachers and industry working together to ensure America has a skilled workforce. Students will learn to plan projects, work in teams, solicit community support and develop a range of skills valued by employers. Students registered for this class may not register for cross-listed classes during the same semester. Participation in the SkillsUSA chapter activities and/or competition is required. This course may be repeated up to three times for credit when participating in different competitions.

Repeatable 3 time(s).

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**ATCH 109 INTRODUCTION TO AUTOMOTIVE COMPUTERS 2.50**

4.00 hours per week: (2.00 lecture hours/2.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Covers the theory, operation, and basic test procedures for on-board computers found on domestic and imported vehicles. Designed for entry level automotive study.

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**ATCH 120 AUTOMOTIVE IGNITION SYSTEMS 2.00**

4.00 hours per week: (1.00 lecture hours/3.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Covers modern vehicle ignition system theory, diagnosis, and repair. Includes IT, EI, and Coil-On-Plug systems.

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**ATCH 125 ENGINE PERFORMANCE 4.00**

6.00 hours per week: (3.00 lecture hours/3.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Advisories: ATCH 152, ATCH 109, ATCH 120 or one year in the automotive trade

Studies automotive engine performance theory and operation including fuel, electrical, emission, and computer systems. Emphasizes tune-up, pollution control, and driveability diagnostic techniques.

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**ATCH 147 INDEPENDENT STUDIES: AUTOMOTIVE TECHNOLOGY 0.50 to 2.00**

1.50 - 6.00 hours per week: (0.00 lecture hours/1.50 - 6.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: The student must have completed preparatory course work in the technical field in which the study is to be undertaken.

Provides an opportunity for in-depth study or practicum experience by an individual student in a selected topic in the automotive technology area with support and direction from an instructor.

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**ATCH 152 INTERNAL COMBUSTION ENGINES 3.00**

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Advisories: ENGL 156

Presents the principles of internal combustion engines encompassing design, construction, and application of engine components, including the ignition, cooling, lubricating, fuel systems, and engine tests and measurements.

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**ATCH 153 ENGINE REPAIR PROCEDURES 3.00**

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Advisories: ATCH 152 with a minimum grade of C or better

Presents a lecture and laboratory course covering theory and manipulative skills required for employment as an Engine Service Technician. Covers information needed for NATEF Master Automotive Service Technology (MAST 2013) task areas for Engine Repair (Section A1) sub-sections A & D and to pass ASE Automotive Technician Certification Test for Engine Service Specialist-A1. This course will cover the routine issues related to the diagnosing, and the common repairs and service of automotive engines.

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**ATCH 154 ENGINE OVERHAUL PROCEDURES 3.00**

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)

Credit - Degree Applicable

Letter Grade

Prerequisites: ATCH 152 with a minimum grade of C or better and ATCH 253 with a minimum grade of C or better

Presents theory and manipulative skills required for employment as an Engine Service Technician. Covers information needed for NATEF Master Automotive Service Technology (MAST 2013) task areas for Engine Repair (Section A1) sub-sections B & C and to pass ASE Automotive Technician Certification Test for Engine Service Specialist-A1. Covers removal, teardown, inspection, machining, reassembly, installation, and break-in of automotive engines.

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**ATCH 158 AUTOMOTIVE ELECTRICITY AND ELECTRONICS 4.00**

6.00 hours per week: (3.00 lecture hours/3.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Advisories: ENGL 156

Studies basic electrical theory, transistors and other semiconductors, as well as batteries, charging systems, cranking systems, lighting, vehicle wiring, and accessory systems.

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**ATCH 160 AUTOMOTIVE ELECTRICAL ACCESSORIES 4.00**

6.00 hours per week: (3.00 lecture hours/3.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Advisories: ENGL 156.

Presents electrical and electronic testing, troubleshooting, and repair procedures on the modern vehicle. Covers body and accessory circuits, power options, instrumentation, and interfacing between engine and body control computers.

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**ATCH 164 BASIC AREA CLEAN AIR CAR COURSE 4.00**

4.00 hours per week: (4.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: Minimum one year of trade experience in emissions/tune-up or 180 hours (9 semester credits) of accredited training in tune-up, fuel and electrical courses.

Covers the rules and regulations governing the Smog Check Program, inspection procedures using the BAR97 Emissions Inspection System (EIS), and an overview of Onboard Diagnostics II (OBDII). Successful completion of ATCH 64 meets a portion of the requirements for technicians seeking an Emission Basic (EB) or Emission Advanced (EA) Smog Check Technician License.

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**ATCH 166 AUTOMOTIVE MAINTENANCE AND LIGHT REPAIR 2.00**

3.00 hours per week: (1.50 lecture hours/1.50 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Advisories: ENGL 156

Presents theory and practical application of safety inspections, battery service, oil and lubrication, cooling system, ignition system, brake inspection, wheel bearings and minor repairs.

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**ATCH 168 AUTOMOTIVE REPAIR BUSINESS 3.00**

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Advisories: ENGL 156.

Introduces the many facets of operating an automotive repair business, including entrepreneurship, franchising, market analysis, physical facilities, financing, organization, taxes, insurance, book-keeping, legal aspects. Material is covered from both the employee's and the employer's point of view.

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**ATCH 182 AUTOMATIC TRANSMISSIONS 4.00**

6.00 hours per week: (3.00 lecture hours/3.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Advisories: ENGL 156.

Introduces fundamental operations, rebuilding procedures, and service of torque converters and automotive automatic transmissions. Provides preparation for Automotive Service Excellence Certification.

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**ATCH 186 CHASSIS AND SUSPENSION SYSTEMS 3.00**

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Advisories: ENGL 156

Presents suspension geometry and design, wheel alignment, active suspension systems, wheel balancing, tires, and steering systems. Provides training toward Automotive Service Excellence Certification.

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**ATCH 187 AUTOMOTIVE FUEL INJECTION AND TURBOCHARGERS 3.00**

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Advisories: ENGL 156.

Presents both mechanical and electrical fuel injection systems for auto- motive gasoline and diesel fuel engines as well as automotive and light truck turbochargers.

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**ATCH 188 AUTOMOTIVE HEATING AND AIR CONDITIONING 3.00**

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Advisories: ENGL 156.

Provides theory and practical application of the function and repair of heating and air conditioning systems as applied to domestic and imported automobiles. Provides training toward Automotive Service Excellence Certification.

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**ATCH 193 AUTOMOTIVE TECHNOLOGY SPECIAL TOPIC 0.50 to 4.00**

0.00 - 0.00 hours per week: (0.00 lecture hours)

Credit - Not Degree Applicable

Letter Grade or P/NP

Examines a special topic in the field of study related to the discipline offering this course.

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**ATCH 195 TECHNICAL CAREER PREPARATION IN AUTOMOTIVE 1.00**

1.00 hours per week: (1.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Overview of automotive careers with focus on preparing for the job market. Includes discussion of career opportunities in the automotive industry, both union and non-union. Focus on providing the tools necessary to target and obtain a position in the automotive industry.

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**ATCH 252 WORK EXPERIENCE IN AUTOMOTIVE TECHNOLOGY 1.00 to 4.00**

0 hours per week: (0.00-0.00 lecture hours/0.00-0.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Provides opportunities for students in Automotive Technology to acquire and demonstrate employer-desired work habits, attitudes, and skills in the workplace. Employment is related to the student's educational majors and/or career goals. Students may earn a maximum of four credits per semester. Students must work 75 paid work hours or 60 non-paid work hours for each credit earned.

Transfer: CSU

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**ATCH 263 AUTOMOTIVE FUEL SYSTEMS: CARBURETION 3.00**

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Advisories: ENGL 156.

Studies automotive fuel systems including filters, tanks, lines, safety equipment, pumps, carburetors, and computer controlled carburetors.

Transfer: CSU

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## ATCH 264 EMISSION CONTROL/SMOG LICENSE PREPARATION 6.00

6.00 hours per week: (6.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Covers the rules and regulations governing the Smog Check Program, inspection procedures using the Emissions Inspection System (EIS), and the OBDII inspection system (OIS). Successful completion of ATCH 264 meets a portion of the requirements for technicians seeking a Smog Check Technician License (EO).

Transfer: CSU

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## ATCH 269 AUTOMOTIVE TECHNOLOGY INTERNSHIP 3.00

6.00 hours per week: (1.50 lecture hours/4.50 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: Successful completion of 12 semester credits of ATCH courses with a 3.0 GPA.

Presents lecture and lab instruction centering around the working environment in the automotive repair industry. Students are assigned to a commercial automotive repair facility for their laboratory experience. Lectures cover such topics as work habits, resumes, interviewing, attitude, safety, labor laws, record keeping, and rules and regulations pertinent to the automotive repair industry.

Transfer: CSU

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## ATCH 280 MANUAL DRIVETRAINS 3.00

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Advisories: ENGL 156.

Presents the fundamental operation, service, diagnosis, and repair of clutch assemblies, manual transmissions and transaxles, rear wheel drive (RWD) drive shafts and universal joints, front wheel drive (FWD) half-shafts and constant velocity joints, rear axle assemblies and differentials, and drive axle wheel bearings as applied to automobiles and light duty trucks.

Transfer: CSU

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## ATCH 281 MANUAL TRANSMISSIONS 3.00

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Advisories: ATCH 182, ATCH 186, and ATCH 109 and ENGL 156

Presents the operation, diagnosis, repair, and overhaul of rear wheel drive manual transmissions, front wheel drive manual transaxles, and rear wheel drive axles as applied to automobiles and light duty trucks both foreign and domestic.

Transfer: CSU

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## ATCH 284 BRAKING SYSTEMS 4.00

6.00 hours per week: (3.00 lecture hours/3.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Advisories: ATCH 109 and ENGL 156

Presents automotive braking systems including conventional drum type brakes, disc brakes, vacuum and hydraulic boosters, and anti-lock brake systems. Provides training for licensing by the Bureau of Automotive Repair and by Automotive Service Excellence Certification.

Transfer: CSU

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## BIOLOGY

### BIO 193 BIOLOGY SPECIAL TOPIC 0.50 to 4.00

0.00 - 0.00 hours per week: (0.00 lecture hours)

Credit - Degree Applicable

Letter Grade or P/NP

Examines a special topic in the field of study related to the discipline offering this course.

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### BIO 201A BIOLOGY 5.00

9.00 hours per week: (3.00 lecture hours/6.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Prerequisites: MATH 127 and CHEM 210FL or one year of high school chemistry

Advisories: ENGL 156

Presents the philosophy of science, methods of scientific inquiry, and experimental design. The course will also cover principles and applications of prokaryotic and eukaryotic cell structure and function, biological molecules, homeostasis, cell reproduction and its controls, cell metabolism including photosynthesis and respiration, protein synthesis, classical/Mendelian genetics, molecular genetics, cellular communication, and biotechnology.

Transfer: CSU; UC

C-ID BIOL 190. BIO 201A+201B = C-ID BIO 135S and C-ID BIO 130S

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### BIO 201B BIOLOGY 5.00

9.00 hours per week: (3.00 lecture hours/6.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Prerequisites: BIO 201A

Advisories: ENGL 156

Continues 201A with surveys of the biology, diversity, classification, and evolution of unicellular and multicellular organisms as well as foundational ecological principles. Emphasizes the classification, structure, and function of organisms, ecological principles, as well as theory and mechanisms of evolution. This course is the second in a sequence intended for biology majors.

Transfer: CSU; UC

C-ID BIOL 140. BIO 201A+201B = C-ID BIO 135S and C-ID BIO 130S

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### BIO 202 GENERAL BOTANY 5.00

9.00 hours per week: (3.00 lecture hours/6.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: Completion of any 3-unit or more college level biology course with a lab with a C grade or better, or completion of high school AP biology with a C grade or better.

Advisories: ENGL 156

Presents a study of structure and function of roots, stems, leaves, flowers, fruits and seeds of the flowering plants. Includes the characteristics, life cycles, classification, evolution and ecology of cyanobacteria, fungi, algae and vascular plants.

Transfer: CSU; UC

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### BIO 204 MICROBIOLOGY 5.00

9.00 hours per week: (3.00 lecture hours/6.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Prerequisites: CHEM 210FL with a minimum grade of C or better or equivalent with a grade of C or better

Advisories: ENGL 156 and BIO 201A

Presents the general facts regarding bacteria and other microbial forms, particularly those that affect general health. Laboratory work

includes culture techniques, animal host techniques, and identification of microbes.

*Transfer: CSU; UC*

[Click for Course Student Learning Outcomes](#)

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**BIO 205 HUMAN ANATOMY 4.00**

*8.00 hours per week: (2.00 lecture hours/6.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

*Advisories: ENGL 156*

Introduces the structure and function of the human body. Introduces and integrates cytology, histology, embryology and pathology throughout each organ system. Includes gross and microscopic anatomy of the integumentary, skeletal, muscular, nervous, endocrine, sensory, circulatory, lymphatic, respiratory, digestive, urinary and reproductive organ systems. Lab includes study of preserved specimens, models and charts.

*Transfer: CSU; UC*

*C-ID BIOL 110*

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**BIO 206 GENERAL HUMAN PHYSIOLOGY 5.00**

*7.00 hours per week: (4.00 lecture hours/3.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

*Prerequisites: CHEM 210FL or equivalent with a grade of "C" or better and BIO 205*

*Advisories: BIO 201A*

Presents physiological principles, function, integration, and homeostasis of the human body at the cellular, tissue, organ, organ system and organism levels. Study functions in normal healthy conditions and the mechanisms of disease.

*Transfer: CSU; UC*

*C-ID BIOL 120*

[Click for Course Student Learning Outcomes](#)

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**BIO 209C COASTAL BIOLOGY FIELD STUDIES 1.00**

*3.00 hours per week: (0.00 lecture hours/3.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: Any 3 unit or greater college level biology course.*

Emphasizes observations and techniques used to appreciate and evaluate California's coastal ecosystems. Camping, food, and other expenses will be the responsibility of the students.

*Transfer: CSU; UC*

[Click for Course Student Learning Outcomes](#)

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**BIO 209D DESERT BIOLOGY FIELD STUDIES 1.00**

*3.00 hours per week: (0.00 lecture hours/3.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: Any 3 unit or greater college level biology course.*

Presents a field study course on the California deserts. Includes the formation of the deserts and the ecological relationship of desert plants and animals. Practices field techniques used in data collection and analysis. Camping, food, and other expenses will be shared by the students.

*Transfer: CSU; UC*

[Click for Course Student Learning Outcomes](#)

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**BIO 209S SIERRA BIOLOGY FIELD STUDIES 1.00**

*3.00 hours per week: (0.00 lecture hours/3.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: Any 3 unit or greater college level biology course.*

*Advisories: ENGL 156*

Studies Sierra ecosystems with emphasis on riparian and meadow habitats, Alpine and coniferous forest ecology and grandeur. Practices field study observations and techniques. Camping, food, and

other expenses will be the responsibility of students.

*Transfer: CSU; UC*

[Click for Course Student Learning Outcomes](#)

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**BIO 210I ISLAND BIOLOGY 2.00**

*4.00 hours per week: (1.00 lecture hours/3.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Focuses on ecological and evolutionary history, including colonization and establishment of native plant and animal communities, human impacts, natural history, and preservation and conservation of island ecosystems. Field and lab investigation examines marine algae, plankton, and both marine and terrestrial animal behavior patterns. Hands-on activities involve kayaking, daily snorkeling, laboratory investigation, and hiking. Students will be required to keep a standardized field notebook and complete a scientific investigation project. Students should be prepared for snorkeling, kayaking, and hiking on trails over rugged terrain. This course is taught with an initial online component followed by a week in the field on Catalina Island. Accommodations, food, transportation, and other expenses while arranged are ultimately the responsibility of the students.

*Transfer: CSU; UC*

[Click for Course Student Learning Outcomes](#)

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**BIO 210M ENVIRONMENTAL AND APPLIED MICROBIOLOGY 2.00**

*4.00 hours per week: (1.00 lecture hours/3.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

*Advisories: ENGL 201A with a minimum grade of C or better*

Presents an examination of microorganisms in the environment including: occurrence, abundance, and distribution; processes of microbial interaction with the environment; importance to human and animal health and practices of applied environmental microbiology.

*Transfer: CSU*

[Click for Course Student Learning Outcomes](#)

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**BIO 210R NATURAL HISTORY OF THE COAST RANGES 2.00**

*4.00 hours per week: (1.00 lecture hours/3.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Advisories: ENGL 201A*

Presents a lecture and field study course on the ecology and natural history of the coast ranges. Includes the study of their geological history, native plant and animal communities, human impacts, and the history and function of the preservation and conservation of ecosystems including the national forest, Bureau of Land Management, and California state parks. A field trip will reinforce and elaborate upon lecture material. Field techniques also will be taught on the field trip. Students will be required to maintain and turn in a standardized field notebook. Camping, food, transportation, and other expenses will be the responsibility of the students. Students should be prepared for camping in a moist, coastal environment and extensive hiking on and off trails from sea level to over 2000 feet over rugged terrain.

*Transfer: CSU; UC*

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**BIO 211 LIFE SCIENCE 3.00**

*5.00 hours per week: (2.00 lecture hours/3.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Advisories: ENGL 156*

Introduces the non-biology major to the organization and evolution of life and the structure and function of living systems from cells to biomes. Utilizes the lecture and laboratory approach to instruction.

*Transfer: CSU; UC*

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<b>BIO 212 HUMAN BIOLOGY</b>	<b>3.00</b>
<i>3.00 hours per week: (3.00 lecture hours/0.00 lab hours)</i> Credit - Degree Applicable Letter Grade or P/NP Advisories: ENGL 156	
Introduces fundamental structural and functional concepts of the human body systems, and their disorders and therapies. Designed for non-science majors and provides an appreciation for popular interests such as fitness, immunity, inheritance, and common medical terminology. Transfer: CSU; UC <a href="#">Click for Course Student Learning Outcomes</a>	
<b>BIO 212L HUMAN BIOLOGY LABORATORY</b>	<b>1.00</b>
<i>3.00 hours per week: (0.00 lecture hours/3.00 lab hours)</i> Credit - Degree Applicable Letter Grade or P/NP Prerequisites: Completion or concurrent enrollment in BIO 212 Advisories: ENGL 156	
Provides laboratory instruction to accompany Human Biology (BIO 212), a general education course for non-biology majors and pre-health related fields. Presents an introduction to the biology of the human species, designed to create an awareness and understanding of the human body functions, human's place in nature and the mechanics of human heredity. Includes direct participation in experiments, demonstrations, and discussions. Topics include elements of human anatomy and physiology, nutrition, disease, elements of human heredity and environmental adaptations, and interpretations of relevant current topics in biology. Transfer: CSU; UC <a href="#">Click for Course Student Learning Outcomes</a>	
<b>BIO 213 GENETICS IN SOCIETY</b>	<b>3.00</b>
<i>3.00 hours per week: (3.00 lecture hours/0.00 lab hours)</i> Credit - Degree Applicable Letter Grade or P/NP Advisories: ENGL 156	
Introduces basic principles of genetics and heredity. Emphasizes current advances in genetics, including stem cell research, cloning, cancer, and genetically modified crops. Investigates the social consequences and ethical implications of biotechnology in medicine and agriculture. Transfer: CSU; UC <a href="#">Click for Course Student Learning Outcomes</a>	
<b>BIO 216 PLANTS &amp; PEOPLE</b>	<b>4.00</b>
<i>6.00 hours per week: (3.00 lecture hours/3.00 lab hours)</i> Credit - Degree Applicable Letter Grade Only	
Designed for plant enthusiasts who do not have a strong science background. Includes the basic structure, physiology, reproduction, taxonomy, evolution, and ecology of plants. Discusses varied uses of plants by people of different cultures throughout history. Laboratory work includes setting up experiments, growing, and propagating plants. Students will also learn basic gardening techniques and how to design water-efficient sustainable gardens using California native plants. Transfer: CSU; UC <a href="#">Click for Course Student Learning Outcomes</a>	
<b>BIO 220 ENVIRONMENTAL BIOLOGY</b>	<b>3.00</b>
<i>3.00 hours per week: (3.00 lecture hours/0.00 lab hours)</i> Credit - Degree Applicable Letter Grade or P/NP Advisories: ENGL 201A	
Presents a study of biological concepts, processes, and organismal biology, including scientific methodology, metabolism, genetics, evolution and ecology. These concepts are used to assess environmental issues including human population growth, biodiversity,	

biological conservation, pollution, and resource and energy use.

Transfer: CSU; UC

[Click for Course Student Learning Outcomes](#)

## **BIO 220L ENVIRONMENTAL BIOLOGY LAB 1.00**

*3.00 hours per week: (0.00 lecture hours/3.00 lab hours)*

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: Completion of or concurrent enrollment in BIO 220.

Advisories: ENGL 201A

Presents an optional laboratory course designed to complement BIO 220, Environmental Science. Applies and expands knowledge gained in BIO 220 through field trips, laboratory investigations, and special projects.

Transfer: CSU; UC

[Click for Course Student Learning Outcomes](#)

## **BIO 221 GENERAL ECOLOGY 4.00**

*6.00 hours per week: (3.00 lecture hours/3.00 lab hours)*

Credit - Degree Applicable

Letter Grade or P/NP

Advisories: ENGL 156 and MATH 007

Studies plant and animal communities emphasizing the interrelationships of living organisms and their living and non-living environment. The emphasis in lecture is on major principles describing these interrelationships including evolution, energy flow and nutrient cycling via food webs, competition, and predation. The emphasis in the laboratory is on the gathering and interpretation of ecological data in lab and field.

Transfer: CSU; UC

[Click for Course Student Learning Outcomes](#)

## **BIO 222 MARINE BIOLOGY 3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

Credit - Degree Applicable

Letter Grade or P/NP

Presents and integrates aspects of marine processes, organisms, and ecology. Provides a general overview of marine biology, research, and human impacts on marine environments.

Transfer: CSU; UC

[Click for Course Student Learning Outcomes](#)

## **BIO 222L MARINE BIOLOGY LABORATORY 1.00**

*3.00 hours per week: (0.00 lecture hours/3.00 lab hours)*

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: BIO 222

Presents an applied, optional course designed to augment BIO 222, through laboratory and field investigations.

Transfer: CSU; UC

[Click for Course Student Learning Outcomes](#)

## **BIO 224 PRINCIPLES OF NATURAL HISTORY 3.00**

*5.00 hours per week: (2.00 lecture hours/3.00 lab hours)*

Credit - Degree Applicable

Letter Grade or P/NP

Advisories: ENGL 156

Presents an ecological approach to the natural history of terrestrial plants and animals in California. Emphasizes classification, relationships to environment, interrelationships, problems of life, economic importance, and field biology techniques.

Transfer: CSU; UC

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## **BIO 240 BIOLOGY TEACHING ASSISTANT 0.50 to 2.00**

*0.50 - 2.00 hours per week: (0.50 - 2.00 lecture hours/0.00 - 0.00 lab hours)*

Credit - Degree Applicable

Letter Grade Only

Prerequisites: Instructor approval

Prepares students to facilitate biology courses by developing tutorial skills, understanding of the learning process, and effectiveness as a teaching assistant.

*Transfer: CSU*

[Click for Course Student Learning Outcomes](#)

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**BIO 241 BIOLOGY LAB ASSISTANT 0.50 to 2.00**

*0.50 - 2.00 hours per week: (0.50 - 2.00 lecture hours/0.00 - 0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: Instructor approval.*

Prepares students to facility biology lab courses by developing laboratory, biosafety, and data acquisition skills.

*Transfer: CSU*

[Click for Course Student Learning Outcomes](#)

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**BIO 242 BIOLOGY RESEARCH ASSISTANT 0.50 to 2.00**

*0.50 - 2.00 hours per week: (0.50 - 2.00 lecture hours/0.00 - 0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: Instructor approval*

Applies principles and methods of biological research.

*Transfer: CSU*

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**BIO 247 INDEPENDENT STUDIES: BIOLOGY 0.50 to 2.00**

*1.50 - 6.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 6.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: The student must have completed preparatory course work in the field in which the study is to be undertaken.*

Provides an opportunity for an in-depth study or a practicum experience by an individual student in a selected topic of biology under the direction of an instructor.

*Transfer: CSU*

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**BUSINESS**

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**BUS 130 INTRODUCTION TO E-COMMERCE 3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Summarizes online buying, selling, and delivery of products and services for personal and business purposes. Addresses Internet security and privacy issues, including credit card use, analyzes various revenue streams for business opportunities, and evaluates popular shopping cart packages.

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**BUS 131 E-COMMERCE: SOCIAL MEDIA MARKETING 3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: BUS 243*

*Advisories: BUS 130*

Provides a hands-on introduction to social media marketing, including personal branding, blogs, email campaigns, social network participation, affiliate marketing, search engine optimization (SEO), and search engine marketing (SEM). Explore viral marketing, measurement tools for social media marketing campaigns, and career opportunities.

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**BUS 132 E-COMMERCE: INFORMATION PRODUCTS 3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: BUS 130 or BUS 243*

*Advisories: BUS 131*

Builds upon the concepts learned in Social Media Marketing, BUS 131, in order to effectively develop a plan to sell digital goods, such as music, information, videos, software, etc., or services, such as consulting, online. Addresses legal issues such as copyrights, taxes, and guarantees, and customer relationship and retention strategies.

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**BUS 133 E-COMMERCE: PHYSICAL PRODUCTS 3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: BUS 130 or BUS 243*

*Advisories: BUS 131*

Builds upon the concepts learned in E-Commerce: Social Media Marketing, BUS 131, in order to effectively develop a plan to sell physical products, as well as to conduct business-to-business e-commerce via extranets. Includes order fulfillment, shipping, delivery, reverse logistics, and supply chain management issues.

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**BUS 134 E-COMMERCE: ENTREPRENEURSHIP 4.00**

*4.00 hours per week: (4.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: BUS 248 and either BUS 132 or BUS 133*

*Advisories: LIBT 207 AND CAO A 269.*

Design, develop, test, and implement a virtual "store". Transfer brick and mortar small business management skills in business planning and operations to an online business. Gain actual experience in e-commerce site design, including working with potential clients, needs analysis, and production strategies.

[Click for Course Student Learning Outcomes](#)

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**BUS 193 BUSINESS SPECIAL TOPIC 0.50 to 4.00**

*0.00 - 0.00 hours per week: (0.00 lecture hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Examines a special topic in the field of study related to the discipline offering this course.

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**BUS 196 WORKPLACE HUMAN RELATIONS 2.00**

*2.00 hours per week: (2.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

*Advisories: ENGL 156*

Discusses the process of forming personal attitudes, identifying and changing our personal attitudes, the behavioral aspects of interpersonal relationship and self-esteem are studied. Personal communication skills concepts are discussed. Cultural diversity awareness and increased team building skills are explored.

[Click for Course Student Learning Outcomes](#)

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**BUS 218 BUSINESS LAW 4.00**

*4.00 hours per week: (4.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Advisories: ENGL 156*

Offers legal knowledge concerning business and business relationships with emphasis on the laws of torts, property, contracts, agency, business organizations, and sales. Includes a study of the nature and background of American law, court systems, and court procedures.

*Transfer: CSU; UC*

*C-ID BUS 120 and BUS 125*

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<b>BUS 227 BUSINESS COMMUNICATIONS</b> <b>4.00</b> <i>(Formerly CAO227)</i> <i>4.00 hours per week: (4.00 lecture hours/0.00 lab hours)</i> <i>Credit - Degree Applicable</i> <i>Letter Grade Only</i> <i>Prerequisites: ENGL 201A</i> <p>Presents a study of the principles and techniques designed to help students develop and refine written and oral skills for effective business communication. Covers general areas of grammar mechanics and sentence structure. The course emphasizes memos, e-mails, request and response letters, negative response correspondence, and persuasive communication. Includes reports, resumes and cover letters, and oral presentation.</p> <i>Transfer: CSU</i> <i>C-ID BUS 115</i> <a href="#">Click for Course Student Learning Outcomes</a>	<b>BUS 243 MARKETING</b> <b>3.00</b> <i>3.00 hours per week: (3.00 lecture hours/0.00 lab hours)</i> <i>Credit - Degree Applicable</i> <i>Letter Grade or P/NP</i> <i>Advisories: ENGL 201A</i> <p>Introduces fundamentals of product planning, pricing, distribution and promotion of goods, services and non-profits; market research, consumer behavior, international business, and the industrial market.</p> <i>Transfer: CSU</i> <a href="#">Click for Course Student Learning Outcomes</a>
<b>BUS 228 OFFICE TECHNOLOGY AND TELECOMMUNICATIONS</b> <b>3.00</b> <i>(Formerly CAO128)</i> <i>3.00 hours per week: (3.00 lecture hours/0.00 lab hours)</i> <i>Credit - Degree Applicable</i> <i>Letter Grade or P/NP</i> <i>Prerequisites: Ability to type 25 words per minute.</i> <p>Introduces typical office routines and responsibilities; principles, practices, and terminology as applied to most common filing methods; business forms; record keeping; office automation; communication and bank services; telephone procedures; human relations; telecommunications; and job securing processes.</p> <i>Transfer: CSU</i> <a href="#">Click for Course Student Learning Outcomes</a>	<b>BUS 245 INTRODUCTION TO BUSINESS</b> <b>3.00</b> <i>3.00 hours per week: (3.00 lecture hours/0.00 lab hours)</i> <i>Credit - Degree Applicable</i> <i>Letter Grade or P/NP</i> <i>Advisories: ENGL 156</i> <p>Surveys the broad field of business practices and provides an examination of how culture, society, economic systems, legal, political, international, financial institutions and human behavior interact to influence how businesses function. Demonstrates how these activities guide actions and decisions in the primary areas of business including: accounting, economics, marketing, leadership and resource management, international business, E-Business and information technology, business law, entrepreneurship, the stock and securities market and ethical and social responsibilities of business.</p> <i>Transfer: CSU; UC</i> <i>C-ID BUS 110</i> <a href="#">Click for Course Student Learning Outcomes</a>
<b>BUS 229 BUSINESS INTERNSHIP</b> <b>1.00 to 3.00</b> <i>(Formerly BUS129)</i> <i>2.70 - 8.00 hours per week: (0.20 - 0.50 lecture hours/2.50 - 7.50 lab hours)</i> <i>Credit - Degree Applicable</i> <i>Letter Grade Only</i> <i>Prerequisites: 6 units of Business classes</i> <p>Provides students an opportunity to experience the responsibilities of an employee in a business setting related to their courses of study in business.</p> <a href="#">Click for Course Student Learning Outcomes</a>	<b>BUS 247 INDEPENDENT STUDIES: BUSINESS</b> <b>0.50 to 2.00</b> <i>1.50 - 6.00 hours per week: (0.00 lecture hours/1.50 - 6.00 lab hours)</i> <i>Credit - Degree Applicable</i> <i>Letter Grade or P/NP</i> <i>Prerequisites: The student must have completed preparatory course work in the field in which the study is to be undertaken.</i> <p>Provides an opportunity for an in-depth study or a practicum experience by an individual student in a selected topic of business under the direction of an instructor.</p> <i>Transfer: CSU</i> <a href="#">Click for Course Student Learning Outcomes</a>
<b>BUS 240 ADVERTISING</b> <b>3.00</b> <i>3.00 hours per week: (3.00 lecture hours/0.00 lab hours)</i> <i>Credit - Degree Applicable</i> <i>Letter Grade or P/NP</i> <i>Advisories: BUS 243 and ENGL 156</i> <p>Introduces the student to the principles, purposes and practices of advertising; the importance of correct appeal, style, headline, typography, color, layout, ethics; and other problems involved in the creation and evaluation of effective advertising.(No artistic ability required.)</p> <i>Transfer: CSU</i> <a href="#">Click for Course Student Learning Outcomes</a>	<b>BUS 248 SMALL BUSINESS MANAGEMENT</b> <b>3.00</b> <i>3.00 hours per week: (3.00 lecture hours/0.00 lab hours)</i> <i>Credit - Degree Applicable</i> <i>Letter Grade or P/NP</i> <i>Advisories: ENGL 156</i> <p>Presents the role of small businesses in the free enterprise system. Discusses numerous aspects of small business ownership. Provides techniques in strategic planning, marketing, and controlling business operations for managers of small firms.</p> <i>Transfer: CSU</i> <a href="#">Click for Course Student Learning Outcomes</a>
<b>BUS 241 SALES</b> <b>3.00</b> <i>3.00 hours per week: (3.00 lecture hours/0.00 lab hours)</i> <i>Credit - Degree Applicable</i> <i>Letter Grade or P/NP</i> <i>Advisories: ENGL 156</i> <p>Presents principles, purposes, and practices of personal selling and its importance to an organization and to a free enterprise economic system.</p> <i>Transfer: CSU</i> <a href="#">Click for Course Student Learning Outcomes</a>	<b>BUS 249 ENTREPRENEURSHIP</b> <b>4.00</b> <i>4.00 hours per week: (4.00 lecture hours/0.00 lab hours)</i> <i>Credit - Degree Applicable</i> <i>Letter Grade or P/NP</i> <i>Advisories: ENGL 156 and MATH 123</i> <p>Introduces students to the concepts, techniques and requirements for establishing a business from an entrepreneurship viewpoint. Students will explore the roles that marketing, accounting, law and finance play in starting a business.</p> <i>Transfer: CSU</i> <a href="#">Click for Course Student Learning Outcomes</a>

**BUS 260 INTERNATIONAL BUSINESS 3.00**

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)  
Credit - Degree Applicable  
Letter Grade or P/NP  
Advisories: BUS 245

Provides an understanding of the cultural dimensions and market forces necessary to conduct business in a global environment. Examines numerous ethnocentric models of cultural values and behavior plus explores cross-cultural differences between Asia, Latin America, Africa, Middle East, Europe, and the United States in order to develop appropriate strategies for conducting business in a transnational setting. Introduces concepts dealing with Personal Adjustment Skills, Business Effectiveness Skills, ethics abroad, legal situations outside the United States, linguistic variables and operating within a transnational team in order to navigate successfully in the international marketplace.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

**BUS 283 MANAGEMENT AND SUPERVISION 3.00**

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)  
Credit - Degree Applicable  
Letter Grade or P/NP  
Advisories: ENGL 156

Discusses the process of management and how to supervise employees in today's business climate. The behavioral aspects of managing human resources are emphasized with a focus on the current practices of world-class companies.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

**BUS 285 HUMAN RESOURCE MANAGEMENT 3.00**

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)  
Credit - Degree Applicable  
Letter Grade or P/NP  
Advisories: BUS 245

Introduces the principles of effective human resource management. This course examines topics such as recruitment, selection, employee training programs, performance evaluation, compensation, employee relations and workplace health and safety, and the role of government regulations within those areas.

[Click for Course Student Learning Outcomes](#)

**BUS 286 HUMAN RELATIONS 3.00**

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)  
Credit - Degree Applicable  
Letter Grade or P/NP  
Advisories: ENGL 156

Introduces students to the basic principles of how to manage employees in various organizational settings such as business, government and the service sector.

Transfer: CSU

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**BUS 290 RETAIL MANAGEMENT 3.00**

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)  
Credit - Degree Applicable  
Letter Grade or P/NP  
Advisories: BUS 245

Introduces the principles of retail management including analysis of consumer behavior, retail format and strategy, target market analysis, acquisition and management of merchandise, supplier relationship strategies, pricing and promotional strategies, and inventory control.

[Click for Course Student Learning Outcomes](#)

**CHEMISTRY****CHEM 193 CHEMISTRY SPECIAL TOPIC 0.50 to 4.00**

0.00 - 0.00 hours per week: (0.00 lecture hours)  
Credit - Degree Applicable  
Letter Grade or P/NP

Examines a special topic in the field of study related to the discipline offering this course.

[Click for Course Student Learning Outcomes](#)

**CHEM 201A GENERAL COLLEGE CHEMISTRY I 5.00**

7.00 hours per week: (4.00 lecture hours/3.00 lab hours)  
Credit - Degree Applicable  
Letter Grade Only  
Prerequisites: CHEM 210FL or One year High School Chemistry or equivalent with a grade of C or better and MATH 127

Presents the first semester of a one-year course intended primarily for science and engineering majors in the fundamental principles of chemistry. Topics covered include kinetic-molecular treatment of gases, atomic structure and the periodic law, thermochemistry, chemical bonding, correlation of structure with properties, quantitative relationships in chemical reactions, chemical formulas and equations. Laboratory work includes a study of precision and accuracy, standard methods of gravimetric and volumetric analysis, and computer acquisition and analysis of data.

Transfer: CSU; UC

C-ID CHEM 110. CHEM 201A+201B = C-ID CHEM 120S

[Click for Course Student Learning Outcomes](#)

**CHEM 201AX APPLIED PROBLEMS FOR GENERAL CHEMISTRY 1.00**

(Formerly CHEM201X)  
1.00 hours per week: (1.00 lecture hours/0.00 lab hours)  
Credit - Degree Applicable  
P/NP Only  
Corequisites: CHEM 201A

Supplements Chem 201A to further develop general chemistry skills and conceptual understanding. Provides the opportunity for additional assistance in developing and mastering problem-solving abilities.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

**CHEM 201B GENERAL COLLEGE CHEMISTRY II 5.00**

7.00 hours per week: (4.00 lecture hours/3.00 lab hours)  
Credit - Degree Applicable  
Letter Grade Only  
Prerequisites: CHEM 201A

Presents advanced general chemistry topics as a continuation of Chemistry 201A. Topics covered include chemical kinetics, thermodynamics, aqueous equilibria, free energy, entropy, electrochemistry, coordination chemistry, nuclear, and organic chemistry. Laboratory work includes quantitative and qualitative analysis with computer acquisition and analysis of data.

Transfer: CSU; UC

CHEM 201A+201B = C-ID CHEM 120S

[Click for Course Student Learning Outcomes](#)

**CHEM 201BX APPLIED PROBLEMS FOR GENERAL CHEMISTRY II 1.00**

1.00 hours per week: (1.00 lecture hours/0.00 lab hours)  
Credit - Degree Applicable  
P/NP Only

Corequisites: CHEM 212B: ORGANIC CHEMISTRY II Supplements Chem 201B to further develop general chemistry skills and conceptual understanding. Provides the opportunity for additional assistance in developing and mastering problem-solving abilities.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

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**CHEM 201P PREPARATION FOR GENERAL COLLEGE  
CHEMISTRY****2.00***2.00 hours per week: (2.00 lecture hours/0.00 lab hours)**Credit - Degree Applicable**Letter Grade or P/NP**Prerequisites: CHEM 210FL with a minimum grade of C or better and MATH 127*

Presents problem-solving and fundamental reasoning skills needed for success in CHEM 201A, General College Chemistry I. This course is designed for students who meet Chem 201A prerequisites but need additional preparation prior to enrolling in Chem 201A. Topics include techniques for chemical problem solving, dimensional analysis, unit conversion, chemical nomenclature, fundamentals of chemical reactions, and principles of stoichiometry including mass, mole, and volume calculations.

*Transfer: CSU*[Click for Course Student Learning Outcomes](#)

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**CHEM 210FL INTRODUCTORY CHEMISTRY WITH  
FACILITATOR ASSISTED LEARNING****4.00***7.00 hours per week: (3.00 lecture hours/4.00 lab hours)**Credit - Degree Applicable**Letter Grade Only**Prerequisites: MATH 123 or MATH 128*

Presents an introduction to chemistry and chemical laboratory techniques and methods, including a survey of important chemical principles, and a description of the elements and their compounds. One lab hour per week will utilize Facilitator Assisted Learning to practice problem solving.

*Transfer: CSU; UC**C-ID CHEM 101*[Click for Course Student Learning Outcomes](#)

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**CHEM 211 INTRODUCTORY ORGANIC/BIOCHEMISTRY****4.00***6.00 hours per week: (3.00 lecture hours/3.00 lab hours)**Credit - Degree Applicable**Letter Grade Only**Prerequisites: CHEM 210FL or equivalent*

Presents a survey of organic and biochemistry. Intended primarily for nursing, allied health, agriculture, and some biology majors. Topics include the classification, structure, and reactions of organic molecules as well as biological chemistry as it applies to living systems. Laboratory topics include separation techniques, characterization of organic molecules, reactions of organic and biological compounds.

*Transfer: CSU; UC**C-ID CHEM 102*[Click for Course Student Learning Outcomes](#)

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**CHEM 212A ORGANIC CHEMISTRY I****5.00***9.00 hours per week: (3.00 lecture hours/6.00 lab hours)**Credit - Degree Applicable**Letter Grade Only**Prerequisites: CHEM 201B with a minimum grade of C or better*

Presents the first semester of a one-year course in organic chemistry intended primarily for science and preprofessional health majors. The theoretical concepts, structure, nomenclature, and physical properties of hydrocarbons, alkyl halides, and alcohols are studied. Topics include stereochemistry, conformations, MO theory, infrared spectroscopy, as well as nucleophilic substitution, electrophilic addition, elimination, and radical reactions and reaction mechanisms. Laboratory work includes extensive study of organic techniques for separation and identification.

*Transfer: CSU; UC**C-ID CHEM 150. CHEM 212A+212B = C-ID CHEM 160S*[Click for Course Student Learning Outcomes](#)

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**CHEM 212B ORGANIC CHEMISTRY II****5.00***9.00 hours per week: (3.00 lecture hours/6.00 lab hours)**Credit - Degree Applicable**Letter Grade Only**Prerequisites: CHEM 212A*

Presents the second semester of a one-year course in organic chemistry. Includes the study of mechanisms and reactions of ethers and epoxides, carbonyl compounds, acid derivatives, and aromatic compounds. Structure elucidation using spectroscopy, multi-step synthesis, and some biochemical applications of organic chemistry will be studied.

*CHEM 212A+212B = C-ID CHEM 160S**Transfer: CSU; UC*[Click for Course Student Learning Outcomes](#)

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**CHEM 231 BIOCHEMISTRY****4.00***4.00 hours per week: (4.00 lecture hours/0.00 lab hours)**Credit - Degree Applicable**Letter Grade Only**Prerequisites: CHEM 201A**Advisories: CHEM 201B*

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

*Transfer: CSU*[Click for Course Student Learning Outcomes](#)

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**CHEM 245A INTRODUCTION TO CHEMISTRY  
FACILITATOR ASSISTED LEARNING****1.50***1.50 hours per week: (1.50 lecture hours/0.00 lab hours)**Credit - Degree Applicable**P/NP Only**Advisories: CHEM 210FL or CHEM 201A*

Prepares students to facilitate Introductory Chemistry by developing interpersonal skills, understanding of the learning process, and effectiveness as a facilitator. Introduces practical applications of facilitator assisted learning (FAL) in small groups of chemistry students.

*Transfer: CSU*[Click for Course Student Learning Outcomes](#)

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**CHEM 245B ADVANCED CHEMISTRY FACILITATOR  
ASSISTED LEARNING****1.50***1.50 hours per week: (1.50 lecture hours/0.00 lab hours)**Credit - Degree Applicable**P/NP Only**Prerequisites: CHEM 245A*

Examines advanced approaches to facilitating Introductory Chemistry using interpersonal skills and knowledge of learning processes to increase effectiveness as a facilitator. Analyzes and implements facilitator assisted learning (FAL) techniques as applied to small groups of chemistry students.

*Transfer: CSU*[Click for Course Student Learning Outcomes](#)

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**CHEM 245C CHEMISTRY FACILITATOR ASSISTED  
LEARNING MENTOR****1.50***1.50 hours per week: (1.50 lecture hours/0.00 lab hours)**Credit - Degree Applicable**P/NP Only**Prerequisites: CHEM 245B*

Analyzes facilitator assisted learning (FAL) techniques by acting as a mentor to beginning facilitators. Advanced approaches to facilitating Introductory Chemistry will be applied to small groups of

Introductory Chemistry students.

*Transfer: CSU*

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## COLLEGE SUCCESS STUDIES

### CSS 025 COLLEGE SUCCESS STUDIES LABORATORY 0.50 to 1.00

*(Formerly ACSK005, CSS005)*

*1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)*

*Credit - Not Degree Applicable*

*P/NP Only*

Provides students with learning assistance designed to improve skills in reading, writing, mathematics, study skills, and English as a Second Language. Students work independently and at their own pace using software and web-based programs, videos, workshops, and supplemental materials provided by the instructor. Laboratory time is arranged with the instructor. (Formerly ACSK 005 and CSS 005)

[Click for Course Student Learning Outcomes](#)

### CSS 058 GRAMMAR STRATEGIES 2.00

*(Formerly ACSK058)*

*2.00 hours per week: (2.00 lecture hours/0.00 lab hours)*

*Credit - Not Degree Applicable*

*Letter Grade or P/NP*

Focuses on the basic grammar, punctuation, and usage skills essential for effective writing. Provides extensive practice to apply and reinforce written language skills with an emphasis on the function of grammar and the use of it to improve writing effectiveness and reading comprehension.

[Click for Course Student Learning Outcomes](#)

### CSS 080 READING STRATEGIES 3.00

*(Formerly ACSK036, CSS036)*

*3.100 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Not Degree Applicable*

*Letter Grade or P/NP*

Promotes understanding of the reading process and facilitates increased reading efficiency, comprehension, and retention of textbook information. Develops effective reading, critical thinking, and vocabulary skills through the use of context.

[Click for Course Student Learning Outcomes](#)

### CSS 085 WRITING STRATEGIES 3.00

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Not Degree Applicable*

*Letter Grade or P/NP*

Introduces students to the sequential development of paragraph writing, beginning with sentence structure, grammar, and mechanics. This course is designed to meet the needs of students who are developing the critical thinking, writing, and editing skills necessary to succeed in English 099.

[Click for Course Student Learning Outcomes](#)

### CSS 090 COLLEGE READING STRATEGIES 3.00

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Not Degree Applicable*

*Letter Grade or P/NP*

*Advisories: CSS 080 with a minimum grade of C or better or eligibility for ENGL 099*

Promotes comprehension of college texts through the development of successful approaches toward reading and learning, college textbook reading strategies, content-specific vocabulary strategies, and thought patterns.

[Click for Course Student Learning Outcomes](#)

### CSS 099 NON-CREDIT SUPERVISED TUTORING 0.00

*(Formerly ACSK099)*

*4.00 hours per week: (0.00 lecture hours/4.00 lab hours)*

*Noncredit*

*Non-credit Course*

*Prerequisites: Enrollment in a Cuesta College credit course and referral by a counselor and/or instructor.*

Provides non-credit basic skills and all other content area courses supervised tutoring for students one-to-one and in small groups. Includes assessment of study skills, exam reviews and study sessions.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

### CSS 125 COLLEGE LEARNING STRATEGIES 2.00

*(Formerly ACSK120, CSS120)*

*2.00 hours per week: (2.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Presents essential study methods that promote college success. Including, but not limited to managing and maximizing learning and study time; critical thinking; levels of comprehension; understanding textbooks and other written material; active listening and notetaking strategies; test preparation; synthesizing and reviewing course content; test taking strategies; and campus resources.

[Click for Course Student Learning Outcomes](#)

### CSS 168 TUTOR TRAINING: SELECTED TOPICS 0.50 to 1.00

*(Formerly ACSK168)*

*0.50 - 1.00 hours per week: (0.50 - 1.00 lecture hours/0.00 - 0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Advisories: Eligibility for ENGL 156*

Presents effective tutoring strategies, problem-solving techniques, and ways to build learner motivation. Explores factors that impact student learning, the tutor's role, and academic success strategies. Trains academic tutors to work in the Student Success Center.

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### CSS 225 COLLEGE SUCCESS 3.00

*(Formerly ACSK225)*

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Advisories: ENGL 156*

Integrates personal growth and values, academic study strategies, and critical and creative thinking proficiency.

Focuses on life management, learning styles, personal and educational values, time management, instructor-student relations, maintaining health, memory and concentration, lecture note-taking, textbook studying, subject-specific studying, test taking, using the library, critical analysis, problem solving, and creative thinking. Emphasizes the attainment of life-long success in academic, professional and personal development.

*Transfer: CSU; UC*

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### CSS 758 GRAMMAR STRATEGIES 0

*2.00 hours per week: (2.00 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Focuses on sentence structure, punctuation, and common errors in writing. Provides extensive practice in grammar usage to improve writing effectiveness and reading comprehension. Instruction is contextualized through student reading and writing assignments.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

**CSS 768 TUTOR TRAINING: SELECTED TOPICS** 0

*0.50 - 1.00 hours per week: ( 0.50 - 1.00 lecture hours/0.00 - 0.00 lab hours)*  
*Noncredit*  
*Non-Credit Gradeable Course/SP*  
*Advisories: ENGL 156 with a minimum grade of C or better*

Presents effective tutoring strategies, problem-solving techniques, and ways to build learner motivation. Explores factors that impact student learning, the Tutor's role, and academic success strategies. Trains academic tutors to work in the Student Success Center.

*Repeatable.*  
[Click for Course Student Learning Outcomes](#)

**CSS 789 INTEGRATED READING AND WRITING** 0

*3.00 - 5.00 hours per week: (3.00 - 5.00 lecture hours/0.00 - 0.00 lab hours)*  
*Noncredit*  
*Non-Credit Gradeable Course/SP*

Develops essential reading and writing skills necessary to succeed in developmental and transfer level English. Increases reading efficiency, comprehension, and vocabulary skills as well as retention of textbook information. Introduces students to the sequential development of paragraph writing beginning with sentence structure.

*Repeatable.*  
[Click for Course Student Learning Outcomes](#)

## COMMUNICATION STUDIES

**COMM 193 COMMUNICATION STUDIES SPECIAL TOPIC** 0.50 to 4.00

*(Formerly SPCM193)*  
*1.50 -12.00 hours per week: (0.00 - 0.00 lecture hours/1.50 -12.00 lab hours)*  
*Credit - Degree Applicable*  
*Letter Grade or P/NP*

Examines a special topic in the field of study related to the discipline offering this course.

[Click for Course Student Learning Outcomes](#)

**COMM 201 PUBLIC ADDRESS** 3.00

*(Formerly SPCM201A, COMM201A)*  
*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*  
*Credit - Degree Applicable*  
*Letter Grade or P/NP*  
*Advisories: ENGL 201A*

Introduces students to the theory and techniques of public speaking with an emphasis on clear, logical organization and effective delivery of expository and persuasive speeches.

*Transfer: CSU; UC*  
*C-ID COMM 110*  
[Click for Course Student Learning Outcomes](#)

**COMM 210 SMALL GROUP COMMUNICATION** 3.00

*(Formerly SPCM210)*  
*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*  
*Credit - Degree Applicable*  
*Letter Grade or P/NP*  
*Advisories: ENGL 201A*

Explores the theories, techniques, and methods of small group communication. Develops participation and leadership skills of effective communicators within the small group setting by focusing on problem-solving, decision-making, conflict resolution, dimensions of diversity, responsibilities of group members, and managing the group process. Provides applied practice through group activities, group presentations, and project group work. Involves regular outside of class group meetings.

*Transfer: CSU; UC*  
*C-ID COMM 140*  
[Click for Course Student Learning Outcomes](#)

**COMM 212 INTERCULTURAL COMMUNICATION** 3.00

*(Formerly SPCM212)*  
*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*  
*Credit - Degree Applicable*  
*Letter Grade or P/NP*  
*Advisories: Eligibility for ENGL 201A*

Focuses on the importance of culture and its effect on communication. Examines interactive patterns of communication across various cultural contexts (international, ethnic, gender, and class) and assess different methods and techniques of adapting communication to enhance and overcome the difficulties of intercultural communication. Analyzes how cultures adapt, borrow, communicate verbally and non-verbally, and are represented in a diverse world.

*Transfer: CSU; UC*  
*C-ID COMM 150*  
[Click for Course Student Learning Outcomes](#)

**COMM 215 ARGUMENTATION AND DEBATE** 3.00

*(Formerly SPCM215)*  
*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*  
*Credit - Degree Applicable*  
*Letter Grade or P/NP*  
*Advisories: ENGL 156*

Building, defending, and refuting arguments in formal and informal settings. Evaluation and use of evidence, reasoning, and sources. Emphasis on oral advocacy and debate skills such as organization, refutation, cross examination, and audience adaptation. Students will debate and communicate arguments orally.

*Transfer: CSU; UC*  
*C-ID COMM 120*  
[Click for Course Student Learning Outcomes](#)

**COMM 230 INTERPERSONAL COMMUNICATION** 3.00

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*  
*Credit - Degree Applicable*  
*Letter Grade or P/NP*  
*Advisories: ENGL 201A*

Applies theory and research to communication in interpersonal relationships in personal and professional contexts. It examines effective and appropriate uses of verbal and non-verbal messages in the initiation, development, maintenance, and termination of interpersonal relationships.

*Transfer: CSU; UC*  
*C-ID COMM 130*  
[Click for Course Student Learning Outcomes](#)

**COMM 247 INDEPENDENT STUDIES: SPEECH** 0.50 to 2.00

*(Formerly SPCM247)*  
*1.50 - 6.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 6.00 lab hours)*  
*Credit - Degree Applicable*  
*Letter Grade or P/NP*  
*Prerequisites: The student must have completed preparatory course work in the field in which the study is to be undertaken.*

Provides an opportunity for an in-depth study or a practicum experience by an individual student in a selected topic of speech under the direction of an instructor.

*Transfer: CSU*  
[Click for Course Student Learning Outcomes](#)

**COMM 280 FUNDAMENTALS OF HUMAN COMMUNICATION** 3.00

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*  
*Credit - Degree Applicable*  
*Letter Grade or P/NP*  
*Advisories: ENGL 201A*

Introduces students to the history and symbolic process a of human communication through the study of basic communication models, theory, and relevant research findings. Emphasis will be placed on achieving an understanding of the communication process, and the

process through which researchers in the field of Communication Studies add to their existing body of knowledge.

*Transfer: CSU; UC*

*C-ID COMM 180*

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## COMPUTER INFORMATION SYSTEMS

### CIS 101 SURVEY OF WEB DESIGN 1.00

*(Formerly WEXP146)*

*2.00 hours per week: (0.50 lecture hours/1.50 lab hours)*

*Credit - Not Degree Applicable*

*P/NP Only*

Presents a basic overview of web design in a hands-on environment, with an introduction to the knowledge and skills needed for positions in web design.

[Click for Course Student Learning Outcomes](#)

### CIS 103 FUNDAMENTALS OF PROGRAMMING FOR THE INTERNET 2.00

*3.00 hours per week: (1.50 lecture hours/1.50 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

Presents concepts of writing computer programs for use on the Internet. Includes techniques for problem analysis, software design, implementation, and verification with particular reference to object-oriented programming.

[Click for Course Student Learning Outcomes](#)

### CIS 106 SERVER-SIDE PROGRAMMING 4.00

*4.00 hours per week: (4.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Advisories: CIS 103 or 201*

Emphasizes the creation of interactive internet applications using a server-side language. Topics include core features of the language, control structures, functions, arrays, form validation, regular expressions, and database-driven internet applications.

[Click for Course Student Learning Outcomes](#)

### CIS 154 ESSENTIALS OF MS OUTLOOK 2.00

*(Formerly CA0A154)*

*2.00 hours per week: (2.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Advisories: CIS 210*

Introduces the computer user to an electronic desktop information management (DIM) system; a central location from which to create, view, and organize all computer information. Simplifies organizational tasks, journal entries, works with Web addresses by allowing the storage, management and navigation to web sites.

[Click for Course Student Learning Outcomes](#)

### CIS 156 TEST PREP FOR MICROSOFT OFFICE SPECIALIST(MOS) CERTIFICATION 0.50

*(Formerly CA0A156)*

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Provides students with the opportunity to become a Specialist in the Microsoft office programs (Word, Excel, Powerpoint, Access or Outlook.) Includes unlimited review and practice tests along with test-taking strategies. Upon completion of class, student will be prepared to take MOS certification exams.

[Click for Course Student Learning Outcomes](#)

### CIS 173 ADOBE ACROBAT 1.50

*(Formerly CA0A173)*

*2.00 hours per week: (1.25 lecture hours/0.75 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Presents primary instruction in the use of Adobe Acrobat Professional. Students learn how to create Adobe PDF files from: Microsoft Office programs, popular authoring programs, image files and Web pages. In addition, students will learn reviewing and commenting on existing PDF files; customizing output quality by compressing and reducing file sizes; adding signatures and security to documents, converting paper forms to interactive online forms; creating multi-media presentations that include sound files. Course also teaches using Adobe Live Cycle Designer to create interactive forms from scratch.

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### CIS 193 COMPUTER INFORMATION SYSTEMS SPECIAL TOPIC 0.50 to 4.00

*1.50 -12.00 hours per week: (0.00 lecture hours/1.50 -12.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Examines a special topic in the field of study related to the discipline offering this course.

[Click for Course Student Learning Outcomes](#)

### CIS 193I TECHNOLOGY PROJECT 2.00

*3.00 hours per week: (1.50 lecture hours/1.50 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Develop a complete project for release. Includes specification and implementation of the project. Workshops on entrepreneurial skills to bring the project to market.

[Click for Course Student Learning Outcomes](#)

### CIS 201 INTRODUCTION TO COMPUTER SCIENCE 3.00

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Solving problems using computers. Introduces computer programming and algorithmic thinking.

*Transfer: CSU; UC*

*C-ID COMP 112*

[Click for Course Student Learning Outcomes](#)

### CIS 203 IOS DEVELOPMENT I 3.00

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Provides the basics in mobile development for the iOS (iPhone, iPad, iPod, et al) platform. Covers the fundamentals of iOS development, standard development tools and resources, and an introduction to the Swift language.

*Transfer: CSU*

[Click for Course Student Learning Outcomes](#)

### CIS 204 IOS DEVELOPMENT II 3.00

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: CIS 203*

Provides in-depth material on intermediate facets of mobile development for the iOS (iPhone, iPad, iPod, et al) platform. Covers the enhanced methods of iOS development, development tools and resources, and additional features of the Swift language. Prepares students to release professional quality applications.

*Transfer: CSU*

[Click for Course Student Learning Outcomes](#)

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**CIS 207      ANDROID DEVELOPMENT I      3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*  
*Credit - Degree Applicable*  
*Letter Grade or P/NP*

Provides the basics in mobile development for the Android platform. Covers the fundamentals of Android development, standard development tools and resources, and an introduction to the Java language.

*Transfer: CSU*

[Click for Course Student Learning Outcomes](#)

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**CIS 208      ANDROID DEVELOPMENT II      3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*  
*Credit - Degree Applicable*  
*Letter Grade or P/NP*  
*Prerequisites: CIS 207*

Provides in-depth material on intermediate facets of mobile development for the Android platform. Covers the enhanced methods of Android development, development tools and resources, and additional features of the Java language. Prepares students to release professional quality applications.

*Transfer: CSU*

[Click for Course Student Learning Outcomes](#)

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**CIS 210      INTRODUCTION TO COMPUTER APPLICATIONS      4.00**

*4.00 hours per week: (4.00 lecture hours/0.00 lab hours)*  
*Credit - Degree Applicable*  
*Letter Grade or P/NP*  
*Advisories: ENGL 156*

Introduces the student to the role of computer information systems and concepts within business organizations. Focus is on computer hardware and software components, systems development, networking, e-commerce, ethics and security. Students use micro-computer applications such as word processing, spreadsheets, and database management to apply computer-based solutions to business problems. Credit for one course allowed between CIS 210 and CIS 210AG.

*Transfer: CSU; UC*

*C-ID BUS 140*

[Click for Course Student Learning Outcomes](#)

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**CIS 215      ADVANCED BUSINESS APPLICATIONS      4.00**

*4.00 hours per week: (4.00 lecture hours/0.00 lab hours)*  
*Credit - Degree Applicable*  
*Letter Grade Only*  
*Prerequisites: CIS 210*

Integrate advanced skills and problem solving abilities using word processing, spreadsheet and database applications to complete business projects.

*Transfer: CSU*

[Click for Course Student Learning Outcomes](#)

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**CIS 216      ELECTRONIC SPREADSHEET APPLICATIONS      4.00**

*4.00 hours per week: (4.00 lecture hours/0.00 lab hours)*  
*Credit - Degree Applicable*  
*Letter Grade or P/NP*  
*Advisories: CIS 210 or equivalent*

Introduces the basics of an electronic spreadsheet program using Microsoft Excel. Students learn to analyze, identify, and apply the principles of macros and databases. Class covers data tables, amortization schedules, charting, mapping, pivot tables and summary reports.

*Transfer: CSU*

[Click for Course Student Learning Outcomes](#)

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**CIS 217      "C" PROGRAMMING LANGUAGE      3.00**

*4.00 hours per week: (3.00 lecture hours/1.00 lab hours)*  
*Credit - Degree Applicable*  
*Letter Grade or P/NP*

Presents a course in programming computers using the ANSI "C" programming language. Includes techniques for analyzing problems and devising algorithms for the computer solution of problems requiring the use of elementary algebraic concepts.

*Transfer: CSU; UC*

[Click for Course Student Learning Outcomes](#)

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**CIS 231      FUNDAMENTALS OF COMPUTER SCIENCE I      4.00**

*4.00 hours per week: (4.00 lecture hours/0.00 lab hours)*  
*Credit - Degree Applicable*  
*Letter Grade or P/NP*  
*Advisories: CIS 201*

Presents the fundamentals of an engineering approach to software development. Includes techniques for problem analysis and software design, implementation and verification. Includes algorithmic problem solving using basic procedural constructs and solving computational problems requiring an understanding of intermediate algebraic concepts. Introduction to object oriented programs, graphical user interfaces and software engineering.

*Transfer: CSU; UC*

*C-ID COMP 122*

[Click for Course Student Learning Outcomes](#)

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**CIS 232      FUNDAMENTALS OF COMPUTER SCIENCE II      2.00**

*2.00 hours per week: (2.00 lecture hours/0.00 lab hours)*  
*Credit - Degree Applicable*  
*Letter Grade or P/NP*

Continues the fundamentals of algorithmic problem solving and applications in the engineering of modern computer software using procedural and object-based methods and object oriented programming languages. Presents the principles of abstract data types, including the specification and implementation of simple abstractions such as tables, stacks, queues and lists. Includes basic searching and sorting algorithms and introduces the analysis of algorithms and recursion.

*Transfer: CSU; UC*

*CIS 232+233 = C-ID COMP 132*

[Click for Course Student Learning Outcomes](#)

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**CIS 233      FUNDAMENTALS OF COMPUTER SCIENCE III      2.00**

*2.00 hours per week: (2.00 lecture hours/0.00 lab hours)*  
*Credit - Degree Applicable*  
*Letter Grade or P/NP*

Introduces advanced concepts including: theory, generic programming implementation, applications, and analysis of associated algorithms including lists, stacks, queues, hash tables, trees, and graphs, recursion, iteration, searching, and sorting algorithms and analysis.

*Transfer: CSU; UC*

*CIS 232+233 = C-ID COMP 132*

[Click for Course Student Learning Outcomes](#)

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**CIS 240      MICROCOMPUTER ARCHITECTURE & PROGRAMMING      3.00**

*5.00 hours per week: (2.00 lecture hours/3.00 lab hours)*  
*Credit - Degree Applicable*  
*Letter Grade Only*

Presents basic microprocessor concepts including internal architecture, memory, addressing, and control through the use of assembly language. Students will write a variety of assembly language programs to perform logic functions and high speed hardware control operations. The use of assemblers, linkers, and debugging tools will be explored.

*Transfer: CSU; UC*

*C-ID COMP 142*

[Click for Course Student Learning Outcomes](#)

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**CIS 241      DISCRETE STRUCTURES      3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*  
*Credit - Degree Applicable*

Letter Grade or P/NP

Prerequisites: MATH 231 or MATH 229 and MATH 242 or High School equivalent

Develops and analyzes structures of computer science: numbers, sets, relations, functions and trees. This course includes propositional and predicate logic, applications of predicate logic: preconditions, postconditions, invariants, guards; inductive proofs; applications to verification of algorithms; introduction to complexity of algorithms.

Transfer: CSU; UC

[Click for Course Student Learning Outcomes](#)

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### **CIS 247 INDEPENDENT STUDIES: COMPUTER & INFORMATIONAL SCIENCE 0.50 to 2.00**

1.50 - 6.00 hours per week: (0.00 lecture hours/1.50 - 6.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: The student must have completed preparatory course work in the field in which the study is to be undertaken.

Provides an opportunity for an in-depth study or a practicum experience by an individual student in a selected topic of computer and information science under the direction of an instructor.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

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### **CIS 271 COMPUTER GAME DESIGN 3.00**

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Provides students with insights and experience with game design and development.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

## **COMPUTER AND NETWORKING TECHNOLOGY**

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### **CNET 100 CERTIFICATION PREPARATION AND TESTING 0.50**

1.50 hours per week: (0.00 lecture hours/1.50 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Provides students with tools to prepare for and complete popular certification tests such as CompTIA A+, Server+, Net+ and Cisco CCNA as well as others. Test Vouchers may become available through certification providers and testing will be scheduled in-class.

[Click for Course Student Learning Outcomes](#)

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### **CNET 121 INTRODUCTION TO COMPUTER OPERATIONS 2.50**

3.50 hours per week: (2.00 lecture hours/1.50 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Introduces basic computer and operating system functions and operation. Includes overview of PC hardware components, interface devices, operating system purpose and uses. Provides hands on training in graphical user interface and command window operation, software installation and configuration.

[Click for Course Student Learning Outcomes](#)

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### **CNET 218 WIRELESS NETWORK COMMUNICATION AND ADMINISTRATION 4.00**

(Formerly ETCH218)

6.00 hours per week: (3.00 lecture hours/3.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Advisories: EET 213

Includes topics related to wireless networking and communications that address the Certified Wireless Network Administrator (CWNA) certification. This is an introductory course with broad exposure to the wireless communication field. General coverage of wireless transmissions, wireless network administration, and wireless con-

nectivity will be addressed.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

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### **CNET 221 COMPUTER WORKSTATION ADMINISTRATION 3.00**

(Formerly CIS221)

5.00 hours per week: (2.00 lecture hours/3.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Presents fundamental concepts for configuration of Windows based computers, devices, users, and associated network or security resources. The course covers windows desktop computers in a network based environment that IT support technicians typically work. Operating systems are configured in both domain-based and peer-to-peer network environments with access to the Internet and cloud services. Students learn concepts using both desktop and enterprise Virtualization to configure operating systems and access services.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

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### **CNET 235 CYBER SECURITY FUNDAMENTALS 4.00**

(Formerly CIS235)

6.00 hours per week: (3.00 lecture hours/3.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Advisories: CIS 221 or CIS 122

Investigates computer and network security issues in a Linux environment. Examines simulated attacks and how to use network security products, operating system security features, and other hardware/software based tools to counter these threats and harden networks.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

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### **CNET 252 WORK EXPERIENCE IN COMPUTER AND NETWORK TECHNOLOGY 1.00 to 4.00**

0 hours per week: (0.00-0.00 lecture hours/0.00-0.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Provides opportunities for students in Computer and Networking Technology to acquire and demonstrate employer-desired work habits, attitudes, and skills in the workplace. Employment is related to the student's educational majors and/or career goals. Students may earn a maximum of four credits per semester. Students must work 75 paid work hours or 60 non-paid work hours for each credit earned.

Transfer: CSU

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### **CNET 253 COMPUTER TECHNICIAN FUNDAMENTALS 3.00**

(Formerly ETCH253)

5.00 hours per week: (2.00 lecture hours/3.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Advisories: EET 213

Introduces fundamental concepts involved with upgrading and repairing personal computers, basic server hardware and mobile computing devices. Includes topics on the "A+" computer service technician certification plus selected industry relevant topics. Lectures and labs will cover internal computer operation, operating systems, primary and secondary storage methods (system memory modules and disk drives), adapter cards, computer connectivity, and power supplies. Different components and subsystems will be compared and evaluated based on performance specifications and design considerations.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

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**CNET 254 SERVER MAINTENANCE AND ADMINISTRATION** **4.00**

(Formerly ETCH254)

6.00 hours per week: (3.00 lecture hours/3.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Advisories: CNET 253 and CNET 221

Prepares the student for the Microsoft Server Administration certification in a VMware virtualization environment. The course builds on concepts taught in the Microcomputer Fundamentals and Operating System Concepts courses. Topics include server architecture, RAID controller configuration, server virtualization and server operating system administration, iSCSI SAN configuration for VMware Cold Migration backups, vMotion and High Availability.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

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**CNET 255 COPPER AND FIBER OPTIC CABLING** **4.00**

(Formerly ETCH255)

6.00 hours per week: (3.00 lecture hours/3.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Advisories: MATH 123

Addresses topics on industry standard network cabling certification tests. Presents basic concepts in both copper and fiber optic network cabling and its application to network infrastructure. Basic terminology, cable types, wiring structures, installation factors and techniques will be discussed. LAN topologies, wiring technology, management, and standards will be investigated and applied to lab practice. Termination techniques for both multi-category twisted pair and fiber optic connectors will be studied and applied. Testing and troubleshooting of network cabling and terminations using wiremap, performance testers, optical test sets and optical time domain reflectometers will be explored. Certification testing at the end of the course will be offered.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

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**CNET 260 NETWORKING FUNDAMENTALS** **2.50**

(Formerly CIS260)

3.50 hours per week: (2.00 lecture hours/1.50 lab hours)

Credit - Degree Applicable

Letter Grade Only

Advisories: CNET 253

Introduces students to the TCP/IP networking protocols, network topologies and media, and internet working devices. Students will use sophisticated network design, configuration, and analysis CAD tools to select different networking media types, implement cabling and wiring connections, and develop IP addressing and subnetting schemes.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

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**CNET 261 ROUTER THEORY AND TECHNOLOGY** **2.50**

(Formerly CIS261)

3.50 hours per week: (2.00 lecture hours/1.50 lab hours)

Credit - Degree Applicable

Letter Grade Only

Advisories: CNET 260

Introduces students to dynamic routing and packet switching concepts, routing tables and interface configuration, IPv4 and IPv6 addressing schemes, and network security (IPSec) protocols. Configuration and troubleshooting activities will focus on IPSec (data encryption and security), OSPF (Open Shortest Path First), and EIGRP (Enhanced Interior Gateway Routing Protocol).

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

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**CNET 262 LOCAL AREA NETWORKS** **2.50**

(Formerly CIS262)

3.50 hours per week: (2.00 lecture hours/1.50 lab hours)

Credit - Degree Applicable

Letter Grade Only

Advisories: CNET 260

Presents Local Area Network architecture and design, including the Spanning-Tree Protocol and Virtual LANs, integration of switched and wireless technology, and wireless security concepts and configuration. This course continues preparation for the Cisco Certified Network Associate (CCNA) Exam.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

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**CNET 263 WIDE AREA NETWORKS** **2.50**

(Formerly CIS263)

3.50 hours per week: (2.00 lecture hours/1.50 lab hours)

Credit - Degree Applicable

Letter Grade Only

Advisories: CNET 260

Presents the technology, concepts, and protocols used for interconnecting networks and users through the wide area telecommunications infrastructure. Topics include the Point-to-Point Protocol (PPP), DSL and cable modem connections, Frame Relay, Virtual Private Networks (VPNs), as well as wide area network addressing and security solutions (IPv6 and IPSec). This course completes preparation for the Cisco Certified Network Associate (CCNA) Exam.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

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**CNET 735 COMPUTER SYSTEM SECURITY** **0**

6.00 hours per week: (3.00 lecture hours/3.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Conducts a comprehensive examination of the types of attacks launched against networks and computer system. Teaches students how to use network security products, operating system security features, and other hardware/software-based tools to counter these threats.

Repeatable.

[Click for Course Student Learning Outcomes](#)

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**CNET 753 COMPUTER TECHNICIAN FUNDAMENTALS** **0**

5.00 hours per week: (2.00 lecture hours/3.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Advisories: EET 213

Introduces fundamental concepts involved with upgrading and repairing personal computers such as basic server hardware and mobile computing devices. The course will also discuss topics covered in the A+ computer service technician certification. Additional material covered in this course will include: internal computer operation, operating systems, primary and secondary storage methods, adapter cards, computer connectivity, and power supplies.

Repeatable.

[Click for Course Student Learning Outcomes](#)

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**CNET 760 NETWORKING FUNDAMENTALS** **0**

3.50 hours per week: (2.00 lecture hours/1.50 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Advisories: CNET 253

Introduces the TCP/IP networking protocols, network topologies and media, and internet working devices. The course will include hands on practice in the following areas: use sophisticated network design, configuration, and analysis CAD tools to select different networking media types, implement cabling and wiring connections, and develop IP addressing and subnetting schemes.

Repeatable.

[Click for Course Student Learning Outcomes](#)

**CNET 761 ROUTER THEORY AND TECHNOLOGY 0***3.50 hours per week: (2.00 lecture hours/1.50 lab hours)**Noncredit**Non-Credit Gradeable Course/SP**Advisories: CNET 760*

Introduces dynamic routing and packet switching concepts, routing tables, interface configuration, IPv4 and IPv6 addressing schemes, and network security (IPSec) protocols. Configuration and troubleshooting activities will focus on IPSec (data encryption and security), OSPF (Open Shortest Path First), and EIGRP (Enhanced Interior Gateway

Routing Protocol).

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

**CONSTRUCTION TECHNOLOGY****CTCH 100 WORKPLACE SAFETY 2.00***2.00 hours per week: (2.00 lecture hours/0.00 lab hours)**Credit - Degree Applicable**Letter Grade or P/NP*

Introduces safety topics that address the OSHA 10 and 30 hour training requirements. Topics including OSHA safety and health standards, common violations, OSHA regulations, whistle blower rights, record keeping rules, fall protection, fire protection, electrical safety, hazard communications, personal protective equipment and emergency planning.

[Click for Course Student Learning Outcomes](#)

**CTCH 101 SURVEY OF RESIDENTIAL CONSTRUCTION 1.00***2.00 hours per week: (0.50 lecture hours/1.50 lab hours)**Credit - Not Degree Applicable**P/NP Only*

Presents a basic overview of the residential construction industry in a hands-on environment, with an emphasis on the foundational knowledge and skills required for basic entry-level construction trades positions.

[Click for Course Student Learning Outcomes](#)

**CTCH 163 CONSTRUCTION MANAGEMENT 3.00***3.00 hours per week: (3.00 lecture hours/0.00 lab hours)**Credit - Degree Applicable**Letter Grade Only**Advisories: ENGL 156*

Presents the principles and practices of construction management for small firms, with emphasis on marketing, cost accounting, job costing, ownership structure, financing, legal requirements, and construction bonding.

[Click for Course Student Learning Outcomes](#)

**CTCH 164 BLUEPRINT READING 3.00***3.00 hours per week: (3.00 lecture hours/0.00 lab hours)**Credit - Degree Applicable**Letter Grade or P/NP**Advisories: ENGL 156 and CTCH 250*

Introduces basic skills in interpreting blueprints used in construction and interpreting requirements of a plan check. Covers architectural working drawings of residential, light construction, and commercial buildings. Provides an overview of building code provisions in a plan check.

[Click for Course Student Learning Outcomes](#)

**CTCH 171 HOMEBUILDING - LAYOUT AND CONCRETE I 3.00***6.00 hours per week: (2.00 lecture hours/4.00 lab hours)**Credit - Degree Applicable**Letter Grade or P/NP**Advisories: CTCH 250*

Provides basic instruction in the skills required for employment in building construction. Includes instruction in tool, equipment, and construction site safety, surveying, blueprint reading, concrete formwork, backhoe operations, and concrete flatwork.

[Click for Course Student Learning Outcomes](#)

**CTCH 172 HOMEBUILDING - FLOOR AND WALL FRAMING I 3.00***6.00 hours per week: (2.00 lecture hours/4.00 lab hours)**Credit - Degree Applicable**Letter Grade or P/NP**Advisories: CTCH 250*

Provides basic instruction in the skills required for employment in building construction. Includes instruction in rough carpentry, floor systems, wall framing, ceiling joists, exterior siding, shear walls, trusses, windows and roof sheathing, and fireplaces.

[Click for Course Student Learning Outcomes](#)

**CTCH 173 HOMEBUILDING - ROOF FRAMING I 3.00***6.00 hours per week: (2.00 lecture hours/4.00 lab hours)**Credit - Degree Applicable**Letter Grade or P/NP**Advisories: CTCH 250*

Introduces types of roof and stair systems, roofing, estimating live and dead loads, and specialized structural systems.

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**CTCH 174 HOMEBUILDING - FINISH CARPENTRY I 3.00***6.00 hours per week: (2.00 lecture hours/4.00 lab hours)**Credit - Degree Applicable**Letter Grade or P/NP**Advisories: CTCH 250*

Provides basic instruction in the skills required to install interior and exterior doors, cabinet systems, interior and exterior trim, including stair cases, wainscot, decks and railings. Also covers basic millwork and machine use for making special moldings.

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**CTCH 176 BASIC WATER TREATMENT 3.00***3.00 hours per week: (3.00 lecture hours/0.00 lab hours)**Credit - Degree Applicable**Letter Grade or P/NP**Advisories: MATH 123*

Prepares the student to become a Water Treatment Plant Operator, Grade 1 or Grade 2. Includes the study of plant operation, water sources and treatment, reservoir management, coagulation and flocculation, sedimentation, filtration, disinfection, taste and odor control, and corrosion control.

[Click for Course Student Learning Outcomes](#)

**CTCH 177 WATER DISTRIBUTION SYSTEMS 3.00***3.00 hours per week: (3.00 lecture hours/0.00 lab hours)**Credit - Degree Applicable**Letter Grade or P/NP**Advisories: MATH 123*

Prepares the student to be an operator for water storage and distribution systems. Provides an understanding of the basic operational and maintenance concepts of water distribution systems. Develops the ability to analyze and solve problems such as tastes and odors, corrosion damage, and system failures when they occur.

[Click for Course Student Learning Outcomes](#)

**CTCH 180A BUILDING CODE I, ARCHITECTURAL DESIGN PROVISIONS 3.00***3.00 hours per week: (3.00 lecture hours/0.00 lab hours)**Credit - Degree Applicable**Letter Grade or P/NP**Advisories: CTCH 250*

Introduction to the Building Code, concentrating on the permit process and fundamental architectural design requirements involving occupancies, maximum allowable area, type of construction, proximity to property lines, exiting, fire protection, disabled access, elevators, and construction safety. This course is the first in a series of two which will familiarize the student with building code provisions relating to the design and construction of residential and commercial structures. The emphasis will be on requirements which limit or specify the building space to be created.

[Click for Course Student Learning Outcomes](#)

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**CTCH 193 CONSTRUCTION TECHNOLOGY SPECIAL TOPIC** **0.50 to 4.00**

*0.00 - 0.00 hours per week: (0.00 lecture hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Examines a special topic in the field of study related to the discipline offering this course.

[Click for Course Student Learning Outcomes](#)

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**CTCH 247 INDEPENDENT STUDIES: CONSTRUCTION TECHNOLOGY** **0.50 to 2.00**

*1.50 - 6.00 hours per week: (0.00 lecture hours/1.50 - 6.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Provides an opportunity for in-depth study or practicum experience by an individual student in a selected topic in the construction technology area with support and direction from an instructor.

*Transfer: CSU*

[Click for Course Student Learning Outcomes](#)

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**CTCH 250 MATERIALS OF CONSTRUCTION** **3.00**

*4.00 hours per week: (2.50 lecture hours/1.50 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Advisories: ENGL 156*

Presents the use and application of construction processes and materials for residential, commercial, heavy and highway construction. Covers topics such as elements of city planning, contracting, designing, construction finance, and real estate principals.

*Transfer: CSU*

[Click for Course Student Learning Outcomes](#)

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**CTCH 252 WORK EXPERIENCE IN CONSTRUCTION TECHNOLOGY** **1.00 to 4.00**

*0 hours per week: (0.00-0.00 lecture hours/0.00-0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

Provides opportunities for students in Construction Technology to acquire and demonstrate employer-desired work habits, attitudes, and skills in the workplace. Employment is related to the student's educational majors and/or career goals. Students may earn a maximum of four credits per semester. Students must work 75 paid work hours or 60 non-paid work hours for each credit earned.

*Transfer: CSU*

[Click for Course Student Learning Outcomes](#)

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**CTCH 284 SOLAR TECHNOLOGY 1** **3.50**

*5.50 hours per week: (2.50 lecture hours/3.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: AC/DC current and voltage Power calculations DC to AC conversion Solar Panel DC voltage and current Solar Panel power output Inverter DC to AC conversion process.*

Introduces basic concepts in solar energy including: the photovoltaic industry, solar radiation and electrical power, site surveying and planning, components of solar systems, cells modules and arrays, batteries, charge controllers and inverters. Addresses topics on the NABCEP PV entry level certification exam.

*Transfer: CSU; UC*

[Click for Course Student Learning Outcomes](#)

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**CTCH 285 SOLAR TECHNOLOGY DESIGN AND CONSTRUCTION** **3.50**

*5.50 hours per week: (2.50 lecture hours/3.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Builds on basic concepts from introduction to solar technology (CTCH 284), expanded topics include: solar system sizing, mechanical and electrical integration, utility interconnection, permitting and inspection, commissioning, maintenance, troubleshooting and economic analysis. Addresses topics on the NABCEP PV entry level certification exam.

*Transfer: CSU*

[Click for Course Student Learning Outcomes](#)

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**CTCH 287 INTRODUCTION TO GREEN TECHNOLOGY** **4.00**

*6.00 hours per week: (3.00 lecture hours/3.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Introduces students to Green Building technologies. Investigates environmental trades impact on society, conservation fundamentals, energy management concepts, basics of retrofits, energy efficient building techniques and solar and wind energy principles.

*Transfer: CSU*

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**COUNSELING**

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**COUN 156 STUDENT SUCCESS** **1.00**

*1.00 hours per week: (1.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*P/NP Only*

*Advisories: ENGL 156*

Prepares students for a successful college experience. College skills will include the understanding of campus/ community diversity, communication, financial planning for college, utilizing campus/ community resources, setting educational priorities to include looking at major and certificate programs, and understanding of college rules, regulations, and policies.

[Click for Course Student Learning Outcomes](#)

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**COUN 250 EDUCATIONAL PLANNING** **1.00**

*1.00 hours per week: (1.00 lecture hours/0.00 lab hours)*

*Credit - Not Degree Applicable*

*Letter Grade or P/NP*

Explore the resources and tools needed to take charge of your educational experience and maximize your academic success. Identify successful college behaviors, campus resources, academic policies and procedures, goal setting, and decision-making strategies. Evaluate interests, personality traits, skills, values and careers of interest. Choose your academic goal and major and use online resources to determine what actions to take to meet that goal. This course culminates in the development of an individualized Student Education Plan (SEP).

*Transfer: CSU*

[Click for Course Student Learning Outcomes](#)

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**COUN 254 CAREER EXPLORATION** **1.00**

*1.00 hours per week: (1.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Advisories: ENGL 156*

Assesses the student's interests, skills, personality, values, and includes career research in a planning process. Applies assessment information to occupational possibilities and choice of college majors.

*Transfer: CSU*

[Click for Course Student Learning Outcomes](#)

## CRIMINAL JUSTICE

### **CJ 193 CRIMINAL JUSTICE SPECIAL TOPIC 0.50 to 4.00**

*1.50 - 12.00 hours per week: (0.00 lecture hours/1.50 - 12.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Examines a special topic in the field of study related to the discipline offering this course.

[Click for Course Student Learning Outcomes](#)

### **CJ 202 INTRODUCTION TO CRIMINAL JUSTICE 3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

*Advisories: ENGL 156*

Presents an overview of the history, theory, organization and practices of the criminal justice system and the interrelationship between the criminal justice system and society as a whole. Studies the origin, development and application of crime causation theories. Includes exploration and analysis of the roles, structure, and function of criminal justice agencies. Integrates an examination of the criminal justice system with a critical analysis of the system as an instrument of societal control and change.

*Transfer: CSU; UC*

*C-ID AJ 110*

[Click for Course Student Learning Outcomes](#)

### **CJ 204 PRINCIPLES AND PROCEDURES OF THE JUSTICE SYSTEM 3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

*Advisories: ENGL 156*

Examine and analyze due process in criminal proceedings from investigation through trial, sentencing, and appeal. Includes a review of statutory law, and state and federal constitutional case law.

*Transfer: CSU*

*C-ID AJ 122*

[Click for Course Student Learning Outcomes](#)

### **CJ 206 CONCEPTS OF CRIMINAL LAW 3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

*Advisories: ENGL 156*

Presents elements of the penal code and general laws about crimes against persons, property, standards of morality, and the state.

*Transfer: CSU; UC*

*C-ID AJ 120*

[Click for Course Student Learning Outcomes](#)

### **CJ 208 LEGAL ASPECTS OF EVIDENCE 3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

*Advisories: ENGL 156*

Presents kinds of evidence and principles of admissibility, witness competency, privileged communications, and hearsay. Includes the procedures to be followed in evidence collection and preservation.

*Transfer: CSU*

*C-ID AJ 124*

[Click for Course Student Learning Outcomes](#)

### **CJ 210 PRINCIPLES OF INVESTIGATION 3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

*Advisories: ENGL 156*

Presents investigation fundamentals of crime scene search, collecting/ recording evidence, interviews and interrogation. Covers procedures used in investigating various kinds of criminal activity.

*Transfer: CSU*

*C-ID AJ 140*

[Click for Course Student Learning Outcomes](#)

### **CJ 213 PATROL PROCEDURES 3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

*Advisories: ENGL 156*

Studies patrol operations, strategies, objectives, technologies and techniques. Explores effective communication, terrorism management, emergency response strategies and responses to calls for service.

*Transfer: CSU*

[Click for Course Student Learning Outcomes](#)

### **CJ 224 COMMUNITY, DIVERSITY AND THE JUSTICE SYSTEM 3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

*Advisories: ENGL 156*

Explores the complex dynamic relationships between the community and the justice system. Examines the role that race, ethnicity, gender, sexual orientation, social class and culture play in the administration of justice. Presents the challenges of administering justice within a diverse and evolving multicultural population and imparts cultural competence and facilitation of conflict resolution.

*Transfer: CSU; UC*

*C-ID AJ 160*

[Click for Course Student Learning Outcomes](#)

### **CJ 226 INVESTIGATIVE REPORT WRITING 2.00**

*2.00 hours per week: (2.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

*Advisories: ENGL 156*

Develops proper investigative report writing skills. Provides practice in drafting investigative reports that are used in the administration of justice. Emphasis is on proper use of terminology, attention to detail, clarity, organization, and accuracy in report writing.

*Transfer: CSU*

[Click for Course Student Learning Outcomes](#)

### **CJ 228 INTRODUCTION TO CORRECTIONS 3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

*Advisories: ENGL 156*

Presents the history, operation, management, and procedures of the adult and juvenile correctional systems, including probation and parole. Examines the general operation of correctional institutions and the associated legal issues. Includes an examination of correctional policy and its impact on society.

*Transfer: CSU; UC*

*C-ID AJ 200*

[Click for Course Student Learning Outcomes](#)

### **CJ 252 WORK EXPERIENCE IN CRIMINAL JUSTICE 1.00 to 4.00**

*0 hours per week: (0.00-0.00 lecture hours/0.00-0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

Provides opportunities for students in Criminal Justice to acquire and demonstrate employer-desired work habits, attitudes, and skills in the workplace. Employment is related to the student's educational majors and/or career goals. Students may earn a maximum of four credits per semester. Students must work 75 paid work hours

or 60 non-paid work hours for each credit earned.

*Transfer: CSU*

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## CULINARY ARTS

### CUL 110 SURVEY OF BASIC CULINARY SKILLS 1.00

*2.00 hours per week: (0.50 lecture hours/1.50 lab hours)*

*Credit - Degree Applicable*

*P/NP Only*

Designed for students interested in an overview of basic culinary skills, food preparation, nutrition, cleaning, and safety methods. Students will gain hands-on training of skills, techniques and methods needed to follow and prepare recipes, conduct proper food handling, safety and cleaning methods, along with the skills and techniques needed to prepare quality food.

[Click for Course Student Learning Outcomes](#)

### CUL 149 VEGETARIAN CUISINE 1.00

*1.22 hours per week: (0.89 lecture hours/0.33 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

Engages the student in gourmet vegetarian food preparation, focusing on food service applications. Explores the history of vegetarianism worldwide, nutrition and health implications, ingredient selection, and preparation and cooking techniques of a wide variety of vegetarian diets.

[Click for Course Student Learning Outcomes](#)

### CUL 210 CULINARY ARTS FUNDAMENTALS I 3.00

*5.00 hours per week: (2.00 lecture hours/3.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only or P/NP*

Introduces the student to the culinary arts profession and the professional kitchen. Emphasis on basic cooking methods, equipment use, and ingredients provides the student with a beginning understanding of food chemistry and cooking techniques. The course includes "hands-on" experience managing the kitchen in the production of stocks, broths, sauces, gravies, soups, and breakfast cookery.

*Transfer: CSU*

*C-ID HOSP 160, HOSP 210 + 220 = C-ID HOSP 160 and 160X*

[Click for Course Student Learning Outcomes](#)

### CUL 213 BASIC FOOD SAFETY AND SANITATION 0.50

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Examines the principles of hygiene and sanitation and their application to food service operations. Emphasis is placed on the implementation of proper methods and procedures and the food handlers responsibility in maintaining high sanitation and safety standards.

*Transfer: CSU*

[Click for Course Student Learning Outcomes](#)

### CUL 215 FOOD SAFETY AND SANITATION 2.00

*2.00 hours per week: (2.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Examines sanitation practices affecting individual operations. Emphasis placed on prevention and control of food-borne illnesses through flow of food and HACCP management. Emphasis also placed on study of worker safety.

*Transfer: CSU*

*C-ID HOSP 110*

[Click for Course Student Learning Outcomes](#)

### CUL 220 CULINARY ARTS FUNDAMENTALS II 3.00

*5.00 hours per week: (2.00 lecture hours/3.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only or P/NP*

Engages the student in the practical kitchen application of vegetables, starches, and proteins, and the principles and practices used in producing pantry items in a commercial environment. A variety of menu items are prepared including salads, salad dressings, sandwiches, and vegetable, grain, meat, and legume dishes.

*Transfer: CSU*

*HOSP 210 + 220 = C-ID HOSP 160 and 160X*

[Click for Course Student Learning Outcomes](#)

### CUL 225 BAKING AND BAKING SCIENCE I 1.00

*2.00 hours per week: (0.50 lecture hours/1.50 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

Introduces the student to the basic skills needed for professional baking. Enables the student to learn and practice the skills and methods of the production of bread, desserts, and other baked goods using quantity production techniques.

*Transfer: CSU*

[Click for Course Student Learning Outcomes](#)

### CUL 252 WORK EXPERIENCE IN CULINARY ARTS 1.00 to 4.00

*0 hours per week: (0.00-0.00 lecture hours/0.00-0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

Provides opportunities for students in Culinary Arts to acquire and demonstrate employer-desired work habits, attitudes, and skills in the workplace. Employment is related to the student's educational majors and/or career goals. Students may earn a maximum of four credits per semester. Students must work 75 paid work hours or 60 non-paid work hours for each credit earned.

*Transfer: CSU*

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### CUL 713 BASIC FOOD SAFETY AND SANITATION 0

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-credit Course*

Examines the principles of hygiene and sanitation and their application to food service operations. Emphasis is placed on the implementation of proper methods and procedures and the food handlers responsibility in maintaining high sanitation and safety standards.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

## DISTANCE

### DIST 101 INTRODUCTION TO ONLINE COURSES 0.50

*1.50 hours per week: (0.00 lecture hours/1.50 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

Introduces students to the different types of technologies utilized in a distance education course. Students will determine if distance education is right for them and learn academic and technological skills for success in distance education and technology mediated courses.

[Click for Course Student Learning Outcomes](#)

## DRAMA

### DRA 200 ACTING 1 3.00

(Formerly DRA201A)

5.00 hours per week: (2.00 lecture hours/3.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Explores basic acting theory to performance and develops the skills of interpretation of great dramatic works of the imagination through acting. Special attention is paid to skills for performance: memorization, stage movement, vocal production, and cultural interpretation of text.

Transfer: CSU; UC

C-ID THTR 151

[Click for Course Student Learning Outcomes](#)

### DRA 201 ACTING II - ACTING FOR THE CAMERA 3.00

(Formerly DRA201B)

5.00 hours per week: (2.00 lecture hours/3.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Prerequisites: DRA 200 with a minimum grade of B or better

Continues the exploration of theories and techniques used in preparation for the interpretation of drama through acting. The emphasis will be placed on deepening the understanding of the acting process through character analysis, monologues, and scenes with special emphasis on styles and forms of acting. Students may perform in an Acting Showcase at semester's end.

Transfer: CSU; UC

C-ID THTR 152

[Click for Course Student Learning Outcomes](#)

### DRA 207 INTRODUCTION TO THEATRE 3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Focuses on the relationship of theatre to various cultures throughout history, and on the contributions of significant individual artists. This course introduces students to elements of the production process including playwriting, acting, directing, design, and criticism. Students will also survey different periods, styles and genres of theatre through play reading, discussion, films and viewing and critiquing live theatre, including required attendance of theatre productions.

Transfer: CSU; UC

C-ID THTR 111

[Click for Course Student Learning Outcomes](#)

### DRA 209 INTRODUCTION TO THEATRE DESIGN 3.00

5.00 hours per week: (2.00 lecture hours/3.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Introduces the student to the theories and practices of theatrical design as it applies to scenery, properties, lighting, sound, costumes, and make-up. Includes an overview of theatrical equipment and construction techniques necessary to realize the design.

Transfer: CSU; UC

C-ID THTR 172

[Click for Course Student Learning Outcomes](#)

### DRA 211 STAGECRAFT 3.00

(Formerly DRA211A)

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Explores the theories and practices of scenery and prop construction and introduces the fundamentals of scenic design. Topics

include: construction materials, techniques, design.

Transfer: CSU; UC

C-ID THTR 171

[Click for Course Student Learning Outcomes](#)

### DRA 212 ENTERTAINMENT LIGHTING 3.00

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Explores introductory lighting design concepts and implementation of stage lighting. Topics include control, instrumentation and basic electrical theory. Students will hang, focus and accessorize fixtures for a lighting plot.

Transfer: CSU; UC

C-ID THTR 173

[Click for Course Student Learning Outcomes](#)

### DRA 214 SCRIPT ANALYSIS 3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Advisories: ENGL 099

Study a variety of plays and learn how to examine their structure, theme and cultural context. Script analysis is an essential applied skill for actors, designers and directors.

Transfer: CSU

C-ID THTR 114

[Click for Course Student Learning Outcomes](#)

### DRA 236 INTRODUCTION TO THEATRICAL COSTUME CONSTRUCTION 3.00

5.00 hours per week: (2.00 lecture hours/3.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Explores the basic areas of costume construction. Topics include fabrics, color, patterns, sewing techniques, costume pieces, and accessories. Period styles, costume analysis, and basic design are also covered. It offers experience in constructing costumes for theatrical productions. Field trips may be required.

Transfer: CSU

C-ID THTR 174

[Click for Course Student Learning Outcomes](#)

### DRA 240 TECHNICAL THEATRE PRACTICUM 3.00

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Offers skill building lab opportunities in lighting, sound, scenery construction, props, and scenic art. Lab sessions are tailored to students' current area of study. This course may be taken four times for credit.

Transfer: CSU; UC

C-ID THTR 192

[Click for Course Student Learning Outcomes](#)

### DRA 241 TECHNICAL THEATRE PRACTICUM II 3.00

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: DRA 240

Offers instruction and intermediate skill building opportunities in theater technology through participation in production preparation and run crew.

Transfer: CSU; UC

C-ID THTR 192

[Click for Course Student Learning Outcomes](#)

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**DRA 242 THEATRICAL DESIGN PRACTICUM 3.00**

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Prerequisites: DRA 240

Offers instruction and design opportunities in theatrical lighting, sound, scenery, props or costumes. Projects culminate with a live performance.

Transfer: CSU; UC

C-ID THTR 192

[Click for Course Student Learning Outcomes](#)

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**DRA 243 TECHNICAL MANAGEMENT PRACTICUM 3.00**

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: DRA 240

Offers instruction and management opportunities in theatrical lighting, scenery, props, costumes or stage management. Projects culminate with a live performance.

Transfer: CSU; UC

C-ID THTR 192

[Click for Course Student Learning Outcomes](#)

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**DRA 247 INDEPENDENT STUDIES: DRAMA 0.50 to 2.00**

1.50 - 6.00 hours per week: (0.00 lecture hours/1.50 - 6.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Provides an opportunity for an in-depth study or practicum experience by an individual student in a selected topic of drama, under the direction of an instructor.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

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**DRA 253 WORK EXPERIENCE IN DRAMA 1.00 to 4.00**

0 hours per week: (0.00-0.00 lecture hours/0.00-0.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Provides opportunities for students in Drama to acquire and demonstrate employer-desired work habits, attitudes, and skills in the workplace. Employment is related to the student's educational majors and/or career goals. Students may earn a maximum of four credits per semester. Students must work 75 paid work hours or 60 non-paid work hours for each credit earned.

Transfer: CSU

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**DRA 260 REHEARSAL AND PERFORMANCE: CHILDREN'S THEATRE 3.00**

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: Instructor's consent through audition.

Prepare and present a role in a one-act children's theatre production that will tour county schools. Company members contribute to all aspects of the production, including performance and interpretive elements. Course focuses on the unique challenges of performing for young audiences, as well as adapting to different performance venues. Students enrolled in this course will participate in the Kennedy Center American College Theater Festival Competitions.

Repeatable 3 time(s).

Transfer: CSU; UC

C-ID THTR 191

[Click for Course Student Learning Outcomes](#)

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**DRA 261 REHEARSAL AND PERFORMANCE: SHAKESPEARE/CLASSICAL 3.00**

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: Instructor's consent through audition.

Act in a staged classical production that is presented to a live audience. Actors will examine, through lab exploration, all aspects of a classical play production. Participants develop dramatic acting capabilities, skills and disciplines through the audition, preparation and presentation phases of a staged production. Students enrolled in this course will participate in the Kennedy Center American College Theater Festival Competitions.

Repeatable 3 time(s).

Transfer: CSU; UC

C-ID THTR 191

[Click for Course Student Learning Outcomes](#)

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**DRA 262 REHEARSAL AND PERFORMANCE: MUSICAL THEATRE 3.00**

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: Instructor's consent through audition.

Perform in a musical theatre production. The production will be presented on a public stage. All productions are entered into Kennedy Center American College Theater Festival competitions.

Repeatable 3 time(s).

Transfer: CSU; UC

C-ID THTR 191

[Click for Course Student Learning Outcomes](#)

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**DRA 263 REHEARSAL AND PERFORMANCE: DEvised/ NEW WORKS 3.00**

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: Instructor's consent through audition.

Perform and collaborate in the creation of an Original Theatre production. Students will demonstrate the skills required in a theatre production from the audition through rehearsal process, culminating in performances of an experimental theatre production before a paying audience. Students enrolled in this course will participate in the Kennedy Center American College Theater Festival Competitions.

Repeatable 3 time(s).

Transfer: CSU; UC

C-ID THTR 191

[Click for Course Student Learning Outcomes](#)

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**DRA 264 REHEARSAL AND PERFORMANCE: MODERN THEATRE 3.00**

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: Instructor's consent through audition.

Perform in a modern theatre production. The production will be presented on a public stage. All productions are entered into Kennedy Center American College Theater Festival competitions.

Repeatable 3 time(s).

Transfer: CSU; UC

C-ID THTR 191

[Click for Course Student Learning Outcomes](#)

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## EARLY CHILDHOOD EDUCATION

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**ECE 201 CHILD GROWTH AND DEVELOPMENT 3.00**

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: ENGL 156

Presents a study of human development, and major milestones, from conception to adolescence; including cognitive (language), physical, social and emotional development, both typical and atypical, in order to foster an understanding of human behavior. In the process of studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences and analyze characteristics of development at various stages.

*Transfer: CSU; UC*

*C-ID CDEV 100*

[Click for Course Student Learning Outcomes](#)

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### **ECE 202 CHILD, FAMILY AND COMMUNITY 3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Examines the developing child in a societal context focusing on the interrelationship of family, school and community and emphasizes historical and socio-cultural factors. The processes of socialization and identity development will be highlighted, showing the importance of respectful, reciprocal relationships that support and empower families.

*Transfer: CSU; UC*

*C-ID CDEV 110*

[Click for Course Student Learning Outcomes](#)

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### **ECE 203 CURRICULUM FOR YOUNG CHILDREN 3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Limitation on Enrollment: All students must have proof of TB Clearance, Measles (MMR), and Pertussis (DTaP, or Tdap) required by the State of California.*

Presents an overview of knowledge and skills related to providing appropriate curriculum and environments for young children from birth to age 6. Students will examine a teacher's role in supporting development and fostering the joy of learning for all young children using observation and assessment strategies emphasizing the essential role of play. An overview of content areas will include but not be limited to: Language and literacy, social and emotional learning, sensory learning, art and creativity, math and science.

*Transfer: CSU*

*C-ID ECE 130*

[Click for Course Student Learning Outcomes](#)

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### **ECE 204 HEALTH, SAFETY, AND NUTRITION 3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Advisories: ENGL 156*

Introduction to the Title 22 Community Care Licensing laws, regulations, standards, center specific sun exposure and poison control policies and procedures, Red Cross and Playground Safety policies, and environmental rating scales for early childhood and infant/toddler programs and curriculum related to child health safety and nutrition. The key components that ensure physical health, mental health and safety for both children and staff will be identified along with the importance of collaboration with families and health professionals. Focus on integrating the concepts into everyday planning and program development for all children.

*Transfer: CSU*

*C-ID ECE 220*

[Click for Course Student Learning Outcomes](#)

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### **ECE 205 INTRODUCTION TO EARLY CHILDHOOD EDUCATION: PRINCIPLES AND PRACTICES 3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

*Prerequisites: ECE 201, ECE 202*

*Advisories: Concurrent enrollment in ECE 206*

*Limitation on Enrollment: All students must have proof of TB Clearance, Measles*

*(MMR), and Pertussis (DTaP, or Tdap) required by the State of California.*

Provides an overview of Early Childhood Education, educational requirements, compensation for teachers in California, and developmentally appropriate curriculum planning and teaching methods. This course reviews the historical roots of early childhood programs and the evolution of the practices promoting advocacy, professional ethics and identity.

*Transfer: CSU*

*C-ID ECE 120*

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### **ECE 206 OBSERVATION, RECORDING TECHNIQUES AND ASSESSMENT 3.00**

*5.00 hours per week: (2.00 lecture hours/3.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

*Prerequisites: ECE 201, ECE 202*

*Advisories: Concurrent enrollment in ECE 205*

*Limitation on Enrollment: All students must have proof of TB Clearance, Measles (MMR), and Pertussis (DTaP, or Tdap) required by the State of California.*

Explores techniques in observing, documenting and assessing the development and behavior of children. Anecdotal records, checklists, rating systems, portfolios and multiple assessment strategies will be explored.

*Transfer: CSU*

*C-ID ECE 200*

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### **ECE 211 MUSIC AND MOVEMENT ACTIVITIES FOR YOUNG CHILDREN 1.00**

*1.00 hours per week: (1.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

Presents techniques and guidelines for teaching movement exploration, physical education, and music to the preschool through third grade child. Examines the child's need for effective movement skills and musical experiences. Meets Title XXII requirements: DS 3, DS 5.

*Transfer: CSU*

[Click for Course Student Learning Outcomes](#)

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### **ECE 212 CHILDHOOD AND PLAY 1.00**

*1.00 hours per week: (1.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Provides an overview of children's play, designed to deepen our understanding of the importance of play throughout childhood and its role in development. The forms of play will be explored, through a cultural and historical lens.

*Transfer: CSU*

[Click for Course Student Learning Outcomes](#)

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### **ECE 215 TEACHING IN A DIVERSE SOCIETY 3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: ENGL 156*

Explores the issues of diversity and social justice and applies these concepts to early education programs. Self examination and reflection contribute to a deepening understanding of how to best support children as they gain a sense of identity and become respectful and confident members of our complex, diverse society. Various classroom strategies will be explored, emphasizing a culturally and linguistically appropriate anti-bias approach to creating a multicultural classrooms.

*Transfer: CSU*

*C-ID ECE 230*

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**ECE 216 PRACTICUM: CURRICULUM/ENVIRONMENT  
SUPERVISED FIELD EXPERIENCE 5.00**

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9.00 hours per week: (3.00 lecture hours/6.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Prerequisites: ECE 201, ECE 202, ECE 205, ECE 203, ECE 206

Limitation on Enrollment: All students must have proof of TB Clearance, Measles (MMR), and Pertussis (DTaP, or Tdap) required by the State of California.

Participate in a supervised field experience with young children at the Cuesta College Children's Centers or a designated off-campus Mentor Teacher site. Students will apply previous understandings of developmental theory to classroom practice. Identifying and developing skills for effective teaching will be the focus of this class.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

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**ECE 217 THE STUDY OF PARENTING: THEORY AND  
PRACTICE 3.00**

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3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: ENGL 156

Presents background for understanding parent-child relationships in the changing social environment. Examines common problems in child rearing and cultural influences on parenting. Emphasizes development of a parenting philosophy and development of effective parenting behaviors across the lifespan.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

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**ECE 220 ART FOR CHILDREN 1.00**

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1.00 hours per week: (1.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Presents the study of the developmental sequence of children's art and the teaching implications for children from age two through age eight with an emphasis on creative expression and aesthetic development. Introduces a variety of media including drawing, painting, collage, printmaking, clay, and collage. Meets Title XXII requirements: DS 3, DS 5.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

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**ECE 234 CHILDREN'S LITERATURE 3.00**

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3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Presents a survey of literature for children from infancy through elementary school with an emphasis on a diversity perspective. Introduces the genre: picture books, traditional literature, fantasy, poetry, historical fiction, realistic fiction, biography and informational books. Emphasizes understanding, analysis, appreciation and application through an in-depth examination of a variety of children's books. Meets Title XXII requirements: DS3, DS5.

Transfer: CSU

C-ID ENGL 180

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**ECE 235 STRATEGIES FOR CHALLENGING BEHAVIORS  
IN THE ECE CLASSROOM 3.00**

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3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Introduces the biological and environmental risks associated with prenatal, perinatal, and postnatal brain development and the behavioral, psychological and cognitive implications for Early Childhood Education teachers. Presents strategies for dealing with challenging behaviors in the Early Childhood Classroom that result from cultural differences and/or difficulties with self-regulation, motivation,

and sensory processing.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

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**ECE 236 INTRODUCTION TO CHILDREN WITH  
SPECIAL NEEDS 3.00**

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3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Introduces the variations in development of children with special needs ages birth through eight and the resulting impact on families. Includes an overview of historical and societal influences, laws relating to children with special needs, the identification and referral process, and community resources.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

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**ECE 242 INFANT-TODDLER CAREGIVING 3.00**

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3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Presents theories, techniques, and guidelines for the appropriate care, nurturing and guidance of infants and toddlers. Examines the materials, equipment and activities appropriate for children from infancy through age three. Examines the special needs of infants and toddlers with regard to health and safety, nutrition, rest and toileting. Meets Title XXII requirements: DS 4.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

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**ECE 244 SUPERVISION AND ADMINISTRATION OF  
PARENT PROGRAMS 3.00**

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3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Explores the interdependent relationship between the teacher and the parent(s) of a young child. Investigates the wide range of activities in parent involvement, parent participation, and parent education in early childhood education. Presents techniques for working with parent(s), including: development of long-range plans, interview and guidance skills, and the ability to work with small and large groups. Meets Title XXII requirements: DS 6 Basic.

Transfer: CSU

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**ECE 245 ADULT SUPERVISION AND MENTORING 3.00**

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3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Addresses the various components of supervision in early education settings. Emphasis is placed on leadership, advocacy, mentoring, and collaborating in the early education environment, and to develop positive relationships with student teachers, staff, volunteers, families, and other adults. This course presents development of early childhood professionals as leaders, and satisfies the adult supervision requirement for the Master Teacher (and above) levels for the Child Development Permit.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

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**ECE 246 ADMINISTRATION AND SUPERVISION OF EARLY  
CHILDHOOD SCHOOLS 3.00**

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3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Presents principles and practices in supervision and management of preschools, child care centers, and other programs. Includes the study of program planning, organizing, budgeting requirements, developing personnel policy, doing record keeping, following legal requirements and establishing relationships with community, par-

ents, and regulatory agencies. Meets Title XXII requirements: DS 6 Advanced.

*Transfer: CSU*

[Click for Course Student Learning Outcomes](#)

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**ECE 252 WORK EXPERIENCE IN EARLY CHILDHOOD EDUCATION 1.00 to 4.00**

*0 hours per week: (0.00-0.00 lecture hours/0.00-0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

Provides opportunities for students in Early Childhood Education to acquire and demonstrate employer-desired work habits, attitudes, and skills in the workplace. Employment is related to the student's educational majors and/or career goals. Students may earn a maximum of four credits per semester. Students must work 75 paid work hours or 60 non-paid work hours for each credit earned.

*Transfer: CSU*

[Click for Course Student Learning Outcomes](#)

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**ECONOMICS**

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**ECON 193 ECONOMICS SPECIAL TOPIC 0.50 to 4.00**

*1.50 - 12.00 hours per week: (0.00 lecture hours/1.50 - 12.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Examines a special topic in the field of study related to the discipline offering this course.

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**ECON 201A PRINCIPLES OF MACROECONOMICS 3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: MATH 123*

*Advisories: ENGL 156*

Introduces aggregate economic analysis. Topics include: market systems, aggregate measures of economic activity, macroeconomic equilibrium, money and financial institutions, monetary and fiscal policy, international economics, and economic growth.

*Transfer: CSU; UC*

*C-ID ECON 202*

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**ECON 201B PRINCIPLES OF MICROECONOMICS 3.00**

*3.00 hours per week: (3.00 lecture hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: MATH 123*

*Advisories: MATH 127*

Presents introductory concepts pertaining to choices of individual economic decision-makers. Topics include scarcity, specialization and trade, market equilibrium, consumer demand, elasticity, production and cost theory, market structures, factor markets, market failure, and international trade.

*Transfer: CSU; UC (For UC, maximum credit of 3 units total between AGB 201 and ECON 201B)*

*C-ID ECON 201*

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**ECON 220 PERSONAL FINANCIAL PLANNING 3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Covers the management of personal incomes and expenditures using methodology and resources for effective financial planning. Topics include creating a budget, using credit wisely, making

informed insurance decisions, and an overview of different financial assets used for personal investing.

*Transfer: CSU*

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**ECON 247 INDEPENDENT STUDIES: ECONOMICS 0.50 to 2.00**

*1.50 - 6.00 hours per week: (0.00 lecture hours/1.50 - 6.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Provides an opportunity for an in-depth study or a practicum experience by an individual student in a selected topic of Economics under the direction of an instructor.

*Transfer: CSU*

[Click for Course Student Learning Outcomes](#)

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**EDUCATION**

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**EDUC 200 INTRODUCTION TO THE TEACHING PROFESSION 3.00**

*(Formerly ECE213)*

*5.00 hours per week: (2.00 lecture hours/3.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

*Advisories: ENGL 156*

Examines concepts and issues related to teaching diverse learners in today's contemporary schools. Provides a minimum of 45 hours of supervised observation and participation in cooperating public schools. Discussion focuses on California's content standards and frameworks, instructional practice, historical, philosophical and social foundations of American public education. Examines opportunities, requirements, responsibilities, new directions, and rewards in teaching. Places students in a more informed position regarding the decision to pursue a career in education.

*Transfer: CSU*

*C-ID EDUC 200*

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**EDUC 252 WORK EXPERIENCE IN EDUCATION 1.00 to 4.00**

*0 hours per week: (0.00-0.00 lecture hours/0.00-0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

Provides opportunities for students in Education to acquire and demonstrate employer-desired work habits, attitudes, and skills in the workplace. Employment is related to the student's educational majors and/or career goals. Students may earn a maximum of four credits per semester. Students must work 75 paid work hours or 60 non-paid work hours for each credit earned.

*Transfer: CSU*

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**ELECTRONICS AND ELECTRICAL TECHNOLOGY**

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**EET 113 ELECTRONICS FOR COMPUTER TECHNICIANS 3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

*Advisories: MATH 123 with a minimum grade of C or better.*

Introduces a broad range of topics in electricity and electronics. Fundamentals of Direct Current (DC) and Alternating Current (AC) circuits as well as applications are presented. Additionally, industry best practices are covered. This course is designed for computer or networking technicians and related disciplines. This course is not intended for electricians or electrician trainee certification.

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**EET 119 STATE ELECTRICIAN TRAINEE TOPICS 4.00**  
*6.00 hours per week: (3.00 lecture hours/3.00 lab hours)*  
*Credit - Degree Applicable*  
*Letter Grade Only*

Presents topics related to job-site safety, OSHA requirements for safely working on energized circuits, reading blueprints, schematics, wiring & ladder diagrams. Network cabling topics including high bandwidth cable theory, applications and testing. Low voltage alarm system topics. Introduction to HVAC operational theory, general system testing and troubleshooting.

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**EET 169 RESIDENTIAL WIRING 3.00**  
*(Formerly CTCH169)*  
*6.00 hours per week: (2.00 lecture hours/4.00 lab hours)*  
*Credit - Degree Applicable*  
*Letter Grade or P/NP*  
*Advisories: CTCH 250*

Introduces basic residential wiring skills. Includes basic electrical theory, installation techniques, basic plan reading, estimating and wiring methods.

[Click for Course Student Learning Outcomes](#)

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**EET 181 NATIONAL ELECTRICAL CODE 3.00**  
*(Formerly CTCH181)*  
*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*  
*Credit - Degree Applicable*  
*Letter Grade or P/NP*  
*Advisories: EET 169 and ENGL 156*

Introduces the use of the National Electrical Code. Promotes an understanding of the electrical code necessary to the installation of such systems and the need to safeguard the public through uniformity and safety in building laws.

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**EET 183 COMMERCIAL AND INDUSTRIAL WIRING 4.00**  
*(Formerly CTCH183)*  
*6.00 hours per week: (3.00 lecture hours/3.00 lab hours)*  
*Credit - Degree Applicable*  
*Letter Grade Only*  
*Advisories: EET 169 with a minimum grade of C or better and EET 213: with a minimum grade of C or better*

Presents planning, construction, and testing of a typical commercial electrical installation including: plans and specifications, applicable codes, load calculations, wire sizing, conduit fill analysis and bending, branch circuits, feeders, grounding practices, transient surge suppression, uninterpretable power supply selection and installation techniques.

Additionally studies the responsibilities and knowledge required for professional industrial and commercial electricians working under current state certification requirements including: industrial electrical service power and lighting, feeder bus systems, panel boards, hazardous locations, power factor, ballasts, transformers, switching systems, grounding and bonding, installation techniques, and applying code requirements to all aspects of commercial and industrial wiring systems. Course developed in conjunction with the California Apprenticeship Council's standards for the State Electrical Certification Examination.

[Click for Course Student Learning Outcomes](#)

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**EET 213 ELECTRONICS FUNDAMENTALS 6.00**  
*(Formerly ETCH213)*  
*8.00 hours per week: (5.00 lecture hours/3.00 lab hours)*  
*Credit - Degree Applicable*  
*Letter Grade Only*  
*Prerequisites: Completion of or concurrent enrollment in MATH 123 or MATH 127.*

Introduces a broad range of topics in electricity and electronics. Fundamentals of DC, AC, transistors, and digital logic are all addressed with heavy emphasis on basic concepts. Circuit analysis methods

and troubleshooting will be studied using a hands-on approach.

*Transfer: CSU*

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**EET 224 INDUSTRIAL ELECTRONICS 4.00**  
*(Formerly ETCH224)*  
*6.00 hours per week: (3.00 lecture hours/3.00 lab hours)*  
*Credit - Degree Applicable*  
*Letter Grade Only*  
*Advisories: EET 216*

Course includes basic topics related to industrial electronics. A brief review of analog circuits is expanded upon to develop more advanced circuit concepts. Topics include FET's, SCR's, basic components involved in motor control, DC and AC motors, and their controller circuits will be covered. Operational amplifiers will be covered, and their applications to sensor instrumentation. Transducers and applications to various sensors for heat, flow, force, etc. will be developed. Troubleshooting techniques for the above topics will be incorporated with each section.

*Transfer: CSU*

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**EET 227 FLUID AND PNEUMATIC TECHNOLOGY 4.00**  
*(Formerly ETCH227)*  
*6.00 hours per week: (3.00 lecture hours/3.00 lab hours)*  
*Credit - Degree Applicable*  
*Letter Grade Only*

Presents basic topics related to fluid and pneumatic systems and devices. Basic physics relating to fluid hydraulics and pneumatics will lead into applied topics such as tanks, pumps, pump filters, accumulators, actuators, valves, compressors, and pressure regulators. Some advanced topics such as physical locomotion as related to horsepower and torque calculations. In depth applications of accumulator circuits, directional control valves, sequencers, pilots and solenoid controlled valves. Application of relay and PLC circuits address in laboratory and field environment.

*Transfer: CSU*

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**EET 228 PLC AUTOMATION AND SOLAR MONITORING 4.00**  
*(Formerly ETCH228)*  
*6.00 hours per week: (3.00 lecture hours/3.00 lab hours)*  
*Credit - Degree Applicable*  
*Letter Grade Only*  
*Advisories: EET 213*

Presents basic topics related to Programmable Logic Controllers (PLC) and SCADA data acquisition systems. Topics include a discussion of the PLC's purpose, basic operation, functions, and applications. PLC architecture and hardware will be investigated, including I/O structures and configurations, central processing unit, and power supplies. PLC programming basics including: relay ladder logic, extended relay instructions, timers and counters, math functions, data and bit manipulation will be studied. Programs will be written and debugged, in a laboratory environment, that interface to electromechanical, hydraulic, pneumatic and Solar monitoring equipment. PLC peripherals and accessories will also be studied as well as SCADA software configuration.

*Transfer: CSU*

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**EET 257 COMPUTER INSTRUMENTATION AND CONTROL 4.00**  
*(Formerly ETCH257)*  
*6.00 hours per week: (3.00 lecture hours/3.00 lab hours)*  
*Credit - Degree Applicable*  
*Letter Grade Only*  
*Advisories: EET 224*

Course includes topics related to basic process instrumentation and control developed in conjunction with Pacific Gas and Electric's (PG&E's) I&C technician training program. A brief review of industrial electronics is expanded upon to develop more advanced process

instrumentation and control concepts. Topics include advanced applications of components used in both DC and AC motor control, recorders, control valves and actuators, temperature sensors, pressure sensors, level sensors, flow sensors and instrumentation maintenance techniques.

*Transfer: CSU*

[Click for Course Student Learning Outcomes](#)

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### EET 267 POWER SYSTEMS AND ROTATING ELECTRICAL MACHINERY 4.00

*(Formerly ETCH267)*

*6.00 hours per week: (3.00 lecture hours/3.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

*Advisories: EET 224*

Course includes topics related to fundamental industrial electrical maintenance training developed in conjunction with Pacific Gas and Electric's (PG&E's) Electrical Maintenance Training Program. A brief review of electrical theory and practical troubleshooting is expanded upon to develop comprehensive electrical power system concepts. Topics include power drawings and circuit diagrams, grounding-cabling and conduit, meters, power transformers, circuit protection, relays, rotating electrical machinery, electrical testing equipment, bolting practices, controllers, safety and fire protection.

*Transfer: CSU*

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### EET 270 NUCLEAR POWER PROCESSES FOR TECHNICIANS 3.00

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

*Advisories: MATH 127*

Presents nuclear power plant maintenance technicians with an overview and quantitative description of the processes, functions, and operational requirements of a modern nuclear power plant.

*Transfer: CSU*

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### EET 271 NUCLEAR POWER FUNDAMENTALS 3.00

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

*Prerequisites: EET 270*

Introduces the basic nuclear energy concepts, and describes the essential systems, subsystems, and components required for the safe and reliable production of electrical power at a modern nuclear power plant. Topics include: reactor core design and safety systems, cooling systems, heat exchangers, steam generation and power production, and properties of materials.

*Transfer: CSU*

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### EET 272 NUCLEAR SYSTEMS MAINTENANCE I 4.00

*6.00 hours per week: (3.00 lecture hours/3.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

*Advisories: EET 271 and EET 272*

Presents nuclear energy technicians with the detailed knowledge and skills necessary to perform the tasks and understand the safety requirements associated with the maintenance of a nuclear power plant, during both the operational and decommissioning phases of the plant life-cycle.

*Transfer: CSU*

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### EET 273 NUCLEAR SYSTEMS MAINTENANCE II 4.00

*6.00 hours per week: (3.00 lecture hours/3.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

*Advisories: EET 272*

Presents nuclear energy technicians with the fundamental knowledge and procedural skills necessary for the maintenance and decommissioning of a Pressurized Water Reactor (PWR) nuclear power plant, placing special emphasis on the operation, monitoring, evaluation, repair and replacement of the associated equipment and instrumentation.

*Transfer: CSU*

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## EMERGENCY MEDICAL SERVICES

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### EMS 102 EMERGENCY MEDICAL TECHNICIAN-REFRESHER 1.50

*1.50 hours per week: (1.50 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*P/NP Only*

*Prerequisites: Current CA Emergency Medical Technician certificate or a CA EMT/county EMT certificate that has not been expired for more than 2 years.*

Reviews and updates knowledge and skills required to qualify for the State of California Emergency Medical Technician certification. Current CA EMT certification will need to be received in the Nursing/Allied Health Department office in order to register for this course.

*Repeatable.*

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### EMS 103 HAZARDOUS MATERIALS FIRST RESPONDER OPERATIONAL 1.50

*1.50 hours per week: (1.50 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*P/NP Only*

Focus is safety in hazardous materials response as an emergency responder. After successful completion of this course, the student will receive a California State certificate for Hazardous Materials First Responder "Operational" level. The CA Certification meets the requirements of Title 8 CCR Sec. 5192 (q) and is required by emergency providers. A certification fee is required prior to completion of the course.

*Repeatable 3 time(s).*

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### EMS 105 PARAMEDIC PREPARATORY 1.50

*1.50 hours per week: (1.50 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*P/NP Only*

*Prerequisites: EMS 105 and Current EMT certificate; American Heart Association Healthcare Provider CPR or Red Cross Professional Rescuer; Must be 18 years of age on the first day of class.*

*Corequisites: EMS 105L*

Introduces the student who may be interested in paramedicine to pre-hospital concepts. Emphasis is on a strong base of EMT skills prior to considering a career in paramedicine. The course is designed to prepare the student for the paramedic training. Topics include anatomy and physiology review, patient assessment, electrocardiology, basic pharmacology and study habits as it applies to paramedic-level training.

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### EMS 105L PARAMEDIC PREPARATORY LAB 0.50

*1.80 hours per week: (0.00 lecture hours/1.80 lab hours)*

*Credit - Degree Applicable*

*P/NP Only*

*Prerequisites: Current county EMT certificate; American Heart Association Healthcare Provider CPR or Red Cross Professional Rescuer card; Must be at least 18 years of age on the first day of class.*

*Corequisites: EMS 105*

Introduces the student to a ride-a-long experience exposing them to a working Paramedic on 911 systems in the field of EMS. The purpose is to watch how paramedics work with patients, Fire Departments, Police Departments, hospital staff, families and bystanders on scene, and nurses in the convalescent homes and other settings.

Also, focuses on observation of how paramedics interact and work while on a call.

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**EMS 107A ADVANCED CARDIAC LIFE SUPPORT 1.00**

*1.00 hours per week: (1.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*P/NP Only*

*Prerequisites: Current CPR for Health Care Providers Certificate AND NRAD 204D or Must be a licensed MD, RN, Physician Assistant or Paramedic with prior ECG knowledge.*

Teaches Advanced Cardiac Life Support knowledge and skills necessary to provide the appropriate early treatment for cardiopulmonary arrest. Based on current American Heart Association guidelines.

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**EMS 107B PEDIATRIC ADVANCED LIFE SUPPORT 1.00**

*1.00 hours per week: (1.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*P/NP Only*

*Prerequisites: Current CPR for Health Care Providers Certificate AND NRAD 204D or Must be a licensed MD, RN, Physician Assistant or Paramedic with prior ECG knowledge.*

Teaches Pediatric Advanced Life Support knowledge and skills necessary to provide the appropriate early treatment for pediatric emergencies. Based on current American Heart Association guidelines.

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**EMS 107C PREHOSPITAL TRAUMA LIFE SUPPORT 1.00**

*1.00 hours per week: (1.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*P/NP Only*

*Prerequisites: Must be a licensed Emergency Medical Responder, EMT, Paramedic, RN, Physician Assistant, or Physician. Military healthcare providers are also welcomed.*

Provides knowledge and skills taught to provide pre-hospital trauma life support appropriate for the care of the trauma patient. National Association of Emergency Medical Technicians based course.

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**EMS 193 EMERGENCY MEDICAL SERVICES SPECIAL TOPIC 0.50 to 4.00**

*1.50 -12.00 hours per week: (0.00 lecture hours/1.50 -12.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Examines a special topic in the field of study related to the discipline offering this course.

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**EMS 201 EMERGENCY MEDICAL TECHNICIAN 8.50**

*9.50 hours per week: (8.00 lecture hours/1.50 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

*Prerequisites: Student must be 18 years of age by the first class meeting. Have a current Healthcare Provider or Professional Rescuer CPR card*

*Advisories: NRAD 222 and ENGL 156*

Meets the U.S. Department of Transportation Emergency Medical Technician (EMT) National Standard Curriculum and state of CA (Title 22) regulations for students desiring certification as an EMT. State certification as an EMT is mandated as the minimal level of emergency medical training required to work on any ambulance and in most fire departments. Students must be 18 years of age by the first class meeting and are required to bring a valid CA driver's license or other government issued photo ID to show proof of age and a copy of current American Heart Association (AHA) issued Healthcare Provider (BLS Provider) or (American Red Cross) ARC issued CPR for the Professional Rescuer (BLS Provider) to first class meeting. Student is required to complete a drug screen and background check. Proof of immunizations and Physical Exam will be needed prior to clinical rotations. Uniform and other related

materials will be required.

*Transfer: CSU*

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**EMS 210 PARAMEDIC THEORY I 17.00**

*(Formerly EMS106)*

*18.00 hours per week: ( 16.50 lecture hours/1.50 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

*Prerequisites: Admission into Paramedic Program*

Apply knowledge of anatomy and physiology relevant to paramedic advanced life support training for emergency medical services.

This includes cardiovascular, respiratory, pediatric, OB/GYN, and other emergency medical service training. Providing professional, non-discriminatory care for all people in their time of crisis. Perform as an EMS public servant Paramedic showing competency, ethical, confident entry-level healthcare. This course meets the minimum hours required to complete paramedic training in the state of California. Course content based on the guidelines and authority of the Title 22, Division 9, of the California Code or regulations and the US Department of Transportation Emergency Medical Technician-Paramedic Standard National Curriculum.

*Transfer: CSU*

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**EMS 211 PARAMEDIC THEORY II 5.00**

*(Formerly EMS107)*

*5.00 hours per week: (5.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

*Prerequisites: EMS 210*

*Corequisites: EMS 211L and EMS 212 and EMS 213A*

Apply knowledge of anatomy and physiology relevant to paramedic advanced life support training for emergency medical services.

The study of medical diseases and traumatic related injuries for Paramedic training which meets the requirements of the National Standard Curriculum. Includes ACLS, PALS, and PHTLS training and certification. Providing professional, non-discriminatory care for all people in their time of crisis. Perform as an EMS public servant Paramedic showing competency, ethical, confident entry-level healthcare. This course meets the minimum hours required to complete paramedic training in the state of California. Course content based on the guidelines and authority of the Title 22, Division 9, of the California Code or regulations and the US Department of Transportation Emergency Medical Technician-Paramedic Standard National Curriculum.

*Transfer: CSU*

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**EMS 211L PARAMEDIC SKILLS 1.50**

*4.50 hours per week: (0.00 lecture hours/4.50 lab hours)*

*Credit - Degree Applicable*

*P/NP Only*

*Corequisites: EMS 211: and EMS 212 and EMS 213A*

Apply knowledge of anatomy and physiology relevant to paramedic advanced life support training for emergency medical services. This includes cardiovascular, respiratory, traumatic injuries, pediatric, OB/GYN, and other emergency medical service training. This lab portion provides supervised application of cognitive knowledge and skills in acute patient care.

*Transfer: CSU*

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**EMS 212 PARAMEDIC CLINICAL 4.00**

*(Formerly EMS107L)*

*12.00 hours per week: (0.00 lecture hours/ 12.00 lab hours)*

*Credit - Degree Applicable*

*P/NP Only*

*Corequisites: EMS 211 and EMS 211L and EMS 213*

Provide clinical application of advance life support concepts in acute patient care for the Paramedic Student. Opportunities for increasing

skill performance in the clinical (hospital) setting. This course meets the minimum hours required to complete paramedic training in the state of California. Course content based on the guidelines and authority of the Title 22, Division 9, of the California Code of regulations and the US Department of Transportation Emergency Medical Technician-Paramedic Standard National Curriculum.

*Transfer: CSU*

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**EMS 213 PARAMEDIC INTERNSHIP 9.00**

*27.00 hours per week: (0.00 lecture hours/ 27.00 lab hours)*

*Credit - Degree Applicable*

*P/NP Only*

*Corequisites: EMS 211 and EMS 211L and EMS 212*

Provides the internship phase of paramedic training, which allows the student to be assigned to an emergency response vehicle with a field preceptor to establish advanced life support patient care responsibilities. This includes cardiovascular, respiratory, traumatic injuries, pediatric, OB/GYN, and other emergency medical service training. This portion of paramedic training provides supervised application of cognitive knowledge and skills in acute patient care. EMS 213 meets the minimum hours for required to complete paramedic internship training in the state of California. Course content based on the guidelines and authority of the Title 22, Division 9, of the California Code of regulations and the US Department of Transportation Emergency Medical Technician-Paramedic Standard National Curriculum.

*Transfer: CSU*

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**EMS 213A PARAMEDIC INTERNSHIP I 2.00**

*(Formerly EMS108A)*

*6.00 hours per week: (0.00 lecture hours/6.00 lab hours)*

*Credit - Degree Applicable*

*P/NP Only*

*Corequisites: EMS 211 and EMS 211L and EMS 212*

Apply the internship phase of paramedic training, which allows the student to be assigned to an emergency response vehicle with a field preceptor to establish advanced life support patient care responsibilities. This includes cardiovascular, respiratory, traumatic injuries, pediatric, OB/GYN, and other emergency medical service training. This portion of paramedic training provides supervised application of cognitive knowledge and skills in acute patient care. EMS 213A and EMS 213B meet the minimum hours for required to complete paramedic internship training in the state of California. Course content based on the guidelines and authority of the Title 22, Division 9, of the California Code of regulations and the US Department of Transportation Emergency Medical Technician-Paramedic Standard National Curriculum.

*Transfer: CSU*

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**EMS 213B PARAMEDIC INTERNSHIP II 7.00**

*(Formerly EMS108B)*

*21.00 hours per week: (0.00 lecture hours/ 21.00 lab hours)*

*Credit - Degree Applicable*

*P/NP Only*

*Prerequisites: EMS 213A*

Apply the last internship phase of paramedic training, which allows the student to be assigned to an emergency response vehicle with a field preceptor to establish advanced life support patient care responsibilities. This includes cardiovascular, respiratory, traumatic injuries, pediatric, OB/GYN, and other emergency medical service training. This portion of paramedic training provides supervised application of cognitive knowledge and skills in acute patient care. EMS 213A and EMS 213B meet the minimum internship hours required to complete paramedic training in the state of California. Course content based on the guidelines and authority of the Title 22, Division 9, of the California Code of regulations and the US Department of Transportation Emergency Medical Technician-Paramedic

Standard National Curriculum.

*Transfer: CSU*

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**EMERITUS COLLEGE**

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**ECOL 406 COMPOSING YOUR LIFE STORY 0**

*0.50 - 3.00 hours per week: (0.50 - 3.00 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-credit Course*

Presents creative approaches to telling your life story. This course engages students in the process of composing meaningful and engaging life stories, including identifying and reflecting on themes, locating records and memory treasures, and writing and other forms of life review. Participants with ongoing memoir writing projects are welcome as well as those who just beginning and would like direction and guidance. Designed for adults over 50.

*Repeatable.*

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**ECOL 408 MUSIC APPRECIATION 0**

*0.50 - 3.00 hours per week: (0.50 - 3.00 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-credit Course*

Introduces students to many styles and genres of music, including Western music and music of traditions and cultures from around the world. Develops critical listening ability and enriches musical experiences with the study of genres and forms, composers, historical context and influences of a variety of musical selections. Designed for Adults 50+.

*Repeatable.*

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**ECOL 409 CHORAL ENSEMBLE 0**

*0.50 - 6.00 hours per week: (0.00 lecture hours/0.50 - 6.00 lab hours)*

*Noncredit*

*Non-credit Course*

Offers students an opportunity to sing a variety of music styles and improve their choral techniques in a community chorus setting. A performance will conclude the class. This course is designed for adults over 50.

*Repeatable.*

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**ECOL 411 CREATIVE WRITING FOR SENIORS 0**

*1.50 hours per week: (1.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-credit Course*

Introduces the writing of creative nonfiction, plays, poetry, OR short fiction. Students read and discuss published writing and workshop their own writing. This course is designed for adults over 50.

*Repeatable.*

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**ECOL 412 BRAIN LONGEVITY: WAYS TO PRESERVE AND RESTORE MEMORY ADULTS 50+ 0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-credit Course*

Designed for the adult 50+, this class will present information about brain longevity, including preventing and reversing memory loss effects of diet and physical and mental exercises; causes and treatments of Alzheimer's disease; and psychological approaches to memory preservation.

*Repeatable.*

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**ECOL 414 ART: DRAWING 0**

1.00 - 3.00 hours per week: (1.00 - 3.00 lecture hours/0.00 lab hours)

Noncredit

Non-credit Course

Presents basic drawing as well as exploration of a variety of drawing materials and applications which will guide the student in using technique and observation skills in creative endeavors. Advanced approaches will be introduced as student skills expand. This course is designed for adults over 50.

Repeatable.

[Click for Course Student Learning Outcomes](#)

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**ECOL 415 YOGA 0**

0.50 - 3.00 hours per week: (0.50 - 3.00 lecture hours/0.00 lab hours)

Noncredit

Non-credit Course

Presents yoga practice to promote balance, muscle strength and stamina, which are performed at each student's ability. Through demonstration and explanation this class introduces poses, breathing, body alignment and relaxation techniques. Students will discover how yoga promotes wellness, reduces stress and heals. Designed for adults 50+.

Repeatable.

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**ECOL 417 LAWS AND PROGRAMS AFFECTING ADULTS 50+ 0**

0.50 hours per week: (0.50 lecture hours/0.00 lab hours)

Noncredit

Non-credit Course

Designed for the adult 50+, this class will presents information about laws and programs affecting older citizens such as Medicare, Medi-Cal, SSI; energy, nutrition, transportation; legal assistance; education and recreation; veterans' benefits; home health and day care.

Repeatable.

[Click for Course Student Learning Outcomes](#)

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**ECOL 418 ADVENTURES IN READING FOR ADULTS 50+ 0**

1.50 hours per week: (1.50 lecture hours/0.00 lab hours)

Noncredit

Non-credit Course

Presents a guided reading of a particular literary genre--short story, poetry, novel, drama, including analysis and discussion, historical and biographical information about the writer. This course is designed for adults over 50.

Repeatable.

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**ECOL 420 FINANCE: WILLS AND TRUSTS 0**

1.00 hours per week: (1.00 lecture hours/0.00 lab hours)

Noncredit

Non-credit Course

Presents the pros and cons of wills and trusts, the process of probate, the types of trusts and of powers of attorney. Students find out what they need to know to make informed estate-planning decisions. This course is designed for adults over 50.

Repeatable.

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**ECOL 421 GREAT LITERATURE: SELECTED READING 0**

1.50 hours per week: (1.50 lecture hours/0.00 lab hours)

Noncredit

Non-credit Course

Presents a guided reading of a selected great work of literature such as Dante's Inferno or Virgil's Aeneid or a play by William Shakespeare. Reading selection changes each session. Discussion of theme, setting, characterization occurs in class; in addition, students read aloud portions of the work and learn about the historical and

cultural context of its writing. This course is designed for adults over 50.

Repeatable.

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**ECOL 423 ART: WATERCOLOR 0**

0.50 - 3.00 hours per week: (0.50 - 3.00 lecture hours/0.00 lab hours)

Noncredit

Non-credit Course

Introduces watercolor fundamentals as well as using and caring for materials, color mixing and application techniques, design and composition, and developing personal creativity. Advanced Approaches will be introduced as student skills expand. This course is designed for adults over 50.

Repeatable.

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**ECOL 424 ART: PAINTING 0**

0.50 - 3.00 hours per week: (0.50 - 3.00 lecture hours/0.00 lab hours)

Noncredit

Non-credit Course

Introduces fundamentals of painting. This includes knowledge and care of materials, color mixing and characteristics, brush applications, composing, finishing and evaluation of art of various subjects. Advanced approaches will be introduced as student skills expand. This course is designed for adults over 50.

Repeatable.

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**ECOL 425 ART APPRECIATION 0**

0.50 - 3.00 hours per week: (0.50 - 3.00 lecture hours/0.00 lab hours)

Noncredit

Non-credit Course

Presents an historical overview of art in all its dimensions, from prehistory to the present. This course focuses on the fundamentals and aesthetics of the visual arts, as well as the major developments that shaped the evolution of art. Each class will focus on a significant artist, movement, genre or time period and will explore the history, culture and humanity present in the art. Designed for adults over 50.

Repeatable.

[Click for Course Student Learning Outcomes](#)

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**ECOL 427 CREATIVE COOKING AND HEALTH EATING 0**

1.00 - 3.00 hours per week: (1.00 - 3.00 lecture hours/0.00 lab hours)

Noncredit

Non-credit Course

Presents healthful food and cooking choices that maintain optimum health for active older adults. Students learn basic concepts of nutrition as well as how to prepare tasty, flavorful and nutritious meals using fresh food from local markets. Designed for adults 50+.

Repeatable.

[Click for Course Student Learning Outcomes](#)

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**ECOL 428 FILM APPRECIATION 0**

1.50 hours per week: (1.50 lecture hours/0.00 lab hours)

Noncredit

Non-credit Course

Studies major films to consider historical context, dramatic issues, artistic and technical objectives, and the process and elements of filmmaking. This course is designed for adults over 50.

Repeatable.

[Click for Course Student Learning Outcomes](#)

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**ECOL 429 PHOTOGRAPHY: EQUIPMENT AND TECHNIQUES FOR ADULTS 50+ 0**

1.00 hours per week: (1.00 lecture hours/0.00 lab hours)

Noncredit

Non-credit Course

Designed for the adult 50+, this class presents camera choices,

in particular digital cameras; camera use; photo quality, including setting, composition and light; downloading, storing and sharing images; and documenting life events and travel.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

### ECOL 433 SENIOR SEMINAR

0

*0.50 - 3.00 hours per week: (0.50 - 3.00 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-credit Course*

Discover the influences and connections between ideas, values and concepts on a variety of topics in areas such as health, culture, philosophy, psychology, economy, science, history, literature, current events, consumer awareness and finance. In a setting that encourages dialogue and interaction each class presents a specific subject or issue of interest to the older adult.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

### ECOL 434 EXPLORATION IN ART

0

*0.50 - 3.00 hours per week: (0.50 - 3.00 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-credit Course*

Encourages art appreciation, self-expression and creativity in a variety of art media. Projects give students experience with different creative traditional and/or nontraditional artistic methods, design techniques, tools and materials. Each class will focus on specific media and projects. Designed for adults 50+.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

### ECOL 439 COMPUTER BASICS

0

*0.50 - 3.00 hours per week: (0.50 - 3.00 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-credit Course*

Introduces computer basics including machine functions, keyboard use, fundamental word processing, spreadsheets, presentations, email and web browsing. Designed for the adult 50+.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

### ECOL 470 ADAPTED EXERCISE

0

*2.00 hours per week: (0.00 lecture hours/2.00 lab hours)*

*Noncredit*

*Non-credit Course*

Promotes maintenance of the physical and mental well-being of the older adult, this course is geared to increasing strength, range of motion/flexibility, balance, agility, eye/hand and foot coordination; enhancing the circulatory system; and increasing mental alertness of the older adult. Techniques are adapted to meet the needs of older adults at their various fitness levels and functional capacities.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

### ECOL 471 MUSIC ARTS

0

*2.00 hours per week: (0.00 lecture hours/2.00 lab hours)*

*Noncredit*

*Non-credit Course*

Encourages appreciation of music from different time periods and genres. Through active participation in discussions, musical reminiscence, sing-along and rhythmic activities, the older adult student will engage with variety of music.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

### ECOL 472 CREATIVE ARTS

0

*2.00 hours per week: (0.00 lecture hours/2.00 lab hours)*

*Noncredit*

*Non-credit Course*

Provides physical and mental stimulation through engagement with

a variety of art media. Designed for older adults, project encourage expression and appreciation of art through artistic design, artistic methods, techniques, tools and materials. Eye-hand (fine motor) coordination will be utilized to develop, stimulate and enhance psycho-motor, perceptual, and cognitive skills.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

### ECOL 473 FUN WITH FOOD

0

*2.00 hours per week: (0.00 lecture hours/2.00 lab hours)*

*Noncredit*

*Non-credit Course*

Presents a large variety of food topics and activities related to the health and well being of the older adult. Diverse topics of interest such as personal experiences and cultural traditions, nutrition, consumerism, entertaining, and health and safety will be discussed.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

### ECOL 474 REMINISCING

0

*2.00 hours per week: (0.00 lecture hours/2.00 lab hours)*

*Noncredit*

*Non-credit Course*

Presents various topics as a basis for reminiscing about life experiences and for recalling cultural and historical events that marked one's life.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

## ENGINEERING

### ENGR 193 ENGINEERING SPECIAL TOPIC

0.50 to 4.00

*0.50 - 4.00 hours per week: (0.50 - 4.00 lecture hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Examines a special topic in the field of study related to the discipline offering this course.

[Click for Course Student Learning Outcomes](#)

### ENGR 200 INTRODUCTION TO ROBOTICS

3.00

*5.00 hours per week: (2.00 lecture hours/3.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

Introduces robotics theory and application using hands-on, real-world projects and applications. Applies the topics of mechanics, electronics, waves and robotics to engineering design solutions.

*Transfer: CSU*

[Click for Course Student Learning Outcomes](#)

### ENGR 201 PLANE SURVEYING

3.00

*(Formerly CTCH201)*

*5.00 hours per week: (2.00 lecture hours/3.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: MATH 229 or MATH 231*

*Advisories: ENGR 226*

Introduces the principles and practices of surveying, including the use of the engineer's tape, level, transit, and total station. This equipment will be used to perform computations for horizontal and vertical distances, profiles, azimuths and bearings, traverse closures, topographic mapping, earthwork and land grading, and horizontal and vertical curves. Introduces maps and land descriptions.

*Transfer: CSU; UC*

[Click for Course Student Learning Outcomes](#)

### ENGR 205 SURVEY OF MANUFACTURING

3.00

*5.00 hours per week: (2.00 lecture hours/3.00 lab hours)*

*Credit - Degree Applicable*

Letter Grade or P/NP

Introduces manufacturing technology. Topics include basic tool geometry, blueprint reading, shop math, precision measuring tools, coordinate systems and how to safely operate various types of industrial equipment.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

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**ENGR 210 COMPUTATIONAL METHODS FOR ENGINEERS 3.00**

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Prerequisites: MATH 265A

Advisories: PHYS 205A or PHYS 208A

Methodology and techniques for solving engineering/science problems using numerical-analysis computer-application programs MATLAB and EXCEL. Technical computing and visualization of problems in mechanics, electrical circuits, thermal systems, fluid systems and other branches of engineering.

Transfer: CSU; UC

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**ENGR 217 CIRCUIT ANALYSIS 4.00**

6.00 hours per week: (3.00 lecture hours/3.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Prerequisites: PHYS 208B and MATH 287

Analyze and measurement of electrical circuits. Use of analytical techniques based on the application of circuit laws and network theorems. Analysis of DC and AC circuits containing resistors, capacitors, inductors, dependent sources, operational amplifiers, and/or switches. Natural and forced responses of first and second order RLC circuits; the use of phasors; AC power calculations; power transfer; and energy concepts.

Transfer: CSU; UC

C-ID ENGR 260 + 260I

[Click for Course Student Learning Outcomes](#)

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**ENGR 226 ENGINEERING DRAWING 4.00**

6.00 hours per week: (3.00 lecture hours/3.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Introduces engineering drawing using AutoCAD (2D) and Solidworks (3D). Topics include geometric construction, orthographic projection, isometrics, sectionals, auxiliaries, descriptive geometry, fasteners, dimensioning and tolerances, working drawings, and the engineering design process.

Transfer: CSU; UC

[Click for Course Student Learning Outcomes](#)

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**ENGR 228 DETAILED DESIGN WITH SOLIDWORKS 3.00**

5.00 hours per week: (2.00 lecture hours/3.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Prerequisites: ENGR 226 with a minimum grade of C or better

Drawing parts and assemblies with solid modeling using SOLIDWORKS. Techniques of advanced communication including weld symbols, threaded fasteners, dimensioning and tolerancing. Creation of design layouts and part models with varied configurations and dynamic assembly models. Introduction to section mass and inertia properties.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

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**ENGR 246 MATERIALS ENGINEERING 2.00**

2.00 hours per week: (2.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Prerequisites: CHEM 201A and MATH 265A

Corequisites: ENGR 246L

Presents the fundamentals of the structure of matter. Introduces physical and mechanical properties of materials including metals, alloys, ceramics, semi-conductors, and polymers. Provides a study of heat treatments, materials selection, corrosion phenomena, and equilibrium diagrams.

Transfer: CSU; UC

[Click for Course Student Learning Outcomes](#)

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**ENGR 246L ENGINEERING MATERIALS LAB 1.00**

3.00 hours per week: (0.00 lecture hours/3.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Corequisites: ENGR 246

Presents laboratory experiments on the heat treatment and resulting properties of metals, effects of cold deformation of metals, brittle-ductile fracture behavior, equilibrium phase relationships, corrosion, mechanical behavior of polymers, as well as properties of semiconductor devices.

Transfer: CSU; UC

[Click for Course Student Learning Outcomes](#)

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**ENGR 247 INDEPENDENT STUDIES: ENGINEERING 0.50 to 2.00**

1.50 - 6.00 hours per week: (0.00 lecture hours/1.50 - 6.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: The student must have completed preparatory course work in the technical field in which the study is to be undertaken.

Provides an opportunity for in-depth study or practicum experience by an individual student in a selected topic in the engineering area with support and direction from an instructor.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

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**ENGR 248 INTRODUCTION TO ENGINEERING 2.00**

4.00 hours per week: (1.00 lecture hours/3.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Advisories: ENGL 156

Explores the branches of engineering, the functions of an engineer, and the industries in which engineers work. Explains the engineering education pathways and explores effective strategies for students to reach their full academic potential. Presents an introduction to the methods and tools of engineering problem solving and design including the interface of the engineer with society and engineering ethics. Develops communication skills pertinent to the engineering profession. Explores various topics in how things work.

Transfer: CSU; UC

C-ID ENGR 110

[Click for Course Student Learning Outcomes](#)

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**ENGR 250 ENGINEERING STATICS 3.00**

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Prerequisites: PHYS 208A

Analyzes forces on structures in equilibrium, properties of forces, moments, couples and resultant, conditions for equilibrium, friction, centroids, and area moments of inertia. Introduces mathematical modeling and problem-solving utilizing vector mathematics.

Transfer: CSU; UC

[Click for Course Student Learning Outcomes](#)

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**ENGR 251 ENGINEERING DYNAMICS 3.00**

3.00 hours per week: (3.00 lecture hours)

Credit - Degree Applicable

Letter Grade Only

Prerequisites: ENGR 250: ENGINEERING STATICS

Analyze the fundamentals of kinematics and kinetics of particles and rigid bodies. Topics include kinematics of particle motion; Newton's second law, work-energy and momentum methods; kinemat-

ics of planar motions of rigid bodies; work-energy and momentum principles for rigid body motion.

*Transfer: CSU; UC*

*C-ID ENGR 230*

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**ENGR 252A STRENGTH OF MATERIALS I 2.00**

*2.00 hours per week: (2.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

*Prerequisites: ENGR 250*

Study of stresses, strains, and deformations associated with axial, torsional, and flexural loading of bars, shafts, and beams. Includes analysis of elementary determinate and indeterminate mechanical and structural systems.

*Transfer: CSU; UC*

[Click for Course Student Learning Outcomes](#)

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**ENGR 252B STRENGTH OF MATERIALS II 2.00**

*2.00 hours per week: (2.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

*Prerequisites: ENGR 252A*

Study of stress and strain transformations, analysis of beam deflection and rotation, indeterminate beams, and column buckling. Prerequisite: ENGR 252A.

*Transfer: CSU; UC (For UC, both ENGR 252A and 252B must be completed in order to receive transfer units).*

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**ENGLISH**

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**ENGL 099 BASIC READING AND WRITING 4.00**

*4.00 hours per week: (4.00 lecture hours/0.00 lab hours)*

*Credit - Not Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: Appropriate placement.*

Introduces students to reading, writing, and critical thinking. Provides a basic course in paragraph and essay composition with students reading and writing both in class and out of class. Provides limited introduction to employment of sentence variety and recognition of some essential grammar and punctuation errors and rules. Emphasizes the process approach to reading and writing.

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**ENGL 101 SUPPORT FOR ENGLISH COMPOSITION 1.00**

*1.00 hours per week: (1.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*P/NP Only*

*Corequisites: ENGL 201A*

Supports and develops the skills necessary to be successful in English 201A. Students will enhance their reading and writing skills through the practice of active reading, critical thinking, drafting, revising, and editing argumentative essays.

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**ENGL 156 COLLEGE READING AND WRITING 4.00**

*4.00 hours per week: (4.00 lecture hours/0.00 lab hours)*

*Credit - Not Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: Appropriate Placement or ENGL 099 or ESL 099E*

Provides a basic course in college reading and writing with individual attention to sentence structure, paragraph and essay structure, grammar, and critical thinking skills.

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**ENGL 180 INTRODUCTION TO ENGLISH COMPOSITION 4.00**

*4.00 hours per week: (4.00 lecture hours/0.00 lab hours)*

*Credit - Not Degree Applicable*

*Letter Grade Only*

*Prerequisites: Appropriate Placement*

Provides an accelerated alternative to the English 099 and English 156 sequence that focuses on development of reading, writing, and critical thinking skills necessary in college-level composition, with individual attention to paragraph and essay structure, sentence structure, grammar, and punctuation.

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**ENGL 193 ENGLISH SPECIAL TOPICS 0.50 to 4.00**

*1.50 -12.00 hours per week: (0.00 lecture hours/1.50 -12.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Examines a special topic in the field of study related to the discipline offering this course.

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**ENGL 201A ENGLISH COMPOSITION 4.00**

*4.00 hours per week: (4.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

*Prerequisites: Appropriate Placement or ENGL 156 or ENGL 180 or equivalent*

Provides a study of and practice in the use of language and writing of argumentative/analytical essays and research papers.

*Transfer: CSU; UC*

*C-ID ENGL 100*

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**ENGL 201B COMPOSITION: INTRODUCTION TO LITERATURE/CRITICAL THINKING 4.00**

*4.00 hours per week: (4.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

*Prerequisites: ENGL 201A or higher*

Provides an introduction to the study of literature with an emphasis in both literary composition and critical thinking. This course develops critical thinking and writing skills through the close study of major genres of literature: poetry, fiction, and drama. Students receive instruction in analytical and argumentative writing by studying literature and criticism and by identifying sound and fallacious methods of reasoning in assessments of literature.

*Transfer: CSU; UC*

*C-ID ENGL 110 + 120*

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**ENGL 201C ENGLISH COMPOSITION: CRITICAL THINKING 4.00**

*4.00 hours per week: (4.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

*Prerequisites: ENGL 201A*

Presents an advanced composition course beyond ENGL 201A which emphasizes critical thinking, including reasoning, rhetoric, reading, and information fluency in order to develop argumentative skills for diverse contexts and audiences.

*Transfer: CSU; UC*

*C-ID ENGL 105*

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**ENGL 205 INTRODUCTION TO POETRY 3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: ENGL 201A*

Introduces students to the formal and stylistic elements of poetry, providing them with a shared vocabulary for recognizing and analyzing different literary forms, and developing their reading, writing, and critical discussion skills by analyzing exemplary texts from a

variety of historical periods, genres, and cultures.

*Transfer: CSU; UC*

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**ENGL 206 INTRODUCTION TO THE NOVEL 3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: ENGL 201A*

*Advisories: ENGL 201B*

Introduces the study of the novel with emphasis on understanding, analysis, and appreciation of the novel through an in-depth examination of a variety of literary works.

*Transfer: CSU; UC*

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**ENGL 212A AMERICAN LITERATURE 3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

*Prerequisites: ENGL 201A*

Presents a survey of American literature from the pre-colonial period to the Civil War. Introduces the study of major American writers against their historical backgrounds. Such writers as Bradstreet, Paine, Franklin, Jefferson, Poe, Cooper, Irving, Bryant, Melville, Hawthorne, Longfellow, Emerson, Thoreau, Whitman, and Dickinson are studied.

*Transfer: CSU; UC*

*C-ID ENGL 130*

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**ENGL 212B AMERICAN LITERATURE 3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

*Prerequisites: ENGL 201A*

The study of major American writers from the Civil War up through contemporary times. Includes writers such as Twain, Howells, Crane, London, Hemingway, Steinbeck, Faulkner, Wright, Dos Passos, Frost, Pound, Eliot, Stevens, Cummings, O'Neill, Tennessee Williams, Arthur Miller, O'Connor, Alice Walker, Berryman, Lowell, Sexton and Plath.

*Transfer: CSU; UC*

*C-ID ENGL 135*

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**ENGL 213 MULTICULTURAL VOICES IN AMERICAN LITERATURE 3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

*Prerequisites: ENGL 201A*

Introduces current literary study which focuses upon issues of race, gender, class, sexual orientation, and ethnicity in American literature. Surveys American history and culture in the context of its multicultural literary tradition from the early Native American tradition to present day. Emphasizes the formation of minority discourse against and within American mainstream culture and its literary tradition. Uses poems, novels, short stories, and essays for study.

*Transfer: CSU; UC*

[Click for Course Student Learning Outcomes](#)

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**ENGL 215 SHAKESPEARE 3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

*Prerequisites: ENGL 201A*

Introduces Shakespeare's works with emphasis on analysis of character and structured scene and requires preparation of critical

papers based on analytical reading and investigation.

*Transfer: CSU; UC*

[Click for Course Student Learning Outcomes](#)

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**ENGL 216 LITERATURE AND FILM 3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: ENGL 201A*

Introduces students to formal methods for analyzing literature and film, providing them with a discipline-specific vocabulary, teaching them a variety of interpretive strategies and theories, and developing their skills in critical thinking during reading/viewing, class discussion, panel presentation, formal exam, and essay activities. Reading and film texts will represent a variety of genres, cultures, historical periods, and theoretical perspectives.

*Transfer: CSU; UC*

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**ENGL 217 WOMEN AND GENDER IN LITERATURE 3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: ENGL 201A with a grade of C or better*

Presents a survey of literature by women of English-speaking countries from the Middle Ages to the 21st century, with an emphasis on comparing historically oppressed women writers (including African-American and lesbian writers) to those in the mainstream. Writers covered may include Phillis Wheatley, Anne Bradstreet, Mary Wollstonecraft, Charlotte Bronte, Harriet Beecher Stowe, Kate Chopin, Willa Cather, Gertrude Stein, Virginia Woolf, Zora Neale Hurston, Anne Sexton, Maya Angelou, Doris Lessing, Adrienne Rich, Maxine Hong Kingston, Sylvia Plath, Audre Lorde, Alice Walker, Louise Erdrich, and Gloria Anzaldua.

*Transfer: CSU; UC*

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**ENGL 231 CREATIVE WRITING 3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

*Prerequisites: ENGL 201A*

Presents an opportunity for creative literary expression and emphasizes techniques in writing poems, and/or short stories, and/or plays for informal discussion and criticism by the class and by the instructor. Provides the opportunity to discover one's talent and to practice writing skills.

*Transfer: CSU; UC*

*C-ID ENGL 200*

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**ENGL 237 INTRODUCTION TO FILM STUDIES AND AESTHETICS 3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Advisories: ENGL 201A*

Introduces the close analysis of films ranging from the era of silent film to contemporary times. By examining the form, content, aesthetics, and meaning of a diverse series of films, students will be able to identify the historical and cultural significance of this art form. Topics include critical analysis of the function of visual design, editing, sound, genre forms, and ideology in a variety of narrative and non-narrative films produced by key filmmakers in cinema history.

*Transfer: CSU; UC*

[Click for Course Student Learning Outcomes](#)

**ENGL 242 INTRODUCTION TO SCIENCE FICTION 3.00***3.00 hours per week: (3.00 lecture hours/0.00 lab hours)**Credit - Degree Applicable**Letter Grade or P/NP**Advisories: ENGL 201A*

Introduces students to the literary genre known as science fiction, which can be defined as a speculative, science-based genre of literature, but which can also include elements of fantasy and horror. The course will examine the canonical traditions of the genre as well as the socio-political contexts from which popular science-fiction stories derive. Students will study the history of science fiction as well as prevailing trends in contemporary SF.

*Transfer: CSU; UC*[Click for Course Student Learning Outcomes](#)**ENGL 245A SURVEY OF WORLD LITERATURE 1 3.00***(Formerly ENGL244A)**3.00 hours per week: (3.00 lecture hours/0.00 lab hours)**Credit - Degree Applicable**Letter Grade Only**Prerequisites: ENGL 201A*

Focuses on a comparative study of selected works, in translation and in English, of literature from around the world, including Europe, the Middle East, Asia, and other areas, from antiquity to the mid or late seventeenth century; May include such readings as The Epic of Gilgamesh, the Odyssey, excerpts from the Old Testament, excerpts from the Koran, Lysistrata, Allegory of the Cave, the Aeneid, Marcus Aurelius's Meditations, the Inferno, the Canterbury Tales, and Don Quixote.

*Transfer: CSU; UC**C-ID ENGL 140*[Click for Course Student Learning Outcomes](#)**ENGL 245B SURVEY OF WORLD LITERATURE 2 3.00***(Formerly ENGL244B)**3.00 hours per week: (3.00 lecture hours/0.00 lab hours)**Credit - Degree Applicable**Letter Grade Only**Prerequisites: ENGL 201A*

Focuses on a comparative study of selected works, in translation and in English, of literature from around the world, including Europe, the Middle East, Asia, South America, and other areas, from the mid or late seventeenth century to the present. May include readings from Rousseau, Johnson, Swift, the English Romantics, Hawthorne, Whitman, Dickinson, Chekhov, Tolstoy, Conrad, Kafka, Hughes, Baldwin, Stevens, Eliot, Woolf, Mishima, Neruda, Borges, Rushdie, Soyinka, and Silko.

*Transfer: CSU; UC**C-ID ENGL 145*[Click for Course Student Learning Outcomes](#)**ENGL 246A SURVEY OF BRITISH LITERATURE 3.00***3.00 hours per week: (3.00 lecture hours/0.00 lab hours)**Credit - Degree Applicable**Letter Grade Only**Prerequisites: ENGL 201A*

Presents a survey of British literature from the Middle Ages through the 18th century. Introduces the study of significant British writers and texts against their historical backgrounds. Such writers as Margery Kempe, Julian of Norwich, Chaucer, Spenser, Shakespeare, Barbauld, Queen Elizabeth I, Donne, Milton, Swift, Pope, Montagu, Haywood, Johnson, and Austen will be studied.

*Transfer: CSU; UC**C-ID ENGL 160*[Click for Course Student Learning Outcomes](#)**ENGL 246B SURVEY OF BRITISH LITERATURE 3.00***3.00 hours per week: (3.00 lecture hours/0.00 lab hours)**Credit - Degree Applicable**Letter Grade Only**Prerequisites: ENGL 201A*

Presents a survey of major British writers extending from the Romantic Period through the 20th century, focusing on such writers as William and Dorothy Wordsworth, Anna Letitia Barbauld, Olaudah Equiano, Mary and Percy Shelley, John Keats, Elizabeth Barrett Browning, Matthew Arnold, Elizabeth Gaskell, W. B. Yeats, T. S. Eliot, D. H. Lawrence, James Joyce, and Virginia Woolf.

*Transfer: CSU; UC**C-ID ENGL 165*[Click for Course Student Learning Outcomes](#)**ENGL 247 INDEPENDENT STUDIES: ENGLISH 0.50 to 2.00***1.50 - 6.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 6.00 lab hours)**Credit - Degree Applicable**P/NP Only,**Letter Grade Only*

Provides an opportunity for an in-depth study or a practicum experience by an individual student in a selected topic of English under the direction of an

*Transfer: CSU*[Click for Course Student Learning Outcomes](#)**ENGLISH AS A SECOND LANGUAGE****ESL 037 ACADEMIC LISTENING AND SPEAKING 2.00 to 3.00***2.00 - 3.00 hours per week: (2.00 - 3.00 lecture hours/0.00 - 0.00 lab hours)**Credit - Not Degree Applicable**P/NP Only**Advisories: Passing grade in ESL 035A, ESL 035B, or ESL 035C or placement into ESL 099E*

Focuses on developing academic listening comprehension and speaking skills that are required in college courses and academic settings. May be taken concurrently with ESL 047 and ESL 099E or ESL 100E.

[Click for Course Student Learning Outcomes](#)**ESL 053 INTERMEDIATE READING AND WRITING 4.00 to 6.00***4.00 - 6.00 hours per week: (4.00 - 6.00 lecture hours/0.00 - 0.00 lab hours)**Credit - Not Degree Applicable**Letter Grade or P/NP**Advisories: ESL 002 with a grade of C or better or a qualifying score on the ESL placement test*

Focuses on building English language skills for speakers of other languages with an emphasis on reading and writing at the intermediate level. Provides instruction in sentence and paragraph writing. Introduces reading comprehension skills and strategies. This course prepares students for ESL 054. May be taken concurrently with ESL 043, ESL 025A, 025B, or 025C.

[Click for Course Student Learning Outcomes](#)**ESL 054 HIGH-INTERMEDIATE READING AND WRITING 4.00 to 6.00***(Formerly ESL006A, ESL006)**4.00 - 6.00 hours per week: (4.00 - 6.00 lecture hours/0.00 - 0.00 lab hours)**Credit - Not Degree Applicable**Letter Grade or P/NP**Advisories: ESL 053 with a C or better or a qualifying score on the ESL placement test.*

Focuses on building English language skills for speakers of other languages with an emphasis on reading and writing at the high-intermediate level. Provides instruction in paragraph writing. Develops reading comprehension skills and strategies. This course prepares students for ESL 099E. May be taken concurrently with ESL 044, ESL 035A, 035B, or 035C.

[Click for Course Student Learning Outcomes](#)

<b>ESL 099E    ADVANCED READING AND WRITING    4.00 to 6.00</b> <i>4.00 - 6.00 hours per week: (4.00 - 6.00 lecture hours/0.00 - 0.00 lab hours)</i> <i>Credit - Not Degree Applicable</i> <i>Letter Grade or P/NP</i> <i>Advisories: ESL 054 or qualifying score on the ESL or English placement test.</i> Focuses on building English language skills for speakers of other languages with an emphasis on reading, writing, and critical thinking at the advanced level. Provides instruction in essay writing and academic reading. This course prepares students for English 156. May be taken concurrently with ESL 044, ESL 035A, 035B, or 035C. <a href="#">Click for Course Student Learning Outcomes</a>	
<b>ESL 701    INTRODUCTION TO LITERACY    0</b> <i>4.50 - 6.00 hours per week: (4.50 - 6.00 lecture hours/0.00 lab hours)</i> <i>Noncredit</i> <i>P/NP Only,</i> <i>Non-credit Course</i> Develops students' English literacy and study skills at the introductory literacy level. Focuses on basic language necessary to function successfully in everyday situations. <i>Repeatable.</i> <a href="#">Click for Course Student Learning Outcomes</a>	
<b>ESL 702    LITERACY    0</b> <i>4.50 - 6.00 hours per week: (4.50 - 6.00 lecture hours/0.00 lab hours)</i> <i>Noncredit</i> <i>P/NP Only,</i> <i>Non-credit Course</i> <i>Prerequisites: ESL 701 or ESL placement test</i> Develops students' English literacy and study skills at the beginning literacy level. Builds basic reading, writing, listening and speaking skills. <i>Repeatable.</i> <a href="#">Click for Course Student Learning Outcomes</a>	
<b>ESL 703    BEGINNING-LOW INTEGRATED SKILLS    0</b> <i>4.50 - 6.00 hours per week: (4.50 - 6.00 lecture hours/0.00 lab hours)</i> <i>Noncredit</i> <i>P/NP Only,</i> <i>Non-credit Course</i> <i>Prerequisites: ESL 702 or ESL placement test</i> Develops reading, writing, listening and speaking skills at the low-beginning level. <i>Repeatable.</i> <a href="#">Click for Course Student Learning Outcomes</a>	
<b>ESL 704    BEGINNING-HIGH INTEGRATED SKILLS    0</b> <i>4.50 - 6.00 hours per week: (4.50 - 6.00 lecture hours/0.00 - 0.00 lab hours)</i> <i>Noncredit</i> <i>Non-credit Course</i> <i>Prerequisites: ESL 703 or ESL Placement test</i> Develops reading, writing, listening and speaking skills at the beginning-high level. <i>Repeatable.</i> <a href="#">Click for Course Student Learning Outcomes</a>	
<b>ESL 705    INTERMEDIATE INTEGRATED SKILLS    0</b> <i>4.50 - 6.00 hours per week: (4.50 - 6.00 lecture hours/0.00 - 0.00 lab hours)</i> <i>Noncredit</i> <i>Non-credit Course</i> <i>P/NP Only</i> <i>Advisories: ESL 704 with a minimum grade of P or better ESL placement test</i> Develops reading, writing, listening and speaking skills at the intermediate level. <i>Repeatable.</i> <a href="#">Click for Course Student Learning Outcomes</a>	
<b>ESL 706    HIGH-INTERMEDIATE INTEGRATED SKILLS    0</b> <i>4.50 - 6.00 hours per week: (4.50 - 6.00 lecture hours/0.00 - 0.00 lab hours)</i> <i>Noncredit</i> <i>P/NP Only,</i> <i>Non-credit Course</i> <i>Advisories: ESL 705 with a minimum grade of P or better ESL Placement Test</i> Develops English reading, writing, listening and speaking skills at the high-intermediate level. <i>Repeatable.</i> <a href="#">Click for Course Student Learning Outcomes</a>	
<b>ESL 707A    U. S. CITIZENSHIP, LEVEL 1    0</b> <i>3.00 hours per week: (3.00 lecture hours/0.00 lab hours)</i> <i>Noncredit</i> <i>Non-Credit Gradeable Course/SP</i> <i>Advisories: ESL 702: or Placement into ESL 703 or higher</i> Introduces the U.S. Citizenship and Immigration Services application process. Focuses on building beginning level speaking and listening skills through study of U.S. history, government, and constitution. <i>Repeatable 99 time(s).</i> <a href="#">Click for Course Student Learning Outcomes</a>	
<b>ESL 707B    U.S. CITIZENSHIP, LEVEL 2    0</b> <i>3.00 hours per week: (3.00 lecture hours/0.00 lab hours)</i> <i>Noncredit</i> <i>Non-Credit Gradeable Course/SP</i> <i>Advisories: ESL 704 or Placement to ESL 705 or higher</i> Prepares students for the U.S. Citizenship written and oral test. Focuses on building intermediate to advanced level speaking, listening, reading, and writing skills in the content areas of U.S. history, government, and constitution. <i>Repeatable 99 time(s).</i> <a href="#">Click for Course Student Learning Outcomes</a>	
<b>ESL 713    BEGINNING INTEGRATED SKILLS    0</b> <i>4.50 - 6.00 hours per week: (4.50 - 6.00 lecture hours/0.00 - 0.00 lab hours)</i> <i>Noncredit</i> <i>Non-Credit Gradeable Course/SP</i> <i>Advisories: ESL Placement Test</i> Develops reading, writing, listening and speaking skills at the beginning level. <i>Repeatable.</i> <a href="#">Click for Course Student Learning Outcomes</a>	
<b>ESL 714    LOW INTERMEDIATE INTEGRATED SKILLS    0</b> <i>4.50 - 6.00 hours per week: (4.50 - 6.00 lecture hours/0.00 - 0.00 lab hours)</i> <i>Noncredit</i> <i>Non-Credit Gradeable Course/SP</i> <i>Advisories: ESL 704 with a minimum grade of P or better or ESL Placement Test</i> Develops reading, writing, listening and speaking skills at the low-intermediate level. <i>Repeatable.</i> <a href="#">Click for Course Student Learning Outcomes</a>	
<b>ESL 715    HIGH INTERMEDIATE INTEGRATED SKILLS    0</b> <i>4.50 - 6.00 hours per week: (4.50 - 6.00 lecture hours/0.00 - 0.00 lab hours)</i> <i>Noncredit</i> <i>Non-Credit Gradeable Course/SP</i> <i>Advisories: ESL 705 with a minimum grade of P or better ESL Placement Test</i> Develops reading, writing, listening, and speaking at the high-intermediate level. <i>Repeatable.</i> <a href="#">Click for Course Student Learning Outcomes</a>	

**ESL 725    ESL CONVERSATION, INTERMEDIATE    0***(Formerly ESL025A)**2.00 - 3.00 hours per week: (2.00 - 3.00 lecture hours/0.00 - 0.00 lab hours)**Noncredit**P/NP Only,**Non-credit Course**Advisories: ESL 704 or qualifying score on the ESL placement test*

Focuses on communication skills in listening comprehension and speaking for speakers of other languages and enables the intermediate-level student to function in everyday English-speaking situations (formerly ESL 025). Prepares students for ESL 735. May be taken concurrently with ESL 705 or ESL 706.

*Repeatable.*[Click for Course Student Learning Outcomes](#)**ESL 735    ESL CONVERSATION, HIGH INTERMEDIATE    0***(Formerly ESL035A)**2.00 - 3.00 hours per week: (2.00 - 3.00 lecture hours/0.00 - 0.00 lab hours)**Noncredit**P/NP Only,**Non-credit Course**Advisories: ESL 725 or qualifying score on the ESL placement test*

Focuses on communication skills in listening comprehension and speaking for speakers of other languages and enables the high-intermediate level student to function in academic, professional and everyday English-speaking situations (formerly ESL 035). May be taken concurrently with ESL 705 or ESL 706.

*Repeatable.*[Click for Course Student Learning Outcomes](#)**ESL 743    ACADEMIC GRAMMAR, INTERMEDIATE    0***(Formerly ESL043)**2.00 - 3.00 hours per week: (2.00 - 3.00 lecture hours/0.00 - 0.00 lab hours)**Noncredit**Non-credit Course**Advisories: ESL 704 or qualifying score on the ESL placement test*

Focuses on building English language skills for speakers of other languages with an emphasis on grammar at the intermediate level. Provides instruction in present perfect, gerunds and infinitives, adjective clauses, and active vs. passive voice.

*Repeatable.*[Click for Course Student Learning Outcomes](#)**ESL 744    ACADEMIC GRAMMAR, HIGH-INTERMEDIATE    0***(Formerly ESL044)**2.00 - 3.00 hours per week: (2.00 - 3.00 lecture hours/0.00 - 0.00 lab hours)**Noncredit**Non-credit Course**Advisories: ESL 743 or qualifying score on the ESL placement test*

Focuses on building English language skills for speakers of other languages with an emphasis on grammar at the high-intermediate level. Provides instruction in present perfect, gerunds and infinitives, adjective clauses, and active vs. passive voice.

*Repeatable.*[Click for Course Student Learning Outcomes](#)**ESL 799    ADVANCED READING AND WRITING    0***4.00 - 6.00 hours per week: (4.00 - 6.00 lecture hours/0.00 - 0.00 lab hours)**Noncredit**Non-Credit Gradeable Course/SP**Advisories: ESL 706: HIGH INTERMEDIATE INTEGRATED SKILLS with a minimum grade of P or better or ESL Placement Test*

Focuses on building English language skills for speakers of other languages with an emphasis on reading, writing, and critical thinking at the advanced level. Provides instruction in essay writing and academic reading. This course prepares students for English 156 and other college coursework.

*Repeatable.*[Click for Course Student Learning Outcomes](#)**ENVIRONMENTAL SCIENCES****ENVS 200    INTRODUCTION TO ENVIRONMENTAL SCIENCE    3.00***3.00 hours per week: (3.00 lecture hours/0.00 lab hours)**Credit - Degree Applicable**Letter Grade or P/NP**Advisories: ENGL 201A*

Presents an introduction to the scientific principles, concepts, and methods necessary for examining humanity's impact upon the geological, biological, and physical systems present in the Earth's natural environment. The role of science in identifying and finding sustainable solutions to environmental changes resulting from natural causes and human activity will be explored.

*Transfer: CSU; UC*[Click for Course Student Learning Outcome](#)**FILM TELEVISION AND ELECTRONIC MEDIA****FTVE 101    SURVEY OF MOTION PICTURE AND TELEVISION PRODUCTION    1.00***(Formerly WEXP193Q, WEXP142)**2.00 hours per week: (0.50 lecture hours/1.50 lab hours)**Credit - Not Degree Applicable**P/NP Only*

Presents a basic overview of electronic filmmaking and television production in a hands-on environment, with an emphasis on the foundational knowledge and skills required for a basic entry level position.

[Click for Course Student Learning Outcomes](#)**FTVE 193    FILM, TELEVISION AND ELECTRONIC MEDIA SPECIAL TOPIC    0.50 to 4.00***(Formerly BCST193)**1.50 -12.00 hours per week: (0.00 - 0.00 lecture hours/1.50 -12.00 lab hours)**Credit - Degree Applicable**Letter Grade or P/NP*

Examines a special topic in the field of study related to the discipline offering this course.

[Click for Course Student Learning Outcomes](#)**FTVE 212    BEGINNING RADIO PRODUCTION    3.00***3.00 hours per week: (3.00 lecture hours/0.00 lab hours)**Credit - Degree Applicable**Letter Grade Only*

Explores basic editing techniques in radio production. Students will gain a basic understanding of beginning radio production. This includes the use of microphones, audio editing software, digital audio production, radio program formats, basic broadcast writing and announcing skills needed to professionally produce audio programs, soundtracks, and voice overs.

[Click for Course Student Learning Outcomes](#)**FTVE 221    INTRODUCTION TO ELECTRONIC MEDIA    3.00***(Formerly BCST221)**3.00 hours per week: (3.00 lecture hours/0.00 lab hours)**Credit - Degree Applicable**Letter Grade Only**Advisories: ENGL 156*

Presents the history, structure, function, economics, content and evolution of radio, television, film, the Internet, and new media, including preexisting formats, social, political, regulatory, ethical and occupational impact of the electronic media with cross-cultural and international comparisons. Topics covered include technological development, programming, ratings, social, legal and economic aspects of electronic media in America with cross-cultural, international comparisons.

Transfer: CSU; UC

[Click for Course Student Learning Outcomes](#)

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**FTVE 223 VIDEO OPERATIONS 3.00**

(Formerly BCST223)

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Advisories: ENGL 156

Presents the theory and demonstration of video control room and studio equipment. Offers beginning students a comprehensive overview of video studio and field operations, technical fundamentals, and basic program production.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

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**FTVE 224A AUDIO PRODUCTION 3.00**

(Formerly BCST224A)

5.00 hours per week: (2.00 lecture hours/3.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Introduces the theory and practice of audio production for radio, television, film and digital recording applications. Students will learn the fundamentals of sound design and aesthetics, microphone use, and digital recording equipment. Students gain hands on experience recording, editing, mixing and mastering audio. Upon completion, students will have basic knowledge of applied audio concepts, production workflow, equipment functions, and audio editing software.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

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**FTVE 225A VIDEO STUDIO PRODUCTION 3.00**

(Formerly BCST225A)

7.00 hours per week: (1.00 lecture hours/6.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Advisories: FTVE 223

Presents an introduction to the theory, terminology and operation of a multi-camera television studio and control room. Topics include directing, theory and operation of camera and audio equipment, studio signal flow, switcher operation, fundamentals of lighting, graphics, video control and video recording and real-time video production.

Transfer: CSU

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**FTVE 225B SINGLE CAMERA TV PRODUCTION AND EDITING 3.00**

(Formerly BCST225B)

7.00 hours per week: (1.00 lecture hours/6.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Advisories: FTVE 223 completion or concurrent enrollment

Provides an introduction to the theory, terminology, and operation of single camera video production including composition, editing techniques, camera operation, portable lighting, video recording, audio control, basic editing, and graphics; includes the aesthetics and fundamentals of scripting, producing, and directing on location, postproduction, and exhibition/distribution.

Transfer: CSU

C-ID FTVE 130

[Click for Course Student Learning Outcomes](#)

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**FTVE 226 WRITING FOR ELECTRONIC MEDIA 3.00**

(Formerly BCST226)

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Advisories: ENGL 201A

Presents an introduction to writing for film and electronic media. Emphasis on preparing scripts in proper formats, including fundamental technical, conceptual and stylistic issues related to writing fiction and non-fiction scripts for informational and entertainment purposes in film and electronic media. Includes a writing evaluation component as a significant part of the course requirement.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

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**FTVE 227 PRINCIPLES OF RADIO BROADCAST PERFORMANCE 0.50 to 3.00**

(Formerly BCST227)

0.50 - 3.00 hours per week: (0.50 - 3.00 lecture hours/0.00 - 0.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Explores techniques necessary to effectively communicate messages through basic announcing skills, interviewing, radio news, commercial announcing, ad-lib techniques, voice tracking and career exploration will be covered in-depth. Learn practice skills needed to professionally perform in radio broadcasting as a career.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

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**FTVE 230A AUDIO/VIDEO INTERNSHIP 3.00**

(Formerly BCST230A)

9.00 hours per week: (0.00 lecture hours/9.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Prerequisites: FTVE 224A or FTVE 225A or FTVE 225B and approval of production company

Provides practical supervised work experience as a regular staff member in a local area media company. May include work in a local radio station, television station, cable company or marketing firm in audio and/or video production. Only students who have been given permission from the chair of the Film, Television, and Electronic Media department may be allowed to interview for the internship program.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

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**FTVE 247 INDEPENDENT STUDIES: FILM, TELEVISION AND ELECTRONIC MEDIA 0.50 to 2.00**

(Formerly BCST247)

1.50 - 6.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 6.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Prerequisites: The student must have completed preparatory course work in the field in which the study is to be undertaken.

Provides an opportunity for an in-depth study or a practicum experience by an individual student in a selected topic of film, television, and electronic media under the direction of an instructor.

Transfer: CSU

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**FTVE 252 WORK EXPERIENCE IN FILM TELEVISION AND ELECTRONIC MEDIA 1.00 to 4.00**

0 hours per week: (0.00-0.00 lecture hours/0.00-0.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Provides opportunities for students in Film Television and Electronic Media to acquire and demonstrate employer-desired work habits, attitudes, and skills in the workplace. Employment is related to the student's educational majors and/or career goals. Students may earn a maximum of four credits per semester. Students must work 75 paid work hours or 60 non-paid work hours for each credit earned.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

## FRENCH

### FR 110 BEGINNING FRENCH CONVERSATION AND READING 5.00

5.00 hours per week: (5.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Presents basic vocabulary and pronunciation needed to converse in French. Students will also develop listening comprehension, reading skills and knowledge and understanding of French-speaking cultures.

[Click for Course Student Learning Outcomes](#)

### FR 120 FRENCH CONVERSATION AND READING 5.00

5.00 hours per week: (5.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: FR 110 or equivalent

Presents a continuation of FR 110 with intensive practice of oral communication skills and students will develop listening and reading strategies to access authentic cultural information.

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### FR 193 FRENCH SPECIAL TOPIC 0.50 to 4.00

0.00 - 0.00 hours per week: (0.00 lecture hours)

Credit - Degree Applicable

Letter Grade or P/NP

Examines a special topic in the field of study related to the discipline offering this course.

[Click for Course Student Learning Outcomes](#)

### FR 201 FRENCH I 5.00

5.00 hours per week: (5.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Presents a topic-based introduction to contemporary French language and culture with an emphasis on listening comprehension, oral interaction, culture-centered reading and writing basic French. Social and cultural aspects of the French-speaking world are presented along with some of the most essential structures and vocabulary.

Transfer: CSU; UC

[Click for Course Student Learning Outcomes](#)

### FR 202 FRENCH II 5.00

5.00 hours per week: (5.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: FR 201 or equivalent

Presents a continuation of FR 201 with intensive, topic-based practice in oral interaction, culture-centered reading and writing, and listening comprehension using recordings and video clips from the French-speaking world.

Transfer: CSU; UC

[Click for Course Student Learning Outcomes](#)

### FR 203 FRENCH III 5.00

5.00 hours per week: (5.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: FR 202 or equivalent

Presents a continuation of FR 202 with intensive, topic-based practice in listening comprehension, cultural readings and writing, and oral interaction including group discussion.

Transfer: CSU; UC

[Click for Course Student Learning Outcomes](#)

### FR 247 INDEPENDENT STUDIES: FRENCH 0.50 to 2.00

1.50 - 6.00 hours per week: (0.00 lecture hours/1.50 - 6.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: The student must have completed preparatory course work in the field in which the study is to be undertaken.

Provides an opportunity for in-depth study by an individual student in a selected topic of French under the direction of an instructor.

Transfer: CSU

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## GEOGRAPHY

### GEOG 201 PHYSICAL GEOGRAPHY 3.00

3.00 hours per week: (3.00 lecture hours)

Credit - Degree Applicable

Letter Grade or P/NP

Advisories: ENGL 156

Studies the spatial distribution of the Earth's physical systems and the interrelationships among environmental and human systems. Includes Earth-sun geometry, climate, water, soils, landforms, vegetation, and patterns of ecosystem distribution. Presents the scientific methods and tools of geographic research including maps, remote sensing, geographic Information Systems (GIS), and Global Positioning Systems (GPS).

Transfer: CSU

C-ID GEOG 110

[Click for Course Student Learning Outcomes](#)

### GEOG 202 CULTURAL GEOGRAPHY 3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Advisories: ENGL 156

Studies human interaction with the basic elements of the cultural environment. Includes language, religion, economy, and other cultural phenomena and their patterns of distribution.

Transfer: CSU; UC

C-ID GEOG 120

[Click for Course Student Learning Outcomes](#)

### GEOG 225 WORLD REGIONAL GEOGRAPHY 3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Advisories: ENGL 156

Surveys the world's culture regions and nations as interpreted by geographers, including physical, cultural, and economic features. Emphasizes spatial and historical influences on population growth, transportation networks, and natural environments. Identifies the significant features of regions.

Transfer: CSU; UC

C-ID GEOG 125

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### GEOG 230 INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS 3.00

5.00 hours per week: (2.00 lecture hours/3.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Introduces the concepts, techniques, and tools of a Geographic Information Systems (GIS), including data acquisition, management, manipulation, spatial analysis, and cartographic output. Emphasizes training in the use of technology and software in order to provide students with skills and a conceptual base on which they can build further expertise in GIS. Includes exercises using GIS as a tool for

solving real-world problems across a wide spectrum of disciplines. Focuses on development of spatial reasoning skills with applications in fields such as natural hazards, environmental assessment, and resource management.

*Transfer: CSU*

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## GEOLOGY

### **GEOL 193 GEOLOGY SPECIAL TOPIC 0.50 to 4.00**

*0.00 - 0.00 hours per week: (0.00 lecture hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Examines a special topic in the field of study related to the discipline offering this course.

[Click for Course Student Learning Outcomes](#)

### **GEOL 193C GEOLOGIC FIELD TECHNIQUES 1.00**

*0 hours per week: (0.50 lecture hours/2.22 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

Investigate methods of field geologic mapping and data acquisition.

[Click for Course Student Learning Outcomes](#)

### **GEOL 193D FIELD STUDIES IN GLOBAL WARMING 1.00**

*2.33 hours per week: (0.33 lecture hours/2.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Advisories: ENGL 201A*

Explores the principles of global warming as it relates to environmental changes. Data will be gathered on decreases in glacier size, increases in desert size, and changes in the health of coral reefs.

[Click for Course Student Learning Outcomes](#)

### **GEOL 210 PHYSICAL GEOLOGY 4.00**

*6.00 hours per week: (3.00 lecture hours/3.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Advisories: ENGL 156 and MATH 123*

Introduces the principles of geology with emphasis on Earth processes. Explores the evidence for the internal structure and origin of the Earth and the processes that change and shape it. Laboratory component focuses on the identification of rocks and minerals, topographic and geologic map interpretation to understand the work of water, wind, ice and gravity and the effects of tectonic and volcanic activity.

*Transfer: CSU; UC*

*C-ID GEOL 101*

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### **GEOL 211 HISTORICAL GEOLOGY 4.00**

*6.00 hours per week: (3.00 lecture hours/3.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Advisories: MATH 123 and ENGL 156 and GEOL 210 or GEOL 220 or GEOL 212*

Presents the theory of the origin and evolution of the earth and its lifeforms; emphasizing global tectonics, methods of geologic dating, stratigraphy, paleontology, and paleogeography of North America.

*Transfer: CSU; UC*

*C-ID GEOL 111*

[Click for Course Student Learning Outcomes](#)

### **GEOL 212 ENVIRONMENTAL GEOLOGY 3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Advisories: ENGL 156*

Studies aspects of geology as they relate to human interaction with the environment. Addresses relevant geological aspects of the environment and the problems caused by humans as they use the earth and its resources. Investigates geological processes including earthquakes, volcanoes, mass movements, floods, groundwater and climate change. Emphasis on geological viewpoints concerning waste disposal, pollution, energy resources, and mining. Lectures include strategies for mitigating these issues.

*Transfer: CSU; UC*

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### **GEOL 220 GEOLOGY OF CALIFORNIA 3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Advisories: ENGL 156*

Introduces the principles of geology and the tectonic/geologic evolution of California. Emphasizes the processes responsible for shaping the environment including seismology, and volcanology, the fossil record, and the mineral/energy resources of the state.

*Transfer: CSU; UC*

*C-ID GEOL 200*

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### **GEOL 229A GEOLOGICAL SCIENCE FIELD STUDIES 1.00**

*2.72 hours per week: (0.50 lecture hours/2.22 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

*Advisories: GEOL 210 or GEOL 211 or GEOL 220*

Presents an on-site field study of Yosemite, the Sierra Nevada, Mono Basin, Long Valley Caldera, and Owens Valley area.

*Transfer: CSU; UC*

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### **GEOL 229B GEOLOGICAL SCIENCE FIELD STUDIES 1.00**

*2.72 hours per week: (0.50 lecture hours/2.22 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

*Advisories: GEOL 210 or GEOL 211 or GEOL 220*

Presents an on-site field study of the Transverse Ranges, central San Andreas fault, Mojave desert, and the Death Valley area.

*Transfer: CSU; UC*

[Click for Course Student Learning Outcomes](#)

### **GEOL 230 INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS 3.00**

*(Formerly GEOL225)*

*5.00 hours per week: (2.00 lecture hours/3.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Introduces the concepts, techniques, and tools of a Geographic Information System (GIS), including data acquisition, management, manipulation, spatial analysis, and cartographic output. Emphasizes training in the use of technology and software in order to provide students with skills and a conceptual base on which they can build further expertise in GIS. Includes exercises using GIS as a tool for solving real-world problems across a wide spectrum of disciplines. Focuses on development of spatial reasoning skills with applications in fields such as natural hazards, environmental assessment, and resource management.

*Transfer: CSU; UC*

*C-ID GEOG 155*

[Click for Course Student Learning Outcomes](#)

### **GEOL 231 ADVANCED GEOGRAPHIC INFORMATION SYSTEMS 3.00**

*(Formerly GEOL226)*

*5.00 hours per week: (2.00 lecture hours/3.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: GEOL 230 (Formerly GEOL 225) with a minimum grade of C or better  
GEOG 230 with a minimum grade of C or better*

Introduces students to problem-solving and decision making using spatial analysis techniques, applicable to a range of disciplines. Directed at developing more advanced analysis tools in GIS software including but not limited to network analysis, geodatabases, and overlay analysis. Reinforces replication of methods and results through graphical scripting tools. Culminates in independent research project to apply skills and build a map portfolio.

*Transfer: CSU*

[Click for Course Student Learning Outcomes](#)

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**GEOL 232 WEB APPLICATIONS IN GEOGRAPHIC INFORMATION SYSTEMS 3.00**

*5.00 hours per week: (2.00 lecture hours/3.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: GEOL 230 (Formerly GEOL225) or GEOG 230*

Introduces the design and development, publishing, and maintenance of basic geospatial web services and applications. Includes an introduction to browser and mobile enabled interactive application.

*Transfer: CSU*

[Click for Course Student Learning Outcomes](#)

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**GEOL 233 DATA ACQUISITION AND MANAGEMENT IN GEOGRAPHIC INFORMATION SYSTEMS 3.00**

*5.00 hours per week: (2.00 lecture hours/3.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

*Prerequisites: GEOL 230 (Formerly GEOL225) or GEOG 230*

Introduces the fundamental concepts of data creation, database creation, and data management in geospatial analysis. Discusses quantitative techniques for the collection, classification, integration, and management of geospatial data.

*Transfer: CSU*

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**GEOL 234 INTRODUCTION TO REMOTE SENSING 3.00**

*5.00 hours per week: (2.00 lecture hours/3.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: GEOL 230 (Formerly GEOL225) or GEOG 230*

Introduces remote sensing of the Earth. Topics include the physical principles on which remote sensing is based, history and future trends, sensors and their characteristics, image data sources, and image classification, interpretation and analysis techniques.

*Transfer: CSU*

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**GEOL 240 GEOLOGY TEACHING ASSISTANT 0.50 to 2.00**

*0.50 - 2.00 hours per week: (0.50 - 2.00 lecture hours/0.00 - 0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: Instructor approval*

Prepares students to facilitate geology courses by developing tutorial skills, understanding of the learning process, and effectiveness as a teaching assistant.

*Transfer: CSU*

[Click for Course Student Learning Outcomes](#)

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**GEOL 253 WORK EXPERIENCE IN GEOGRAPHIC INFORMATION SYSTEMS 1.00 to 4.00**

*0 hours per week: (0)*

*Credit - Degree Applicable*

*Letter Grade Only*

Provides opportunities for students in Geographic Information Systems to acquire and demonstrate employer-desired work habits,

attitudes, and skills in the workplace. Employment is related to the student's educational majors and/or career goals. Students may earn a maximum of four credits per semester. Students must work 75 paid work hours or 60 non-paid work hours for each credit earned.

*Transfer: CSU*

[Click for Course Student Learning Outcomes](#)

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**GERMAN**

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**GER 110 BEGINNING GERMAN CONVERSATION AND READING 5.00**

*5.00 hours per week: (5.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Presents an introduction to contemporary German with emphasis on basic vocabulary and pronunciation skills needed to converse in German, interpretive communication skills and awareness of the links between language and culture.

[Click for Course Student Learning Outcomes](#)

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**GER 120 GERMAN CONVERSATION AND READING 5.00**

*5.00 hours per week: (5.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: GER 110 or equivalent*

Presents a continuation of GER 110 with emphasis on interpersonal and interpretive communication skills, including reading strategies for authentic cultural material and expanding awareness of the relationship between language and culture.

[Click for Course Student Learning Outcomes](#)

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**GER 193 GERMAN SPECIAL TOPIC 0.50 to 4.00**

*0.00 - 0.00 hours per week: (0.00 lecture hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Examines a special topic in the field of study related to the discipline offering this course.

[Click for Course Student Learning Outcomes](#)

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**GER 201 GERMAN I 5.00**

*5.00 hours per week: (5.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Presents a topic-centered introduction to contemporary German language and culture with emphasis on interpersonal, interpretive and presentational communication skills and awareness of the links between language and culture.

*Transfer: CSU; UC*

[Click for Course Student Learning Outcomes](#)

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**GER 202 GERMAN II 5.00**

*5.00 hours per week: (5.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: GER 201 or equivalent*

Presents a continuation of GER 201 with emphasis on interpersonal, interpretive and presentational communication skills, including reading strategies for authentic cultural material and expanding awareness of the relationship between language and culture.

*Transfer: CSU; UC*

[Click for Course Student Learning Outcomes](#)

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**GER 203 GERMAN III 5.00**

*5.00 hours per week: (5.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

Letter Grade or P/NP

Prerequisites: GER 202 or equivalent

Presents a continuation of GER 202 with further development of interpersonal, interpretive, and presentational communication skills and continued awareness of cultural implications of language use.

Transfer: CSU; UC

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### GER 204 GERMAN IV 5.00

5.00 hours per week: (5.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: GER 203 or equivalent

Presents a continuation of GER 203 with emphasis on interpersonal, interpretive and presentational communication skills involving abstract topics and continued development of cultural knowledge and understanding based on social and historical context.

Transfer: CSU; UC

[Click for Course Student Learning Outcomes](#)

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### GER 247 INDEPENDENT STUDIES: GERMAN 0.50 to 2.00

1.50 - 6.00 hours per week: (0.00 lecture hours/1.50 - 6.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: The student must have completed preparatory course work in the field in which the study is to be undertaken.

Provides an opportunity for in-depth study by an individual student in a selected topic of German under the direction of an instructor.

Transfer: CSU

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## GLOBAL STUDIES

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### GLST 210 INTRODUCTION TO GLOBAL STUDIES 3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Presents an introduction to the interdisciplinary field of Global Studies and the major influences on the world and its people. Explores the history and contemporary processes of globalization, and the economic, political, social, cultural, geographical, and ecological factors that affect the world community. Examines interdependence and conflict in various global systems.

Transfer: CSU; UC

[Click for Course Student Learning Outcomes](#)

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### GLST 220 GLOBAL PROBLEMS AND ISSUES 3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Presents an introduction to the origins, current status, and future trends of major transnational issues confronting the global community, with emphasis on the causes and solutions of global problems. Topics include population trends, immigration, economic development and inequality, basic human needs, human rights, international conflict and security concerns, and environmental issues. The course also focuses on global governance, including collective global responsibilities and interdependence.

Transfer: CSU; UC

[Click for Course Student Learning Outcomes](#)

## HEALTH EDUCATION

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### HEED 193 HEALTH EDUCATION SPECIAL TOPIC 0.50 to 4.00

0.00 hours per week: (0.00 lecture hours)

Credit - Degree Applicable

Letter Grade Only

Examines a special topic in the field of study related to the discipline offering this course.

plined offering this course.

[Click for Course Student Learning Outcomes](#)

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### HEED 202 HEALTH EDUCATION 3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Advisories: Eligibility for ENGL 156

Presents the exploration of major health issues and behaviors in the various dimensions of health. Emphasis is placed on individual responsibility for personal health and the promotion of informed, positive health behaviors. Topics include nutrition, exercise, weight control, mental health, stress management, violence, substance abuse, reproductive health, disease prevention, aging, healthcare, and environmental hazards and safety.

Transfer: CSU; UC

C-ID PHS 100

[Click for Course Student Learning Outcomes](#)

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### HEED 203 WOMEN'S HEALTH ISSUES 3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Advisories: Eligibility for ENGL 156

Presents major health issues of special significance to women cross culturally. Emphasis will be placed on current trends in the prevention of chronic diseases and health disorders, the promotion of a positive body image, and self-empowerment. Identification of significant cultural obstacles of access for women's health care by non-dominant groups are presented. In addition, traditional, as well as, experiential and cooperative teaching/learning strategies will be used to explore the application of lifestyle changes to individual health beliefs and practices.

Transfer: CSU; UC

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### HEED 204 STANDARD FIRST AID AND CPR (CARDIOPULMONARY RESUSCITATION) 3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Advisories: ENGL 156

Provides information and training in the immediate and temporary emergency care in case of accident or illness. The student will learn to assess a victim's condition and incorporate proper treatment. Standard first aid, C.P.R., and AED certificate examination(s) will be granted upon successful completion of requirements.

Transfer: CSU; UC

C-ID KIN 101

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### HEED 206 HEALTH ASPECTS OF DRUG USE 3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Advisories: ENGL 156

Presents an in depth analysis of the major health problems associated with the use, misuse, and abuse of drugs including herbs/plants, performance enhancing, over-the-counter, prescription, controlled, and designer drugs. Emphasizes the metabolism of drugs, drug interactions, and addiction from various socio-cultural perspectives such as age, gender, and ethnicity.

Transfer: CSU; UC

C-ID PHS 103

[Click for Course Student Learning Outcomes](#)

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### HEED 208 MULTICULTURAL HEALTH 3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

*Advisories: Eligibility for ENGL 156*

Examines the major health problems facing non-dominant/minority ethnic groups related to acculturation, assimilation, and biological variations. Various health beliefs systems, folk remedies, health practices, and attitudes toward health will be analyzed to promote prejudice reduction and understanding of cultural differences. A variety of non-traditional and experiential teaching/learning strategies will be used to examine alternative approaches to healthy lifestyles and to develop a personal health plan.

*Transfer: CSU; UC*

[Click for Course Student Learning Outcomes](#)

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**HEED 210 INTRODUCTION TO PUBLIC HEALTH 3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Advisories: Eligibility for ENGL 156*

Provides an introduction to the discipline of Public Health. Students will gain an understanding of the basic concepts and terminologies of public health, and the history and accomplishments of public health officials and agencies. An overview of the functions of various public health professions and institutions, and an in-depth examination of the core public health disciplines is covered. Topics of the discipline include the epidemiology of infectious and chronic disease; prevention and control of diseases in the community including the analysis of the social determinants of health and strategies for eliminating disease, illness and health disparities among various populations; community organizing and health promotion programming; environmental health and safety; global health; and healthcare policy and management.

*Transfer: CSU; UC*

*C-ID PHS 101*

[Click for Course Student Learning Outcomes](#)

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**HEED 252 WORK EXPERIENCE IN PUBLIC HEALTH SCIENCE 1.00 to 4.00**

*0 hours per week: (0.00-0.00 lecture hours/0.00-0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Provides opportunities for students in Public Health Science to acquire and demonstrate employer-desired work habits, attitudes, and skills in the workplace. Employment is related to the student's educational majors and/or career goals. Students may earn a maximum of four credits per semester. Students must work 75 paid work hours or 60 non-paid work hours for each credit earned.

*Transfer: CSU*

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**HISTORY**

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**HIST 203A HISTORY OF WORLD CIVILIZATIONS 3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

*Advisories: ENGL 156*

Surveys World Civilizations from antiquity to the 1500s, with a particular emphasis on the dynamic interaction and comparison of peoples and cultures. The focus is on the role played by social, political, economic, cultural, and religious forces in shaping the major world civilizations and the legacy of the subsequent civilizations for our world today. The course will analyze these forces within the context of such historical concepts as cause and effect, multiple causation, and historical interpretation.

*Transfer: CSU; UC*

*C-ID HIST 150*

[Click for Course Student Learning Outcomes](#)

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**HIST 203B HISTORY OF WORLD CIVILIZATIONS 3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

*Advisories: ENGL 156*

Surveys World Civilizations from the 1500s to the present, with a particular emphasis on the increased integration of peoples and cultures as a result of the continuing process of globalization. The focus is on the transformations of human society and human social relations caused by such ideas as scientific racism, nationalism, imperialism, and constitutional government. This course also covers trends including the increasing prevalence of migration, the changing nature of warfare, the harnessing of fossil fuels, the growing integration of global economies, and the scientific and technological advances that continue to revolutionize humanity's understanding and relationship to the natural world. This course will investigate the roles played by social, political, economic, cultural, and religious forces in shaping the major world civilizations, and the legacy of these subsequent civilizations for our world today. The course will analyze these forces within the context of such historical concepts as cause and effect, multiple causation, and historical interpretation.

*Transfer: CSU; UC*

*C-ID HIST 160*

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**HIST 204A HISTORY OF WESTERN CIVILIZATION 3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Not Degree Applicable*

*Letter Grade or P/NP*

*Advisories: ENGL 156*

Surveys the history of Western Civilization from its origins in the Ancient Middle East through the Renaissance. It emphasizes the interplay of social, political, cultural, and intellectual forces that have served to define Western Civilization; how these forces impacted and shaped ethnic, racial, gender, and class relations; and how these influence modern contemporary life. These analyses also emphasize such historical concepts as cause and effect, multiple causation, and historical interpretation.

*Transfer: CSU; UC*

*C-ID HIST 170*

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**HIST 204B HISTORY OF WESTERN CIVILIZATION 3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Advisories: ENGL 156*

Surveys the history of Western Civilization from the Renaissance to contemporary times. It emphasizes the interplay of social, political, cultural, and intellectual forces that have served to define Western Civilization; how these forces impact and shape ethnic, racial, gender, and class relations, and how these influence modern contemporary life. These analyses also emphasize such historical concepts as cause and effect, multiple causation, and historical interpretation.

*Transfer: CSU; UC*

*C-ID HIST 180*

[Click for Course Student Learning Outcomes](#)

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**HIST 207A HISTORY OF THE UNITED STATES 3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Advisories: ENGL 156*

Surveying United States history from its European, African, and Native American origins to 1865. It also analyzes many of America's political, social, economic, and intellectual institutions, as they impact ethnic, racial, gender, and class relations, and how these influence American contemporary life. These analyses also emphasize

such historical concepts as cause and effect, multiple causation, and historical interpretation.

*Transfer: CSU; UC*

*C-ID HIST 130*

[Click for Course Student Learning Outcomes](#)

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**HIST 207B HISTORY OF THE UNITED STATES 3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Advisories: ENGL 156*

Surveying United States History from 1865 to the present. It also analyzes many of America's political, social, economic, and intellectual institutions, as they impact ethnic, racial, gender, and class relations, and how these influence contemporary life. This course also examines this nation's increasing involvement in world affairs. These analyses are set within the context of such historical concepts as cause and effect, multiple causation, and historical interpretation.

*Transfer: CSU; UC*

*C-ID HIST 140*

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**HIST 210 HISTORY OF CALIFORNIA 3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Not Degree Applicable*

*Letter Grade or P/NP*

*Advisories: ENGL 156*

Introduces the concepts and issues that have shaped the history of California. Emphasizes the physical environment, the indigenous Indian culture, the Hispanic culture, and the American culture. Analyzes political, social, and economic factors.

*Transfer: CSU; UC*

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**HIST 212 HISTORY OF MEXICAN AMERICANS 3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Advisories: ENGL 156*

Examines the historical and contemporary experience of people of Mexican descent from pre-Contact indigenous Mexican societies to the present, focusing on the legacies of the U.S.-Mexican War, history of Mexican immigration, U.S.-Mexico relations, and the struggle for citizenship and civil rights.

*Transfer: CSU; UC*

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**HIST 233 HISTORY OF AFRICAN AMERICANS 3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Advisories: ENGL 156*

Examines the historical, cultural, political, economic, and social development of people of African descent from 1619 to the present, focusing on the legacies of slavery, abolitionism, emancipation, segregation, urban black migration, economic exploitation, and the continuous forms of black resistance in the struggle for civil rights.

*Transfer: CSU; UC*

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**HIST 237 HISTORY OF AMERICAN WOMEN 3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Advisories: ENGL 156*

Surveys the social, political, economic, and cultural history of women in America from pre-European Native American societies

through the late twentieth century, with particular emphasis on the marginalization of women and their struggles for justice, power, and equality in America.

*Transfer: CSU; UC*

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**HIST 247 INDEPENDENT STUDIES: HISTORY 0.50 to 2.00**

*1.50 - 6.00 hours per week: (0.00 lecture hours/1.50 - 6.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

*Prerequisites: The student must have completed preparatory course work in the field in which the study is to be undertaken.*

Provides an opportunity for an in-depth study or a practicum experience by an individual student in a selected topic of history under the direction of an instructor.

*Transfer: CSU*

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**HIST 260 HISTORY OF THE SAN SIMEON REGION 3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Advisories: HIST 207B, HIST 210, ART 203, ART 204*

Focuses on the North Coast of San Luis Obispo County, the San Simeon region, using the methods of environmental and public historical studies. The course will analyze and interpret the diverse communities present at different times in the San Simeon area, paying special attention to land use, social and cultural patterns, group relations and gender roles. Following a natural history and geographic study of the area, the class will move chronologically from the earliest human communities to the near present.

*Transfer: CSU; UC*

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**HOSPITALITY**

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**HOSP 200 INTRODUCTION TO HOSPITALITY 3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Provides a detailed overview of structure and financial performances of the hospitality and tourism industry. Topics include career paths, lodging and lodging operations, restaurants and restaurant operations, cruising, managed services, beverages, clubs, theme parks and attractions, gaming entertainment, meeting planning and special events. Topics incorporate sustainability, ethics, trends, leadership and customer service, cultural/economic trends and career opportunities.

*Transfer: CSU*

*C-ID HOSP 100*

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**HOSP 225 HOSPITALITY LAW 3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*P/NP Only,*

*Letter Grade Only*

*Advisories: HOSP 200*

Examines federal, state, and local laws applicable to the operation of food and lodging enterprises are discussed, as well as practical approaches to spotting and solving legal issues. The innkeeper/guest relationship will be explored from a legal standpoint. Emphasis will be on recognizing potential legal concerns and implementing preventative measures.

*Transfer: CSU*

*C-ID HOSP 150*

[Click for Course Student Learning Outcomes](#)

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**HOSP 230 INTRODUCTION TO FOOD AND BEVERAGE MANAGEMENT** **3.00**

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Explore and develop techniques and procedures of management as they relate to commercial and institutional food and beverage facilities. Topics include: functions of management, marketing, menu development, effective cost controls in purchasing, labor and service techniques.

Transfer: CSU

C-ID HOSP 130

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**HOSP 250 INTRODUCTION TO HOTEL MANAGEMENT** **3.00**

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Introduces the operating system and components of a hotel-resort facility, which includes: front office, housekeeping, food and beverage, sales and marketing, accounting, property maintenance, human resource management and information systems.

Transfer: CSU

C-ID HOSP 140

[Click for Course Student Learning Outcomes](#)

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**HOSP 270 HOSPITALITY COST CONTROL** **3.00**

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Analyzes food, beverage, labor and other costs within a hospitality operation. Emphasizes problem solving, applying cost control techniques to maximize profits while managing expenses. Topics include: establishing standards, cost-value-profit analysis, forecasting, purchasing and storage controls, menu costing and pricing, theft prevention and labor cost controls.

Transfer: CSU

C-ID HOSP 120

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**HOSP 700 INTRODUCTION TO HOSPITALITY** **0**

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Noncredit

Non-credit Course

Provides a detailed overview of structure and financial performances of the hospitality and tourism industry. Topics include career paths, lodging and lodging operations, restaurants and restaurant operations, cruising, managed services, beverages, clubs, theme parks and attractions, gaming entertainment, meeting planning and special events. Topics incorporate sustainability, ethics, trends, leadership and customer service, cultural/economic trends and career opportunities.

Repeatable.

[Click for Course Student Learning Outcomes](#)

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**HOSP 725 HOSPITALITY LAW** **0**

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Noncredit

Non-credit Course

Advisories: HOSP 700

Examines federal, state, and local laws applicable to the operation of food and lodging enterprises are discussed, as well as practical approaches to spotting and solving legal issues. The innkeeper/guest relationship will be explored from a legal standpoint. Emphasis will be on recognizing potential legal concerns and implementing preventative measures.

Repeatable.

[Click for Course Student Learning Outcomes](#)

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**HOSP 730 INTRODUCTION TO FOOD AND BEVERAGE MANAGEMENT** **0**

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Noncredit

Non-credit Course

Explore and develop techniques and procedures of management as they relate to commercial and institutional food and beverage facilities. Topics include: functions of management, marketing, menu development, effective cost controls in purchasing, labor and service techniques.

Repeatable.

[Click for Course Student Learning Outcomes](#)

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**HOSP 750 INTRODUCTION TO HOTEL MANAGEMENT** **0**

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Noncredit

Non-credit Course

Introduces the operating system and components of a hotel-resort facility, which includes: front office, housekeeping, food and beverage, sales and marketing, accounting, property maintenance, human resource management and information systems.

Repeatable.

[Click for Course Student Learning Outcomes](#)

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**HOSP 770 HOSPITALITY COST CONTROL** **0**

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Noncredit

Non-credit Course

Analyzes food, beverage, labor and other costs within a hospitality operation. Emphasizes problem solving, applying cost control techniques to maximize profits while managing expenses. Topics include: establishing standards, cost-value-profit analysis, forecasting, purchasing and storage controls, menu costing and pricing, theft prevention and labor cost controls.

Repeatable.

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## HUMAN DEVELOPMENT/HUMAN SERVICES

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**HDHS 193 HDHS SPECIAL TOPIC** **0.50 to 4.00**

(Formerly FMST193)

1.50 -12.00 hours per week: (0.00 - 0.00 lecture hours/1.50 -12.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Examines a special topic in the field of study related to the discipline offering this course.

[Click for Course Student Learning Outcomes](#)

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**HDHS 202 CHILD, FAMILY AND COMMUNITY** **3.00**

(Formerly FMST202)

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Examines the developing child in a societal context focusing on the interrelationship of family, school and community and emphasizes historical and socio-cultural factors. The processes of socialization and identity development will be highlighted, showing the importance of respectful, reciprocal relationships that support and empower families. Same as ECE 202. Meets Title XXII requirements: DS 2.

Transfer: CSU; UC

[Click for Course Student Learning Outcomes](#)

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**HDHS 205 LIFE MANAGEMENT** **3.00**

(Formerly FMST205)

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Articulates skills to understand and utilize internal and external

resources to function effectively in society now and in the future. Major topics covered in the course include: socio-cultural forces that effect personal values, beliefs, and goals; decision making skills, time management and stress-reduction strategies, and conflict resolution; as well as methods for improving self-esteem, self-understanding, and interpersonal relationships.

*Transfer: CSU*

[Click for Course Student Learning Outcomes](#)

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### **HDHS 210 INTRODUCTION TO SOCIAL WORK AND HUMAN SERVICES 3.00**

*(Formerly FMST210)*

*3.00 hours per week: (3.00 lecture hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Advisories: ENGL 156*

Examines an introductory overview of social welfare, social work, and the U.S. social institutions that deliver the provision of human services. Presents a historical perspective on the development of U.S. social work and human services and emphasizes service delivery systems. Special attention is given to policies and procedures as well as culturally responsive professional skills which support individual and family functioning.

*Transfer: CSU*

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### **HDHS 212 HUMAN DEVELOPMENT: LIFE SPAN 3.00**

*(Formerly FMST212)*

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

*Advisories: ENGL 156*

Integrates the physical, social, emotional and cognitive aspects of human development throughout the lifespan. Discusses the developmental tasks facing people at various points in the life cycle. Explores the way social interaction and cultural institutions shape the development of the individual. Meets Title XXII requirements: DS 1.

*Transfer: CSU; UC*

*C-ID PSY 180*

[Click for Course Student Learning Outcomes](#)

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### **HDHS 213 ETHNIC IDENTITY AND DEVELOPMENTAL PATTERNS 3.00**

*(Formerly FMST213)*

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Interrogates the influence of ethnic identity on psycho-social developmental processes of major U.S. ethnic groups. Examines psychological theories of ethnic identity development and how ethnicity impacts the development and functioning of intra-psychological processes; interpersonal relationships; and mental health. Analyzes research methodology and current research on the developing person and multicultural psychology. Discusses the psychological contents of culture and its relationship to mental processes and behaviors.

*Transfer: CSU; UC*

[Click for Course Student Learning Outcomes](#)

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### **HDHS 214 FAMILY, RELATIONSHIPS AND INTIMACY 3.00**

*(Formerly FMST214)*

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Advisories: ENGL 156*

Scrutinizes sociological, psychological and cross-cultural concepts of intimate relationships and the family unit. Focuses on diversity within and the development of committed relationships and the family unit. Emphasizes intimacy dynamics, communication processes, and assessment of functionality and wellness.

*Transfer: CSU; UC*

*C-ID SOCI 130*

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### **HDHS 215 DEVELOPMENTAL PATTERNS OF WOMEN 3.00**

*(Formerly FMST215)*

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Advisories: ENGL 156*

Examines major theories and research illuminating the relationship between gender and women's development across the lifespan. Particular emphasis is given to the evaluation of how the socio-cultural construction of gender influences psychological processes and interpersonal relationships.

*Transfer: CSU; UC*

[Click for Course Student Learning Outcomes](#)

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### **HDHS 217 THE STUDY OF PARENTING: THEORY AND PRACTICE 3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Advisories: ENGL 156*

Presents background for understanding parent-child relationships in the changing social environment. Examines common problems in child rearing and cultural influences on parenting. Emphasizes development of a parenting philosophy and development of effective parenting behaviors across the lifespan.

*Transfer: CSU*

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### **HDHS 218 HUMAN SEXUALITY: EXPERIENCE & EXPRESSION 3.00**

*(Formerly FMST218)*

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Advisories: ENGL 156*

Studies the complex psychological, sociological and physiological aspects of human sexuality. Introduces theoretical frameworks that explain sexual development and identity; sexual behaviors; gendered patterns and gender roles; and sexual satisfaction. Examines the societal constructions that define ab/normal sexual expression and the changing definitions of subjective experiences. Discusses sexual response processes, dysfunctions, reproductive health, and sexual violence and healing pathways.

*Transfer: CSU; UC*

*C-ID PSY 130*

[Click for Course Student Learning Outcomes](#)

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### **HDHS 219 INTRODUCTION TO QUEER STUDIES 3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Advisories: ENGL 156 with a minimum grade of C or better*

Examines a broad range of contemporary gay, lesbian, bisexual, transgender, intersexual, and pansexual issues and experiences in various contexts, including bio-medical; psycho-social development; socio-political, and race/ethnicity.

*Transfer: CSU*

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**HDHS 247 INDEPENDENT STUDIES: HUMAN DEVELOPMENT/HUMAN SERVICES 0.50 to 2.00**

(Formerly FMST247)

1.50 - 6.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 6.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: The student must have completed preparatory course work in the field in which the study is to be undertaken.

Provides an opportunity for an in-depth study or a practicum experience by an individual student in a selected topic of human development/human services under the direction of an instructor.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

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**HDHS 252 WORK EXPERIENCE IN HUMAN SERVICES 1.00 to 4.00**

0 hours per week: (0.00-0.00 lecture hours/0.00-0.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Provides opportunities for students in Human Services to acquire and demonstrate employer-desired work habits, attitudes, and skills in the workplace. Employment is related to the student's educational majors and/or career goals. Students may earn a maximum of four credits per semester. Students must work 75 paid work hours or 60 non-paid work hours for each credit earned.

Transfer: CSU

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**HDHS 270 INTRO TO ADDICTION STUDIES: ADDICTION AND THE COMMUNITY 3.00**

(Formerly FMST270)

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Advisories: ENGL 156

Explores historical, psychological, and sociological perspectives on the use, abuse, and social control of psychoactive drugs. Presents in depth analysis of the theoretical models of the biopsychosocial nature of addiction, the dynamics of addiction, the impact of addiction on children, families and society with emphasis on special populations, contemporary treatment and prevention approaches, and the addiction counseling profession.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

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**HDHS 271 GROUP PROCESS AND PRACTICE, LAW AND ETHICS 3.00**

(Formerly FMST271)

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Advisories: HDHS 210 and HDHS 270

Presents and develops basic competency in law and ethics, theory, and techniques of group and individual process and practice used in the helping professions including task-oriented, psychoeducational, counseling, and psychotherapy groups with specific populations.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

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**HDHS 272 DRUG PREVENTION AND EDUCATION 3.00**

(Formerly FMST272)

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Advisories: HDHS 270

Presents and develops basic competency in the history, theories, research, and current approaches to substance abuse education and prevention including public policy, media, age, gender, ethnic and culture-specific considerations and models, environmental risk reduction, harm reduction, and healthy alternatives to substance use.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

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**HDHS 278 FAMILIES AND ADDICTION 3.00**

(Formerly HDHS278)

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Advisories: HDHS 270 and ENGL 156

Examines common patterns of family structure and functioning often correlated with substance abuse and addiction including the major types of family systems and dynamics. Reviews basic clinical practice including therapeutic approaches, skills, and techniques for effective intervention and treatment modalities for both individuals and the family system.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

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**HDHS 279 TREATMENT AND CASE MANAGEMENT 3.00**

(Formerly FMST279)

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Presents theories, skills, techniques, and legal and ethical practices fundamental to client treatment and case management. Includes guidelines for developing assessments, diagnoses, and the implementation of treatment plans. Emphasizes working with chemically dependent individuals, survivors of intimate partner abuse, the homeless population, and individuals who are mentally impaired.

Transfer: CSU

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**HDHS 280 BASIC INTERVIEWING AND COUNSELING SKILLS 3.00**

(Formerly FMST280)

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Advisories: HDHS 210 and HDHS 270

Presents and develops basic competency in one-on-one counseling skills relevant to the helping professions with emphasis on motivational interviewing and client empowerment approaches. Places a strong emphasis on professional ethics and boundaries. Skills may be applied in counseling, mediation, negotiation and interpersonal settings.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

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**HDHS 289 HUMAN SERVICES SEMINAR 2.00**

2.00 hours per week: (2.00 lecture hours/ 0.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Prerequisites: HDHS 210 Prerequisite or concurrent enrollment for 289B and 289D only.

Corequisites: HDHS 289A or HDHS 289B or HDHS 289D

Prepares students to be successful in the concurrently enrolled fieldwork course, and facilitates gaining employment in the human services field. Provides experiential practice and guidance for professional development through skill building exercises, discussions and performance exams.

Transfer: CSU

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**HDHS 289A FIELDWORK: ADDICTION STUDIES 5.00**

15.00 hours per week: (0.00 lecture hours/ 15.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Prerequisites: HDHS 270 and HDHS 271 and HDHS 279 and HDHS 280 and HEED 206

Corequisites: HDHS 289

Facilitates the application, within a supervised and approved substance abuse agency or institution, of students' previously-gained knowledge and skills. Develops paraprofessional expertise that prepares students for employment in the field of substance abuse.

Transfer: CSU

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### **HDHS 289B FIELDWORK: SOCIAL WORK/ HUMAN SERVICES** **1.00**

3.00 hours per week: (0.00 lecture hours/ 3.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Prerequisites: HDHS 210 or concurrent enrollment.

Corequisite enrollment in HDHS 289.

Facilitates a supervised field experience in the area of Social Work/ Human Services (community organization, agency, or institution) allowing the student to apply knowledge and learn new skills outside the classroom environment. Provides students with an opportunity to develop skills in preparation for gaining employment in the human services field.

Transfer: CSU

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### **HDHS 289C FIELDWORK: PARENTING COACH/EDUCATOR** **1.00**

3.00 hours per week: (0.00 lecture hours/ 3.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Prerequisites: HDHS 217 or concurrent enrollment.

Prepares students to apply knowledge gained from pre-requisite coursework in a supervised field setting (a community organization, agency, or institution) that serves parents. Develops skills for employment as a parent coach/ educator.

Transfer: CSU

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### **HDHS 289D FIELDWORK: PARAPROFESSIONAL COUNSELING** **1.00**

3.00 hours per week: (0.00 lecture hours/ 3.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Prerequisites: HDHS 210 or concurrent enrollment

Corequisites: HDHS 289

Prepares students to apply knowledge about the field of paraprofessional counseling in a supervised field setting (a community organization, agency, or institution) that serves youth or adults in emotional distress. Develops skills for employment as a paraprofessional counselor.

Transfer: CSU

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## **JOURNALISM AND DIGITAL COMMUNICATION**

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### **JOUR 193 JOURNALISM SPECIAL TOPIC** **0.50 to 4.00**

0.00 - 0.00 hours per week: (0.00 lecture hours)

Credit - Degree Applicable

Letter Grade or P/NP

Examines a special topic in the field of study related to the discipline offering this course.

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### **JOUR 200 INTRODUCTION TO MASS COMMUNICATION** **3.00**

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Advisories: ENGL 156

Presents a survey of mass communication and the interrelationships of media with society including history, structure and trends in a digital age. Discusses theories and effects, economics, technology, law and ethics, global media, media literacy, and social issues, including gender and cultural diversity.

Transfer: CSU; UC

C-ID JOUR 100

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### **JOUR 201 NEWS WRITING AND REPORTING** **3.00**

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Advisories: ENGL 156

Introduces techniques of news reporting, synthesizing and writing across multiple platforms. Provides intensive practice in gathering and evaluating information and writing news stories. Considers ethical and legal issues in journalism, and historical impacts on society. Students will be aware of social justice issues and how journalism has affected the human condition. Students will report and write based on their original interviews and research to produce news content. Experiences may include covering speeches, meetings and other events, writing under deadline and use of AP Style.

Transfer: CSU

C-ID JOUR 110

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### **JOUR 201C JOURNALISM FIELD STUDIES** **0.50 to 1.00**

0.50 - 1.00 hours per week: (0.50 - 1.00 lecture hours)

Credit - Degree Applicable

Letter Grade or P/NP

Advisories: ENGL 156

Presents on-site studies of local, state, or national government entities, and/or publications and broadcasting stations. Students must pay their proportional part of the expenses resulting from transportation, meals, and lodging.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

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### **JOUR 202A INTRO TO NEWS PRODUCTION** **4.00**

8.00 hours per week: (2.00 lecture hours/6.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Advisories: ENGL 156

Introduces hands-on news production for The Cuestonian student newspaper and Cuestonian.com. Presents all aspects of the newspaper business including reporting, writing, editing, photography, design/layout, online publishing, multimedia journalism and emerging technologies. Includes weekly news assignments for publication across multiple platforms for publications produced with student leadership.

Transfer: CSU

C-ID JOUR 130

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### **JOUR 202B NEWS PRODUCTION** **4.00**

8.00 hours per week: (2.00 lecture hours/6.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: JOUR 202A

Involves students in editorial positions using state-of-the-art technology to produce The Cuestonian and Cuestonian.com. Continues the study of all aspects of the print and online news production business at a higher skill level and leadership involvement than JOUR 202A.

Transfer: CSU

C-ID JOUR 131

[Click for Course Student Learning Outcomes](#)

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**JOUR 202C NEWS PRODUCTION** **4.00**

8.00 hours per week: (2.00 lecture hours/6.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: JOUR 202A and JOUR 202B

Involves students in major hands-on editorial positions and leadership in using state-of-the-art technology to produce The Cuestonian and Cuestonian.com. Continues the study of all aspects of the print and online news business at an advanced skill level and leadership involvement, which goes beyond JOUR 202A and JOUR 202B.

Transfer: CSU

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**JOUR 203A NEWS PRODUCTION FOR VISUAL ARTISTS: PHOTO AND VIDEO** **4.00**

8.00 hours per week: (2.00 lecture hours/6.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Advisories: ENGL 156 and previous photography and/or videography experience highly recommended. Should have own equipment or ART 249A or FTVE 223

Introduces students to producing and editing photographs and/or video for The Cuestonian and Cuestonian.com, providing an opportunity for them to showcase their work. This course deals with the photographer/videographer as a journalist, with an emphasis on using the camera as a reporting and communications tool. Students complete assignments from the editorial board and capture images, for instance, from campus arts, sporting, music and news events. Includes news and feature images and photo and video essays. Ethics, legal issues and professional behavior are stressed.

Transfer: CSU

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**JOUR 203B NEWS PRODUCTION FOR VISUAL ARTISTS: GRAPHICS AND DESIGN** **4.00**

8.00 hours per week: (2.00 lecture hours/6.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: Previous digital graphic design and digital layout experience required.

Advisories: ENGL 156 and ART 255 or ART 258

Introduces students to the design and layout of The Cuestonian and Cuestonian.com. Students will create informational and interactive graphics and design and layout each publication using Adobe In-Design, Illustrator and PhotoShop. Students complete assignments from editors on the student-run publications and meet newspaper production deadlines. Professional behavior is stressed.

Transfer: CSU

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**JOUR 203C INTERMEDIATE NEWS PRODUCTION FOR VISUAL ARTISTS** **4.00**

8.00 hours per week: (2.00 lecture hours/6.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: JOUR 203A or JOUR 203B

Involves students in editorial positions for the visual arts sections of The Cuestonian and Cuestonian.com. Students use state-of-the-art technology to continue the study of all aspects of the print and online news production business as it relates to visual arts at a higher skill level and leadership involvement than JOUR 203A-B.

Transfer: CSU

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**JOUR 203D ADVANCED NEWS PRODUCTION FOR VISUAL ARTISTS** **4.00**

8.00 hours per week: (2.00 lecture hours/6.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: JOUR 203C

Involves students in major hands-on editorial positions and leader-

ship for the visual arts sections of The Cuestonian and Cuestonian.com. Students use state-of-the art technology to continue the study of all aspects of the print and online news business as it relates to visual arts at an advanced skill level and leadership involvement which goes beyond J203C.

Transfer: CSU

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**JOUR 204 NONFICTION AND MAGAZINE WRITING FOR PUBLICATION** **3.00**

(Formerly JOUR203)

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Advisories: ENGL 201A and JOUR 201A

Introduces literary techniques and storytelling structures that can be applied to journalistic writing and other communications. Students will research, report and write nonfiction articles, take basic photographs and shoot brief video for potential publication on Cuestonian.com, the college's student news site and on professional local news sites. Students will participate in regular peer review sessions in a workshop style that will include intensive individualized instruction and continual feedback.

Transfer: CSU

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**JOUR 205 MULTIMEDIA JOURNALISM** **3.00**

5.00 hours per week: (2.00 lecture hours/3.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Advisories: JOUR 201A and ENGL 156

Introduces the fundamentals of gathering, producing and presenting content for digital media. Explores ethical issues and stresses multimedia storytelling.

Transfer: CSU

C-ID JOUR 120

[Click for Course Student Learning Outcomes](#)

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**JOUR 206 SOCIAL MEDIA AND DATA VISUALIZATION** **3.00**

5.00 hours per week: ( 2.00 lecture hours/ 3.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Advisories: JOUR 201A and ENGL 156

Introduces two techniques essential to modern journalism: social media and data visualization. The first section of this course is focused on journalism's evolving relationship with social media. Students will use social media sites including Twitter, Facebook, Instagram, and Snapchat to find and report stories, cultivate sources and develop ethical social media literacy. Considers the impact of social media on the news media and its relationship to political and social justice issues. Data visualization introduces techniques for finding data sets, cleaning and analyzing the data, and effective design to support audience comprehension. Students will use data visualization software to build stories using data sets. Also considers history and design of news/information visualizations and their impact on society and modern-day storytelling.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

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**JOUR 207 INTERMEDIATE REPORTING AND NEWSWRITING** **3.00**

3.00 hours per week: (3.00 lecture hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: JOUR 201A with a minimum grade of C or better

Introduces students to coverage of public affairs beats, including local or regional government, police, courts and education. It includes both on- and off-campus reporting; deadline, enterprise and long-form writing; and presenting news through multiple platforms,

including text, photographs, video and audio. Potential for publication on Cuestonian.com, the college's student news site, and on professional local news sites. Emphasizes professional behavior, ethical principles and legal issues.

*Transfer: CSU*

*C-ID JOUR 210*

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### **JOUR 247 INDEPENDENT STUDIES: JOURNALISM 0.50 to 2.00**

*1.50 - 6.00 hours per week: (0.00 lecture hours/1.50 - 6.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: The student must have completed preparatory course work in the field in which the study is to be undertaken.*

Provides an opportunity for an in-depth study or a practicum experience by an individual student in a selected topic of journalism under the direction of an instructor.

*Transfer: CSU*

[Click for Course Student Learning Outcomes](#)

### **JOUR 252 WORK EXPERIENCE IN JOURNALISM 1.00 to 4.00**

*0 hours per week: (0.00-0.00 lecture hours/0.00-0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

Provides opportunities for students in Journalism to acquire and demonstrate employer-desired work habits, attitudes, and skills in the workplace. Employment is related to the student's educational majors and/or career goals. Students may earn a maximum of four credits per semester. Students must work 75 paid work hours or 60 non-paid work hours for each credit earned.

*Transfer: CSU*

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## **KINESIOLOGY ACTIVITIES**

### **KINA 193 KINESIOLOGY ACTIVITIES SPECIAL TOPIC 0.50 to 4.00**

*1.50 - 12.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 12.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Examines a special topic in the field of study related to the discipline offering this course.

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### **KINA 201 WEIGHT TRAINING 0.50 to 1.00**

*(Formerly PEAC270)*

*1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Presents the fundamentals of weight training and the principles involved in developing a strength and endurance conditioning program. Students will learn proper training techniques utilizing a variety of exercise modalities to achieve strength, endurance and core stability.

*Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)*

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### **KINA 202 STRENGTH TRAINING FOR SPORT PERFORMANCE 0.50 to 1.00**

*(Formerly PEAC271)*

*1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: KINA 201 or by consent of the instructor*

Presents concepts and techniques of strength and endurance training for the intermediate level student. Training strategies and their underlying principles will be emphasized, with the focus on more advanced program development.

*Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)*

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### **KINA 203 ENDURANCE CIRCUIT WEIGHT TRAINING 0.50 to 1.00**

*(Formerly PEAC269)*

*1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Recognize that circuit weight training is an approach to physical fitness that involves quick bursts of exercise with minimal rest intervals between each burst. The "circuit" in the term is a reference to students will move around a circuit to access different types of weight training equipment during their exercise sessions.

*Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)*

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### **KINA 204 POWER LIFTING 1.00**

*3.00 hours per week: (0.00 lecture hours/3.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Designed to offer students a chance to power train. Students will develop an understanding of power lifting and how to implement it into a fitness plan. Power lifting is a system of heavy resistance and low repetition exercise that builds power in large muscle groups. Recommended for students with experience in weight training.

*Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)*

[Click for Course Student Learning Outcomes](#)

### **KINA 205 RESISTANCE TRAINING 1.00**

*3.00 hours per week: (0.00 lecture hours/3.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Presents a guided strength training course designed to sculpt and strengthen the body for general and/or sport specific fitness. The course utilizes muscular strength and endurance training using a variety of modalities and equipment including but not limited to: free weights, bars, exercise tubes, medicine balls, body weight, stability balls and cables.

*Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)*

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### **KINA 206 TRX FULL BODY FITNESS 1.00**

*3.00 hours per week: (0.00 lecture hours/3.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Provides the concepts of health and skill related fitness including muscular endurance, muscular strength, flexibility, agility, power and core development using the TRX Suspension Training System techniques in a group fitness setting.

*Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)*

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### **KINA 207 ADVANCED TRACK & FIELD APPLICATIONS 2.00**

*(Formerly PEAC209)*

*6.00 hours per week: (0.00 lecture hours/6.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Advisories: KINA 208*

Designed for students of advanced skills and abilities in track and field. Fundamentals of jumping, throwing, sprinting, hurdling and distance running will be stressed. Recommended for those interested in club sport and/or intercollegiate competition.

*Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)*

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**KINA 208 TRACK AND FIELD TECHNIQUES 1.00**

*(Formerly PEAC275)*

*3.00 hours per week: (0.00 lecture hours/3.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

Provides skills and techniques in multiple events for the sport of track & field.

*Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)*

[Click for Course Student Learning Outcomes](#)

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**KINA 209 INTRODUCTION TO ULTIMATE FRISBEE 0.50 to 1.00**

*1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

Provides the basic concepts and skills associated with the sport of Ultimate Frisbee including game rules, game and tournament play, techniques and strategies, equipment, and sportsmanship.

*Transfer: CSU*

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**KINA 210 ADVANCED WEIGHT TRAINING 0.50 to 1.00**

*1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Develops advanced weight lifting techniques and conditioning for sports activity and competition. Power lifting on free weights, resistance machines, and use of additional equipment. Focus is on maximizing muscle development through advanced training principles.

*Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)*

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**KINA 212 CARDIO STEP TRAINING 1.00**

*(Formerly PEAC264)*

*3.00 hours per week: (0.00 lecture hours/3.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Presents a total fitness program, including cardiovascular, muscular strength and flexibility fitness through a step training program.

*Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)*

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**KINA 213 ZUMBA 1.00**

*3.00 hours per week: (0.00 lecture hours/3.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Presents a mix of Latin dance steps like the merengue, salsa, cumbia, mambo, samba, as well as other dances from around the world. The dances are set to high energy Latin music that makes this total body workout an inspiring and energetic method for increasing cardiovascular fitness, muscular strength, and flexibility.

*Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)*

[Click for Course Student Learning Outcomes](#)

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**KINA 214 CORE FITNESS WITH CARDIO 1.00**

*3.00 hours per week: (0.00 lecture hours/3.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Introduces a variety of concepts and practices for muscular and cardiovascular conditioning, focusing on the core of the body. Presents movement skills using aerobics, body weight, stability balls, free weights, medicine balls, and other appropriate techniques to enhance core and cardiovascular fitness and weight management. Allows activities to be adapted to varied levels of ability and fitness.

*Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)*

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**KINA 217 KICKBOXING FOR FITNESS 0.50 to 1.00**

*(Formerly PEAC210)*

*1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Presents the concepts of cardiorespiratory fitness, muscular endurance, muscular strength, and flexibility of exercise through high-intensity kickboxing techniques.

*Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)*

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**KINA 222 PILATES 0.50 to 1.00**

*(Formerly PEAC206)*

*1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Presents a progressive exercise program using the Pilates method. Exercises encompass the strength and flexibility fitness components, while focusing on alignment, efficiency of movement, balance and coordination.

*Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)*

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**KINA 223 PILATES BARRE 1.00**

*3.00 hours per week: (0.00 lecture hours/3.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Presents a fitness method that teaches the fundamentals of the Pilates technique using the ballet barre as a tool. Pilates Barre utilizes the barre warm-up in a complimentary fashion with various principles, exercises, poses, stretches, and breathing techniques from Pilates and Yoga. Correct anatomical alignment is taught by utilizing the barre to warm-up while also performing strengthening, lengthening, and aerobic conditioning exercises. Pilates mat exercises are used to develop and challenge core strength. Various Yoga poses are incorporated into the workout for their muscular strengthening and stretching benefits.

*Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)*

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**KINA 224 CORE PILATES 1.00**

*3.00 hours per week: (0.00 lecture hours/3.00 lab hours)*

*Credit - Not Degree Applicable*

*Letter Grade or P/NP*

Incorporates the Pilates method into a strengthening and general core fitness and sport training course. Students will improve overall movement fluidity, breathing techniques, kinesthetic awareness, proprioception, core strength, and endurance while integrating the mind/body connection during movement based on the original techniques developed by Joseph H. Pilates. Students will learn principles of proper alignment, strength, endurance, flexibility, balance, and coordination using intermediate level mat exercises.

*Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)*

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**KINA 225 BALLET FOR STRENGTH AND FLEXIBILITY 1.00**

3.00 hours per week: (0.00 lecture hours/3.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Employ a fitness method that teaches the fundamentals of strength and flexibility using the technique of Ballet. Utilization of the ballet barre and center floor includes basic ballet exercises and combinations to develop strength of the major muscle groups while also promoting flexibility through principles and stretches unique to Ballet.

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

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**KINA 227 INDOOR CYCLING FOR FITNESS 0.50 to 1.00**

(Formerly PEAC260)

1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Presents the concepts of cardio-respiratory fitness, muscular endurance, muscular strength and flexibility in a cycling format. Students will use a combination of cardio-respiratory training and strength work using stationary bikes to enhance overall fitness and health levels.

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

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**KINA 229 TRX FOR HIGH INTENSITY INTERVAL TRAINING 0.50 to 1.00**

1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Provides training in cardiorespiratory concepts, high intensity interval training, and functional fitness movement utilizing TRX Suspension System techniques, and a variety of fitness equipment, in a group fitness setting.

Transfer: CSU; UC

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**KINA 231 CARDIO BOOTCAMP 0.50 to 1.00**

(Formerly PEAC288)

1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Presents the fundamentals and techniques of total body fitness including cardiovascular fitness, strength, agility and flexibility training. Students will learn proper techniques and exercise progression in a predominantly outdoor environment.

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

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**KINA 232 CARDIO ENDURANCE CONDITIONING 0.50 to 1.00**

(Formerly PEAC266)

1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Presents a programmed method of cardiovascular/respiratory fitness through walking, running, swimming and/or cycling.

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

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**KINA 233 SPORT SPECIFIC CONDITIONING 0.50 to 1.00**

(Formerly PEAC267)

1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Presents general and sport-specific conditioning methods for inter-collegiate athletes. Course is designed to meet conditioning needs using a variety of modalities including running, swimming, cycling and resistance training.

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

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**KINA 234 CROSS FITNESS TRAINING 0.50 to 1.00**

(Formerly PEAC265)

1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Presents cross fitness training methods for general fitness and sport training. Training modalities include running, circuit training, interval training, swimming, cycling and resistance training.

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

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**KINA 235 HIKING THE SAN LUIS OBISPO COUNTY TRAILS 0.50 to 1.00**

1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Introduces fundamental skills necessary for trail hiking including appropriate hiking gear, safety/risks, and trail etiquette. Emphasis will be placed on improving cardiovascular endurance, strength, and flexibility. Students will hike the many trails of San Luis Obispo County gaining information related to the history of specific trail locations, navigation of trail maps, and environmental awareness. Effectively prepares students to participate in KINA 236 Backpacking.

Transfer: CSU

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**KINA 236 BACKPACKING 1.00**

2.00 hours per week: (0.50 lecture hours/1.50 lab hours)

Credit - Degree Applicable

Letter Grade Only

Prerequisites: Must be able to complete a 2 mile time trial in under 20 minutes.

Identify principles, techniques, and methods for safe and responsible skills in backpack camping. Students will gain information on what to include in their pack, how to prepare a pack efficiently, trail etiquette, and risks associated with outdoor terrain and weather. Day backpacking at a local county park, an overnight backpacking trip, and an extended weekend experience at a California National or State Park.

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

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**KINA 237 RACQUET SPORTS FOR LIFETIME FITNESS 0.50 to 1.00**

(Formerly PEAC285)

1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Introduces the basic skills and strokes used in controlling play, rules, and etiquette of various racquet-based sports such as pickleball, tennis, and badminton. Provides basic instruction on movement fundamentals including ground strokes, serving, strategy patterns, and introduces advanced skills. Presents individual instruction to develop player's own personal stroke pattern and refine skills in a competitive atmosphere.

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

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**KINA 238 GOLF 0.50 to 1.00**

(Formerly PEAC238)

1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Presents an opportunity to develop one's knowledge and skills in the sport of golf. Instruction emphasizes swing fundamentals, rules, etiquette, history of the game and psychological aspects.

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

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**KINA 241 WATER POLO TECHNIQUES 0.50 to 1.00**

(Formerly PEAC242)

1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Provides the opportunity for swimmers to develop an interest in and knowledge of water polo. Presents the rules and fundamental skills of the game. Endurance training and cardiovascular fitness will be discussed.

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

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**KINA 244 RESTORATIVE YOGA 0.50 to 1.00**

1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Introduces a light flow of basic yoga poses (asanas), mindful meditation, and proper breathing (pranayama) techniques. The course will also improve flexibility and skeletal alignment to promote overall physical wellness. Students will have the opportunity to explore the body-mind experience through calming techniques and recognizing senses which may improve attention.

Transfer: CSU

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**KINA 245 POWER YOGA 0.50 to 1.00**

1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Advisories: KINA 246

Introduces an intense power flow of yoga poses (asanas) to build strength, cardio-respiratory fitness, flexibility, and endurance. The course will incorporate weights, resistance bands, and various equipment for strength and power movements to improve skeletal alignment and promote overall physical health. Methods of proper breathing (pranayama) will also be incorporated into the course.

Transfer: CSU

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**KINA 246 YOGA FOR FITNESS 0.50 to 1.00**

(Formerly PEAC262)

1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Introduces the fundamentals of Yoga as it relates to fitness. Students will learn a series of physical postures (asanas) as well as practical methods of proper breathing, relaxation, meditation, and concentration that promote health, alleviate stress, improve skeletal alignment and increase muscular strength and flexibility.

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

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**KINA 247 INDEPENDENT STUDIES: KINESIOLOGY ACTIVITIES 0.50 to 2.00**

(Formerly PEAC247)

1.50 - 6.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 6.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: The student must have completed preparatory course work in the field in which the study is to be undertaken.

Provides an opportunity for an in-depth study or skill development experience by an individual student in a selected topic of physical education under the direction of an instructor.

Transfer: CSU

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**KINA 251 HALF/ MARATHON TRAINING 0.50 to 1.00**

1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Presents the key ingredients of successful half and full marathon training programs and their application to life long fitness. The class will prepare students for distance running; 13.1 - 26.2 miles.

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

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**KINA 252 INTRODUCTION TO OUTDOOR FITNESS 0.50 to 1.00**

1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Presents key concepts of a successful trail hiking/running program including health related fitness, appropriate gear, safety and health considerations, environmental issues, and trail techniques. The course prepares student for establishing and meeting fitness goals using San Luis County parks, trails, and open space.

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

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**KINA 256 VOLLEYBALL TECHNIQUES 0.50 to 1.00**

(Formerly PEAC297)

1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Provides progressive instruction for skill development in both offensive and defensive systems of volleyball. Skills practice as well as rules and strategy of game play will be presented.

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

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**KINA 261 SOCCER 0.50 to 1.00**

(Formerly PEAC295)

1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Introduces techniques, tactics, skills, rules and attitudes inherent to the sport of soccer.

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

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**KINA 266 WRESTLING 0.50 to 1.00**

(Formerly PEAC250)

1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Presents the basic skill techniques involved in Folkstyle Wrestling. Emphasizes active participation in drill and scrimmage situations.

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

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**KINA 267 FREESTYLE WRESTLING 0.50 to 1.00**

(Formerly PEAC252)

1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Presents the basic skill techniques involved in International Wrestling: Freestyle and Greco-Roman. Designed for both the beginning and advanced wrestler.

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

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**KINA 271 BASKETBALL TECHNIQUES 0.50 to 1.00**

(Formerly PEAC292)

1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: Students must possess advanced collegiate athletics skills and knowledge to participate, which will be determined by the instructor.

Considers broad aspects of intercollegiate basketball. Emphasizes offensive and defensive floor strategies, the physical conditioning necessary for engaging in competitive sports, and the responsibilities required of a player who participates in a team activity.

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

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**KINA 272 FUNDAMENTALS OF BASKETBALL 1.00**

3.00 hours per week: (0.00 lecture hours/3.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Considers broad aspects of intercollegiate basketball. Emphasizes offensive and defensive floor strategies, the physical conditioning necessary for engaging in competitive sports, and the responsibilities required of a player who participates in a team activity.

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

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**KINA 277 BASKETBALL TECHNIQUES AND APPLICATIONS 0.50 to 1.00**

(Formerly PEAC292)

1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Emphasizes basic skills, techniques, theories, strategies, and rule interpretations used in basketball.

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

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**KINA 278 BASKETBALL FOR LIFETIME FITNESS 0.50 to 1.00**

(Formerly PEAC293)

1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Advisories: Prior participation in a high school, collegiate or club level basketball program or consent of instructor.

Presents major concepts of basketball offense and defense, taught and played in game-like situations.

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

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**KINA 281 SOFTBALL FUNDAMENTALS 0.50 to 1.00**

1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Presents theory, practice, and strategy of fastpitch softball.

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

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**KINA 286 ADVANCED BASEBALL APPLICATIONS 2.00**

(Formerly PEAC296)

6.00 hours per week: (0.00 lecture hours/6.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Advisories: KINA 287

Designed for students of advanced ability in baseball. Fundamentals of offense, defense and advanced strategies will be stressed. Recommended for those interested in intercollegiate competition.

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

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**KINA 287 BASEBALL TECHNIQUES 1.00**

(Formerly PEAC291)

3.00 hours per week: (0.00 lecture hours/3.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Presents the skills, drills, theory and practice of advanced baseball. Presents individual and team instruction to develop player's own personal skills in a competitive atmosphere.

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

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**KINA 292 SWIMMING & DIVING APPLICATIONS 2.00**

(Formerly PEAC299)

6.00 hours per week: (0.00 lecture hours/6.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Designed for students of advanced ability in swimming. Fundamentals of all four competitive strokes and advanced strategies of how to compete as an individual/team will be incorporated. Recommended for those interested in intercollegiate competition.

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

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**KINA 293 SWIMMING TECHNIQUES 0.50 to 1.00**

(Formerly PEAC240)

1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Advisories: Float in water.

Emphasizes developing the fundamental techniques of swimming. All strokes will be taught along with elementary diving and basic survival skills. Endurance training and cardiovascular fitness will be discussed.

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

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**KINA 294 LAP SWIMMING 0.50 to 1.00**

1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Advisories: Swim 25 yards.

Provides training for students wishing to improve swimming skills in order to increase recreational enjoyment, to improve stroke technique, and to increase endurance, strength, and stamina.

Transfer: CSU; UC (UC credit limit of 4 semester credits total in KINA and ATHL courses)

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## KINESIOLOGY THEORY

### KINE 193 KINESIOLOGY THEORY SPECIAL TOPICS

0.50 to 4.00

0.00 - 0.00 hours per week: (0.00 - 0.00 lecture hours/0.00 - 0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Examines a special topic in the field of study related to the discipline offering this course.

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### KINE 201 INTRODUCTION TO KINESIOLOGY

3.00

(Formerly PETH201)

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Presents the study of kinesiology including the history, subdisciplines, future trends, and career opportunities in the areas of teaching, coaching, allied health, and fitness professions.

Transfer: CSU; UC (UC credit limit of 8 semester credits total in KINE courses)

C-ID KIN 100

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### KINE 202 PRINCIPLES OF COACHING

3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Presents current theory and practice in coaching education, including sport pedagogy, physiology, psychology, administration, and risk management. Issues of performance and competition specific to child, youth, and collegiate coaching are emphasized. The course is designed to prepare students to take the American Sport Education Program Coaching Principles Certification Exam and/or the California Interscholastic Federation Exam.

Transfer: CSU; UC (UC credit limit of 8 semester credits total in KINE courses)

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### KINE 210 ATHLETIC TRAINING AND SPORTS MEDICINE LAB LEVEL 1

2.00 to 4.00

6.00 - 12.00 hours per week: (0.00 - 0.00 lecture hours/6.00 - 12.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Provides the beginning level athletic training student practical, hands-on experience within the field of sports medicine and athletic training. It is designed to present the student with knowledge of injury prevention and care by observing procedure, techniques and concepts applicable to the athletic training setting. Experiences will include observing taping for prevention of injury, use of modalities, and exercise programs in rehabilitation of injuries.

Transfer: CSU; UC (UC credit limit of 8 semester credits total in KINE courses)

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### KINE 211 ATHLETIC TRAINING AND SPORTS MEDICINE LAB LEVEL 2

2.00 to 4.00

6.00 - 12.00 hours per week: (0.00 - 0.00 lecture hours/6.00 - 12.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Prerequisites: KINE 210

Corequisites: KINE 213

Advisories: HEED 204 or current CPR certification

Provides the intermediate athletic training student practical, hands-on experience within the field of sports medicine and athletic training. It is designed to present an overview of sports medicine topics including medical terminology, therapeutic modalities, basic taping techniques, contagious skin diseases as related to athletics, and a variety of sports-related injuries.

Transfer: CSU; UC (UC credit limit of 8 semester credits total in KINE courses)

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### KINE 212 ATHLETIC TRAINING AND SPORTS MEDICINE LAB LEVEL 3

2.00 to 4.00

6.00 - 12.00 hours per week: (0.00 - 0.00 lecture hours/6.00 - 12.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Prerequisites: KINE 213 with a minimum grade of C or better and KINE 211 with a minimum grade of C or better and HEED 204 with a minimum grade of C or better or Current CPR/First Aid Certification

Provides the advanced level athletic training student practical, hands-on experience within the field of sports medicine and athletic training. It is designed to present the student with knowledge of therapeutic goals and objectives, therapeutic taping and bandaging, selection of therapeutic exercises, methods of evaluating and recording rehabilitation progress, and development of criteria for progression and return to function.

Transfer: CSU; UC (UC credit limit of 8 semester credits total in KINE courses)

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### KINE 213 INTRODUCTION TO PREVENTION AND CARE OF ATHLETIC INJURIES

3.00

(Formerly PETH213)

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Advisories: ENGL 156

Provides the student with basic exposure to the care and prevention of activity injuries. Includes general principles in sports medicine and athletic training.

Transfer: CSU; UC (UC credit limit of 8 semester credits total in KINE courses)

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### KINE 214 INTRODUCTION TO EXERCISE SCIENCE

3.00

(Formerly PETH214)

4.00 hours per week: (3.00 lecture hours/1.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Advisories: Eligibility for ENGL 156

Provides foundational information for students interested in exercise science and those intent on pursuing a career as a fitness professional. Introduces muscular, cardiorespiratory, and other physiological systems essential for application to program design and its specificity to training goals. Includes muscular, neural, and skeletal anatomy in relation to proper movement, with the purpose of applying safe and effective exercise program design.

Transfer: CSU; UC (UC credit limit of 8 semester credits total in KINE courses)

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### KINE 215 THEORY OF BASEBALL

2.00

(Formerly PETH215)

2.00 hours per week: (2.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Advisories: ENGL 156

Presents all the fundamental phases of defensive and offensive baseball. Lectures, chalkboard discussion, demonstrations, and video studies are included in the course.

Transfer: CSU; UC (UC credit limit of 8 semester credits total in KINE courses)

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### KINE 216 THEORY OF TRACK AND FIELD AND CROSS COUNTRY

2.00

2.00 hours per week: (2.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Advisories: ENGL 156

Introduces the basic description and knowledge of all track and field and cross country events. Provides advanced understanding of rules, regulations, and organization of track and field and cross

country including community events.

*Transfer: CSU; UC (UC credit limit of 8 semester credits total in KINE courses)*

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**KINE 217 THEORY OF SOFTBALL 2.00**

*2.00 hours per week: (2.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Presents all the fundamental phases of defensive and offensive fast-pitch softball. Lectures, chalkboard discussion, skill demonstrations, and video studies are included in the course.

*Transfer: CSU; UC*

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**KINE 218 EXERCISE LEADERSHIP 3.00**

*(Formerly PETH218)*

*4.00 hours per week: (2.50 lecture hours/1.50 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

*Advisories: ENGL 156 and KINE 201*

Presents the fundamentals of exercise programming and leadership in various group fitness settings. Students will demonstrate skills in assessment and monitoring of group fitness participants, learning methods of teaching various group exercise classes, including general and special populations, as well as how to apply principles of adherence and motivation to group exercisers. Class will prepare students to take ACSM and/or ACE Group Exercise Leadership exams.

*Transfer: CSU; UC (UC credit limit of 8 semester credits total in KINE courses)*

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**KINE 220 WELLNESS: PERSONALIZED FITNESS AND NUTRITION FOR LIFE 2.00**

*(Formerly PETH220)*

*4.00 hours per week: (1.00 lecture hours/3.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Presents and applies the scientific principles of fitness and nutrition for a well lifestyle. Upon completion of the course, the student will be able to continue applying and implementing the fitness principles, wellness parameters, and nutritional guidelines into their personal lifestyles.

*Transfer: CSU; UC (UC credit limit of 8 semester credits total in KINE courses)*

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**KINE 224 CERTIFIED PERSONAL TRAINER 3.00**

*(Formerly PETH224)*

*5.00 hours per week: (2.00 lecture hours/3.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

*Advisories: BIO 212*

Presents the principles of fitness training and its application to personal training for the health and fitness professional. Upon completion of this course, the student will be prepared to take the American College of Sports Medicine Certified Personal Trainer certification exam.

*Transfer: CSU*

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**KINE 252 WORK EXPERIENCE IN KINESIOLOGY 1.00 to 4.00**

*0 hours per week: (0.00-0.00 lecture hours/0.00-0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

Provides opportunities for students in Kinesiology to acquire and demonstrate employer-desired work habits, attitudes, and skills in the workplace. Employment is related to the student's educational majors and/or career goals. Students may earn a maximum of four credits per semester. Students must work 75 paid work hours or 60 non-paid work hours for each credit earned.

*Transfer: CSU*

[Click for Course Student Learning Outcomes](#)

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**LEADERSHIP**

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**LDER 193 LEADERSHIP SPECIAL TOPIC 0 to 0**

*0.00 - 0.00 hours per week: (0.00 - 0.00 lecture hours/0.00 - 0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Examines a special topic in the field of study related to the discipline offering this course.

[Click for Course Student Learning Outcomes](#)

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**LDER 262 STUDENT LEADERSHIP 1.00 to 3.00**

*3.00 - 9.00 hours per week: (0.00 - 0.00 lecture hours/3.00 - 9.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Advisories: Completion of or concurrent enrollment in LDER 261A or LDER 261B for first-time elected or appointed officers in the Student Senate.*

Provides membership experience in the Student Senate with additional leadership experiences in the planning and implementation of student activities and services. Allows students to initiate on-campus and off-campus community projects and programs.

*Transfer: CSU*

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**LDER 263 EXPLORING LEADERSHIP-MAKING A DIFFERENCE 3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Evaluates how purpose in life influences goals and leadership in a rapidly changing world. Analyzes responsibilities and commitments in the context of leadership for the common good and for purposeful change. Examines leadership potential. Explores how leaders and participants mutually shape the environment of an organization and/or community.

*Transfer: CSU*

[Click for Course Student Learning Outcomes](#)

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**LEGAL**

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**LGL 193 LEGAL SPECIAL TOPIC 0.50 to 4.00**

*1.50 - 12.00 hours per week: (0.00 lecture hours/1.50 - 12.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Examine a special topic in the field of study related to the discipline offering this course.

[Click for Course Student Learning Outcomes](#)

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**LGL 217 INTRODUCTION TO LAW 3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Advisories: ENGL 156*

Introduces the student to the study of law and the interrelationship between law and society as a whole. Addresses the fundamental but seemingly contradictory functions the law serves as an instrument of both social control and social change. Also examines the critical role the law plays in conflict resolution, especially with regard to conflicts between majority and minority interests in society. Explores the evolution and social impact of different legal systems, competing sources of the law, and conflicting theories of the law. Integrates an examination of selected procedural and substantive areas of the law with a critical analysis of these areas as sources of social control, social change, and conflict mediation among various social groups.

Transfer: CSU; UC

C-ID LPPS 110

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**LGL 247 INDEPENDENT STUDIES: LEGAL 0.50 to 2.00**

1.50 - 6.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 6.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

*Prerequisites:* The student must have completed preparatory course work in the field in which the study is to be undertaken.

Provides an opportunity for an in-depth study or a practicum experience by an individual student in a selected legal topic under the direction of an instructor.

Transfer: CSU

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**LIBRARY AND INFORMATION TECHNOLOGY**

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**LIBT 193 LIBRARY INFORMATION SPECIAL TOPIC 0.50 to 4.00**

0.00 - 0.00 hours per week: (0.00 lecture hours)

Credit - Degree Applicable

Letter Grade or P/NP

Examines a special topic in the field of study related to the discipline offering this course.

[Click for Course Student Learning Outcomes](#)

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**LIBT 201 INTRODUCTION TO LIBRARY SERVICES 3.00**

(Formerly LIBT101)

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

*Prerequisites:* Completion of or concurrent enrollment in DIST 101

*Advisories:* ENGL 156 with a minimum grade of C or better

Surveys the history, organization, services, personnel and functions of libraries and information centers. Provides beginning library/information technology students with an introduction and overview to the field and identifies job opportunities.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

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**LIBT 204 ORGANIZING INFORMATION 3.00**

(Formerly LIBT104)

4.00 hours per week: (2.50 lecture hours/1.50 lab hours)

Credit - Degree Applicable

Letter Grade Only

*Prerequisites:* LIBT 201

*Advisories:* ENGL 156

A practical introduction to the tasks involved with cataloging book and nonbook library materials. Includes descriptive cataloging using AACR2, subject cataloging, and classification. Covers MARC formats as well as their use in the OCLC bibliographic utility and local automated library systems.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

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**LIBT 205 LIBRARY/INFORMATION CENTER COLLECTIONS 3.00**

(Formerly LIBT105)

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

*Prerequisites:* LIBT 201

Provides an overview of how to select, purchase, and organize print, electronic, and other materials to stock library/information center collections.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

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**LIBT 207 WEB PAGE DEVELOPMENT 3.00**

(Formerly LIBT107)

5.00 hours per week: (2.00 lecture hours/3.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Designed to prepare students to understand XHTML and the steps necessary to the effective design and development of a web site. All elements of web page design will be covered including such topics as content, navigation and aesthetics. The student will have the opportunity to demonstrate mastery of the subject by working on a collaborative web site project. This class is for the student who is new to web page development.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

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**LIBT 208 LIBRARY TEAMWORK AND SUPERVISORY SKILLS 1.00**

(Formerly LIBT108)

1.00 hours per week: (1.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

*Prerequisites:* Completion of or concurrent enrollment in LIBT 201

Introduces teamwork and supervisory skills within the context of a library department or branch. Covers how to train, motivate, counsel and evaluate employees, time management, delegation of work, communication methods, and statistical reports.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

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**LIBT 209 LIBRARY PUBLIC SERVICES 3.00**

(Formerly LIBT109)

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

*Prerequisites:* LIBT 201

Surveys all major library services provided to the public. Focuses on the philosophy, policies and procedures associated with reference/information and circulation services. Major emphasis is placed on skill building in defining and executing search strategies that answer information questions from the public.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

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**LIBT 210 SCHOOL LIBRARY/MEDIA CENTER SERVICES 3.00**

(Formerly LIBT110)

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

*Prerequisites:* LIBT 201

Explores the role of the school library media program in the educational community. Introduces students to the basic skills and competencies necessary to provide effective school library media programs for grades K-12.

Transfer: CSU

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**LIBT 212 RESEARCH SKILLS FOR INFORMATION AGE 1.00**

1.00 hours per week: (1.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

An information literacy course for students wishing to improve their research skills. This course will prepare students to effectively address different information questions, problems or issues by providing them with the skills to locate, interpret, analyze, synthesize, evaluate and communicate information.

Transfer: CSU; UC

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**LIBT 213 ADVANCED INTERNET SEARCHING 1.00**  
 (Formerly LIBT113)  
 2.00 hours per week: (0.50 lecture hours/1.50 lab hours)  
 Credit - Degree Applicable  
 Letter Grade or P/NP

Focuses on advanced search techniques, strategies, and concepts to locate a variety of information resources for personal and academic needs. Students will learn how to formulate effective search queries, select appropriate information resources, and retrieve and evaluate information from these resources.

Transfer: CSU

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**LIBT 214 INFORMATION TECHNOLOGY INTERNSHIP 2.00**  
 (Formerly LIBT114)  
 5.00 hours per week: (0.50 lecture hours/4.50 lab hours)  
 Credit - Degree Applicable  
 Letter Grade Only

Prerequisites: Completion of with a grade of C or better or concurrent enrollment in 10 Library/Information Technology units from LIBT 201, LIBT 204, LIBT 205, LIBT 208, LIBT 209, LIBT 215, or LIBT 217 or ten Web Development Technology units from ART 220, BUS 243, BUS 248, LIBT 202, LIBT 206, LIBT 211, LIBT 216, or LIBT 217 and Consent of the instructor.

Provides structured on-the-job experience in an appropriate information technology environment. (e.g., information center, library, business, etc.)

Transfer: CSU

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**LIBT 215 TECHNOLOGY IN THE WORKPLACE 3.00**  
 (Formerly LIBT115)  
 4.00 hours per week: (2.50 lecture hours/1.50 lab hours)  
 Credit - Degree Applicable  
 Letter Grade Only

This course offers a practical look at proper approaches and techniques used to understand, utilize and troubleshoot workplace technology-- particularly computer and multimedia technology.

Transfer: CSU

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**LIBT 217 ETHICS IN THE INFORMATION AGE 1.00**  
 (Formerly LIBT117)  
 1.00 hours per week: (1.00 lecture hours/0.00 lab hours)  
 Credit - Degree Applicable  
 Letter Grade Only

Focuses on ethical and legal issues of information access and publishing as applicable to the Internet. Include a basic knowledge of copyright laws, security and privacy issues, Internet advertising, and the appropriate use of the Internet as an information delivery system.

Transfer: CSU

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**LIBT 218 CONNECTING ADOLESCENTS WITH LITERATURE AND LIBRARIES 3.00**  
 (Formerly LIBT118)  
 3.00 hours per week: (3.00 lecture hours/0.00 lab hours)  
 Credit - Degree Applicable

Letter Grade Only Explores the literature and electronic resources essential for library technicians to work effectively with adolescents in the information age. Issues of materials selection, evaluation and youth programming will be related to teenage trends, popular culture, multiculturalism and other contemporary subjects of importance to adolescents.

Transfer: CSU

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**LIBT 220 FUNDAMENTALS OF CASCADING STYLE SHEETS 1.00**  
 (Formerly LIBT120)  
 1.00 hours per week: (1.00 lecture hours/0.00 lab hours)  
 Credit - Degree Applicable  
 Letter Grade or P/NP  
 Prerequisites: LIBT 207 or concurrent enrollment

Introduces the fundamentals of CSS for the Web Page Developer. The essential elements such as selectors, positioning, floating, and vertical alignment, tables, and other topics will be explored.

Transfer: CSU

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**LIBT 247 INDEPENDENT STUDIES: LIBRARY/INFORMATION TECHNOLOGY 0.50 to 2.00**  
 1.50 - 6.00 hours per week: (0.00 lecture hours/1.50 - 6.00 lab hours)  
 Credit - Degree Applicable  
 Letter Grade or P/NP  
 Prerequisites: LIBT 201 and other preparatory course work in the field in which the study is to be undertaken.

Provides an opportunity for an in-depth study or a practicum experience by an individual student in a selected topic of Library/Information Technology (more specialized than is covered in the curriculum) under the direction of an instructor.

Transfer: CSU

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## LICENSED VOCATIONAL NURSING

**LVN 101 THEORY I: FUNDAMENTALS, MOTHER/BABY AND ACUTE ADULT 7.00**  
 7.00 hours per week: (7.00 lecture hours/0.00 lab hours)  
 Credit - Degree Applicable  
 Letter Grade Only  
 Prerequisites: Program admission  
 Corequisites: LVN 101A and LVN 101AL and LVN 101B

Prepares students to practice vocational nursing. The Caring Framework is used for the study of nursing fundamentals, nursing process, and standard nursing and medical care for a variety of common disease states. The course compares and contrasts nursing care systems and roles employed in health maintenance, acute illness, surgical care, rehabilitation nursing for adults and elderly, and perinatal nursing. Adapting standard nursing care to meet the needs of the elderly is a focus for the LVN role.

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**LVN 101A SKILLS THEORY I: ADULT, MOTHER/BABY, AND MEDICATION ADMINISTRATION 7.00**  
 7.00 hours per week: (7.00 lecture hours/0.00 lab hours)  
 Credit - Degree Applicable  
 Letter Grade Only  
 Corequisites: LVN 101 and LVN 101AL and LVN 101B

Apply theory to demonstration of basic nursing skills based on scientific principles: Use legal and LVN Scope to learn safe patient care and nursing skills. Apply relevant steps in the nursing process: assessment, planning, implementing, evaluation and documentation. Application of pharmacology and methods that foster safe medication administration are a major focus. Methods for basic nursing skills and care of the perinatal patient and newborn are introduced.

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**LVN 101AL SKILLS LAB I: BASIC CARE, ADULT, MOTHER/BABY, MEDICATION ADMINISTRATION 2.50**  
 7.50 hours per week: (0.00 lecture hours/7.50 lab hours)  
 Credit - Degree Applicable  
 P/NP Only

*Corequisites: LVN 101 and LVN 101A and LVN 101B*

Provides opportunity for supervised practice of basic nursing skills in a simulated clinical setting. During their practice, students apply relationships between theory concepts and nursing skills relevant to steps in the nursing process: assessment, planning, implementing, evaluations and documentation. Emphasis is placed on meeting critical elements of hands-on skills, practicing a consistent method of medication administration, and practicing documentation and patient interactions. Students demonstrate competent skill performance in a simulated clinical setting. Provides opportunity for supervised practice of basic nursing skills in a simulated clinical setting. During their practice, students apply relationships between theory concepts and nursing skills relevant to steps in the nursing process: assessment, planning, implementing, evaluations and documentation. Emphasis is placed on meeting critical elements of hands-on skills, practicing a consistent method of medication administration, and practicing documentation and patient interactions. Students demonstrate competent skill performance in a simulated clinical setting.

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**LVN 101B CLINICAL I: MEDICATION ADMINISTRATION, BASIC CARE 5.00**

*15.00 hours per week: (0.00 lecture hours/ 15.00 lab hours)*

*Credit - Degree Applicable*

*P/NP Only*

*Corequisites: LVN 101 and LVN 101A and LVN 101AL*

Apply fundamental principles of theory and skills courses in the care of patients in long term-care, physical rehabilitation settings. Mental & spiritual health concepts and socio- cultural aspects are explored as they apply to individually assigned patients.

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**LVN 102 THEORY II: PERIOPERATIVE, PEDIATRICS, CHRONIC DISEASE 7.00**

*7.00 hours per week: (7.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

*Prerequisites: LVN 101B*

*Corequisites: LVN 102A and LVN 102AL and LVN 102B*

Prepares the licensed vocational student nurse to care for patients and integrate concepts of perioperative nursing, pediatric nursing, chronic disease and dependent care across the lifespan. Concepts fundamental to the leadership, supervision and delegation roles are presented.

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**LVN 102A SKILLS THEORY II: PERIOPERATIVE, PEDIATRICS, CHRONIC DISEASE 7.00**

*7.00 hours per week: (7.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

*Prerequisites: LVN 101B*

*Corequisites: LVN 102 and LVN 102AL and LVN 102B*

Applies nursing concepts and skills through theory and demonstration to more complex clients based on scientific principles. Concepts from theory include chronic disease, perioperative problems, and pediatric assessment and skills. Planning and implementing patient care is relevant to steps in the nursing process: assessment, planning, implementing, evaluation and documentation.

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**LVN 102AL SKILLS LAB II: PERIOPERATIVE, PEDIATRICS, CHRONIC DISEASE 2.50**

*7.50 hours per week: (0.00 lecture hours/7.50 lab hours)*

*Credit - Degree Applicable*

*P/NP Only*

*Prerequisites: LVN 101B*

*Corequisites: LVN 102 and LVN 102A and LVN 102B*

Provides opportunity for supervised practice of specific nursing skills in a simulated clinical setting. During their practice, students apply relationships between theory concepts and nursing skills relevant to steps in the nursing process: assessment, planning, implementing, evaluations and documentation. Emphasis is placed on meeting critical elements of hands-on skills, adhering to a consistent method of medication administration, and practicing documentation and patient interactions for pediatric clients, clients with chronic illness, and dependent care clients. Tools for leadership and supervision are also practiced.

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**LVN 102B CLINICAL II: ADULT ACUTE, MOTHER/BABY, PEDIATRIC CARE 5.00**

*15.00 hours per week: (0.00 lecture hours/ 15.00 lab hours)*

*Credit - Degree Applicable*

*P/NP Only*

*Prerequisites: LVN 101B*

*Corequisites: LVN 102 and LVN 102A and LVN 102AL*

Applies concepts and skills learned with integration to the care of the acute adult, the obstetric, neonate, and pediatric client. An emphasis on normal growth and development process in relationship to disease is emphasized. The family as a whole system of interactions for patient teaching and the administration of culturally sensitive care is applied to diverse clinical setting. Application of the critical elements for clinical skills performance.

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**LVN 103 THEORY III: COMMUNITY AND MENTAL HEALTH NURSING 2.00**

*2.00 hours per week: (2.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

*Prerequisites: LVN 102B*

*Corequisites: LVN 103A and LVN 103B*

Prepares student in community health and mental health nursing. Also prepares student for NCLEX exam success.

[Click for Course Student Learning Outcomes](#)

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**LVN 103A SKILLS THEORY III: COMMUNITY AND MENTAL HEALTH NURSING 2.00**

*2.00 hours per week: (2.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

*Prerequisites: LVN 102B*

*Corequisites: LVN 103: and LVN 103B*

Applies nursing concepts through theory and demonstration of advanced vocational nursing skills based on scientific principles. Planning & implementing patient care for patients in the community and psychiatric setting. Emphasis is placed on the unique needs of the mental health and community based patient with multiple health care needs. NCLEX preparedness is also presented.

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**LVN 103B CLINICAL III: MENTAL HEALTH, TEAM LEADING, PRECEPTORSHIP 3.00**

*9.00 hours per week: (0.00 lecture hours/9.00 lab hours)*

*Credit - Degree Applicable*

*P/NP Only*

*Prerequisites: LVN 102B*

*Corequisites: LVN 103 and LVN 103A*

Prepares students to make the transition from student vocational nurse to entry-level practice. The principles learned in co-requisites and previous theory and skills level courses are applied to care of patients in skilled nursing settings. Students are challenged with more complicated patients in a variety of settings, including caring for the patient with mental health priorities. This course also

includes a 108 hour preceptorship component at the end of the semester.

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**LVN 104 BASIC INTRAVENOUS THERAPY, BLOOD ADMINISTRATION, AND PHLEBOTOMY 1.50**

*1.50 hours per week: (1.50 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: LVN 103B or May have current and active LVN license from the Board of Vocational Nursing and Psychiatric Technicians of the State of California.*

*Corequisites: LVN 104L*

Prepares the Licensed Vocational Nurse who has successfully completed LVN 103B or its equivalent to initiate intravenous therapy, phlebotomy, and blood product transfusion. This course prepares the LVN for certification that meets standards of the California State Board of Vocational Nurses and Psychiatric Technicians.

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**LVN 104L BASIC INTRAVENOUS THERAPY, BLOOD ADMINISTRATION AND PHLEBOTOMY LAB 0.50**

*1.50 hours per week: (0.00 lecture hours/1.50 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: LVN 103B or May have current and active LVN license from the State of California Board of Vocational Nursing and Psychiatric Technicians of the State of California.*

*Corequisites: LVN 104*

Prepares students to perform venipuncture and initiate and monitor administration of IV fluid, blood and blood products, and withdraw venous blood for diagnostic purposes. (Formerly part of LVN104 as one class)

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**LVN 193 LVN SPECIAL TOPICS 0.50 to 4.00**

*1.50 -12.00 hours per week: (0.00 lecture hours/1.50 -12.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Examines a special topic in the field of study related to the discipline offering this course.

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**MATHEMATICS**

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**MATH 003 ARITHMETIC 3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Not Degree Applicable*

*P/NP Only*

Provides a review of the basic skills of arithmetic. Designed as a transitional course for students who have either not taken a mathematics course for a considerable period of time or who have been in a tutorial program. This course is organized in a regular classroom setting to prepare students for a pre-algebra course.

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**MATH 007 PREALGEBRA 4.00**

*4.00 hours per week: (4.00 lecture hours/0.00 lab hours)*

*Credit - Not Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: MATH 003*

Presents the mathematical concepts and arithmetic skills necessary for success in elementary algebra and for further work in mathematics. The concepts are applied to numerous practical problems in order to demonstrate their applicability to real life situations. Not open to students with credit in MATH 123 or its equivalent or any course for which MATH 123 is the prerequisite.

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**MATH 021 TWO-SEMESTER BEGINNING ALGEBRA: PART 1 5.00**

*5.00 hours per week: (5.00 lecture hours/0.00 lab hours)*

*Credit - Not Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: MATH 007*

Presents the first half of a two-semester course in beginning algebra for the student who has no algebraic background. This course enables students to complete the equivalent of Elementary Algebra, (MATH 123) at a slower pace. Successful completion of MATH 021 or equivalent and MATH 122 is equivalent to MATH 123.

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**MATH 122 TWO-SEMESTER BEGINNING ALGEBRA: PART 2 5.00**

*5.00 hours per week: (5.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: MATH 021 with a minimum grade of C or better*

Presents the second half of a two-semester course in beginning algebra for the student who has no algebraic background. This course enables the students to complete the equivalent of Elementary Algebra (MATH 123) at a slower pace. Successful completion of MATH 021 or equivalent and MATH 122 is equivalent to MATH 123.

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**MATH 123 ELEMENTARY ALGEBRA 5.00**

*5.00 hours per week: (5.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: MATH 007*

Presents a first course in algebra for the student without any algebraic background. Topics include solving linear equations and inequalities, solving quadratic equations by factoring, polynomial expressions, factoring, graphing linear equations and inequalities in the variables, solving systems of two linear equations and radical expressions and equations.

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**MATH 126A TWO-SEMESTER INTERMEDIATE ALGEBRA- PART 1 5.00**

*5.00 hours per week: (5.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: MATH 122 or MATH 123*

Presents the first half of a two-semester course in intermediate algebra. This course enables students to complete the equivalent of Intermediate Algebra (MATH 127) at a slower pace. Topics include factoring polynomial expressions, simplifying rational expressions, absolute value equations and inequalities, functions and relations, and solving systems of linear equations and inequalities.

[Click for Course Student Learning Outcomes](#)

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**MATH 126B TWO-SEMESTER INTERMEDIATE ALGEBRA- PART 2 5.00**

*5.00 hours per week: (5.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: MATH 126A*

Presents the second half of a two-semester course in Intermediate Algebra. This course enables students to complete Intermediate Algebra (MATH 127) at a slower pace. Topics include functions and relations, quadratic equations, exponential and logarithmic functions, inverse functions, and sequences and series.

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**MATH 127 INTERMEDIATE ALGEBRA** **5.00**

5.00 hours per week: (5.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: MATH 123, MATH 122 or equivalent with a grade of C or better.

Broadens and adds to the concepts of elementary algebra. Such additions include rational expressions, quadratic equations, functions, exponential and logarithmic functions, inverse of functions, solving systems of two or more linear equations, and sequences and series.

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**MATH 128 APPLIED BEGINNING AND INTERMEDIATE ALGEBRA** **6.00**

6.00 hours per week: (6.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: MATH 007

Provides an alternative preparation for Introduction to Applied Statistics, College Algebra, or College Mathematics for the Humanities. Traditional beginning and intermediate algebra topics include the development of linear, quadratic, exponential, and logarithmic equations and functions as mathematical models, inverse functions and systems of linear equations. Preparation for transfer level statistics includes an introduction to categorical and numerical data analysis, measures of center, measures of spread, and introduction to probability. Not intended for science, technology, engineering, math, or business majors.

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**MATH 147S STATISTICS SUPPORT** **1.00**

1.00 hours per week: (1.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

P/NP Only

Provides instruction and review of core prerequisite skills, competencies, and concepts necessary for success in Math 247, Introduction to Statistics. Topics include concepts from prealgebra, elementary and intermediate algebra, and the development of critical thinking skills needed for statistical analysis. Intended for students who are concurrently enrolled in Math 247.

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**MATH 193 MATH SPECIAL TOPIC** **0.50 to 4.00**

0.00 - 0.00 hours per week: (0.00 lecture hours)

Credit - Degree Applicable

Letter Grade or P/NP

Examines a special topic in the field of study related to the discipline offering this course.

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**MATH 220 MATHEMATICS FOR ELEMENTARY SCHOOL TEACHERS** **3.00**

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Prerequisites: MATH 126B or MATH 127 or MATH 128 with a minimum grade of C or better

Focuses on the development of quantitative reasoning skills through in-depth, integrated explorations of topics in mathematics, including real number systems and subsystems; emphasis is on comprehension and analysis of mathematical concepts and applications of logical reasoning.

Transfer: CSU; UC

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**MATH 229 TRIGONOMETRY** **4.00**

4.00 hours per week: (4.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Prerequisites: MATH 127 or MATH 126B and geometry or equivalent courses with a grade of C or better

Advisories: MATH 242

Presents trigonometry from a function approach using both right triangle and circular relationships. The relationships between the angles and sides of triangles and relationships between central angles and the coordinates of points on a circle are developed. The course is designed to prepare the student for further study in the mathematics required in the sciences and technical areas.

Transfer: CSU

C-ID MATH 851. MATH 229 + MATH 242 = MATH 955

[Click for Course Student Learning Outcomes](#)

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**MATH 230 COLLEGE MATHEMATICS FOR THE HUMANITIES** **3.00**

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Prerequisites: MATH 127, MATH 126B, or MATH 128 or equivalent with a grade of C or better

Presents applications of intermediate algebra and critical thinking to solving contemporary problems in mathematics. Topics include mathematical reasoning with four additional topics selected from number systems, number theory, finance, computer applications, probability, statistics and mathematical modeling.

Transfer: CSU; UC

[Click for Course Student Learning Outcomes](#)

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**MATH 231 TRIGONOMETRY WITH GEOMETRIC FOUNDATIONS** **5.00**

5.00 hours per week: (5.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Prerequisites: MATH 127, MATH 126B or equivalent with a grade of C or better.

Presents the entire content of MATH 229 Trigonometry with additional geometry concepts. Topics include trigonometric functions, equations, graphs, identities, and solution of triangles. Also includes geometric congruence, properties of polygons, parallel lines, similarity, areas, and volumes.

Transfer: CSU

C-ID MATH 851. MATH 231+ MATH 242 = C-ID MATH 955

[Click for Course Student Learning Outcomes](#)

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**MATH 232 COLLEGE ALGEBRA** **3.00**

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Prerequisites: Suggested - MATH 127 or MATH 126B or MATH 128 or equivalent with a grade of C or better

Presents a study of college algebra and analytic geometry with an emphasis on mathematical modeling. Covers such topics as algebraic equations and inequalities, functions and graphs, zeros of functions, rational functions, exponential and logarithmic functions, conic sections, and systems of equations.

Transfer: CSU; UC

C-ID MATH 150

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**MATH 236 INTRODUCTION TO APPLIED STATISTICS** **3.00**

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Prerequisites: MATH 127 or MATH 126B or MATH 128 or equivalent with a minimum grade of C or better

Presents an introduction to the study of basic descriptive and inferential statistical methods, with an emphasis on applications, to prepare students for work in the disciplines of psychology, sociology, education, life sciences, and applied science.

Transfer: CSU; UC

C-ID MATH 110

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**MATH 242 PRECALCULUS ALGEBRA** **5.00***5.00 hours per week: (5.00 lecture hours/0.00 lab hours)**Credit - Degree Applicable**Letter Grade Only**Prerequisites: MATH 127 or MATH 126B or equivalent with a grade of C or better*

Presents a study of precalculus algebra and analytic geometry. Covers such topics as algebraic equations and inequalities, functions and graphs, zeros of functions, polynomial functions, rational functions, exponential and logarithmic functions, parametric equations, conic sections, systems of equations and inequalities, matrices, determinants, sequences and series. The course is designed to prepare the student for calculus.

*Transfer: CSU; UC**C-ID MATH 151. MATH 229 + MATH 242 = MATH 955. MATH 231 + MATH 242 = MATH 955*[Click for Course Student Learning Outcomes](#)

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**MATH 247 INTRODUCTION TO STATISTICS** **4.00***4.00 hours per week: (4.00 lecture hours/0.00 lab hours)**Credit - Degree Applicable**Letter Grade Only**Prerequisites: MATH 126B or MATH 127 or MATH 128*

Presents a study of basic descriptive and inferential statistics with applications using data from a broad range of disciplines and use of technology for statistical analysis.

*Transfer: CSU; UC**C-ID MATH 110*[Click for Course Student Learning Outcomes](#)

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**MATH 255 CALCULUS FOR BUSINESS AND MANAGEMENT** **3.00***3.00 hours per week: (3.00 lecture hours/0.00 lab hours)**Credit - Degree Applicable**Letter Grade Only**Prerequisites: MATH 242 or MATH 232 with a minimum grade of C or better*

Presents a study of the techniques of calculus with emphasis placed on the application of these concepts to business and management. The applications of derivatives and integrals of functions including polynomials, rational, exponential and logarithmic functions are studied.

*Transfer: CSU; UC**C-ID MATH 140*[Click for Course Student Learning Outcomes](#)

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**MATH 265A CALCULUS I** **5.00***5.00 hours per week: (5.00 lecture hours/0.00 lab hours)**Credit - Degree Applicable**Letter Grade Only**Prerequisites: MATH 242 and MATH 229 or MATH 231 or equivalent with a grade of C or better*

Presents a study of analytic geometry, limits, continuity, the calculus of algebraic, trigonometric, exponential and logarithmic functions as well as applications of the derivative and integral. Every topic will be taught geometrically, numerically, and algebraically.

*Transfer: CSU; UC**C-ID MATH 210. MATH 265A + MATH 265B = MATH 900S*[Click for Course Student Learning Outcomes](#)

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**MATH 265B CALCULUS II** **5.00***5.00 hours per week: (5.00 lecture hours/0.00 lab hours)**Credit - Degree Applicable**Letter Grade Only**Prerequisites: MATH 265A*

Presents a continuing study on integration, some first and second order differential equations, infinite sequences and series, Taylor series, parameterized curves, polar curves, and their applications. Every topic will be taught geometrically, numerically, and algebraically.

*Transfer: CSU; UC**C -ID MATH 220. MATH 265A + MATH 265B = MATH 900S*[Click for Course Student Learning Outcomes](#)

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**MATH 283 CALCULUS III: MULTIVARIABLE CALCULUS** **5.00***5.00 hours per week: (5.00 lecture hours/0.00 lab hours)**Credit - Degree Applicable**Letter Grade Only**Prerequisites: MATH 265B*

Presents a study of vectors, differentiation and integration of multiple variable functions, parametric curves in two and three dimensions, optimization, line integrals, and the calculus of vector fields. Specific topics include vector functions, partial derivatives, surfaces, parametric equations, multiple integrals (with rectangular, polar, cylindrical, and spherical coordinates), and vector calculus (including line integrals, flux integrals, Greens Theorem, the Divergence Theorem, and Stokes Theorem). Every topic will be taught geometrically, numerically, and algebraically.

*Transfer: CSU; UC**C-ID MATH 230*[Click for Course Student Learning Outcomes](#)

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**MATH 287 ORDINARY DIFFERENTIAL EQUATIONS AND LINEAR ALGEBRA** **5.00***5.00 hours per week: (5.00 lecture hours/0.00 lab hours)**Credit - Degree Applicable**Letter Grade Only**Prerequisites: MATH 265B with a minimum grade of C or better*

Presents a study of separable and linear ordinary differential equations with selected applications; numerical and analytical solutions; second order differential equations; Laplace transforms. Delves into Linear Algebra with a study of vectors in n-space, matrices, linear transformations, eigenvalues, eigenvectors, diagonalization; applies linear algebra in the study of systems of linear differential equation.

*Transfer: CSU; UC**C-ID MATH 910S*[Click for Course Student Learning Outcomes](#)

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**MATH 703 ARITHMETIC** **0***3.00 hours per week: (3.00 lecture hours/0.00 lab hours)**Noncredit**Non-Credit Gradeable Course/SP*

Provides a review of the basic skills of arithmetic. Designed as a transitional course for students who have either not taken a mathematics course for a considerable period of time or who have been in a tutorial program. This course is organized in a regular classroom setting to prepare students for a pre-algebra course.

*Repeatable.*[Click for Course Student Learning Outcomes](#)

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**MATH 707 PREALGEBRA** **0***4.00 hours per week: (4.00 lecture hours/0.00 lab hours)**Noncredit**Non-Credit Gradeable Course/SP*

Presents the mathematical concepts and arithmetic skills necessary for success in elementary algebra and for further work in mathematics. The concepts are applied to numerous practical problems in order to demonstrate their applicability to real life situations.

*Repeatable.*[Click for Course Student Learning Outcomes](#)

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**MEDICAL ASSISTING**

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**MAST 109 PHLEBOTOMY** **2.50***2.78 hours per week: (2.78 lecture hours/0.00 lab hours)**Credit - Degree Applicable**Letter Grade Only**Prerequisites: Student must be 18 years of age by the first class meeting. Proof of*

high school or equivalent education.

Corequisites: MAST 109L and Health Care Provider CPR

Advisories: NRAD 222

Designed to prepare the student in essential blood specimen collecting skills to fulfill CA State phlebotomy certificate requirements. Student is required to bring a valid CA driver's license or CA photo ID card to the first class meeting to show proof of age. Must be 18 years or older to be certified.

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**MAST 109L PHLEBOTOMY EXTERNSHIP 1.00**

3.00 hours per week: (0.00 lecture hours/3.00 lab hours)

Credit - Degree Applicable

P/NP Only

Prerequisites: Student must be 18 years of age by the first class meeting.

Corequisites: MAST 109

Advisories: NRAD 222

Provide students the opportunity of an externship to apply knowledge and skills to an acute and/or ambulatory care laboratory setting.

[Click for Course Student Learning Outcomes](#)

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**MAST 110 MEDICAL ASSISTING BASICS 2.00**

2.00 hours per week: (2.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Introduces the medical assisting role and responsibilities, professionalism, and medical terminology. Concepts of anatomy, physiology, and computer basics are presented to facilitate entry level medical assisting practice.

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**MAST 111 MEDICAL ASSISTING FAST TRACK 11.00**

11.33 hours per week: ( 11.33 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Prerequisites: MAST 110 or Concurrent enrollment in MAST 110; Student must be 18 years of age by the first class meeting

Corequisites: MAST 111L and Current Health Care Provider CPR and Standard First Aid

Advisories: NRAD 222

Prepares the student for entry level employment as a medical assistant and approved state or national certification exam. Must be 18 years or older to be certified.

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**MAST 111L MEDICAL ASSISTING FAST TRACK LAB 1.00**

3.78 hours per week: (0.00 lecture hours/3.78 lab hours)

Credit - Degree Applicable

P/NP Only

Prerequisites: Student must be 18 yrs of age by the first class meeting.

Corequisites: MAST 111 and Current Health Care Provider CPR and Standard First Aid

Provides the opportunity to apply theory during skills lab practice and externship. Placement in a community front and back office site helps the student perform various skills, communications techniques and professionalism under the direction of a preceptor. This experience provides marketability for employment as a medical assistant and approved state or national certification exam. Must be 18 years or older to be certified.

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**MAST 193 MEDICAL ASSISTING SPECIAL TOPIC 0.50 to 4.00**

1.50 -12.00 hours per week: (0.00 lecture hours/1.50 -12.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Examines a special topic in the field of study related to the discipline offering this course.

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**METEOROLOGY**

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**METE 193 METEOROLOGY SPECIAL TOPIC 0.50 to 4.00**

1.50 -12.00 hours per week: (0.00 - 0.00 lecture hours/1.50 -12.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Examines a special topic in the field of study related to the discipline offering this course.

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**METE 212 INTRODUCTION TO METEOROLOGY 3.00**

(Formerly OCEN212)

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: MATH 123

Advisories: ENGL 156

Introduces the fundamentals of meteorology, including the nature and origin of the atmosphere. Topics include atmospheric circulation, humidity, cloud formation, precipitation, storm growth, cyclone development, climates of the earth, and global climate change.

Transfer: CSU; UC

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**MUSIC**

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**MUS 193 MUSIC SPECIAL TOPIC 0.50 to 4.00**

0.00 - 0.00 hours per week: (0.00 lecture hours)

Credit - Degree Applicable

Letter Grade or P/NP

Examines a special topic in the field of study related to the discipline offering this course.

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**MUS 193E CHORAL ENSEMBLE TOUR 3.00**

9.00 hours per week: (0.00 lecture hours/9.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Studies, rehearses, and performs jazz and vocal chamber literature of French and American cultures. Nine performances in France, and two local performances (pre-tour and post-tour) will be a large part of the class.

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**MUS 201 FUNDAMENTALS OF MUSIC (MUSIC THEORY I) 3.00**

(Formerly MUS239)

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Advisories: No previous musical experience necessary

Enables students to feel the place of music in culture by providing the basic framework for reading, writing and making music. Explores the basics of tonal music, its place in culture and writing music using excerpts of great pieces and the opportunity to make original compositions. Topics include the basics of tonal music, music in our culture, creating your own music, staff notation in treble and bass clefs, rhythm and meter; basic properties of sound; intervals; diatonic scales and triads; and diatonic chords. Aimed at the non-major or the potential music major who does not have the necessary background for MUS 204A.

Transfer: CSU; UC

C-ID MUS 110

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**MUS 204A MUSIC THEORY II** **3.00**

4.00 hours per week: (2.50 lecture hours/1.50 lab hours)

Credit - Degree Applicable

Letter Grade Only

Prerequisites: MUS 201 or placement test

Corequisites: MUS 205A

Advisories: Keyboard skills or Piano class.

Incorporates the concepts from Music Fundamentals (Music Theory I) and continues the four semester program. Some students with prior music training maybe able to test into this course. Through guided composition and analysis, the course will include: an introduction to two-part counterpoint; voice leading involving four-part chorale writing; diatonic harmony; and an introduction to secondary/applied chords and modulation.

Transfer: CSU; UC

C-ID MUS 130

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**MUS 204B MUSIC THEORY III** **3.00**

4.00 hours per week: (2.50 lecture hours/1.50 lab hours)

Credit - Degree Applicable

Letter Grade Only

Prerequisites: MUS 204A

Corequisites: MUS 205B

Incorporates the concepts from Music Theory II and continues the four semester program. Through writing and analysis, the course will include: introduction to chromatic harmony; secondary/applied chords; modulation; borrowed chords; introduction to Neapolitan and augmented-sixth chords. Required of all music majors.

Transfer: CSU; UC

C-ID MUS 140

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**MUS 204C MUSIC THEORY IV** **3.00**

4.00 hours per week: (2.50 lecture hours/1.50 lab hours)

Credit - Degree Applicable

Letter Grade Only

Prerequisites: MUS 204B

Corequisites: MUS 205C

Incorporates the concepts from Music Theory III. Through writing and analysis, the course will include: post-Romantic techniques such as borrowed chords and modal mixture, chromatic mediants, Neapolitan and augmented-sixth chords, 9th, 11th and 13th chords, altered chords and dominants; and 20th century techniques such as: Impressionism, tone rows, set theory, pandiatonicism and polytonalism, meter and rhythm.

Transfer: CSU; UC

C-ID MUS 150

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**MUS 205A MUSICIANSHIP II** **1.00**

3.00 hours per week: (0.00 lecture hours/3.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Corequisites: MUS 204A

Applies and develops the rhythmic, melodic, and harmonic materials of Music Theory II through ear training, sight singing, analysis, and dictation.

Transfer: CSU; UC

C-ID MUS 135

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**MUS 205B MUSICIANSHIP III** **1.00**

3.00 hours per week: (0.00 lecture hours/3.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Prerequisites: MUS 205A

Corequisites: MUS 204B

Applies and develops the rhythmic, melodic, and harmonic materials of Music Theory III through ear training, sight singing, analysis,

and dictation.

Transfer: CSU; UC

C-ID MUS 145

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**MUS 205C MUSICIANSHIP IV** **1.00**

3.00 hours per week: (0.00 lecture hours/3.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Prerequisites: MUS 205B

Corequisites: MUS 204C

Applies and develops the rhythmic, melodic, and harmonic materials of Music Theory IV through ear training, sight singing, analysis, and dictation.

Transfer: CSU; UC

C-ID MUS 155

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**MUS 212 APPLIED MUSIC (PRIVATE LESSONS)** **2.00**

7.00 hours per week: (0.00 lecture hours/7.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Prerequisites: Final admittance to course based on audition.

Corequisites: One of the following: MUS 201 or, MUS 204A and 205A or, MUS 204B and 205B or, MUS 204C and 205C AND one of the following: MUS 223 or, MUS 225 or, MUS 228 or, MUS 229 or, MUS 231 or, MUS 245

Consists of individualized study of the appropriate techniques and repertoire for the specific instrument or voice being studied. The emphasis is on the progressive development of skills needed for solo performance. Achievement is evaluated through a juried performance. The student is required to practice on campus a minimum of five hours per week, and to enroll and participate in a large performing music ensemble. Applied lessons are available in voice, piano, strings, guitar, woodwinds, brass, and percussion.

Repeatable 3 time(s).

Transfer: CSU; UC

C-ID MUS 160

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**MUS 220 ELEMENTARY VOICE** **2.00**

4.00 hours per week: (1.00 lecture hours/3.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Presents a study of the techniques of voice training for solo singing. Music will range through appropriate song repertoire and selections from musicals. Class performance required.

Transfer: CSU; UC

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**MUS 222 INTERMEDIATE VOICE** **2.00**

4.00 hours per week: (1.00 lecture hours/3.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: MUS 220 or equivalent or audition and/or consent of instructor.

Provides an opportunity for students to continue with advanced study of singing and preparation of song repertoire on an individual basis. Public performance required.

Transfer: CSU; UC

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**MUS 223 VOCAL JAZZ ENSEMBLE** **2.00 to 3.00**

6.00 - 9.00 hours per week: (0.00 lecture hours/6.00 - 9.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Advisories: MUS 228 or MUS 229

Presents the study and performance of literature in the vocal jazz and popular music genre with emphasis upon vocal improvisation in the jazz and scat style. Student compositions and arrangements will be encouraged. Attendance at scheduled performances is required.

Repeatable 3 time(s).

Transfer: CSU; UC

C-ID MUS 180

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**MUS 224A BEGINNING VOCAL JAZZ WORKSHOP 2.00**

4.00 hours per week: (1.00 lecture hours/3.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: Audition or consent of instructor

Practice and study vocal jazz literature and techniques. Introduce vocal jazz improvisation and vocal jazz harmonies.

Transfer: CSU; UC

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**MUS 224B INTERMEDIATE VOCAL JAZZ WORKSHOP 2.00**

4.00 hours per week: (1.00 lecture hours/3.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: Audition or consent of instructor

Practice and study vocal jazz literature and performance techniques. Develop and expand vocal jazz improvisation jazz harmonic skills. Learn how to lead your own band.

Transfer: CSU; UC

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**MUS 225 WIND ENSEMBLE 2.00**

4.00 hours per week: (1.00 lecture hours/3.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: Audition or consent of director.

Studies, rehearses, and performs of wind band literature, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester. Choice of ensemble is based on each student's identified major instrument. Limited to those students who have had experience with wind and percussion instruments.

Repeatable 3 time(s).

Transfer: CSU; UC

C-ID MUS 180

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**MUS 227 CHAMBER MUSIC ENSEMBLE 1.00 to 3.00**

3.00 - 9.00 hours per week: (0.00 - 0.00 lecture hours/3.00 - 9.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: Audition or consent of instructor.

Studies, rehearses, and performs chamber music (small ensemble) literature, with an emphasis on the development of skills needed to perform within an ensemble. Different literature will be studied each semester.

Repeatable 3 time(s).

Transfer: CSU; UC

C-ID MUS 180

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**MUS 228 MIXED CHORUS 1.00 to 3.00**

3.00 - 9.00 hours per week: (0.00 lecture hours/3.00 - 9.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: Audition or consent of instructor

Advisories: Knowledge of music notation

Presents the study and performance of appropriate choral literature selected from the wide variety of historic eras and musical styles from the 16th Century to the present. Public performance required.

Repeatable 3 time(s).

Transfer: CSU; UC

C-ID MUS 180

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**MUS 229 CHAMBER SINGERS 2.00**

4.00 hours per week: (1.00 lecture hours/3.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: Audition or consent of instructor

Advisories: Previous choral experience

Studies, rehearses, and public performs madrigals and vocal chamber literature of all cultures and time periods. Frequent performances on and off campus will be a large part of the class with different music each semester.

Repeatable 3 time(s).

Transfer: CSU; UC

C-ID MUS 180

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**MUS 231 JAZZ ENSEMBLE (BIG BAND) 1.50 to 3.00**

2.50 - 5.00 hours per week: (1.00 - 2.00 lecture hours/1.50 - 3.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Prerequisites: Ability to play an instrument and sight read. Audition or consent of instructor.

Provides for study, rehearsal, and public performance of big band literature. This course has an emphasis on the development of skills needed to perform this music in an ensemble. Attendance at scheduled performances is required.

Repeatable 3 time(s).

Transfer: CSU; UC

C-ID MUS 180

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**MUS 232 BEGINNING JAZZ IMPROVISATION 2.00**

3.00 hours per week: (1.50 lecture hours/1.50 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Advisories: MUS 201

Introduces students to the skills and principles of Jazz Improvisation. Includes a basic study of scales, chords and the transcription process.

Transfer: CSU; UC

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**MUS 233 JAZZ IMPROVISATION 2.00**

3.00 hours per week: (1.50 lecture hours/1.50 lab hours)

Credit - Degree Applicable

Letter Grade Only

Advisories: Completion of MUS 201 or equivalent and concurrent enrollment in MUS 227

Provides an opportunity for the analysis and practice of jazz improvisation. Includes study of scales, chords and the transcription process.

Transfer: CSU; UC

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**MUS 234 ARRANGING, SCORING, AND ORCHESTRATION 2.00**

2.00 hours per week: (2.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: MUS 204B or equivalent and knowledge of jazz literature, styles and basic piano skills.

Advisories: Concurrent enrollment in MUS 223, MUS 225, MUS 227, MUS 228, MUS 229, MUS 231, or MUS 232A.

Provides an opportunity for composing, arranging and orchestrating for jazz ensembles and orchestras. Focuses on the analysis of jazz and classical harmonic practices, relation of contemporary melodic and rhythmic concepts to instrumentation.

Transfer: CSU; UC

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**MUS 235 MUSIC APPRECIATION: CLASSICAL MUSIC 3.00**  
*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*  
*Credit - Degree Applicable*  
*Letter Grade or P/NP*  
*Advisories: ENGL 156*

Surveys classical art music in western civilization. Topics studied include but are not limited to elements of music, basic musical forms, music periods, styles, and the role of music and musicians in the western world.

*Transfer: CSU; UC*

*C-ID MUS 100*

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**MUS 236 MUSIC APPRECIATION: WORLD MUSIC 3.00**  
*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*  
*Credit - Degree Applicable*  
*Letter Grade or P/NP*

Surveys the music that is unique to different parts of the world. There will be emphasis on the elements of each kind of music, the instruments, form, style and the role that each music plays in its society.

*Transfer: CSU; UC*

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**MUS 237 MUSIC APPRECIATION: ROCK AND ROLL 3.00**  
*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*  
*Credit - Degree Applicable*  
*Letter Grade or P/NP*  
*Advisories: ENGL 156*

Introduces the non-music major to the history and literature of the popular music movement in the United States. Emphasizes musical styles and personalities from the late forties to the present.

*Transfer: CSU; UC*

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**MUS 238 MUSIC APPRECIATION: JAZZ HISTORY 3.00**  
*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*  
*Credit - Degree Applicable*  
*Letter Grade or P/NP*  
*Advisories: ENGL 156*

Introduces the history and literature of jazz music in the United States. Emphasizes the styles and musical personalities involved from 1900 to the present. Designed for the non-music major.

*Transfer: CSU; UC*

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**MUS 240 RECORDING ARTS I: FUNDAMENTALS OF AUDIO TECHNOLOGY 3.00**  
*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*  
*Credit - Degree Applicable*  
*Letter Grade or P/NP*  
*Advisories: MUS 201*

Introduction to audio technology, including sound characteristics, signal flow, basic recording console functions, microphone types and techniques, signal processing, and mixing techniques.

*Transfer: CSU*

*C-ID CMUS 130X*

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**MUS 241 RECORDING ARTS II: STUDIO WORKSHOP 3.00**  
*4.00 hours per week: (3.00 lecture hours/1.00 lab hours)*  
*Credit - Degree Applicable*  
*Letter Grade or P/NP*  
*Prerequisites: MUS 240*

Provides the student with an in-depth introduction to audio equipment and techniques. Topics include basic studio procedures,

equipment design and proper use of multitrack techniques using the Dididesign Pro Tools HD System and D-Command Console.

*Transfer: CSU*

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**MUS 242 RECORDING ARTS III: ADVANCED AUDIO TECHNOLOGY 3.00**  
*4.00 hours per week: (3.00 lecture hours/1.00 lab hours)*  
*Credit - Degree Applicable*  
*Letter Grade Only*  
*Prerequisites: MUS 241*

Provides an advanced study of new technologies, focusing on an in-depth look at recording, editing and mixing within the AVID HDX Pro Tools environment and the AVID S6 M40 Digital Console.

*Transfer: CSU*

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**MUS 243 RECORDING ARTS IV: STUDIO WORKSHOP II 4.00**  
*6.00 hours per week: (3.00 lecture hours/3.00 lab hours)*  
*Credit - Degree Applicable*  
*Letter Grade Only*  
*Prerequisites: MUS 240 and MUS 241 and MUS 242 and MUS 201*

Completes the Audio Technology Certificate of Specialization. This is a project-based course that offers students studio time to track, edit, mix, master and create a portfolio from a variety of musical sources selected by both the instructor and student.

*Transfer: CSU*

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**MUS 244A BEGINNING SMALL GROUP JAZZ PEDAGOGY PRACTICUM 1.00**  
*3.00 hours per week: (0.00 lecture hours/3.00 lab hours)*  
*Credit - Degree Applicable*  
*Letter Grade Only*  
*Prerequisites: MUS 245 or Consent of Instructor*

Gives students a chance to develop rehearsal and teaching skills under the guidance of a master teacher in the small group jazz setting. Each student will be required to lead rehearsals and develop a notebook of rehearsal techniques.

*Transfer: CSU; UC*

[Click for Course Student Learning Outcomes](#)

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**MUS 244B ADVANCED SMALL GROUP JAZZ PRACTICUM 1.00**  
*3.00 hours per week: (0.00 lecture hours/3.00 lab hours)*  
*Credit - Degree Applicable*  
*Letter Grade Only*  
*Prerequisites: MUS 245*

Gives students a chance to develop rehearsal and teaching skills under the guidance of a master teacher and experience leadership in the small group jazz setting. Each student will be required to lead rehearsals and develop a notebook of rehearsal techniques.

*Transfer: CSU; UC*

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**MUS 245 JAZZ WORKSHOP 2.00**  
*4.00 hours per week: (1.00 lecture hours/3.00 lab hours)*  
*Credit - Degree Applicable*  
*Letter Grade or P/NP*  
*Prerequisites: Audition or consent of instructor.*  
*Advisories: Ability to play an instrument*

Performs music for small jazz ensembles, with an emphasis on the development of skills needed to publicly perform this music. The class is divided into different groups all playing different literature each semester. Stresses stylistic interpretation and ensemble playing.

*Repeatable 3 time(s).*

*Transfer: CSU; UC*

*C-ID MUS 180*

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**MUS 247 INDEPENDENT STUDIES: MUSIC 0.50 to 2.00**

1.50 - 6.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 6.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: Audition and/or consent of instructor.

Provides an opportunity for an in-depth study or a practicum experience by an individual student in a selected topic of music under the direction of an instructor.

Transfer: CSU

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**MUS 252 WORK EXPERIENCE IN MUSIC 1.00 to 4.00**

0 hours per week: (0.00-0.00 lecture hours/0.00-0.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Provides opportunities for students in Music to acquire and demonstrate employer-desired work habits, attitudes, and skills in the workplace. Employment is related to the student's educational majors and/or career goals. Students may earn a maximum of four credits per semester. Students must work 75 paid work hours or 60 non-paid work hours for each credit earned.

Transfer: CSU

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**MUS 257 ELEMENTARY PIANO FOR MUSICIANS 2.00**

4.00 hours per week: (1.00 lecture hours/3.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: The ability to read standard music notation.

Introduces the student to piano skills needed to pass a piano proficiency examination including practical keyboard facility, elementary sight-reading, harmony, transposition, ensemble playing, open score reading and performance of elementary and intermediate piano repertoire. It is assumed that the student can read standard music notation.

Transfer: CSU; UC

[Click for Course Student Learning Outcomes](#)

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**MUS 258 ELEMENTARY PIANO 2.00**

4.00 hours per week: (1.00 lecture hours/3.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Introduces the student to practical keyboard facility, reading music notation, elementary sight reading, harmony and performance of elementary piano repertoire.

Transfer: CSU; UC

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**MUS 259 INTERMEDIATE PIANO 1.00 to 2.00**

2.00 - 4.00 hours per week: (0.50 - 1.00 lecture hours/1.50 - 3.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: MUS 258 or equivalent or audition and/or consent of the instructor.

The study and performance of concert piano literature from Baroque, Classic, Romantic, and 20th Century time periods. The student will develop and improve pianistic skills and repertoire.

Transfer: CSU; UC

[Click for Course Student Learning Outcomes](#)

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**MUS 266 CHORAL MUSIC 1: MUSIC OF THE MASTERS 2.00**

4.00 hours per week: (1.00 lecture hours/3.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Prerequisites: Audition for placement and consent of the instructor

Study and performance of major historical choral works with emphasis on master composers. These include, but are not limited to, J.S. Bach, W.A. Mozart, Joseph Haydn, Felix Mendelssohn, Johannes Brahms, Ludwig van Beethoven, Giuseppe Verdi, Benjamin Britten, and Igor Stravinsky. Students will develop and improve choral music techniques through rehearsing great choral works.

Auditions will be scheduled at the beginning of each semester. May be taken four semesters for credit.

Transfer: CSU; UC

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**MUS 267 OPERA/MUSICAL THEATER WORKSHOP 2.00**

4.00 hours per week: (1.00 lecture hours/3.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Advisories: MUS 220

Presents an opportunity for students to prepare dramatic musical material, including ensemble as well as solo pieces, and allow them to explore acting and movement principles in performance. The course will be a combination of discussions on dramatic and character analysis, individual coaching sessions, rehearsal and performances.

Transfer: CSU; UC

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**MUS 270 ELEMENTARY GUITAR 2.00**

3.00 hours per week: (1.50 lecture hours/1.50 lab hours)

Credit - Degree Applicable

Letter Grade Only

Introduces the techniques of playing the guitar. Topics include reading music, flat picking and finger picking, chords, and the playing of melodies. No previous musical experience is required. Students must provide their own acoustic or electric guitar.

Transfer: CSU; UC

[Click for Course Student Learning Outcomes](#)

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**MUS 271 INTERMEDIATE GUITAR 2.00**

3.00 hours per week: (1.50 lecture hours/1.50 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: MUS 270 or equivalent playing experience and ability to read standard music notation.

Continues the foundational techniques of playing the guitar and provides more depth of skill study. Topics include playing more advanced literature, chords, scales and accompaniment.

Transfer: CSU; UC

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**NONCREDIT ADULT BASIC EDUCATION**

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**NABE 404 NONCREDIT BASIC SKILLS BIOLOGY 0**

4.00 - 8.00 hours per week: (4.00 - 8.00 lecture hours/0.00 - 0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Designed to introduce students to the living world and its systems. Introduces concepts of cell biology, genetics, evolution, and physiology will be presented. This is an elective course towards a high school diploma.

Repeatable.

[Click for Course Student Learning Outcomes](#)

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**NABE 406 NONCREDIT BASIC SKILLS ECONOMICS 0**

4.00 hours per week: (4.00 lecture hours/0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduce students to microeconomics, macroeconomics, and international economic relationships. Presents vocabulary and the technical knowledge needed for an understanding of economic issues, both in the media and at the collegiate level of study. Provides the student with information and analytical tools useful in developing a personal system of values in regard to economic issues.

Repeatable.

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**NABE 407 NONCREDIT BASIC SKILLS WORLD HISTORY 0**

4.00 - 8.00 hours per week: (4.00 - 8.00 lecture hours/0.00 - 0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces major turning points that shaped the modern world, from the late eighteenth century through the present, including the cause and course of two world wars. Tracing the rise of democratic ideas and develop an understanding of the historical roots of current world issues, especially as they pertain to international relations. Develop an understanding of current world issues and relate them to their historical, geographic, political, economic, and cultural contexts.

Repeatable.

[Click for Course Student Learning Outcomes](#)

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**NABE 408 NONCREDIT BASIC SKILLS U.S. HISTORY 0**

4.00 - 8.00 hours per week: (4.00 - 8.00 lecture hours/0.00 - 0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces the major turning points in American history in the twentieth century. Following a review of the nation's beginnings and the impact of the Enlightenment on US democratic ideals, students build upon the tenth grade study of global industrialization to understand the emergence and impact of new technology and a corporate economy, including the social and cultural effects.

Repeatable.

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**NABE 409 NONCREDIT BASIC SKILLS ALGEBRA I 0**

4.00 - 8.00 hours per week: (4.00 - 8.00 lecture hours/0.00 - 0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Designed to cover symbolic reasoning and calculations with symbols allowing a student to develop an understanding of the symbolic language of mathematics and the sciences. The range of problem solving situations allow for the development of algebraic skills and concepts.

Repeatable.

[Click for Course Student Learning Outcomes](#)

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**NABE 410 NONCREDIT BASIC SKILLS ALGEBRA II 0**

4.00 - 8.00 hours per week: (4.00 - 8.00 lecture hours/0.00 - 0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces Algebra II topics including linear equations and inequalities, systems of equations and polynomial, exponential and logarithmic functions. Geometric topics covered are: triangular and circular trigonometry. Other topics covered are: probability, conic sections and trigonometric functions and their graphs.

Repeatable.

[Click for Course Student Learning Outcomes](#)

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**NABE 411 NONCREDIT BASIC SKILLS GEOMETRY 0**

4.00 - 8.00 hours per week: (4.00 - 8.00 lecture hours/0.00 - 0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Focuses on fundamental knowledge of basic geometric postulates and theorems and their use in proofs. Integrating algebra in a geometric setting. Using formulas to calculate perimeter, area, and volume of a variety of geometric shapes. This is an elective course towards a high school diploma.

Repeatable.

[Click for Course Student Learning Outcomes](#)

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**NABE 412 NONCREDIT BASIC SKILLS POLITICAL SCIENCE 0**

4.00 hours per week: (4.00 lecture hours/0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Presents the organization and mechanics of our federal, state, and local systems of government. Explores the basic ideals of American democracy as well as contemporary issues relevant to American government.

Repeatable.

[Click for Course Student Learning Outcomes](#)

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**NABE 414 NONCREDIT BASIC SKILLS SPANISH I 0**

4.00 - 8.00 hours per week: (4.00 - 8.00 lecture hours/0.00 - 0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Focuses on reading, writing, speaking and understanding standard Spanish at a basic level. Acquiring basic vocabulary and grammar structures, including the simple present tense, noun-adjective agreement, subject-verb agreement, interrogatives, the immediate future tense, and the preterite tense. Exposure to and interaction with the cultures of the Spanish-speaking countries of the world. Using Spanish selectively both within and beyond the school setting. Participating in cultural projects, including comparing and contrasting other cultures to their own.

Repeatable.

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**NABE 500A GED PREPARATION A 0**

1.00 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.00 - 3.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Provides a review of basic skills and prepares students for the computerized General Education Development (GED) Test. The course focuses on the computer and technical skills needed for basic skills preparation and to study for the GED. Presents the core knowledge and skills needed to pass each of the four content areas of the GED: Language Arts, Mathematics, Science, and Social Studies.

Repeatable.

[Click for Course Student Learning Outcomes](#)

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**NABE 500B GED PREPARATION B 0**

1.00 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.00 - 3.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Provides a review of basic skills and prepares students for the computerized General Education Development (GED) Test. Focuses on test taking strategies to be successful on the GED exam. Presents the core knowledge and skills needed to pass each of the four content areas of the GED: Language Arts, Mathematics, Science, and Social Studies.

Repeatable.

[Click for Course Student Learning Outcomes](#)

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**NONCREDIT CAREER TECHNICAL EDUCATION**

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**NCTE 500 INTRODUCTION TO HAND-HELD DEVICES 0**

0.50 hours per week: (0.00 lecture hours/0.50 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces practical use of a variety of handheld computer devices including music players, e-Books, Smartphones, iPods, iTouch, and iPads. The use of common PC and Mac applications to run devices, find tutorials or manuals, and identify useful settings, will also be covered. Information learned in this course will provide tips on how to use handheld devices effectively and observe protocol when determining proper use of these devices in a work environment.

Repeatable.

[Click for Course Student Learning Outcomes](#)

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**NCTE 500A WORKPLACE READINESS FUNDAMENTALS A** 0

0.50 - 3.00 hours per week: (0.50 - 3.00 lecture hours/0.00 - 0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces fundamentals of career exploration and planning. Students develop a personal identity profile in relation to job and career clusters characteristics and local job opportunities to establish an education and career plan.

Repeatable.

[Click for Course Student Learning Outcomes](#)

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**NCTE 500B WORKPLACE READINESS FUNDAMENTALS B** 0

0.50 - 3.00 hours per week: (0.50 - 3.00 lecture hours/0.00 - 0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces fundamentals of job search skills. Prepares students to implement steps involved in obtaining employment and develop a personal budget.

Repeatable.

[Click for Course Student Learning Outcomes](#)

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**NCTE 501 KEEPING A PC HARD DISK CLEAN AND ORGANIZED** 0

0.50 hours per week: (0.00 lecture hours/0.50 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Examines how to organize, clean, and optimize a PC hard disk drive to maximize performance. Course topics include techniques for file organization, program removal, garbage identification and the removal of malware, and basic maintenance.

Repeatable.

[Click for Course Student Learning Outcomes](#)

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**NCTE 501A WORKPLACE STANDARDS A** 0

0.50 - 3.00 hours per week: (0.50 - 3.00 lecture hours/0.00 - 0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces fundamentals of workplace standards in employability skills. Students will identify and apply basic employability skills needed to be successful in the workplace.

Repeatable.

[Click for Course Student Learning Outcomes](#)

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**NCTE 502 TECH TALK: WHAT'S NEW IN COMPUTERS AND TECHNOLOGY?** 0

1.50 hours per week: (0.00 lecture hours/1.50 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Examines the rapidly evolving technical world and its future. This course will guide students as they explore the many practical questions that arise as computers, cell phones, eBooks, social networks, email, the internet and other technology become more central to our daily lives. This course may be taught bilingually.

Repeatable.

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**NCTE 503 OPTIMIZE AND UPGRADE YOUR PC** 0

1.50 hours per week: (0.00 lecture hours/1.50 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces a variety of hardware and software tools as well as strategies to improve the productivity and efficiency of PC systems. The course teaches how to optimize the PC's operation and how to upgrade memory, disk drives and other components at a reasonable cost to extend the life of a PC system or design and build an entirely new system. Topics also include how to rid a system of viruses and spyware and how to back up a system and valuable data.

Repeatable.

[Click for Course Student Learning Outcomes](#)

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**NCTE 504 INSTALLING AND CONFIGURING WINDOWS SERVER** 0

1.50 hours per week: (0.00 lecture hours/1.50 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces the processes of installing and configuring a Windows server. Some of the areas covered will include: configuring storage, configuring print and document services, remote management, IP addressing, and configuring DHCP and DNS Services.

Repeatable.

[Click for Course Student Learning Outcomes](#)

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**NCTE 505 ADMINISTERING WINDOWS SERVER** 0

1.50 hours per week: (0.00 lecture hours/1.50 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Provides an introduction to the skills required to administer Windows servers. Some of the skills to be discussed and practiced in this course include: deploying and managing server images, configuring advanced audit policies, configuring VPN's, configuring DNS zones and records.

Repeatable.

[Click for Course Student Learning Outcomes](#)

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**NCTE 506 INTRODUCTION TO 3-D PRINTING** 0

1.00 hours per week: (1.00 lecture hours/0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces fundamental concepts of 3D printing. Topics include: History of 3-D Printing, present and potential developments, best practices, and materials for additive manufacturing applications. This course also identifies sources for 3-D printing and software appropriate for rapid prototyping as well as service and maintenance of 3-D printers.

Repeatable.

[Click for Course Student Learning Outcomes](#)

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**NCTE 507 PRODUCT DESIGN AND PROTOTYPING WORKSHOP** 0

0.50 hours per week: (0.00 lecture hours/0.50 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Provides an overview of the Prototyping and Fabrication methods for Product Design. Presents the knowledge and skills needed to turn design concepts into digital objects and examines multiple fabrication processes. Provides opportunities for hands-on experience using digital tools through visits to industry workshops. Selected software for Product design and Prototyping is also introduced. The emphasis of the course is on 3D modeling with support for 3D printers and fabrication tools.

Repeatable.

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**NCTE 508 PRODUCING A DIGITAL NEWSLETTER** 0

0.50 hours per week: (0.00 lecture hours/0.50 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Focuses on formatting a newsletter for digital platforms. Guidance will be provided on how to lay out an actual publication of the students own choosing. If the student does not have an actual publication to work with a prototype will be provided.

Repeatable.

[Click for Course Student Learning Outcomes](#)

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**NCTE 509 PRODUCING A DIGITAL MAGAZINE** 0

0.50 hours per week: (0.00 lecture hours/0.50 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Focuses on the basic techniques of formatting a magazine cover

and interior master pages for digital platforms. Guidance is provided on the use of a variety of tools while applying skills to a real-time project.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**NCTE 510 CULINARY ARTS FUNDAMENTALS I 0**

*5.00 hours per week: (1.00 lecture hours/4.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces the student to the culinary arts profession and the professional kitchen. Emphasis on basic cooking methods, equipment use, and ingredients provides the student with a beginning understanding of food chemistry and cooking techniques. The course includes "hands-on" experience managing the dining room and kitchen in the production of stocks, broths, sauces, gravies, soups, and breakfast cookery.

*Repeatable.*

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**NCTE 511 DIGITIZING DOCUMENTS 0**

*0.50 hours per week: (0.00 lecture hours/0.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces how to create secure forms and interactive documents for electronic distribution using Adobe Acrobat Pro. Instruction is included on securing forms with passwords and digital signatures. Additional topics include: strategies for good design utilizing industry standard software, conversion to secure PDF forms, creation of interactive fields and calculations.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**NCTE 512 PREPARING DIGITAL IMAGES 0**

*0.50 hours per week: (0.00 lecture hours/0.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces pixels, the building blocks for digital images, and how they relate to image size and resolution. Discusses how the "intent" (print, web, digital documents) determines the size and resolution. Provides instruction how to use Photoshop to perform basic photo editing and re-touching.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**NCTE 513 INTRODUCTION TO ADOBE ACROBAT TOOLS 0**

*0.50 hours per week: (0.00 lecture hours/0.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Provides instruction in how to download PDF's from the web and share them as emails. Explains what PDF's actually are and how they make our lives easier. This course demonstrates the basics of working with PDF's including: how to create, combine, edit, export, review, annotate, comment and share documents.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**NCTE 514 ADVANCED APPLICATIONS OF ADOBE ACROBAT 0**

*0.50 hours per week: (0.00 lecture hours/0.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Provides instruction in how to streamline workflow and eliminate paper as additional Adobe Acrobat skills are learned. This course demonstrates the use of PDF's to convert paper documents into digital archives, combine documents from various applications into one cohesive file or portfolio, add interactivity to manuals and newsletters, and create interactive forms for easy data collection.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**NCTE 515 SUCCESSFULLY MANAGING AND DEVELOPING PEOPLE 0**

*1.00 hours per week: (1.00 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Develops the skills needed to be an effective manager or supervisor. Topics covered include: adapting your management style to every situation, communicating effectively, developing your employees through delegation, managing conflict, motivating staff, and facilitating change.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**NCTE 516 HIGH IMPACT PRESENTATIONS AND PROPOSALS FOR THE WORK PLACE 0**

*0.50 hours per week: (0.00 lecture hours/0.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces the best approach to craft a presentation focused on the message you need to convey to your audience. Instruction is focused on how to consider the audience's expectations, biases, emotions, needs and wants when planning a slideshow. Course topics will explore the logical order to convey your information, what makes for a successful slide design, how to maintain consistency, how to edit for simplicity and how to use powerful imagery and meaningful data.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**NCTE 517 BASIC POWERPOINT 0**

*0.50 hours per week: (0.00 lecture hours/0.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Identifies approaches to turn facts, figures and photos into a creative display of slides, outlines, graphs, and multimedia using Microsoft PowerPoint. Instruction is provided in the basics of presentation design and how to use templates, insert graphics, add animation, rehearse timings, and run and share a presentation.

*Repeatable.*

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**NCTE 518 ONLINE RESEARCH SKILLS 0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Teaches advanced internet search skills to yield relevant, credible sources. The course will provide instruction in how to locate, evaluate, and organize information sources to create a research pathfinder that will inform others and demonstrate their research expertise.

*Repeatable.*

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**NCTE 519 PRESENTING RESEARCH WITH INFOGRAPHICS 0**

*0.50 hours per week: (0.00 lecture hours/0.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Examines data visualization to communicate information clearly and efficiently. Instruction is provided in how to locate, evaluate, and organize information to create infographics that will inform others and demonstrate their research expertise.

*Repeatable.*

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**NCTE 520 CULINARY ARTS FUNDAMENTALS II 0**

*4.00 hours per week: (1.00 lecture hours/3.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/S*

Engages the student in the practical kitchen application of vegetable, grain, starch and the principles and practices used in producing

pantry items in a commercial environment. A variety of menu items are prepared including salads, salad dressings, sandwiches, and vegetable, grain and legume dishes.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**NCTE 521 CLOSING TECHNIQUES THAT WIN THE SALE 0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces basic concepts needed to effectively close sales. Provides information on the appropriate use of different types of sales approaches, and discussion on when each different approach is most effective.

*Repeatable.*

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**NCTE 522 WINNING SALES SCRIPTS 0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces techniques for successful "inside" sales where persons contact perspective buyers using phone and email. Includes script writing to increase the effectiveness of "inside" sales in order to maximize this revenue source.

*Repeatable.*

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**NCTE 523 INTRODUCTION TO ITUNES, IPODS, AND IPADS 0**

*0.50 hours per week: (0.00 lecture hours/0.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Presents how to use MP3 players and hand-held computers. Focuses on iPods, iPod Touch, and iPads. Instruction is provided on how to download music, videos, and podcasts to a computer. Topics include the applications available on iDevices, such as calendars, contacts, and games.

*Repeatable.*

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**NCTE 524 LIVING THE ILIFE 0**

*1.50 hours per week: (0.00 lecture hours/1.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Explores how to use Apple's iLife suite of programs-iPhoto, iMovie HD, iDVD, Garage Band, and iWeb-to produce and distribute creative ideas through words, pictures, music or video.

*Repeatable.*

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**NCTE 525 BAKING AND BAKING SCIENCE I 0**

*2.00 hours per week: (0.50 lecture hours/1.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

*Prerequisites: NCTE 520*

Introduces the student to the basic skills needed for professional baking. Enables the student to learn and practice the skills and methods of the production of bread, desserts, and other baked goods using quantity production techniques.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**NCTE 526 MICROSOFT OFFICE FOR THE MAC 0**

*1.50 hours per week: (0.00 lecture hours/1.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Focuses on Microsoft Office for the MAC. Instruction is provided in

how the office programs are designed to work as a single application. Topics include: MS Word (Word Processing), Excel (Spreadsheet), PowerPoint (multi-media/graphics/slides), and Outlook (mail/calendar/contacts).

*Repeatable.*

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**NCTE 527 WORKPLACE COMMUNICATION STRATEGIES 0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces new assessment skills to empower the student to optimize their current workplace communications. The skills introduced in this course help students to differentiate content, emotions, perceptions, and intentions in interpersonal communications.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**NCTE 528 DIFFICULT CONVERSATIONS 0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Develops skills needed for difficult conversations. Topics include: how to clarify intentions and assumptions, simple methods to stay centered while having difficult conversations, and how to constructively shape conversations to achieve desired results. The course also provides scripts and tips that can be used to prepare for future difficult conversations.

*Repeatable.*

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**NCTE 529 BUSINESS WRITING IN A TECHNOLOGICAL WORLD 0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces and develops effective and professional business writing skills. Emphasis is on using proper business tone, organization, formatting, word choice, and persuasion. Additionally, concepts for effectively matching content to delivery method will be presented and discussed. A variety of scenarios will be studied including how to the most effective methods to deliver bad news.

*Repeatable.*

[Click for Course Student Learning Outcome](#)

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**NCTE 530 WORKPLACE POLITICS 0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces constructive political behavior to create more win-win situations, unblock barriers to change, create greater "buy-in" on key projects, develop cohesion and improve decision making.

*Repeatable.*

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**NCTE 531 RESOLVING DIFFERENCES IN THE WORKPLACE 0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces collaboration skills which will help to build high trust relationships. Assesses conflict management skill strengths and weaknesses, and helps strengthen weak areas. These activities will be used throughout the course to help students to strengthen their weak areas. Specific areas to be covered during the course will include but are not limited to: Problem solving with multiple parties, nonverbal communication, and the importance of empathy, active listening, and paraphrasing.

*Repeatable.*

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**NCTE 532 ASSERTIVE COMMUNICATION 0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Enhances assertiveness skills for immediate on the job use. Introduces techniques for assertiveness communications, while acquiring tools to give and receive feedback where use of professionalism and assertiveness are required.

*Repeatable.*

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**NCTE 533 EMOTIONAL INTELLIGENCE IN THE WORKPLACE 0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Explores the importance of Emotional Intelligence (EI) as it relates to being an effective and high-performing employee, supervisor and leader. Topics include EI competencies: self-awareness, social awareness, self-management and relationship management. Through hands on activities, students will apply the tools and techniques for mastering each domain. Assists students in the creation of strategies using the EI framework which can optimize their professional performance and working relationships.

*Repeatable.*

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**NCTE 534 ADOBE LIGHTROOM ESSENTIALS 0**

*1.00 hours per week: (0.00 lecture hours/1.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces the basics of the Lightroom Software and how to both manage libraries of files and increase the quality of photographs and videos using editing techniques.

*Repeatable.*

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**NCTE 536 PHOTOSHOP FOR IMAGING 0**

*0.50 hours per week: (0.00 lecture hours/0.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces an overview of Photoshop tools and operations leading to the discovery of the creative potential of image editing. Familiarizes participants with the Photoshop window, tools, and main menu bar.

*Repeatable.*

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**NCTE 537 BEST PRACTICES IN CUSTOMER SERVICE 0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Applies practical strategies to assist in retaining a valuable customer base, diffuse difficult situations and earn repeat business. Topics include the anatomy of a complaint, regulating verbal and nonverbal responses, active listening skills, creative problem solving, customer perceptions and expectations, adapting to different conflict styles, and steps to defuse angry customers.

*Repeatable.*

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**NCTE 538 THE ART OF NEGOTIATING AND COLLABORATING 0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Applies collaboration tools for building high-trust synergistic relationships and analyzing the conflict cycle. Uses practice skills to diffuse mock situations at each stage of conflict. Skills presented include re-framing, neutralizing language, discovering of interests,

and leveraging innovative solutions through a collaborative negotiation process.

*Repeatable.*

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**NCTE 539 EFFECTIVE COMMUNICATION AND PERSONALITY STYLES 0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Provides guided exploration of different behaviors and personality styles, while teaching how to adapt one's behavior to be effective with a variety of personality styles in a variety of work situations. Emphasis is placed on dealing with difficult relationships and communicating in a way that matches the needs of all involved to achieve relationship satisfaction and organizational objectives.

*Repeatable.*

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**NCTE 540 EFFECTIVE COMMUNICATION IN PROMOTIONAL MARKETING 0**

*1.00 hours per week: (1.00 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Explores the promotional aspect of marketing and the different communication techniques used to raise customer awareness and interest. Emphasis is placed on how to identify the mediums that will be most effective to a targeted market. Both business-to-customer and business-to-business strategies will be covered. Techniques discussed can be applied towards various careers such as sales, public relations, copywriting, and other marketing positions.

*Repeatable.*

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**NCTE 541 MANAGING A MARKETING CAMPAIGN 0**

*1.00 hours per week: (1.00 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Focuses on the research, planning, execution, and evaluation of a marketing campaign. Examines the specific activities used to promote products, services, and businesses. Multiple mediums that carry the message of the marketing campaign will be covered. Explores how companies use marketing campaigns to reinforce branding and positioning.

*Repeatable.*

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**NCTE 542 SELF-MANAGEMENT AND DEVELOPMENT 0**

*1.00 hours per week: (1.00 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Focuses on self-management skills that encourage behavior resulting in the achievement of personal and professional goals. This can include activities that improve awareness and identity, develop talents and potential, build human capital, facilitate employability, enhance quality of life, and contribute to the realization of dreams and aspirations.

*Repeatable.*

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**NCTE 543 BUILDING HIGH PERFORMANCE TEAMS 0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Explores and applies key team-building skills for working within or leading a team. Emphasis is on stages of team development, team roles, supportive communication climate, meeting strategies, and

tools for first-rate problem solving and decision making. Practical applications within a team structure is also emphasized.

*Repeatable.*

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**NCTE 544 CHANGE IS THE NEW CONSTANT IN THE WORKPLACE****0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Presents strategies in managing the continual changes taking place in the workplace. Provides practice in identifying opportunities for change, initiating change, and how to support staff during the change process.

*Repeatable.*

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**NCTE 546 COACHING TO IMPROVE MANAGERIAL EFFECTIVENESS****0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Presents coaching techniques to solve workplace problems, energize employees, improve performance outcomes, turn around problem situations, and increase team members overall enthusiasm and motivation. Skills taught and practiced also help participants learn to close the gap between actual and desired performance within their teams.

*Repeatable.*

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**NCTE 549 TIME MANAGEMENT****0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Explores time management strategies and tools for effectively managing expanding workloads, shifting priorities and increasing demands. Includes practice activities prioritizing “important” versus “urgent” activities. Emphasis is placed on analyzing current use of time; identifying organizational goals, roles and priorities; identifying barriers to achieving goals; identifying effective ways to work around the barriers to complete important priorities.

*Repeatable.*

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**NCTE 551 CRITICAL THINKING, PROBLEM SOLVING AND DECISION MAKING****0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Presents a variety of critical thinking concepts from the perspective that today's workplace functions best when all team members are involved in the process of problem solving and decision making. The process of using analytical thinking to break things down into their component parts will be studied and practiced. Live interactive activities will be used to develop skills which help participants become more efficient with generating new ideas, decision making, and problem solving.

*Repeatable.*

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**NCTE 552 BUSINESS BRANDING****0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Examines processes successful businesses use to identify and implement a branding strategy. Effective methods to respond to ex-

isting needs and wants of customers will also be covered. Emphasis will be placed on the use of social media in effective brand building.

*Repeatable.*

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**NCTE 553 PROMOTIONAL MARKETING TOOLS****0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces different types of marketing tools used in the creation and maintenance of product brand awareness development. Strategies presented will include: the use of major marketing tools, public relations techniques, advertising techniques, relationship selling techniques, and the use of social media.

*Repeatable.*

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**NCTE 554 MARKETING MAPS****0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Examines how business success begins with responding to target markets by positioning them in the minds of customers via knowledge of their demographics, psychographics, and geographic information. Presents different methods to effectively identify target markets, and effectively position a business within that market, while also delivering the right message to the right mix of people.

*Repeatable.*

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**NCTE 555 MOBILE MARKETING****0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Presents how mobile marketing encompasses global exchange activities on devices such as smartphones, tablets, and others. Discussions will include how today's businesses look for customer-based profitability and investment solutions using mobile devices. Effective ways to use these devices to attract, engage, acquire, and retain local and international customers will be one of the focuses of this course.

*Repeatable.*

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**NCTE 556 CREATE COMPELLING BLOG CONTENT****0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Explores how to create blogs with relevant content that is valuable and engaging to the audience by analyzing their needs, wants, and likes, discovering questions they are asking, and identifying problems the blogger can solve for them. Participants will be encouraged to find their authentic voice to create text, design, and images that are of shared value to the blogger's brand and core audience.

*Repeatable.*

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**NCTE 557 BLOG MANAGEMENT BASICS****0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Discusses different methods to create, manage, and promote a blog. Explains important concepts needed to define the goal of a blog, analyze the core audience, develop a sustainable plan for content creation, choose a platform and hosting option, design the blog, and promote posts with social media.

*Repeatable.*

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**NCTE 558 BEST BUSINESS APPS 0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces a variety of apps that provide powerful and helpful tools for keeping track of, or handling all of the information you accumulate in a day. Course discussion will include apps for: tracking projects, research, emails, to-dos, follow-ups and more. Course material will help students to choose, install and sync apps with your different technology to help you become more successful and productive in the workplace.

*Repeatable.*

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**NCTE 559 INTRODUCTION TO GOOGLE DRIVE 0**

*1.00 hours per week: (0.00 lecture hours/1.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Provides different methods to effectively use Google Drive as powerful Cloud resource for organization of files, collaboration with coworkers, and promoting going paperless. Course discussion will include: various types of drive storage, Sheets, and Slides.

*Repeatable.*

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**NCTE 560 THE BEST CLOUD BACKUP OPTIONS TO PROTECT YOUR DATA 0**

*0.50 hours per week: (0.00 lecture hours/0.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Provides instruction in effectively using the Cloud to protect data from fire, theft, and / or hardware failure. Also provides instruction on how to take advantage of the anytime access to data that using the Cloud provides. Assessing data needs, choosing the best cloud backup option and creating a backup plan will be some of the areas of discussion.

*Repeatable.*

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**NCTE 561 PERSONALIZED CAREER PLANNING 0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Focuses on the assessment of individuals' strengths, interests, values, personality and abilities in the context of career and education planning. Guided discussion and activities will help to improve participants decision-making skills by exploring their own decision-making styles and applying specific decision making models to their career-planning process.

*Repeatable.*

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**NCTE 562 STRATEGIC JOB SEARCH 0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces skills and knowledge students need to develop and implement a strategic career and job search plan. Different sources of occupational information and how to utilize this information in the career planning and job search process will be presented and discussed.

*Repeatable.*

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**NCTE 563 LINKEDIN FOR BUSINESS 0**

*0.50 hours per week: (0.00 lecture hours/0.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Covers how to use LinkedIn to develop business through relationship marketing. Topics include optimizing a company profile,

developing content that engages a target audience, building a professional brand, marketing a company, showcasing credentials, getting business advice, reconnecting with former colleagues and connecting with businesses around the globe.

*Repeatable.*

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**NCTE 564 LEADERSHIP SKILLS 0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Explores and applies the top ten skills that every leader must have. Group activities will encourage live practice of the skills enabling participants to effectively learn to use these new approaches in real business situations. Participants will gain an understanding of the differences between leaders and managers.

*Repeatable.*

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**NCTE 565 SUPERVISORY SKILLS 0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces the key tools for effective management and supervision. Covers delegation, feedback, communicating with employees, motivation, and management styles.

*Repeatable.*

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**NCTE 566 MOTIVATING YOURSELF AND OTHERS 0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Explores the key ingredients for strengthening workplace commitment, engagement, and career satisfaction. Introduces various reward and recognition strategies to increase engagement in the workplace.

*Repeatable.*

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**NCTE 567 SETTING UP QUICKBOOKS FOR SMALL BUSINESS 0**

*1.00 hours per week: (0.00 lecture hours/1.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces the basics of small business bookkeeping using QuickBooks and including financial reporting, how to analyze and record financial transactions, accounts receivable, accounts payable, payroll procedures, sales taxes, and common banking activities.

*Repeatable.*

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**NCTE 568 MONTHLY PROCEDURES FOR USING QUICKBOOKS 0**

*1.00 hours per week: (0.00 lecture hours/1.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces how to develop and apply monthly accounting procedures for use in small business with Quickbooks. Practical assignments, either real or instructor provided, will be used to help students become proficient managing day to day transactions. Reconciling balance sheets, auditing income statements, adjusting journal entries, and preparing financial statements are some examples of what will be covered. This course expands on the information taught in NCTE 567 by providing instruction on the proper monthly activities businesses need to do to maintain accurate books.

*Repeatable.*

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**NCTE 569 YEAR END PROCEDURES****0**

*1.00 hours per week: (0.00 lecture hours/1.00 lab hours)*  
*Noncredit*  
*Non-Credit Gradeable Course/SP*

Develops skills in applying year-end procedures used in accounting for small businesses. Presents how to prepare closing journal entries for year-end and reports for tax accountants, purging files, and preparing for the new year.

*Repeatable.*  
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**NCTE 570 ACCOUNTABILITY****0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*  
*Noncredit*  
*Non-Credit Gradeable Course/SP*

Introduces the skills needed to effectively manage an individual's own workplace performance and advancement by becoming proactive and accountable.

*Repeatable.*  
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**NCTE 571 CHAMPIONING DIVERSITY IN THE WORKPLACE****0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*  
*Noncredit*  
*Non-Credit Gradeable Course/SP*

Examines diversity within organizations to increase one's awareness of different attitudes, beliefs, lifestyles, sexual preferences, and values that we all bring to work. Discusses how these things affect our behavior and perceptions. This course encourages focus on self-awareness and the impact that our behaviors can have on our co-workers.

*Repeatable.*  
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**NCTE 572 SECRETS OF A GREAT EMPLOYEE****0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*  
*Noncredit*  
*Non-Credit Gradeable Course/SP*

Introduces the secrets that make employees irreplaceable. Introduces skills and concepts that will help participants challenge old habits and foster new strategies to empower them to become the best that they can be. Course activities will encourage participants to share and discuss their past and current successes and failures. This course will give employees a renewed self-worth, and a strong appreciation for professional effectiveness.

*Repeatable.*  
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**NCTE 574 PROCESS IMPROVEMENT****0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*  
*Noncredit*  
*Non-Credit Gradeable Course/SP*

Introduces methods and techniques for assessing and improving processes. Covers strategies that will increase efficiency, improve quality, and increase employee satisfaction and motivation.

*Repeatable.*  
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**NCTE 575 PROJECT MANAGEMENT FOR NON-PROJECT MANAGERS****0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*  
*Noncredit*  
*Non-Credit Gradeable Course/SP*

Presents strategies for task management and small projects, applying a structured approach to ensure success. Provides practice in the basic principles of project management in the workplace and in creating action plans for on-the-job application. Introduces strategies for effective communication with team members and

stakeholders.

*Repeatable.*  
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**NCTE 576 INNOVATION AND CREATIVITY IN THE WORKPLACE 0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*  
*Noncredit*  
*Non-Credit Gradeable Course/SP*

Presents the importance of being innovative in the workplace in order to stay viable as a business. Discusses what it means to be innovative, how to create and nurture an innovative environment, how to engage employee participation and more.

*Repeatable.*  
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**NCTE 577 PINTEREST AND INSTAGRAM FOR BUSINESS****0**

*0.50 hours per week: (0.00 lecture hours/0.50 lab hours)*  
*Noncredit*  
*Non-Credit Gradeable Course/SP*

Introduces skills needed to effectively market and expand a brand using Pinterest and Instagram. Provides the basics and beyond for effectively using these platforms.

*Repeatable.*  
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**NCTE 578 YOU TUBE FOR BUSINESS****0**

*0.50 hours per week: (0.00 lecture hours/0.50 lab hours)*  
*Noncredit*  
*Non-Credit Gradeable Course/SP*

Introduces the skills needed to use YouTube to broadcast user and business-generated videos. Topics include creating a custom channel and building a following by uploading and sharing videos that communicate a brand and engage an audience. Learn new techniques to view, upload, and share videos; create playlists and optimize videos for search engines; and add annotations, notes and links. Uploading and editing film for YouTube is also covered.

*Repeatable.*  
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**NCTE 579 FACEBOOK FOR BUSINESS****0**

*0.50 hours per week: (0.00 lecture hours/0.50 lab hours)*  
*Noncredit*  
*Non-Credit Gradeable Course/SP*

Examines why Facebook is the most popular social network and a powerful tool for growing and promoting your business. Introduces the steps for creating effective profiles, pages, groups, and ads. Discusses how to establish goals, and how to post to achieve them. Presents a variety of methods to build relationships with current and new customers. Develops skills to increase traffic to your web-site, and understand the importance of being able to measure the success of your Facebook marketing.

*Repeatable.*  
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**NCTE 581 TWITTER FOR BUSINESS****0**

*0.50 hours per week: (0.00 lecture hours/0.50 lab hours)*  
*Noncredit*  
*Non-Credit Gradeable Course/SP*

Introduces the steps to take to set up a Twitter business presence which will enable organizations to leverage the power of real-time marketing, optimize and manage an account, and find and follow influencers and leads.

*Repeatable.*  
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**NCTE 582 PROFESSIONAL ETIQUETTE****0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*  
*Noncredit*  
*Non-Credit Gradeable Course/SP*

Presents the behavior, communication, and appearance standards

needed for professionalism to survive and thrive in the workplace.

*Repeatable.*

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**NCTE 583 INFORMATION DESIGN FOR PRINT 0**

*0.50 hours per week: (0.00 lecture hours/0.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces the foundation of information design and creation for print distribution. Concepts discussed in this course will assist designers with telling stories visually through the understanding of data types, graphic design principles, and current software tools.

*Repeatable.*

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**NCTE 584 INTERACTIVE INFORMATIVE DESIGN FOR THE SCREEN 0**

*0.50 hours per week: (0.00 lecture hours/0.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Explores the potential of coding used for interactive designs. The course will focus on providing a strong foundation in basic coding structures, the application of design principals, and the analysis of visualization styles.

*Repeatable.*

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**NCTE 585 INTRODUCTION TO MAC OS X LEVEL 1 0**

*1.00 hours per week: (0.00 lecture hours/1.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces the basics of Mac OS and some of its most popular programs. Concepts presented include: learning how to make, name, and rename files and folders; find lost files using Find and Spotlight; use of the sidebar and dock; and use of most of the basic program features.

*Repeatable.*

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**NCTE 586 INTRODUCTION TO MAC OS X LEVEL 2 0**

*1.00 hours per week: (0.00 lecture hours/1.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Reviews some of the programs examined in NCTE 585 Introduction to MAC OS Level 1 in more detail, then proceeds with a more in-depth examination of Mac OS, including ways to customize the Mac. May be taught bilingually.

*Repeatable.*

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**NCTE 587 INTRODUCTION TO THE MACINTOSH 0**

*1.00 hours per week: (0.00 lecture hours/1.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces basic functions of the computer, how to set it up, and how to perform simple tasks like typing a letter, browsing the web, and getting email. Features an overview of the software that comes pre-installed on the Macintosh computer.

*Repeatable.*

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**NCTE 588 WEB DESIGN BASICS 0**

*1.00 hours per week: (0.00 lecture hours/1.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces methods used to structure website content to create a positive user experience. This course will introduce website design methods that result in website that are easy to use and efficient.

This course will be taught from the perspective of using Dreamweaver's Fluid Grid layout framework.

*Repeatable.*

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**NCTE 589 WEB CODING FUNDAMENTALS 0**

*1.00 hours per week: (0.00 lecture hours/1.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces the basic fundamental skills needed to write HTML. Participants will gain an understanding of HTML as well as how to use Structural tags and semantic markup. Skills taught in this course will enable participants to turn a design created in Photoshop into a fully functioning website in Dreamweaver.

*Repeatable.*

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**NCTE 590 PHOTOSHOP FOR WEB DESIGN 0**

*1.00 hours per week: (0.00 lecture hours/1.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces the basic tools and techniques in Photoshop that lie behind great images and graphics in web design. Includes the fundamental concepts and techniques for working with type in Photoshop, UI elements, web graphics, wireframes, and functional mockups that transition beautifully and easily to production with Photoshop. Incorporates principles of design such as contrast, unity, and balance in specific ways that improve your website.

*Repeatable.*

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**NCTE 591 DOMESTIC AND GLOBAL ISSUES IN EMPLOYMENT 0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces and discusses contemporary issues in U.S. and global employment law. Covers regulations and legal issues faced in the workplace including sexual harassment, discrimination, whistleblowing, immigration, legal procedures for filing EEO claims, alternatives to litigation, as well as employer defense options.

*Repeatable.*

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**NCTE 592 INTERVIEWING AND HIRING IN THE GLOBAL MARKETPLACE 0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Discusses techniques and trends which are used in the global marketplace for recruitment, investigation, interviewing, and hiring. Discussions will include methods for effective hiring and supervision.

*Repeatable.*

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**NCTE 593 EVALUATING AND MONITORING PERFORMANCE OF YOUR GLOBAL TEAM 0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Discusses ways in which employee relationships factor into a global organizations view of its own successes. This course is designed to teach techniques to measure which employees understand, communicate and respond to legal and ethical organizational values and performance standards.

*Repeatable.*

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**NCTE 594 SEARCHING THE WEB** 0

0.50 hours per week: (0.00 lecture hours/0.50 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Defines the internet and provides navigational tools necessary to search the Web effectively in order to obtain desired information. Introduces techniques and methods used to narrow search results.

Repeatable.

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**NCTE 595 E-MAIL FOR BEGINNERS** 0

0.50 hours per week: (0.00 lecture hours/0.50 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Provides a basic introduction to e-mail, including how e-mail works and its uses, setting up an e-mail account, reading and sending e-mail, and managing attachments.

Repeatable.

[Click for Course Student Learning Outcomes](#)

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**NCTE 596 OPTIMIZING PHOTOS FOR THE INTERNET AND EMAIL** 0

0.50 hours per week: (0.00 lecture hours/0.50 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces manipulation of photos for efficient e-mailing or uploading to the internet. Using Adobe Photoshop or other graphic editing software, instruction will be given in how to crop, color-correct, apply text and effects, sharpen, resample, and save files in the appropriate formats for maximum quality and efficiency when emailing or posting to the internet. This course develops photo editing and basic internet skills for business or personal use.

Repeatable.

[Click for Course Student Learning Outcomes](#)

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**NCTE 597 COMPUTERS FOR BEGINNERS** 0

0.50 hours per week: (0.00 lecture hours/0.50 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Designed for students with limited experience with computers, this course introduces how to perform basic computer tasks. Includes how to turn a computer on and off correctly, send and receive email, navigate the internet, open and save a file, and use computer terminology. Course may be taught bilingually.

Repeatable.

[Click for Course Student Learning Outcomes](#)

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**NCTE 598 HOW TO USE A COMPUTER KEYBOARD AND MOUSE FOR BEGINNERS** 0

0.50 hours per week: (0.00 lecture hours/0.50 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Provides an orientation to the computer keyboard and mouse, including the layout and function of special computer keys, properly holding the mouse, and practice in using the mouse. No previous typing or computer experience required.

Repeatable.

[Click for Course Student Learning Outcomes](#)

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**NCTE 599 INTRODUCTION TO WINDOWS** 0

0.50 hours per week: (0.00 lecture hours/0.50 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces the Windows Operating System. Instructor-led guided exploration includes Help, windows navigation and management, file management, desktop customization, and other Windows Operating

System tools and applications.

Repeatable.

[Click for Course Student Learning Outcomes](#)

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**NCTE 600 WINDOWS BASICS** 0

1.00 hours per week: (0.00 lecture hours/1.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces the Windows Operating System in a slow-paced environment. Instructor-led guided exploration activities will include Help, windows navigation and management, file management, desktop customization, and other Windows Operating system tools and applications.

Repeatable.

[Click for Course Student Learning Outcomes](#)

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**NCTE 601 LEARN TO TYPE** 0

1.00 hours per week: (0.00 lecture hours/1.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Provides instruction in correct finger and wrist placement, and keyboard reaches for typing and texting. Refreshes skills in key-boarding, increases speed, and provides techniques and strategies to prevent carpal tunnel syndrome. Individualized instruction allows students to work at own pace. May be taught bilingually.

Repeatable.

[Click for Course Student Learning Outcomes](#)

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**NCTE 602 PHOTOSHOP** 0

1.50 hours per week: (0.00 lecture hours/1.50 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces Photoshop for the PC and Mac. The class presents a solid foundation in basic tools and techniques for creating, enhancing, and collaging images. Skills will be taught and practiced in a lab setting. This course may be taught bilingually.

Repeatable.

[Click for Course Student Learning Outcomes](#)

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**NCTE 603 PHOTOSHOP FOR DIGITAL PHOTOGRAPHERS** 0

1.50 hours per week: (0.00 lecture hours/1.50 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Illustrates the capabilities of Photoshop for the PC and Mac. Topics will include, advanced layering and retouching techniques. Practice in a lab setting will reinforce concepts presented through lecture and demonstration. Familiarity with Photoshop on the PC or Macintosh recommended. This course may be taught bilingually.

Repeatable.

[Click for Course Student Learning Outcomes](#)

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**NCTE 604 INTRODUCTION TO ADOBE ILLUSTRATOR** 0

1.50 hours per week: (0.00 lecture hours/1.50 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces the basics of Adobe Illustrator. Skills taught will include creating illustrations, logos, and more. Effective use of tools will be demonstrated, and projects will be assigned to ensure hands on practice in all key areas.

Repeatable.

[Click for Course Student Learning Outcomes](#)

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**NCTE 605 DIGITAL CAMERAS, DIGITAL PHOTOS** 0

1.50 hours per week: (0.00 lecture hours/1.50 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces the basics of photography, the features of digital cameras, how to take better digital photos, and how to correct common photo problems using photo editing software. The course is designed for beginners or students with some experience in digital

photography. Students should bring cameras and sample digital pictures to class.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**NCTE 606 DIGITAL DESIGN TECHNIQUES 0**

*1.50 hours per week: (0.00 lecture hours/1.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces the skills which are needed to create flyers, brochures, logos, and more using Illustrator, Photoshop, and InDesign. Examines how the programs work together to seamlessly combine photos, graphics, and page layouts to produce high quality products. This course may be taught bilingually.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**NCTE 607 INTRODUCTION TO DREAMWEAVER 0**

*1.50 hours per week: (0.00 lecture hours/1.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces the basic skills necessary to use Dreamweaver to create a professional Website. Provides hands on practice integrating Dreamweaver, HTML, and CSS. Basic knowledge of PC or Mac and internet navigation skills recommended.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**NCTE 608 BASIC WORD PROCESSING 0**

*1.00 hours per week: (0.00 lecture hours/1.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Provides instruction in successfully navigating the computer screen and composing and editing a short document. Class pace allows students to become comfortable with the computer and editing techniques.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**NCTE 609 BASIC OUTLOOK 0**

*0.50 hours per week: (0.00 lecture hours/0.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces skills which are needed to stay up to date at home and at work through the use of Microsoft Outlook. Covers the basics of how to connect with colleagues, customers, family and friends. Topics include writing and searching email, organizing work tasks, and using the calendar to share information with others.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**NCTE 610 BASIC SPREADSHEETS FOR BEGINNERS 0**

*1.00 hours per week: (0.00 lecture hours/1.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces basic concepts and functions of Microsoft Excel. Topics include the basics of creating a spreadsheet, using formulas and functions, and creating charts.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**NCTE 611 I INTRODUCTION TO MS EXCEL 0**

*0.50 hours per week: (0.00 lecture hours/0.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces the basic concepts and characteristics of Microsoft Excel. Course topics will explore various uses of spreadsheets. Topics covered include the basics of creating a spreadsheet, using formulas

and functions, creating charts, and using the database feature in Microsoft Excel.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**NCTE 612 INTRODUCTION TO MS WORD 0**

*0.50 hours per week: (0.00 lecture hours/0.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces key functions and skills which are used for document creation in Microsoft Word. Includes entering text, doing revisions, formatting, previewing, and printing. Provides practice through the use of a variety of instructor assigned documents.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**NCTE 615 FOSTER YOUTH CHILD ADVOCATE 1 0**

*0.50 - 1.00 hours per week: (0.50 - 1.00 lecture hours/0.00 - 0.00 lab hours)*

*Noncredit*

*Non-credit Course*

Prepares participants to be volunteers as a Court Appointed Special Advocate (CASA) by taking the first of two courses for certification. Course will cover the basic roles and responsibilities of volunteering as a child advocate, basic child development concepts, and the importance of effective communication. Individuals who complete this course may choose to use their new knowledge and skills with a variety of organizations including CASA.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**NCTE 616 FOSTER YOUTH CHILD ADVOCATE 2 0**

*0.50 - 1.00 hours per week: (0.50 - 1.00 lecture hours/0.00 - 0.00 lab hours)*

*Noncredit*

*Non-credit Course*

Prepares participants to be volunteers as a Court Appointed Special Advocate (CASA) by taking the second of two courses for certification. Course will cover the basic roles and responsibilities of volunteering as a child advocate, basic child development concepts, and the importance of effective communication. Individuals who complete this course may choose to use their new knowledge and skills with a variety of organizations including CASA.

*Repeatable.*

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**NCTE 701 SKILL BUILDING FOR WORK AND COMMUNITY LIFE 0**

*0.50 - 6.00 hours per week: (0.00 - 0.00 lecture hours/0.50 - 6.00 lab hours)*

*Noncredit*

*Non-credit Course*

Provides adults with basic skills to maximize their social, vocational and educational potential, while increasing capacity and facilitating greater community integration. Students progress under multi-modal instruction with instructor support geared to promote self-determined and independent lives.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**NCTE 705 TRANSITION READINESS PREPARATION 0**

*1.5 - 3.00 hours per week: (0.00 lecture hours/1.50 - 3.00 lab hours)*

*Noncredit*

*Non-credit Course*

Provides students with programs designed to improve basic skills in reading, vocabulary, spelling, grammar, writing, mathematics, study skills, and English as a Second Language. Students work independently and at their own pace with faculty guidance and support using computers, audio-tutorial tapes, books and supplemental materials. This is a noncredit course designed to support the educational program for persons seeking employment and orto transition to other academic programs.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**NCTE 710 EMPLOYABILITY SKILLS** 0

3.00 - 6.00 hours per week: (0.00 - 0.00 lecture hours/3.00 - 6.00 lab hours)

Noncredit

Non-credit Course

Provides students with fundamental job exploration and work-place readiness skills. This course prepares students for successful employment by engaging them in job exploration and job-seeking, workplace, and life skills. This is a noncredit course designed to support the educational program for persons seeking employment.

Repeatable.

[Click for Course Student Learning Outcomes](#)

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**NCTE 713 FOOD SAFETY AND SANITATION** 0

1.00 hours per week: (1.00 lecture hours/0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Examines the principles of hygiene and sanitation and their application to food service operations. Emphasis is placed on the implementation of proper methods and procedures and the food handler's responsibility in maintaining high sanitation and safety standards.

Repeatable.

[Click for Course Student Learning Outcomes](#)

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**NCTE 720 GREEN BUSINESS CERTIFICATION** 0

0.50 - 2.00 hours per week: (0.50 - 2.00 lecture hours/0.00 - 0.00 lab hours)

Noncredit

Non-credit Course

Introduces standards and practices in Green Business in California and the methods through which a business can achieve and certify those standards. Explores the business and environmental reasons for modifying practices and presents the areas of the certification assessment.

Repeatable.

[Click for Course Student Learning Outcomes](#)

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**NCTE 725A CALIFORNIA CONSERVATION AWARENESS-AN INTRODUCTION** 0

1.00 hours per week: (1.00 lecture hours/0.00 lab hours)

Noncredit

Non-credit Course

Provides students with an overview of the concepts and current status of biological conservation of California ecosystems. This course explores the biodiversity, food web interactions, natural resources and ecosystem services within the redwood/coastal, chaparral/oak woodland, Sierra/pine, and urban systems, with emphasis placed on their status, impacts and solutions. This course is designed to benefit to those actively participating in hands-on conservation efforts throughout the state.

Repeatable.

[Click for Course Student Learning Outcomes](#)

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**NCTE 730 WELLNESS ARTS FOR WORK AND COLLEGE SUCCESS** 0

3.00 hours per week: (1.50 lecture hours/1.50 lab hours)

Noncredit

Non-credit Course

Presents art as a tool for processing, expressing, and managing emotional health as a component of success in the college environment or workplace. Integrates art and the fundamentals of wellness to mitigate disability-related environmental, emotional, and sensory stressors, along with the anxiety, frustration, and self-doubt commonly experienced in college and work environments. This is a noncredit course designed to support the educational program for persons seeking employment or transitioning into other college programs.

Repeatable.

[Click for Course Student Learning Outcomes](#)

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**NCTE 740 WORK SKILLS** 0

3.00 - 6.00 hours per week: (0.00 lecture hours/3.00 - 6.00 lab hours)

Noncredit

Non-credit Course

Introduces technical, safety and workplace skills through work experience in a work environment in diverse areas of vocational activity aligned with local employment opportunities. This is a non-credit course designed to support the educational program for persons seeking employment.

Repeatable.

[Click for Course Student Learning Outcomes](#)

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**NCTE 775 PLANNING YOUR NEXT CAREER** 0

0.50 hours per week: (0.50 lecture hours/0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Designed for older adults who wish to explore new work and career opportunities. Students develop work-related goals, examine their work histories, identify marketable employment skills, and identify local employment resources and supports.

Repeatable.

[Click for Course Student Learning Outcomes](#)

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**NCTE 780 TRANSFER SKILLS TRAINING FOR CAREGIVERS AND MEDICAL PROFESSIONALS** 0

0.50 - 1.00 hours per week: (0.00 - 0.00 lecture hours/0.50 - 1.00 lab hours)

Noncredit

Non-credit Course

Presents evidence-based approaches to transferring patients with a variety of diagnoses and conditions. This course covers the bio mechanics of lifting, basic anatomy of the back, fall prevention and basic transfer techniques, including techniques specific to particular conditions. Students will demonstrate transfer skills presented in the class, thus developing increased safety and efficiency for both the patient and the caregiver.

Repeatable.

[Click for Course Student Learning Outcomes](#)

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## NURSING ASSISTANT

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**NAST 148 NURSING ASSISTANT** 3.00

3.34 hours per week: (3.34 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Corequisites: NAST 148L

Advisories: ENGL 156

Presents theory necessary for basic nursing care. Upon completion of this course, students are eligible to take the National Nurse Assistant Training and Assessment Program Test (NNAAP). Based on state background clearance and success on the NNAAP, students will obtain a certificate as a Certified Nurse Assistant in the state of California.

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**NAST 148L NURSING ASSISTANT LAB** 2.00

6.00 hours per week: (0.00 lecture hours/6.00 lab hours)

Credit - Degree Applicable

P/NP Only

Corequisites: NAST 148

Presents skills necessary for basic nursing care. Requires supervised clinical experiences in a skilled nursing facility. Must be able to lift 50#. Upon completion of this course, students are eligible to take the National Nurse Assistant Training and Assessment Program Test (NNAAP). Based on state background clearance and success on the NNAAP, students will obtain a certificate as a Certified Nurse Assistant in the state of California.

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**NAST 193 NURSING ASSISTANT SPECIAL TOPIC 0.50 to 4.00**

1.50 - 12.00 hours per week: (0.00 lecture hours/1.50 - 12.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Examines a special topic in the field of study related to the discipline offering this course.

[Click for Course Student Learning Outcomes](#)

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**NURSING REGISTERED ASSOCIATE DEGREE**

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**NRAD 004E NCLEX PREPARATION 0.50**

0.50 hours per week: (0.50 lecture hours/0.00 lab hours)

Credit - Not Degree Applicable

P/NP Only

Corequisites: NRAD 204B

This course is to help prepare the RN student for the state licensing exam. Critical thinking strategies required to answer the NCLEX questions are presented. A portion of this class will be hands-on computer testing to simulate the state board testing format.

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**NRAD 103H THIRD SEMESTER NURSING READINESS 0.50**

0.50 hours per week: (0.50 lecture hours/0.00 lab hours)

Credit - Degree Applicable

P/NP Only

Corequisites: NRAD 203A

A course designed for registered nursing students entering the third semester. Nursing concepts necessary for success in the third semester are reviewed.

[Click for Course Student Learning Outcomes](#)

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**NRAD 120A SUPPLEMENTARY NURSING SKILLS PRACTICE FIRST SEMESTER 0.50 to 1.00**

1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)

Credit - Degree Applicable

P/NP Only

Prerequisites: Enrollment in the nursing program.

Corequisites: NRAD 201B

Provide students the opportunity to practice first semester nursing skills presented in 201B through assessment, demonstration and practice. Practice opportunities vary from highly structured to less structured simulated clinical situations. Note: 0.5 unit required in first semester.

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**NRAD 120B SUPPLEMENTARY NURSING SKILLS PRACTICE SECOND SEMESTER 0.50 to 1.00**

1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)

Credit - Degree Applicable

P/NP Only

Corequisites: NRAD 202B

Designed to provide students the opportunity to practice second semester nursing skills presented in 202B through assessment, demonstration and practice. Practice opportunities vary from highly structured to less structured simulated clinical situations. Note: 0.5 unit required in second semester.

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**NRAD 120C SUPPLEMENTARY NURSING SKILLS PRACTICE THIRD SEMESTER 0.50 to 1.00**

1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)

Credit - Degree Applicable

P/NP Only

Corequisites: NRAD 203B

Designed to provide students the opportunity to practice third semester nursing skills presented in 203B through assessment, demonstration and practice. Practice opportunities vary from highly structured to less structured simulated clinical situations. Note: 0.5

unit required in third semester.

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**NRAD 120D SUPPLEMENTARY NURSING SKILLS PRACTICE FOURTH SEMESTER 0.50 to 1.00**

1.50 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 3.00 lab hours)

Credit - Degree Applicable

P/NP Only

Corequisites: NRAD 204B

Designed to provide students the opportunity to practice nursing skills presented in semesters one through four through assessment, demonstration and practice. Practice opportunities vary from highly structured to less structured simulated clinical situations. Note: This class is optional.

[Click for Course Student Learning Outcomes](#)

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**NRAD 193 NURSING SPECIAL TOPIC 0.50 to 4.00**

1.50 - 12.00 hours per week: (0.00 lecture hours/1.50 - 12.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Examines a special topic in the field of study related to the discipline offering this course.

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**NRAD 201 FOUNDATIONS OF NURSING/CARING 2.00**

2.00 hours per week: (2.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Advisories: ENGL 201A

Introduces caring theory as the essence of nursing. Foundational concepts include communication, teaching/learning, nursing process, life-span. Self-care and academic success principles are introduced. Surveys historical, social, legal, economic and ethical aspects of nursing, emphasizing critical thinking, patient advocacy and caring in a multicultural society.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

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**NRAD 201A NURSE CARING CONCEPTS 2.00**

2.00 hours per week: (2.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Prerequisites: Admittance into the registered nursing program.

Corequisites: NRAD 201B

Applies the foundational caring concepts of communication, teaching, learning, nursing process, caring, energy and life span as a structure for nursing practice. Provides a foundation for health promotion in a multicultural society. Introduces independent learning modules.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

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**NRAD 201B NURSE CARING PRACTICUM I 5.00**

11.00 hours per week: (2.00 lecture hours/9.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Prerequisites: Admission to the registered nursing program and Current Health Care Provider CPR card is required

Corequisites: NRAD 201D

Applies nursing concepts to the practice of nursing. Presents related nursing procedures. Provides opportunities for student practice of procedures. Provides skill practice in lab setting for the student to perform nursing care for adults and geriatric clients through structured experiences in long-term care settings and acute care hospital settings. Student will identify personal biases as they relate to the provision of culturally sensitive nursing care. Application of nursing process and cultural concepts to individual nursing care.

Transfer: CSU

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**NRAD 201D DECISION MAKING DATA I** **2.00**

*2.00 hours per week: (2.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

*Prerequisites: Admittance into the registered nursing program*

*Corequisites: NRAD 201A*

Presents fundamental concepts and nursing care problems related to pharmacology, nutrition, fluid and electrolyte balance, diagnostic testing, and acute pain for the adult and geriatric client. Introduces math calculations for medication administration. Explores application of nursing process to nursing care problems. Cultural concepts pertinent to nursing care are presented.

*Transfer: CSU*

[Click for Course Student Learning Outcomes](#)

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**NRAD 202A NURSE CARING FAMILY CONCEPTS** **3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

*Prerequisites: NRAD 201B and/or admission to the nursing program*

*Corequisites: NRAD 202B*

Continues the study of caring concepts in greater depth and complexity. Teaches nursing care of the childbearing family, children and young through middle adulthood. Introduces family considerations in establishing short-term and long-term goals for health promotion. Continues focus on the individual assuming responsibility for health promotion and learning. Emphasizes planning, implementation and evaluation of nursing process in a multicultural society.

*Transfer: CSU*

[Click for Course Student Learning Outcomes](#)

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**NRAD 202B NURSE CARING PRACTICUM II** **8.00**

*20.00 hours per week: (2.00 lecture hours/ 18.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

*Prerequisites: NRAD 201B and/or Admission to the nursing program and Current Health Care Provider CPR card is required*

*Corequisites: NRAD 202D*

Applies nurse caring concepts to the clinical practice of nursing in a wide variety of health care settings. Presents related nurse caring skills. Provides opportunity to deliver relevant nursing care for maternity clients, infants, children, and young/middle-aged adults instructed clinical practice in a way that is culturally competent.

*Transfer: CSU*

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**NRAD 202D DECISION MAKING DATA II** **2.00**

*2.00 hours per week: (2.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

*Prerequisites: NRAD 201B and/or Admission to nursing program*

*Corequisites: NRAD 202A*

Builds on fundamental concepts related to pharmacology, nutrition, diagnostic testing across the life span. Emphasis is placed on the role of the nurse in client education. Cultural concepts pertinent to nursing care problems are presented.

*Transfer: CSU*

[Click for Course Student Learning Outcomes](#)

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**NRAD 203 NURSING TRANSITIONS** **1.00**

*0.89 hours per week: (0.89 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

Introduces caring theory as the essence of nursing. Surveys legal and ethical aspects of nursing, emphasizing critical thinking, patient advocacy and caring in a multicultural society. Provides an 8-week transition course required for 30 unit option students.

*Transfer: CSU*

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**NRAD 203A NURSE CARING CONCEPTS III** **2.00**

*2.00 hours per week: (2.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

*Prerequisites: NRAD 202D and/or admission to the nursing program*

*Corequisites: NRAD 203B*

Applies nurse caring concepts to care of child, adult, and elderly clients with goal setting, energy, and caring problems. Includes cultural diversity and ethnic considerations, men and women's health, musculoskeletal, nutrition and elimination, degenerative nervous system, liver, skin, acute oxygenation, hematologic, and vascular problems. Emphasizes nursing intervention.

*Transfer: CSU*

[Click for Course Student Learning Outcomes](#)

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**NRAD 203B NURSE CARING PRACTICUM III** **5.00**

*11.00 hours per week: (2.00 lecture hours/9.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

*Prerequisites: NRAD 202D and/or admission to the nursing program and Current Health Care Provider CPR card is required*

*Corequisites: NRAD 203D*

Applies nurse caring concepts to the clinical practice of nursing in a variety of health care settings. Presents advanced nursing skills. Provides opportunity to implement culturally relevant nursing care to clients with varied health problems in a various clinical settings.

*Transfer: CSU*

[Click for Course Student Learning Outcomes](#)

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**NRAD 203D NURSE CARING FOR MEDICAL-SURGICAL CLIENTS** **2.00**

*2.00 hours per week: (2.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

*Prerequisites: NRAD 202D and/or admission to the nursing program*

*Corequisites: NRAD 203A*

Applies nursing interventions of prevention, maintenance, restoration and caring to a variety of health problems: neurologic, genito-urinary, renal, endocrine. Content is related to pathophysiology, life span, barriers to goal-setting, nursing process and teaching/learning. Emphasis is also placed on the impact that this situational crisis has on the client and families ability to cope.

*Transfer: CSU*

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**NRAD 204 NURSE LEADERSHIP/MANAGEMENT** **1.00**

*1.00 hours per week: (1.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

*Prerequisites: NRAD 203D and/or admission to the nursing program*

*Corequisites: NRAD 204A*

Continues to develop leadership and management content at the Associate Degree level as required for beginning practice. Includes the management process, assertion skills, organizational skills, decision making, and change theory. Explores work-role relationships and collegiality, including conflict resolution, reality shock and strategies to deal with burnout.

*Transfer: CSU*

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**NRAD 204A NURSE CARING CONCEPTS FOR CLIENTS PSYCHIATRICALY AT RISK** **2.00**

*2.00 hours per week: (2.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

Letter Grade Only

Prerequisites: NRAD 203D and/or admission to the nursing program

Corequisites: NRAD 204B

Applies nurse caring concepts to planning nursing care for clients at risk from mental illness, dysfunction and crisis. Presents assessment techniques, nursing diagnoses and specific nursing interventions.

Transfer: CSU

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### NRAD 204B NURSE CARING FOR PEOPLE AT RISK PRACTICUM

6.00

18.00 hours per week: (0.00 lecture hours/ 18.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Prerequisites: NRAD 203D and/or admission to the nursing program and Current Health Care Provider CPR card is required

Corequisites: NRAD 204D

Applies culturally sensitive nursing care for people at risk in health care settings, which are varied and more complex. Provides client care experiences in a less structured environment and with increasing independence. Includes preceptorship experience, which covers a designated period of time and a variety of clients across the life span in a variety of settings.

Transfer: CSU

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### NRAD 204D NURSE CARING FOR PEOPLE AT RISK CONCEPTS

2.00

2.00 hours per week: (2.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Prerequisites: NRAD 203D and/or admission to the nursing program

Corequisites: NRAD 204

Applies nurse caring concepts to clients at risk. Emphasizes the nursing process as a framework for critical thinking for moderate to complex client situations. Introduces the critical care environment and establishment of priorities for clients in crisis. Emphasis is on clients with cardiovascular problems. Coping strategies, life style changes to promote health, and culturally relevant care are presented.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

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### NRAD 219A BEGINNING STUDENT INTERNSHIP

1.00

3.00 hours per week: (0.00 lecture hours/3.00 lab hours)

Credit - Degree Applicable

P/NP Only

Prerequisites: NRAD 202B: NURSE CARING PRACTICUM II

Provides the opportunity to practice selected nursing skills learned during the first and second semester of the Associate Degree Nursing program under the supervision of the agency Registered Nurse mentor. Offers work experience in a participating agency.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

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### NRAD 219B INTERMEDIATE STUDENT INTERNSHIP

1.00

3.00 hours per week: (0.00 lecture hours/3.00 lab hours)

Credit - Degree Applicable

P/NP Only

Prerequisites: NRAD 203B with a minimum grade of C or better

Provides the opportunity to practice selected nursing skills learned during the first, second and third semester of the Associate Degree Nursing program under the supervision of the agency Registered Nurse mentor. Offers work experience in a participating agency.

[Click for Course Student Learning Outcomes](#)

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### NRAD 222 MEDICAL TERMINOLOGY

3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Advisories: ENGL 156

Introduces medical terminology for body structure, body systems, and diagnostic work. Prefixes, suffixes and combined root forms are used to identify medical terms.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

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## NUTRITION

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### NUTR 193 NUTRITION SPECIAL TOPIC

0.50 to 4.00

0.00 - 0.00 hours per week: (0.00 lecture hours)

Credit - Degree Applicable

Letter Grade or P/NP

Examines a special topic in the field of study related to the discipline offering this course.

[Click for Course Student Learning Outcomes](#)

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### NUTR 210 NUTRITION

3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Advisories: ENGL 156

Examines nutritional needs throughout the life cycle including the interpretation of the chemical composition of food as applied to the utilization of nutrients in the body.

Transfer: CSU; UC

C-ID NUTR 110

[Click for Course Student Learning Outcomes](#)

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### NUTR 211 INTRODUCTION TO NUTRITION FOR HEALTH PROFESSIONALS

3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Advisories: ENGL 156

Studies the nutritional needs of the human life cycle and examines the biological function and chemical classification of nutrients. Relates nutrition concepts to health and disease. This course is designed for current or prospective members of health professions such as nurses, physicians, physician assistants, dietitians, dentists, dental hygienists, physical therapists and occupational therapists.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

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### NUTR 213 FOOD SAFETY AND SANITATION

0.50

(Formerly CULART13, CUL213)

0.50 hours per week: (0.50 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Examines the principles of hygiene and sanitation and their application to food service operations. Emphasis is placed on the implementation of proper methods and procedures and the food handlers responsibility in maintaining high sanitation and safety standards.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

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### NUTR 218 MATERNAL AND CHILD NUTRITION

3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Examines the nutritional requirements of the pregnant woman, developing fetus, infant, toddler and child.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

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**NUTR 222 CULTURAL ASPECTS OF FOOD 3.00***3.00 hours per week: (3.00 lecture hours/0.00 lab hours)**Credit - Degree Applicable**Letter Grade or P/NP**Advisories: NUTR 210*

Examines the impact of stereotypes, stigmas, and discrimination on the health of non-dominant ethnic/racial and select minority groups (women, children and religious) based on their heritage consistent food patterns and preferences. Various socio-political, industrial, environmental, communication styles, and psychological factors influencing assimilation and acculturation will be analyzed to promote prejudice reduction and understanding of the meaning of food to cultures around the world. Non-traditional and/or experiential teaching/learning strategies may be used to evaluate nutritional excesses as well as deficiencies across the life span.

*Transfer: CSU*[Click for Course Student Learning Outcomes](#)

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**NUTR 224 GERONTOLOGICAL NUTRITION 3.00***3.00 hours per week: (3.00 lecture hours/0.00 lab hours)**Credit - Degree Applicable**Letter Grade or P/NP*

Introduces the basic nutrition concepts and theories that impact the nutritional status of older persons. Emphasis is placed on the physiologic changes of aging and the effect on nutrition status; the factors that influence nutrient intakes and what diet and/or exercise changes may correct nutrition deficiencies and/or stabilize chronic diseases.

*Transfer: CSU*[Click for Course Student Learning Outcomes](#)

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**NUTR 230 NUTRITION FOR FITNESS AND SPORT 3.00***3.00 hours per week: (3.00 lecture hours)**Credit - Degree Applicable**Letter Grade or P/NP**Advisories: ENGL 156 and NUTR 210*

Presents a specialized course relating nutrition to physical performance and fitness, exploring current trends, controversies, and analyzing various dietary recommendations relating them to specific physical needs.

*Transfer: CSU*[Click for Course Student Learning Outcomes](#)

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**NUTR 232 PRINCIPLES OF FOOD WITH LAB 3.00***5.00 hours per week: (2.00 lecture hours/3.00 lab hours)**Credit - Degree Applicable**Letter Grade or P/NP*

Applies food science principles with emphasis on ingredient function and interaction, food preparation techniques, sensory evaluation standards, food safety and sanitation, and nutritional values.

*Transfer: CSU**C-ID NUTR 120*[Click for Course Student Learning Outcomes](#)

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**NUTR 247 INDEPENDENT STUDIES: NUTRITION 0.50 to 2.00***1.50 - 6.00 hours per week: (0.00 lecture hours/1.50 - 6.00 lab hours)**Credit - Degree Applicable**Letter Grade or P/NP*

Provides an opportunity for an in-depth study or a practicum experience by an individual student in a selected topic of nutrition under the direction of an instructor.

*Transfer: CSU*[Click for Course Student Learning Outcomes](#)

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**NUTR 252 WORK EXPERIENCE IN NUTRITION 1.00 to 4.00***0 hours per week: (0.00-0.00 lecture hours/0.00-0.00 lab hours)**Credit - Degree Applicable**Letter Grade Only*

Provides opportunities for students in Nutrition to acquire and

demonstrate employer-desired work habits, attitudes, and skills in the workplace. Employment is related to the student's educational majors and/or career goals. Students may earn a maximum of four credits per semester. Students must work 75 paid work hours or 60 non-paid work hours for each credit earned.

*Transfer: CSU*[Click for Course Student Learning Outcomes](#)

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**OCEANOGRAPHY**

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**OCEN 210 OCEANOGRAPHY 3.00***3.00 hours per week: (3.00 lecture hours/0.00 lab hours)**Credit - Degree Applicable**Letter Grade or P/NP**Prerequisites: MATH 123**Advisories: ENGL 156*

An introductory course designed to acquaint the student with general oceanography. Topics treated include the history and scope of oceanography, properties of sea water, ocean currents, ocean waves and tides, submarine morphology and geology, marine sediments, life in the sea, and the significance of the oceans to local and global environments.

*Transfer: CSU; UC*[Click for Course Student Learning Outcomes](#)

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**OCEN 210L OCEANOGRAPHY LABORATORY 1.00***3.00 hours per week: (0.00 lecture hours/3.00 lab hours)**Credit - Degree Applicable**Letter Grade or P/NP**Prerequisites: Completion of or concurrent enrollment in OCEN 210.*

Laboratory and field investigations of marine environments, including geologic, physical, chemical, and biological aspects of the ocean and coastal area. The course emphasizes changing physical factors and human activities as they affect the oceans.

*Transfer: CSU; UC*[Click for Course Student Learning Outcomes](#)

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**OCEN 247 INDEPENDENT STUDIES: OCEANOGRAPHY 0.50 to 4.00***0.80 - 6.00 hours per week: (0.00 - 0.00 lecture hours/0.80 - 6.00 lab hours)**Credit - Degree Applicable**Letter Grade or P/NP*

Provides an opportunity for an in-depth study or a practicum experience by an individual student in a selected topic of Oceanography under the direction of an instructor.

*Transfer: CSU*[Click for Course Student Learning Outcomes](#)

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**PARALEGAL**

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**PLGL 131 CURRENT ETHICAL ISSUES FOR PARALEGALS 1.00***1.00 hours per week: (1.00 lecture hours/0.00 lab hours)**Credit - Degree Applicable**Letter Grade or P/NP*

Examines current ethical issues for paralegals using case law and examples of lawyer and paralegal misconduct.

[Click for Course Student Learning Outcomes](#)

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**PLGL 147 INDEPENDENT STUDIES: PARALEGAL 0.50 to 2.00***1.50 - 6.00 hours per week: (0.00 lecture hours/1.50 - 6.00 lab hours)**Credit - Degree Applicable**Letter Grade or P/NP**Prerequisites: The student must have completed preparatory course work in the field in which the study is to be undertaken.*

Provides an opportunity for an in-depth study or a practicum experience by an individual student in a selected topic of Paralegal under

the direction of an instructor.

[Click for Course Student Learning Outcomes](#)

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**PLGL 201 INTRODUCTION TO PARALEGAL STUDIES 3.00**

*4.00 hours per week: (2.50 lecture hours/1.50 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Advisories: ENGL 156*

Introduces the professional responsibilities of the paralegal, including rules regarding ethical conduct and a basic overview of the legal system and research. Covers different law office management functions commonly performed by paralegals such as basic correspondence, billing and financial management, calendar and docket control management, file and record management, and library management.

*Transfer: CSU*

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**PLGL 203 PARALEGAL INTERNSHIP 3.00**

*8.00 hours per week: (0.50 lecture hours/7.50 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

*Advisories: PLGL 220, PLGL 201, PLGL 205*

Provides students an opportunity to experience the responsibilities of an employee in a legal setting related to their courses in paralegal studies.

*Transfer: CSU*

[Click for Course Student Learning Outcomes](#)

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**PLGL 205 CIVIL PROCEDURE and LITIGATION 4.00**

*5.00 hours per week: (3.50 lecture hours/1.50 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Advisories: ENGL 156*

Introduces the principles and management of civil litigation in state and federal courts including pretrial, trial, and post trial practice and procedures. Covers pleadings, discovery, pretrial motions, trial preparation, trial motions, trial assistance, post trial motions, enforcement of judgments, and appeals. Procedures used in case settlement and in alternative dispute resolution such as mediation and arbitration will also be covered.

*Transfer: CSU*

[Click for Course Student Learning Outcomes](#)

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**PLGL 206 BUSINESS ORGANIZATIONS 3.00**

*(Formerly LGL206)*

*4.00 hours per week: (2.50 lecture hours/1.50 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Advisories: ENGL 156*

Introduces the student to the substantive law and procedural aspects of business organizations, including sole proprietorships, partnerships, limited liability companies, and corporations. Includes a study of the relative advantages and disadvantages of the different business organizations as related to formation, management, liability, dissolution, regulation, and taxation. Also includes an overview of such related areas as agency law, employment law, and business ethics.

*Transfer: CSU*

[Click for Course Student Learning Outcomes](#)

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**PLGL 207 FAMILY LAW 3.00**

*(Formerly PLGL107, LGL207)*

*4.00 hours per week: (2.50 lecture hours/1.50 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Advisories: ENGL 156*

Introduces the fundamental principles of California Family Law along with the terminology, procedures, and legal document and form preparation involved in family law matters. Topics include

an overview of California law regarding marriage versus domestic partnerships, principles of community property law, marital and cohabitation agreements, legal separations, marital and domestic partnership dissolutions, annulments, spousal and domestic partner support, child custody and support, paternity, adoption, and domestic violence.

*Transfer: CSU*

[Click for Course Student Learning Outcomes](#)

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**PLGL 208 ESTATE PLANNING AND ADMINISTRATION 3.00**

*(Formerly LGL208)*

*4.00 hours per week: (2.50 lecture hours/1.50 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Advisories: ENGL 156*

Introduces the fundamental principles of estate planning and administration along with the terminology, procedures, and legal document and form preparation involved in estate planning and administration matters. Topics cover aspects of estate planning including the preparation of wills, trusts, and related documents along with aspects of estate administration including probate proceedings and estate disposition outside of probate.

*Transfer: CSU*

[Click for Course Student Learning Outcomes](#)

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**PLGL 209 TECHNOLOGY IN THE LAW OFFICE 3.00**

*4.00 hours per week: (2.50 lecture hours/1.50 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Advisories: CIS 210*

Introduces the student to the use of technology by paralegals in the law office. Includes an overview of technology in the law office and the ethical issues raised by the use of such technology. Covers computer applications in the law office including word processing and document assembly, spreadsheets, database management, law office management, case management and litigation support as well as electronic discovery. Also covers computer assisted legal research including CD-ROM and internet legal and factual research.

*Transfer: CSU*

[Click for Course Student Learning Outcomes](#)

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**PLGL 220 LEGAL RESEARCH AND WRITING 4.00**

*(Formerly LGL220)*

*4.00 hours per week: (4.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Advisories: ENGL 201A*

Provides an introduction to the fundamental aspects of legal research by an in-depth analysis of case law, statutory law, and administrative law on both a federal and state level. Students will learn to locate authority relevant to selected legal issues. This skill is applied to writing clear and concise briefs, opinion letters, and memoranda, employing the IRAC (issue, rule, analysis, conclusion) legal analytical formula.

*Transfer: CSU*

[Click for Course Student Learning Outcomes](#)

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**PARAMEDIC**

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**SEE EMERGENCY MEDICAL SERVICES, SECTION 3A, PAGE 45**

## PERSONAL DEVELOPMENT STUDIES

### PEDS 110 CAREER PLANNING: COMPREHENSIVE 3.00

(Formerly WEXP110)

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

P/NP Only

Advisories: ENGL 156

Introduces a decision-making process that will help students envision and plan for a future that is productive, achievable, and stimulating. The culmination of this process is the development of an online career and education 10-year plan that can be used for advisory and academic coaching purposes and updated as students grow, change, or face transitions. The personalized 10-year plan provides the focus and intrinsic motivation to succeed in college, at work, and in life.

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### PEDS 111 CAREER PLANNING: ATTITUDES AND APTITUDES 1.00

1.00 hours per week: (1.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

P/NP Only

Presents students with the second installment of an online career and education 10-year plan. The personalized 10-year plan provides the focus and intrinsic motivation to succeed in college, at work, and in life. Students revisit the plan as they explore the following: how their year-to-year changes impact lifestyle, career and education goals; high-demand careers that match their interests and aptitudes; education and training options and how to make school affordable; skills needed for college and career success; and how to update their 10-year plan to keep their future on schedule.

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### PEDS 112 CAREER PLANNING: POST-SECONDARY EDUCATION PATH 1.00

1.00 hours per week: (1.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

P/NP Only

Presents students with the third installment of an online career and education 10-year plan. The personalized 10-year plan provides the focus and intrinsic motivation to succeed in college, at work, and in life. Students explore the following: determining a major and college or post-secondary educational options; writing important documents, such as a resume, college essay, and planning timelines; and developing an educational plan that will assure they are college and career ready.

[Click for Course Student Learning Outcomes](#)

### PEDS 113 CAREER PLANNING: ACTING UPON THE 10-YEAR PLAN 1.00

1.00 hours per week: (1.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

P/NP Only

Presents students with the fourth and last installment of an online career and education 10-year plan. The personalized 10-year plan provides the focus and intrinsic motivation to succeed in college, at work, and in life. Students explore the following: developing a post-secondary education and training paths; writing a resume, college or job applications, admissions essays and timelines; and designing an education plan to assure they are college and career ready.

[Click for Course Student Learning Outcomes](#)

### PEDS 120 WORKPLACE READINESS FUNDAMENTALS 3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Not Degree Applicable

Letter Grade Only

Introduces fundamentals of workplace readiness, job search and job retention. Students will gain an understanding of the role and value of working; identify and implement steps involved in obtaining employment; identify and demonstrate the employability skills associated with maintaining employment; and describe and apply basic employee money management skills.

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## PHILOSOPHY

### PHIL 205 INTRODUCTION TO THE BIBLE 3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Advisories: ENGL 156

Introduces the literature of the Hebrew scriptures and the Christian New Testament through their history, literary conventions, authors, and sources.

Transfer: CSU; UC

[Click for Course Student Learning Outcomes](#)

### PHIL 206 INTRODUCTION TO PHILOSOPHY 3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Advisories: ENGL 156

Introduces the ideas and methods of major philosophers through the critical reading of selections from primary texts. Emphasis will be placed on the philosophical subfields of metaphysics, epistemology, and ethics. May also include philosophical examination of topics in religion, science, language, art, or politics.

Transfer: CSU; UC

C-ID PHIL 100

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### PHIL 208 INTRODUCTION TO LOGIC 3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Advisories: ENGL 156

Introduces the basic principles of both deductive and inductive reasoning. Treatment of deductive reasoning emphasizes translation, truth tables, and natural deduction in sentential logic. Treatment of inductive reasoning emphasizes inductive argument forms, functions of language, and informal fallacies.

Transfer: CSU; UC

C-ID PHIL 110

[Click for Course Student Learning Outcomes](#)

### PHIL 209 WORLD RELIGIONS 3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Advisories: ENGL 201A

Presents the history, concepts, and cultures of the world's major religions. Emphasizes Judaism, Christianity, Islam, Hinduism, and Buddhism. Surveys Jainism, Confucianism, Taoism, Zoroastrianism, Shintoism, and Sikhism.

Transfer: CSU; UC

[Click for Course Student Learning Outcomes](#)

### PHIL 212 PHILOSOPHICAL CLASSICS IN THEORY OF REALITY AND OF KNOWLEDGE 3.00

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Advisories: ENGL 201A

Presents an in-depth study of problems in the theory of reality and the theory of knowledge by means of a critical analysis of a selection of classics in philosophy.

*Transfer: CSU; UC*

[Click for Course Student Learning Outcomes](#)

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**PHIL 213 PHILOSOPHICAL CLASSICS IN ETHICS AND SOCIAL PHILOSOPHY 3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Advisories: ENGL 201A*

Studies problems in ethics and social philosophy by critically analyzing a selection of classic texts.

*Transfer: CSU; UC*

*C-ID PHIL 120*

[Click for Course Student Learning Outcomes](#)

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**PHIL 247 INDEPENDENT STUDIES: PHILOSOPHY 0.50 to 2.00**

*1.50 - 6.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 6.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: The student must have completed preparatory course work in the field in which the study is to be undertaken.*

Provides an opportunity for in-depth study or a practicum experience by an individual student in a selected topic of philosophy under the direction of an instructor.

*Transfer: CSU*

[Click for Course Student Learning Outcomes](#)

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**PHLEBOTOMY**

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**SEE MEDICAL ASSISTING, SECTION 3A, PAGE 80**

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**PHYSICAL SCIENCE**

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**PSCI 210 SURVEY OF CHEMISTRY AND PHYSICS 4.00**

*6.00 hours per week: (3.00 lecture hours/3.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: MATH 127 or MATH 128*

Investigates basic principles of physics and chemistry. This activity-based course provides an introduction to the basic concepts of physical science with emphasis on their practical importance and application in the real world. Designed for non-science majors, concepts are introduced in lab through inquiry and further developed during discussion.

*Transfer: CSU*

[Click for Course Student Learning Outcomes](#)

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**PSCI 211 EARTH SCIENCE 4.00**

*6.00 hours per week: (3.00 lecture hours/3.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Presents an introduction to the essentials of Earth Science with a laboratory. Topics include the geosphere, atmosphere, hydrosphere, and solar system. This course focuses on the interactions between physical and chemical systems of the Earth such as the tectonic cycle, rock cycle, hydrologic cycle, weather and climate.

*Transfer: CSU; UC*

*C-ID GEOL 121*

[Click for Course Student Learning Outcomes](#)

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**PHYSICS**

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**PHYS 193 PHYSICS SPECIAL TOPIC 0.50 to 4.00**

*0.00 - 0.00 hours per week: (0.00 - 0.00 lecture hours/0.00 - 0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Examines a special topic in the field of study related to the discipline offering this course.

[Click for Course Student Learning Outcomes](#)

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**PHYS 193C FIELD STUDIES IN PHYSICS 1.00**

*1.00 hours per week: (1.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Explores the principles of nuclear physics at the particle accelerator in CERN, Switzerland.

[Click for Course Student Learning Outcomes](#)

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**PHYS 193E ADVANCED PROBLEM SOLVING FOR PHYS 208B 1.00**

*1.00 hours per week: (1.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*P/NP Only*

*Corequisites: PHYS 208B*

Supplements PHYS 208B to further develop general physics skills and conceptual understanding. Provides the opportunity for additional assistance in developing and mastering problem-solving abilities.

[Click for Course Student Learning Outcomes](#)

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**PHYS 205A GENERAL PHYSICS 4.00**

*6.00 hours per week: (3.00 lecture hours/3.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

*Prerequisites: MATH 229 or MATH 231*

Presents the principles of statics and dynamics of particles and rigid bodies, harmonic motion, fluid mechanics, heat, thermodynamics, wave motion and sound using trigonometry.

*Transfer: CSU; UC*

*C-ID PHYS 105. PHYS 205A+205B = C-ID PHYS 100S*

[Click for Course Student Learning Outcomes](#)

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**PHYS 205B GENERAL PHYSICS 4.00**

*6.00 hours per week: (3.00 lecture hours/3.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

*Prerequisites: PHYS 205A*

Presents the principles of geometric optics, physical optics, static and dynamic electricity and magnetism, introductory DC and AC circuit theory, modern physics topics (relativity, particles and waves, atomic structure, radioactivity and nuclear reactions) using trigonometry.

*Transfer: CSU; UC*

*C-ID PHYS 110. PHYS 205A+205B = C-ID PHYS 100S*

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**PHYS 208A PRINCIPLES OF PHYSICS 1 5.00**

*7.00 hours per week: (4.00 lecture hours/3.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

*Prerequisites: MATH 265A or equivalent*

Presents the principles of statics and dynamics of particles and rigid bodies, fluids, harmonic motion, heat and thermodynamics using calculus.

*Transfer: CSU; UC*

*C-ID PHYS 205. PHYS 208A+208B+208C = C-ID PHYS 200S*

[Click for Course Student Learning Outcomes](#)

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**PHYS 208AX DIRECTED PROBLEM SOLVING METHODS FOR  
PHYS 208A****1.00***1.00 hours per week: (1.00 lecture hours/0.00 lab hours)**Credit - Degree Applicable**P/NP Only**Corequisites: PHYS 208A*

Presents problem-solving and fundamental reasoning skills needed for success in PHYS 208A, Principles of Physics I. This course is designed for students who are currently enrolled in PHYS 208A and seek to improve their problem solving skills and mastery of concepts presented in PHYS 208A. Topics include specific techniques for solving kinematics, force, energy, momentum, torque, thermodynamics, fluid mechanics, and simple harmonic motion problems, analysis of word problems, and the development of solution maps.

*Transfer: CSU*[Click for Course Student Learning Outcomes](#)

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**PHYS 208B PRINCIPLES OF PHYSICS 2****5.00***7.00 hours per week: (4.00 lecture hours/3.00 lab hours)**Credit - Degree Applicable**Letter Grade Only**Prerequisites: MATH 265B or equivalent and PHYS 208A*

Presents the principles of wave motion, sound, geometric and physical optics, static and dynamic electricity and magnetism, D.C. and A.C. circuit theory and electromagnetic waves using calculus.

*Transfer: CSU; UC**C-ID PHYS 210. PHYS 208A+208B+208C = C-ID PHYS 200S*[Click for Course Student Learning Outcomes](#)

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**PHYS 208BX DIRECTED PROBLEM SOLVING METHODS FOR  
PHYS 208B****1.00***1.00 hours per week: (1.00 lecture hours/0.00 lab hours)**Credit - Degree Applicable**P/NP Only**Corequisites: PHYS 208B*

Presents problem-solving and fundamental reasoning skills needed for success in PHYS 208B, Principles of Physics II. This course is designed for students who are currently enrolled in PHYS 208B and seek to improve their problem solving skills and mastery of concepts presented in PHYS 208B. Topics include specific techniques for modeling wave phenomena including sound, electromagnetic, and physical waves, and problem solving techniques utilized in charged systems subjected to magnetic fields.

*Transfer: CSU*[Click for Course Student Learning Outcomes](#)

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**PHYS 208C MODERN PHYSICS****4.00***6.00 hours per week: (3.00 lecture hours/3.00 lab hours)**Credit - Degree Applicable**Letter Grade Only**Prerequisites: PHYS 208B*

Presents the principles of relativity, waves and particles, Bohr theory, quantum mechanics and Schrodinger's equation, elementary atomic structure, nuclear structure and radioactivity using calculus and vector algebra.

*Transfer: CSU; UC**C-ID PHYS 215. PHYS 208A+208B+208C = C-ID PHYS 200S*[Click for Course Student Learning Outcomes](#)

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**PHYS 218 APPLIED PROBLEMS FOR CALCULUS-BASED  
PHYSICS****1.00***1.00 hours per week: (1.00 lecture hours/0.00 lab hours)**Credit - Degree Applicable**P/NP Only**Corequisites: PHYS 208A or PHYS 208B*

Develops problem-solving skills that directly assist student mastery of concepts presented in PHYS 208 classes.

*Transfer: CSU*[Click for Course Student Learning Outcomes](#)

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**POLITICAL SCIENCE**

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**POLS 201 INTRODUCTION TO POLITICAL SCIENCE****3.00***3.00 hours per week: (3.00 lecture hours/0.00 lab hours)**Credit - Degree Applicable**Letter Grade or P/NP**Advisories: ENGL 156*

Surveys the scope, methods and theories of political science with special emphasis on contemporary political issues and problems.

*Transfer: CSU; UC**C-ID POLS 150*[Click for Course Student Learning Outcomes](#)

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**POLS 202 GOVERNMENT AND POLITICS OF THE  
UNITED STATES****3.00***3.00 hours per week: (3.00 lecture hours/0.00 lab hours)**Credit - Degree Applicable**Letter Grade or P/NP**Advisories: ENGL 156*

Presents an introduction to the institutions, operation, and policy outputs of the American political system at the national, state, and local levels. The structures and functions of American government will be explored in the context of their historical development and their relation to political power and interest today.

*Transfer: CSU; UC**C-ID POLS 110*[Click for Course Student Learning Outcomes](#)

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**POLS 204 WORLD POLITICS****3.00***3.00 hours per week: (3.00 lecture hours/0.00 lab hours)**Credit - Degree Applicable**Letter Grade or P/NP**Advisories: ENGL 156*

Examines the nature of relations among states. Analyzes the basic forces affecting the formulation and implementation of foreign policy, and the dynamics of international politics. Emphasizes contemporary problems affecting the United States of America in relation to other nations of the world, and the consequences of those contemporary problems.

*Transfer: CSU; UC**C-ID POLS 140*[Click for Course Student Learning Outcomes](#)

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**POLS 205 LAW AND POLITICS****3.00***3.00 hours per week: (3.00 lecture hours/0.00 lab hours)**Credit - Degree Applicable**Letter Grade Only**Advisories: ENGL 201A*

Introduces the political and constitutional context of major legal controversies, including but not limited to civil rights, civil liberties, presidential versus congressional power, and national versus state and local power.

*Transfer: CSU; UC*[Click for Course Student Learning Outcomes](#)

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**POLS 206 COMPARATIVE GOVERNMENT****3.00***3.00 hours per week: (3.00 lecture hours/0.00 lab hours)**Credit - Degree Applicable**Letter Grade or P/NP**Advisories: ENGL 156*

Compares and analyzes different kinds of political systems; their history, political institutions, political processes, and the environments in which they occur and their consequences.

*Transfer: CSU; UC**C-ID POLS 130*[Click for Course Student Learning Outcomes](#)

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**POLS 209 INTRODUCTION TO POLITICAL THEORY 3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Advisories: POLS 201 and ENGL 201A*

Surveys the diversity of ideas and concepts in political thought from the ancients to the present, from Plato to contemporary feminism.

*Transfer: CSU; UC*

*C-ID POLS 120*

[Click for Course Student Learning Outcomes](#)

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**POLS 247 INDEPENDENT STUDIES: POLITICAL SCIENCE 0.50 to 2.00**

*1.50 - 6.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 6.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

Provides an opportunity for an in-depth study or practicum experience by an individual student in a selected topic of government under the direction of an instructor.

*Transfer: CSU*

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## PROFESSIONAL DEVELOPMENT STUDIES

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**PDS 030 WELLNESS ARTS 2.00**

*(Formerly ACSK093A, WEXP 030)*

*3.00 hours per week: (1.50 lecture hours/1.50 lab hours)*

*Credit - Not Degree Applicable*

*P/NP Only*

Presents art as a tool for processing, expressing and managing mental health issues as they relate to succeeding in a college environment. Examines the fundamentals of mental wellness in the college setting and provides strategies for maintaining positive mental health. Designed for students who struggle with levels of anxiety, sadness, intrusive thoughts, and social phobia that may make attending and succeeding in college difficult.

[Click for Course Student Learning Outcomes](#)

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**PDS 101 SURVEY OF OFFICE PROCEDURES 1.00**

*(Formerly WEXP193R, WEXP143)*

*2.00 hours per week: (0.50 lecture hours/1.50 lab hours)*

*Credit - Not Degree Applicable*

*P/NP Only*

Presents a basic overview of professional office procedures in a hands-on learning environment, with an emphasis on the foundational knowledge and skills required for a basic entry level administrative office support position.

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**PDS 102 SURVEY OF RETAIL PROCEDURES 1.00**

*(Formerly WEXP 193T, WEXP145)*

*2.00 hours per week: (0.50 lecture hours/1.50 lab hours)*

*Credit - Not Degree Applicable*

*P/NP Only*

Presents a basic overview of professional retail procedures in a hands-on environment, with an emphasis on the foundational knowledge and skills required for basic entry-level retail positions.

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**PDS 103 SURVEY OF GRAPHIC DESIGN 1.00**

*2.00 hours per week: (0.50 lecture hours/1.50 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Introduces principles of using professional design software to create visual design works for screen and print media. Topics include using Photoshop for digital imaging projects, Illustrator for vector graphics and InDesign for Digital Layout Design projects. Brief introduc-

tion of video, UX design, and animation will provide a full spectrum exploration of career options in graphic design.

[Click for Course Student Learning Outcomes](#)

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**PDS 105 SURVEY OF EMERGENCY RESPONSE 1.00**

*2.00 hours per week: (0.50 lecture hours/1.50 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Introduces students to concepts and practices of basic immediate care of an injured or ill person. Presents the American Red Cross "Before Giving Care and Checking an Injured or Ill Person" and CPR/AED training modules. Students successfully completing all requirements will earn a Responding to Emergencies First Aid/CPR/AED certification. Also introduces students to first responder and medical careers.

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**PDS 120 GREEN BUSINESS CERTIFICATION 0.50 to 2.00**

*0.50 - 2.00 hours per week: (0.50 - 2.00 lecture hours/0.00 - 0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Introduces standards and practices in Green Business in California and the methods through which a business can achieve and certify those standards. Explores the business and environmental reasons for modifying practices and presents the areas of the certification assessment.

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**PDS 120A BEGINNING COMPUTER KEYBOARDING AND DOCUMENT PROCESSING 3.00**

*(Formerly CAO20A, CAO120A)*

*5.00 hours per week: (2.00 lecture hours/3.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Advisories: ENGL 156*

Designed for all students whose keyboarding skill will be primary and/or secondary to their vocation and/or for personal use. Provides basic keyboarding skills by touch, using a microcomputer with a 10-key pad. Includes basic formatting instructions for letters, tables, and reports.

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**PDS 120B INTERMEDIATE COMPUTER KEYBOARDING AND DOCUMENT PROCESSING 3.00**

*(Formerly CAO20B, CAO120B)*

*5.00 hours per week: (2.00 lecture hours/3.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Designed for all students whose keyboarding skill will be primary and/or secondary to their vocation and/or personal use. Provides the primary purposes of building speed and accuracy and arranging letters, memos, reports, business forms and tables in proper format.

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**PDS 150 PROJECT MANAGEMENT FUNDAMENTALS 1.00**

*1.00 hours per week: (1.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Provides students with an overview of the concepts, tools, techniques and results of successful project management. Using hands-on learning activities, this course investigates the role and responsibilities of the Project Manager and introduces the student to the steps involved in planning and managing a project from beginning to end.

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**PDS 162 INTRODUCTION TO BEGINNING COMPUTER KEYBOARDING 1.00**

*(Formerly CAO162, CAO162)*

*1.50 hours per week: (0.75 lecture hours/0.75 lab hours)*

*Credit - Degree Applicable*  
*Letter Grade or P/NP*

Introduces typing fundamentals, machine functions, keyboard use, and speed and accuracy drills. Designed to develop a minimum typing speed of 20 words a minute.

[Click for Course Student Learning Outcomes](#)

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**PDS 166 INTRODUCTION TO COMPUTER BASICS 1.00**

*(Formerly CAO A66, CAO A266)*

*1.50 hours per week: (1.00 lecture hours/0.50 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Covers the basics of the computer's Windows operating system. Includes working with folders and files, customizing the operating system environment, using a browser to explore and search the World Wide Web.

[Click for Course Student Learning Outcomes](#)

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**PDS 170 DEALING WITH CHANGE 0.50**

*(Formerly BUS170)*

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Provides students with an understanding of change and the influence it has on an organization and the individuals in that organization. Topics will include understanding organizational and individual change, theoretical models of change, and how to manage change.

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**PDS 171 TEAM BUILDING 0.50**

*(Formerly BUS171)*

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Provides the student with an understanding of how teams work together, common problems teams encounter and how to solve them. Students will learn to recognize various team player styles. Students will be introduced to team building in the workplace.

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**PDS 172 COMMUNICATING WITH PEOPLE 0.50**

*(Formerly BUS172)*

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Introduces the student to key elements in communication within business organizations. Topics will include verbal and nonverbal communication, listening skills and specific supervisory communication skills.

[Click for Course Student Learning Outcomes](#)

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**PDS 173 CONFLICT RESOLUTION 0.50**

*(Formerly BUS173)*

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Provides the student with an analysis of attitudes and behavior which create conflict between individuals and groups within an organization.

[Click for Course Student Learning Outcomes](#)

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**PDS 174 CUSTOMER SERVICE 0.50**

*(Formerly BUS174)*

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Provides the student with certain key skills and attitudes in order to effectively meet the needs of customers. The student will be intro-

duced to the concept of internal and external customers, customer satisfaction and customer retention.

[Click for Course Student Learning Outcomes](#)

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**PDS 175 VALUES & ETHICS 0.50**

*(Formerly BUS175)*

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Acquaints the student with the importance of values and ethics in the workplace. The importance of values and ethics involved in carrying out one's duties will be emphasized.

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**PDS 176 ATTITUDE IN THE WORKPLACE 0.50**

*(Formerly BUS176)*

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Provides the student with certain key skills in the area of attitude so that they may effectively maintain a positive attitude at the workplace and at home. Concepts of how attitudes are communicated, the three types of attitudes and how to adjust one's attitude will be presented.

[Click for Course Student Learning Outcomes](#)

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**PDS 177 STRESS MANAGEMENT 0.50**

*(Formerly BUS177)*

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Acquaints the student with various skills the supervisor needs to help employees. Included is the recognition of stress and how to manage it.

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**PDS 178 DECISION MAKING & PROBLEM SOLVING 0.50**

*(Formerly BUS178)*

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Introduces the student to decision making and problem solving for the workplace.

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**PDS 179 TIME MANAGEMENT 0.50**

*(Formerly BUS179)*

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Introduces the student to time management principles and specific tools that assist in making maximum use of time.

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**PDS 181 PROFESSIONAL IMAGE: APPEARANCE, ETIQUETTE & NETWORKING 0.50**

*(Formerly BUS181)*

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Engages the student in discussions and activities related to the significance of personal appearance, business appropriate behavior and etiquette, as well the process of networking to build professional relationships.

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**PDS 182 GOAL SETTING: VISION, GOALS AND JOB SEARCH STRATEGIES 0.50**

*(Formerly BUS182)*

0.50 hours per week: (0.50 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Engages the student in discussions and activities related to the significance of having a personal vision, setting attainable goals for the future, and employing useful job search strategies for pursuing a meaningful career and work life.

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**PDS 183      IMPACTS OF TECHNOLOGY ON COMMUNICATION      0.50**

(Formerly BUS183)

0.50 hours per week: (0.50 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Advisories: ENGL 156

Equips the student to communicate professionally and effectively when using various forms of electronic/technology communication tools. Includes telephone etiquette and techniques, e-mail, text messaging and other business-related technologies.

[Click for Course Student Learning Outcomes](#)

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**PDS 190      SUPERVISION AND MANAGEMENT ACADEMY: EXPAND YOUR MANAGEMENT PERSPECTIVE      0.50**

(Formerly BUS190)

0.50 hours per week: (0.50 lecture hours/0.00 lab hours)

Credit - Not Degree Applicable

Letter Grade or P/NP

Builds on the students' past and current experience as a manager supervising employees. This advanced class facilitates and expands students' understanding of the significant change in perspective that must be adopted by supervisors in order to be effective at managing employees, and adhering to company policies and labor law.

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**PDS 191      SUPERVISION AND MANAGEMENT ACADEMY: THE PERFORMANCE MANAGEMENT CYCLE      0.50**

(Formerly BUS191)

0.50 hours per week: (0.50 lecture hours/0.00 lab hours)

Credit - Not Degree Applicable

Letter Grade or P/NP

Enhances the students' current performance management practices from hiring to the formal appraisal by examining the performance management cycle. This is an advanced course designed for students who are currently employed with responsibility to formally manage employee performance.

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**PDS 192      SUPERVISION AND MANAGEMENT ACADEMY: THE ART OF REACHING MUTUAL UNDERSTANDING      0.50**

(Formerly BUS192)

0.50 hours per week: (0.50 lecture hours/0.00 lab hours)

Credit - Not Degree Applicable

Letter Grade or P/NP

Learn state of the art communication skills necessary to reach mutual understanding and manage inevitable conflicts that supervisors must handle. This is an advanced communication and conflict management course designed for students who are currently employed with responsibility to supervise others.

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**PDS 194      SUPERVISION AND MANAGEMENT ACADEMY: MAKING CONSCIOUS, STRATEGIC DECISIONS      0.50**

(Formerly BUS194)

0.50 hours per week: (0.50 lecture hours/0.00 lab hours)

Credit - Not Degree Applicable

Letter Grade or P/NP

Expounds on strategic methods for effective decision-making while

exploring the implications of those decisions on the organizational and employees personal resistance to change. This is an advanced class that emphasizes the students' current ability to strategically and effectively lead the process of change as a working manager.

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**PDS 195      SUPERVISION AND MANAGEMENT ACADEMY: MOTIVATING PERFORMANCE THROUGH FEEDBACK AND DELEGATION      0.50**

(Formerly BUS195)

0.50 hours per week: (0.50 lecture hours/0.00 lab hours)

Credit - Not Degree Applicable

Letter Grade or P/NP

Advance the students' success at using delegation as a motivational and time management tool. This course is specially designed for currently employed managers needing to effectively supervise employees.

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**PDS 197      SUPERVISION AND MANAGEMENT ACADEMY: LEADING A DIVERSE TEAM      0.50**

(Formerly BUS197)

0.50 hours per week: (0.50 lecture hours/0.00 lab hours)

Credit - Not Degree Applicable

Letter Grade or P/NP

Identifies the students' demonstrated strengths and areas of improvement for leading a diverse team. Improves the students' ability as a manager to value diversity and effectively use their legitimate and personal power to lead a highly effective team.

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**PDS 520A      BEGINNING COMPUTER KEYBOARDING AND DOCUMENT PROCESSING      0**

(Formerly BUS520A)

5.00 hours per week: (2.00 lecture hours/3.00 lab hours)

Noncredit

Non-credit Course

Advisories: ENGL 156

Designed for all students whose keyboarding skill will be primary and/or secondary to their vocation and/or for personal use. Provides basic keyboarding skills by touch, using a microcomputer with a 10-key pad. Includes basic formatting instructions for letters, tables, and reports.

Repeatable.

[Click for Course Student Learning Outcomes](#)

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**PDS 520B      INTERMEDIATE COMPUTER KEYBOARDING AND DOCUMENT PROCESSING      0**

(Formerly BUS520B)

5.00 hours per week: (2.00 lecture hours/3.00 lab hours)

Noncredit

Non-credit Course

Advisories: PDS 120A, PDS 520A or ability to type 30 words per minute

Designed for all students whose keyboarding skill will be primary and/or secondary to their vocation and/or personal use. Provides the primary purposes of building speed and accuracy and arranging letters, memos, reports, business forms and tables in proper format.

Repeatable.

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**PDS 520S      SPEED AND ACCURACY COMPUTER KEYBOARDING      0**

(Formerly BUS520S)

4.00 hours per week: (1.00 lecture hours/3.00 lab hours)

Noncredit

Non-credit Course

Advisories: Ability to type 20 words per minute or successful completion of PDS 120A.

Increases skills in typing speed and accuracy. Emphasizes keyboarding basics through keystroking analysis and corrective drills.

*Repeatable.*

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**PDS 562 INTRODUCTION TO BEGINNING COMPUTER KEYBOARDING 0**

*(Formerly BUS562)*

*1.50 hours per week: (0.75 lecture hours/0.75 lab hours)*

*Noncredit*

*Non-credit Course*

Introduces typing fundamentals, machine functions, keyboard use, and speed and accuracy drills. Designed to develop a minimum typing speed of 20 words a minute.

*Repeatable.*

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**PSYCHIATRIC TECHNICIAN**

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**PSYT 110 INTRODUCTION TO PSYCHIATRIC TECHNICIAN 6.50**

*6.67 hours per week: (6.67 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*P/NP Only*

*Prerequisites: Admission to the Psychiatric Technician Program*

Introductory psychiatric technician training program. Concepts necessary to practice safely and legally in a forensic mental institution are presented. The effect of culture and its affect on the client and care are presented.

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**PSYT 193 PSYCHIATRIC TECHNICIAN SPECIAL TOPIC 0.50 to 4.00**

*0.00 - 0.00 hours per week: (0.00 lecture hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

Examines a special topic in the field of study related to the discipline offering this course.

[Click for Course Student Learning Outcomes](#)

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**PSYT 207 NURSING SCIENCE 19.00**

*31.12 hours per week: ( 13.56 lecture hours/ 17.56 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

*Prerequisites: PSYT 110*

Presents principles of Mental Health and Physical Health. Principles of Theory and Clinical Skills are applied in the care of patients in Long Term Care and Respite Day Care facilities. Students demonstrate competent skill performance in a simulated clinical setting. Principles of Nursing Process, Standard Nursing Care for a variety of common diseases and care of the elderly are also a focus.

*Transfer: CSU*

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**PSYT 208 CARE OF THE DEVELOPMENTALLY DISABLED 17.50**

*30.17 hours per week: ( 11.50 lecture hours/ 18.67 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

*Prerequisites: PSYT 207*

Introduces concepts of care for the developmentally disabled. Presents causes, prevention, and treatment of developmentally disabled disorders. Provides practice and the rise of rehabilitative methods, problem solving, and communication in providing client care.

*Transfer: CSU*

[Click for Course Student Learning Outcomes](#)

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**PSYT 209 PSYCHIATRIC NURSING 18.50**

*31.12 hours per week: ( 12.56 lecture hours/ 18.56 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

*Prerequisites: PSYT 207*

Introduces psychological and mental health concepts. Presents causes, prevention, and treatment of mental, emotional and behavior disorders. Provides practice in interpersonal skills, self understanding, problem solving, communication, and the use of rehabilitative methods in providing client care.

*Transfer: CSU*

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**PSYCHOLOGY**

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**PSYC 200 RESEARCH METHODS FOR THE BEHAVIORAL AND SOCIAL SCIENCES 3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: PSYC 201(or consent of instructor and MATH 236 (or consent of instructor) or MATH 247 (or consent of instructor)*

Introduces research methods used in psychology and other social sciences. Topics include the logic and ethics of research; descriptive, correlational, and experimental methodology; instrumentation; strategies for searching research literature; basic statistical reasoning and methods; and the collection, analysis, interpretation, and reporting of research data.

*Transfer: CSU; UC*

*C-ID PSY 200*

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**PSYC 201 INTRODUCTORY PSYCHOLOGY 3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Advisories: ENGL 156*

Introduces psychology as the study of behavior and mental processes involving biological, psychological and social influences that provide the basis for human experience. Principles involved in brain function, learning, development, motivation, perception, personality and social adjustment present the basic concepts, vocabulary and methods of psychology.

*Transfer: CSU; UC*

*C-ID PSY 110*

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**PSYC 202 INTRODUCTION TO BIOLOGICAL PSYCHOLOGY 3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: PSYC 201*

Presents an analysis of the biological bases of behavior and mental processes in terms of evolutionary, genetic, anatomical and physiological determinants. Examines heredity, development, cognitive processes, and the function of the nervous and endocrine systems.

*Transfer: CSU; UC*

*C-ID PSY 150*

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**PSYC 204 INTRODUCTION TO ABNORMAL PSYCHOLOGY 3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Advisories: ENGL 201A and PSYC 201*

Introduces the scientific study of psychopathology and disorders of cognition and behavior, broadly defined. Students investigate ab-

normal behavior from a variety of perspectives including biological, psychological, and sociocultural approaches. An integrative survey of theory and research in psychopathology, and the intervention and prevention strategies for psychological disorders are also introduced.

*Transfer: CSU; UC*

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### **PSYC 206 INTRODUCTION TO SOCIAL PSYCHOLOGY 3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Advisories: PSYC 201*

This course considers individual human behavior in relation to the social environment. The power of the situation, other individuals, and the social group will be examined. Emphasized topics include: aggression, prejudice and stereotypes, interpersonal attraction, attitudes and attitude change, conformity, group phenomena, gender roles, cultural norms, person perception, and social cognition.

*Transfer: CSU, UC*

*C-ID PSY 170*

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### **PSYC 233 PERSONALITY AND ADJUSTMENT 3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Advisories: PSYC 201*

Presents the scientific study of personality with an applied focus on how psychological science is used for personal growth and adjustment to life experiences. The course surveys different psychological perspectives and theoretical foundations of personality development and change, with consideration of the influence of personal relationships, culture, gender, ethnicity, historical context, and socio-economic status.

*Transfer: CSU; UC*

*C-ID PSY 115*

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### **PSYC 247 INDEPENDENT STUDIES: PSYCHOLOGY 0.50 to 2.00**

*1.50 - 6.00 hours per week: (0.00 lecture hours/1.50 - 6.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: The student must have completed preparatory course work in the field in which the study is to be undertaken.*

Provides an opportunity for an in-depth study or a practicum experience by an individual student in a selected topic of psychology under the direction of an instructor.

*Transfer: CSU*

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## **RECREATION ADMINISTRATION**

### **REC 201 INTRODUCTION TO RECREATION AND LEISURE SERVICES 3.00**

*(Formerly PETH207, REC207)*

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

*Advisories: ENGL 156*

Introduces the history, philosophy, principles, organization and direction of recreation and leisure services in the public, voluntary, private and commercial sectors. Emphasizes functions, areas, facilities, clientele and career opportunities available within the profession.

*Transfer: CSU*

[Click for Course Student Learning Outcomes](#)

### **REC 203 INTRAMURAL AND RECREATIONAL SPORT PROGRAMMING 3.00**

*(Formerly PETH203)*

*4.00 hours per week: (2.50 lecture hours/1.50 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

*Advisories: ENGL 156*

Presents philosophy, foundations, policy and techniques underlying intramurals and recreational sport programming in schools, public, private and commercial recreation settings. Analyzes program design for club, informal, league and tournament formats. Discusses appropriate means for promotion, safety and risk management and participant recognition. Detailed sport program plan created.

*Transfer: CSU*

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### **REC 204 RECREATION PROGRAM PLANNING 3.00**

*(Formerly PETH204)*

*4.00 hours per week: (2.50 lecture hours/1.50 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

*Advisories: ENGL 156*

Presents a theoretical and practical approach to program planning, organization, implementation, and evaluation of recreation services in public, non-profit, private, and commercial settings. Emphasis on interrelationship of needs and interests of participants with goals and objectives, physical settings and activity content. Includes planning and conducting events under direct supervision of instructor and local agency supervisor.

*Transfer: CSU*

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### **REC 205 LEADERSHIP AND DIVERSE GROUPS 3.00**

*4.00 hours per week: (2.50 lecture hours/1.50 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

Application and development of leadership skills in the recreation setting. Emphasis on applicable leadership techniques including working with groups consisting of representatives from diverse populations such as those with disabilities or special needs, cultural and social differences, and diversity of all ages.

*Transfer: CSU*

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## **SOCIOLOGY**

### **SOC 201A INTRODUCTION TO SOCIOLOGY 3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Advisories: ENGL 156*

Introduces the basic principles of sociology including the study of the structure of human society, and the structure and process of group life.

*Transfer: CSU; UC*

*C-ID SOCI 110*

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### **SOC 201B SOCIAL INSTITUTIONS 3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Advisories: SOC 201A and ENGL 156*

Studies the major social institutions, both the traditional ideas of social institutions (family, education, economic, religion, and government/political) and contemporary ideas of social institutions (science, mass media, medicine, sports, and the military). The structures and functions of social institutions will be covered. This course

also considers major works and draws comparisons between our institutions and those of other societies.

*Transfer:* CSU; UC

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**SOC 202 SOCIAL PROBLEMS 3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Advisories:* SOC 201A and ENGL 156

Examines current social problems and the sociological concepts, theories, and methods used in their analysis. Emphasis is on the role of power and ideology in the definition of social problems, the causes and consequences of social problems, and the methods of intervention. Topics include crime, poverty, gender inequality, race/ethnic inequality, and family problems.

*Transfer:* CSU; UC

*C-ID SOCI 115*

[Click for Course Student Learning Outcomes](#)

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**SOC 204 INTRODUCTION TO CRIMINOLOGY 3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Advisories:* SOC 201A and ENGL 156

Introduces the basic principles of criminology including the various theories of criminal behavior and the processing of delinquency and crime including arrest, trial, detention, and release from prison.

*Transfer:* CSU; UC

*C-ID SOCI 160*

[Click for Course Student Learning Outcomes](#)

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**SOC 206 RACE AND ETHNIC RELATIONS 3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Advisories:* English 156

Introduces students to the sociological analysis of race, ethnicity, and racism, focusing on the US American context. Examines the experiences of racial and ethnic groups. Discusses the patterns of interaction between racial and ethnic groups. Analyzes social and cultural factors that sustain racial and ethnic inequality. Evaluates efforts to achieve racial and ethnic equality.

*Transfer:* CSU; UC

*C-ID SOCI 150*

[Click for Course Student Learning Outcomes](#)

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**SOC 208 INTRODUCTION TO GENDER STUDIES 3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Advisories:* ENGL 156

Studies the interaction of gender and society. Introduces theories of gender differentiation, stratification, and gender roles. Discusses research methodology and examines current research on gender, both within and outside the United States. Investigates how social and cultural factors (e.g., race, class) have shaped the lives of men and women as well as how they have affected their social and cultural environments. Examines the role and status of U.S. women and men within the larger social structure. Women and men in varying cultural settings will be examined, with an emphasis on how social systems shape the roles of women and affect larger U.S. institutions.

*Transfer:* CSU; UC

*C-ID SOCI 140*

[Click for Course Student Learning Outcomes](#)

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**SOC 247 INDEPENDENT STUDIES: SOCIOLOGY 0.50 to 2.00**

*1.50 - 6.00 hours per week: (0.00 lecture hours/1.50 - 6.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites:* The student must have completed preparatory course work in the field in which the study is to be undertaken.

Provides an opportunity for an in-depth study or a practicum experience by an individual student in a selected topic of sociology under the direction of an instructor.

*Transfer:* CSU

[Click for Course Student Learning Outcomes](#)

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**SPANISH**

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**SPAN 193 SPANISH SPECIAL TOPIC 0.50 to 4.00**

*0.00 - 0.00 hours per week: (0.00 lecture hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Examines a special topic in the field of study related to the discipline offering this course.

[Click for Course Student Learning Outcomes](#)

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**SPAN 201 SPANISH I 5.00**

*5.00 hours per week: (5.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

Presents a topic-based, introductory language acquisition course in standard contemporary Spanish, with emphasis on listening comprehension, oral interaction, culture-centered readings, and writing of basic Spanish. Social and cultural aspects of the Spanish-speaking world are presented along with the most essential structures and vocabulary. Typed written exercises and online multimedia practice activities are required.

*Transfer:* CSU; UC

*C-ID SPAN 100*

[Click for Course Student Learning Outcomes](#)

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**SPAN 202 SPANISH II 5.00**

*5.00 hours per week: (5.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

*Prerequisites:* SPAN 201 or equivalent

Presents a continuation of SPAN 201 with a topic-centered, intensive practice in listening comprehension, oral interaction, and writing. Selected readings from the Hispanic world include cultural vignettes, prose selections, and poetry. Typed written exercises and online multimedia practice activities are required.

*Transfer:* CSU; UC

*C-ID SPAN 110*

[Click for Course Student Learning Outcomes](#)

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**SPAN 203 SPANISH III 5.00**

*5.00 hours per week: (5.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

*Prerequisites:* SPAN 202 or equivalent

Presents a continuation of SPAN 202 incorporating a review with topic-centered intensive practice in listening comprehension, oral interaction, and paragraph writing. Selected readings from the Hispanic world include social, cultural, and history-themed vignettes, prose selections, and poetry. Typed written exercises and online multimedia practice activities are required.

*Transfer:* CSU; UC

*C-ID SPAN 200*

[Click for Course Student Learning Outcomes](#)

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**SPAN 204 SPANISH IV 5.00**

5.00 hours per week: (5.00 lecture hours/0.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Prerequisites: SPAN 203 or equivalent

Presents an expansion of SPAN 203 focusing on 4 skills: listening, conversation, reading and presentational writing. Drawing from authentic materials, SPAN 204 is an intermediate course that provides a comprehensive grammar review, extensive oral practice and an introduction to literary concepts. Competency reflects the students' emerging ability to perform both orally and in written form with complex situations. Online multimedia practice is required and includes audio and video and extensive online resources.

Transfer: CSU; UC

C-ID SPAN 210

[Click for Course Student Learning Outcomes](#)

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**SPAN 247 INDEPENDENT STUDIES: SPANISH 0.50 to 2.00**

1.50 - 6.00 hours per week: (0.00 - 0.00 lecture hours/1.50 - 6.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: The student must have completed preparatory course work in the field in which the study is to be undertaken.

Provides an opportunity for an in-depth study or a practicum experience by an individual student in a selected topic of Spanish under the direction of an instructor.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

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**VESL 711 WORK-RELATED COMMUNICATION AND COMPUTER LITERACY, LEVEL 1 0**

(Formerly VESL701)

2.00 - 3.00 hours per week: (2.00 - 3.00 lecture hours/0.00 - 0.00 lab hours)

Noncredit

P/NP Only

Advisories: placement into ESL 701, 702, 703

Develops basic computer skills and communication strategies for successful interaction in the workplace for beginning level ESL learners.

Repeatable.

[Click for Course Student Learning Outcomes](#)

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**VESL 712 WORK-RELATED COMMUNICATION AND COMPUTER LITERACY, LEVEL 2 0**

(Formerly VESL702)

2.00 - 3.00 hours per week: (2.00 - 3.00 lecture hours/0.00 - 0.00 lab hours)

Noncredit

P/NP Only

Advisories: placement into ESL 704, 705, 706

Develops computer skills and communication strategies for successful interaction in the workplace for intermediate level ESL learners.

Repeatable.

[Click for Course Student Learning Outcomes](#)

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**WELD 101 SURVEY OF WELDING 2.00**

4.00 hours per week: (1.00 lecture hours/3.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Provides welding process instruction to include Shielded Metal Arc Welding (SMAW), Oxy Acetylene Welding (OAW), Gas Metal Arc Welding (GMAW), Gas Tungsten Arc Welding (GTAW), and Flux Core

Arc Welding (FCAW). Also includes instruction in Oxy Fuel Cutting (OFC) and Plasma Arc Cutting (PAC). Safety instruction will include industry standard Job Safety Analysis (JSA) with material from ANSI Z49.1.

[Click for Course Student Learning Outcomes](#)

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**WELD 193 WELDING TECHNOLOGY SPECIAL TOPIC 0.50 to 4.00**

1.50 - 12.00 hours per week: (0.00 lecture hours/1.50 - 12.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Examines a special topic in the field of study related to the discipline offering this course.

[Click for Course Student Learning Outcomes](#)

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**WELD 247 INDEPENDENT STUDIES: METALS TECHNOLOGY 2.00**

6.00 hours per week: (0.00 lecture hours/6.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: The student must have completed preparatory course work in the technical field in which the study is to be undertaken.

Provides an opportunity for in-depth study or practicum experience by an individual student in a selected topic in the Welding Technology area with support and direction from an instructor.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

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**WELD 252 WORK EXPERIENCE IN WELDING 1.00 to 4.00**

0 hours per week: (0.00-0.00 lecture hours/0.00-0.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Provides opportunities for students in Welding to acquire and demonstrate employer-desired work habits, attitudes, and skills in the workplace. Employment is related to the student's educational majors and/or career goals. Students may earn a maximum of four credits per semester. Students must work 75 paid work hours or 60 non-paid work hours for each credit earned.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

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**WELD 270A BASIC WELDING 3.00**

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Provides basic instruction in oxyacetylene and shielded metal arc welding. Begins with the fundamentals and quickly progresses through intermediate skills for welding steel. Includes information on cutting, braze welding, metallurgy, vertical arc welding and non-ferrous welding. Emphasizes the development of good manipulative welding skills for joining steel in the flat and horizontal positions.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

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**WELD 270B ADVANCED WELDING 3.00**

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: WELD 270A

Continues WELD 270A with emphasis placed on vertical and overhead welding with the shielded metal arc processes. Includes instruction on air carbon arc gouging, flux core arc welding, and development of welding procedures and techniques.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

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**WELD 270C WELDING: GMAW & GTAW** **3.00**

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Prerequisites: WELD 270A

Focuses on using the Gas Tungsten Arc Welding (GTAW), Gas Metal Arc Welding (GMAW) and Flux Core Arc Welding (FCAW) processes to produce complex welded joints on ferrous and nonferrous materials in a variety of positions.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

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**WELD 273 METALLURGY** **3.00**

5.00 hours per week: (2.00 lecture hours/3.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Emphasizes the mechanical and physical properties of ferrous and non-ferrous metals. Includes preparation and inspection of metal samples and manufacturing and forming processes.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

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**WELD 275 BLUEPRINT READING AND INDUSTRY PRACTICES** **3.00**

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: WELD 270A: BASIC WELDING

Advisories: MATH 123: ELEMENTARY ALGEBRA

Provides students with instruction and experience with structural, architectural and shop blueprints commonly utilized in the welding industry. Interpretation, drawing, and application of skills will be applied to determining job cost, material acquisition and project construction.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

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**WELD 276 WELDING POWER** **3.00**

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Applies principles of selection, maintenance, diagnostics and repair of various welding power supplies and external drive mechanisms. Includes instruction and hands on experiences in electrical principles as they pertain to machine selection, installation, operation and maintenance. Manual, semiautomatic and automatic equipment will be included as focus topics for this course.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

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**WELD 277 METAL FABRICATION** **3.00**

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Prerequisites: WELD 270A

Design and construct major projects from metal. Manufacturing processes and production techniques are included in planning and developing projects.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

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**WELD 280A STRUCTURAL STEEL WELDING CERTIFICATION** **3.00**

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)

Credit - Degree Applicable

Letter Grade or P/NP

Advisories: Completion of or concurrent enrollment in WELD 270B.

Continues WELD 270B. Prepares the student to meet industry standards in shielded metal arc welding on plate steel. Includes

performance and procedure qualification, workmanship, techniques, inspection. Provides opportunity for certification to the American Welding Society D1.1 Structural Welding Code.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

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**WELD 280B PIPE WELDING CERTIFICATION** **3.00**

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)

Credit - Degree Applicable

Letter Grade Only

Advisories: WELD 270B

Prepares the student to meet industry standards in Shielded Metal Arc Welding (SMAW) on plate and pipe, as well as introduces Gas Tungsten Arc Welding (GTAW) on pipe. Includes workmanship and pipe fitting techniques, providing opportunity for certification to the American Society of Mechanical Engineers (ASME) Section IX Boiler and Pressure Vessel code.

Transfer: CSU

[Click for Course Student Learning Outcomes](#)

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**WELD 770A BASIC WELDING** **0**

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Provides basic instruction in oxyacetylene and shielded metal arc welding. Begins with the fundamentals and quickly progresses through intermediate skills for welding steel. Includes information on cutting, braze welding, metallurgy, vertical arc welding and non-ferrous welding. Emphasizes the development of good manipulative welding skills for joining steel in the flat and horizontal positions.

Repeatable.

[Click for Course Student Learning Outcomes](#)

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**WELD 770B ADVANCED WELDING** **0**

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Prerequisites: WELD 270A and/or WELD 770A

Continues WELD 270A with emphasis placed on vertical and overhead welding with the shielded metal arc processes. Includes instruction on air carbon arc gouging, flux core arc welding, and development of welding procedures and techniques.

Repeatable.

[Click for Course Student Learning Outcomes](#)

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**WELD780A STRUCTURAL STEEL WELDING CERTIFICATION** **0**

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Advisories: WELD 270B and/or WELD 770B

Continues WELD 270B. Prepares the student to meet industry standards in shielded metal arc welding on plate steel. Includes performance and procedure qualification, workmanship, techniques, inspection. Provides opportunity for certification to the American Welding Society D1.1 Structural Welding Code.

Repeatable.

[Click for Course Student Learning Outcomes](#)

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**WELLNESS**

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**WELL 000 ADULT FITNESS** **0**

3.00 hours per week: (0.00 lecture hours/3.00 lab hours)

Noncredit

Non-credit Course

Presents an opportunity to begin or continue a lifetime fitness program. Students will participate in activities developing flexibility, muscular endurance, muscular strength, cardiovascular and general

conditioning. Group or individual activities may include weight training, aerobics, step training, running, walking, water exercise, resistance workout, use of exercise equipment, etc.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**WELL 001 ADAPTED AQUATICS 0**

*3.00 hours per week: (0.00 lecture hours/3.00 lab hours)*

*Noncredit*

*Non-credit Course*

Provides an individualized aquatic exercise program for students with a disability. Improves flexibility, strength, and endurance using the water as a source of buoyancy and resistance.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**WORK EXPERIENCE**

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**WEXP 131 MENTAL HEALTH FIRST AID 0.50**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Credit - Not Degree Applicable*

*P/NP Only*

Presents the 5-step action plan of Mental Health First Aid, an internationally recognized certificate training in identifying and responding in a potential mental health crisis. This first aid aims to preserve life when a person may be a danger to self or others, provide help to prevent the problem from becoming more serious, promote and enhance recovery, and provide comfort and support.

[Click for Course Student Learning Outcomes](#)

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**WEXP 147 INDEPENDENT STUDIES: WORK EXPERIENCE 0.50 to 2.00**

*0.00 - 0.00 hours per week: (0.00 lecture hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

*Prerequisites: The student must have completed preparatory course work in the field in which the study is to be undertaken.*

Provides an opportunity for an in-depth study or a practicum experience by an individual student in a selected topic of Work Experience under the direction of an instructor.

[Click for Course Student Learning Outcomes](#)

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**WEXP 193 WORK EXPERIENCE SPECIAL TOPICS 0.50 to 4.00**

*30.00 - 300.00 hours per week: ( 30.00 - 300.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

Examines a special topic in the field of study related to the discipline offering this course. Occupational Work Experience Education - This work experience course of supervised employment is designed to assist students to acquire career awareness, work habits, attitudes and skills related to the student's college major. Credit may be accrued at the rate of 1 to 8 units per semester for a total of 16 units. Additionally, students must work 75 paid hours or 60 non-paid hours per units earned.

[Click for Course Student Learning Outcomes](#)

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**WEXP 210 INTRODUCTION TO WORKPLACE READINESS 3.00**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade or P/NP*

Introduction of fundamentals for workplace readiness and job retention. Students will develop skills related to customer service, workplace attitude, written and oral communication, and ethical behavior; students will also create a resume and complete a job application, and develop qualities sought by employers.

*Transfer: CSU*

[Click for Course Student Learning Outcomes](#)

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**WEXP 251 COOPERATIVE WORK EXPERIENCE LAB – GENERAL 1.00 to 4.00**

*(Formerly WEXP151L)*

*0.00 -0.00 hours per week: (0.00 - 0.00 lecture hours/0.00 -0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

Provides opportunities for students to acquire and demonstrate employer-desired work habits, attitudes, and skills in the workplace. Employment would not be related to the student's educational major and/or career goals. All new AND returning students must complete required initial paperwork to start the program within the first two weeks of the course. Students must monitor their MyCuesta email beginning the first day of class. Failure to complete these stated requirements may result in students being dropped from course. Students may earn a maximum of four credits per semester. Students must work 75 paid work hours or 60 non-paid work hours for each credit earned.

*Repeatable 3 time(s).*

*Transfer: CSU*

[Click for Course Student Learning Outcomes](#)

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**WEXP 252 COOPERATIVE WORK EXPERIENCE LAB – OCCUPATIONAL 1.00 to 4.00**

*(Formerly WEXP252L)*

*0.00 -0.00 hours per week: (0.00 - 0.00 lecture hours/0.00 -0.00 lab hours)*

*Credit - Degree Applicable*

*Letter Grade Only*

Provides opportunities for students to acquire and demonstrate employer-desired work habits, attitudes, and skills in the workplace. Employment is related to the student's educational major and/or career goals. All new AND returning students must complete required initial paperwork to start the program within the first two weeks of the course. Students must monitor their MyCuesta email beginning the first day of class. Failure to complete these stated requirements may result in students being dropped from course. Students may earn a maximum of four credits per semester. Students must work 75 paid work hours or 60 non-paid work hours for each credit earned.

*Repeatable 3 time(s).*

*Transfer: CSU*

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2019-2020

CUESTA COLLEGE CATALOG

SECTION 3B

# **COURSES OF INSTRUCTION**

## **NON-CREDIT**

## ACADEMIC SKILLS

### ACSK 500 GED TEST PREPARATION 0

3.00 hours per week: (3.00 lecture hours/0.00 lab hours)

Noncredit

Non-credit Course

Designed to prepare students in basic skills, including the five areas of the GED examination: Mathematics, Science, Social Studies, Language Arts-Writing I and II, and Language Arts-Reading. Material is presented through a variety of methods, including teacher-led, computer-assisted and individualized instruction as well as working at problem-solving in pairs and small groups. The course is repeatable.

Repeatable.

[Click for Course Student Learning Outcomes](#)

## AUTO BODY TECHNOLOGY

### ABOD 570 AUTO BODY REPAIR I 0

(Formerly ATCH570)

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)

Noncredit

Letter Grade or P/NP,

Non-Credit Gradeable Course/SP

Presents the fundamentals of automotive body repair. Includes instruction in body construction, welding, metalworking methods and equipment used in the auto body repair industry. Emphasis is placed on developing the knowledge and manipulative skill necessary for gainful employment in the auto body repair industry.

Repeatable.

[Click for Course Student Learning Outcomes](#)

### ABOD 571 ADVANCED AUTO BODY 0

(Formerly ATCH571)

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP,

Letter Grade or P/NP

Presents an advanced course in automotive body and fender repair which combines laboratory work on campus and on-site research in a commercial repair facility. This course covers estimating damage, frame alignment, trim work, upholstery removal and installation, shop management, and major collision damage repair. Emphasis is placed on developing the knowledge and manipulative skill necessary for gainful employment in the automotive collision repair industry.

Repeatable.

[Click for Course Student Learning Outcomes](#)

### ABOD 575 AUTOMOTIVE PAINTING 0

(Formerly ATCH575)

9.00 hours per week: (3.00 lecture hours/6.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP,

Letter Grade or P/NP

Covers surface preparation, selection and application of undercoats, topcoats and other types of refinishing materials and equipment which are compliant with current Air Pollution Control District rulings and laws governing commercial automotive refinishing operations. Addresses health, safety, and environmental concerns relative to the automotive painting industry. Emphasizes development of the knowledge and manipulative skills necessary for gainful employment in the automotive painting industry.

Repeatable.

[Click for Course Student Learning Outcomes](#)

### ABOD 577 ADVANCED AUTOMOTIVE PAINTING 0

(Formerly ATCH577)

6.00 hours per week: (2.00 lecture hours/4.00 lab hours)

Noncredit

Letter Grade or P/NP,

Non-Credit Gradeable Course/SP

Prerequisite: ABOD 570 and ABOD 575 (Formerly ATCH 570 and ATCH 575)

Advisory: ESL 706

Presents complete vehicle refinishing, color matching techniques, color theory and custom painting as well as vehicle detailing. Prepares students for employment as an automotive painter.

Repeatable.

[Click for Course Student Learning Outcomes](#)

## COLLEGE SUCCESS STUDIES

### CSS 099 NON-CREDIT SUPERVISED TUTORING 0.00

(Formerly ACSK099)

4.00 hours per week: (0.00 lecture hours/4.00 lab hours)

Noncredit

Non-credit Course

Prerequisites: Enrollment in a Cuesta College credit course and referral by a counselor and/or instructor.

Provides non-credit basic skills and all other content area courses supervised tutoring for students one-to-one and in small groups. Includes assessment of study skills, exam reviews and study sessions.

Repeatable.

[Click for Course Student Learning Outcomes](#)

### CSS 758 GRAMMAR STRATEGIES 0

2.00 hours per week: (2.00 lecture hours/0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Focuses on sentence structure, punctuation, and common errors in writing. Provides extensive practice in grammar usage to improve writing effectiveness and reading comprehension. Instruction is contextualized through student reading and writing assignments.

Repeatable.

[Click for Course Student Learning Outcomes](#)

### CSS 768 TUTOR TRAINING: SELECTED TOPICS 0

0.50 - 1.00 hours per week: (0.50 - 1.00 lecture hours/0.00 - 0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Advisories: ENGL 156 with a minimum grade of C or better

Presents effective tutoring strategies, problem-solving techniques, and ways to build learner motivation. Explores factors that impact student learning, the Tutor's role, and academic success strategies. Trains academic tutors to work in the Student Success Center.

Repeatable.

[Click for Course Student Learning Outcomes](#)

### CSS 789 INTEGRATED READING AND WRITING 0

3.00 - 5.00 hours per week: (3.00 - 5.00 lecture hours/0.00 - 0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Develops essential reading and writing skills necessary to succeed in developmental and transfer level English. Increases reading efficiency, comprehension, and vocabulary skills as well as retention of textbook information. Introduces students to the sequential development of paragraph writing beginning with sentence structure.

Repeatable.

[Click for Course Student Learning Outcomes](#)

## COMPUTER AND NETWORKING TECHNOLOGY

### CNET 735 COMPUTER SYSTEM SECURITY

0

6.00 hours per week: (3.00 lecture hours/3.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Conducts a comprehensive examination of the types of attacks launched against networks and computer system. Teaches students how to use network security products, operating system security features, and other hardware/software-based tools to counter these threats.

Repeatable.

[Click for Course Student Learning Outcomes](#)

### CNET 753 COMPUTER TECHNICIAN FUNDAMENTALS

0

5.00 hours per week: (2.00 lecture hours/3.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Advisories: EET 213

Introduces fundamental concepts involved with upgrading and repairing personal computers such as basic server hardware and mobile computing devices. The course will also discuss topics covered in the A+ computer service technician certification. Additional material covered in this course will include: internal computer operation, operating systems, primary and secondary storage methods, adapter cards, computer connectivity, and power supplies.

Repeatable.

[Click for Course Student Learning Outcomes](#)

### CNET 760 NETWORKING FUNDAMENTALS

0

3.50 hours per week: (2.00 lecture hours/1.50 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Advisories: CNET 253

Introduces the TCP/IP networking protocols, network topologies and media, and internet working devices. The course will include hands on practice in the following areas: use sophisticated network design, configuration, and analysis CAD tools to select different networking media types, implement cabling and wiring connections, and develop IP addressing and subnetting schemes.

Repeatable.

[Click for Course Student Learning Outcomes](#)

### CNET 761 ROUTER THEORY AND TECHNOLOGY

0

3.50 hours per week: (2.00 lecture hours/1.50 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Advisories: CNET 760

Introduces dynamic routing and packet switching concepts, routing tables, interface configuration, IPv4 and IPv6 addressing schemes, and network security (IPSec) protocols. Configuration and troubleshooting activities will focus on IPSec (data encryption and security), OSPF (Open Shortest Path First), and EIGRP (Enhanced Interior Gateway Routing Protocol).

Repeatable.

[Click for Course Student Learning Outcomes](#)

## CULINARY ARTS

### CUL 713 BASIC FOOD SAFETY AND SANITATION

0

0.50 hours per week: (0.50 lecture hours/0.00 lab hours)

Noncredit

Non-credit Course

Examines the principles of hygiene and sanitation and their application to food service operations. Emphasis is placed on the implementation of proper methods and procedures and the food handlers responsibility in maintaining high sanitation and safety standards.

Repeatable.

[Click for Course Student Learning Outcomes](#)

## EMERITUS COLLEGE

### ECOL 406 COMPOSING YOUR LIFE STORY

0

0.50 - 3.00 hours per week: (0.50 - 3.00 lecture hours/0.00 lab hours)

Noncredit

Non-credit Course

Presents creative approaches to telling your life story. This course engages students in the process of composing meaningful and engaging life stories, including identifying and reflecting on themes, locating records and memory treasures, and writing and other forms of life review. Participants with ongoing memoir writing projects are welcome as well as those who just beginning and would like direction and guidance. Designed for adults over 50.

Repeatable.

[Click for Course Student Learning Outcomes](#)

### ECOL 408 MUSIC APPRECIATION

0

0.50 - 3.00 hours per week: (0.50 - 3.00 lecture hours/0.00 lab hours)

Noncredit

Non-credit Course

Introduces students to many styles and genres of music, including Western music and music of traditions and cultures from around the world. Develops critical listening ability and enriches musical experiences with the study of genres and forms, composers, historical context and influences of a variety of musical selections. Designed for Adults 50+.

Repeatable.

[Click for Course Student Learning Outcomes](#)

### ECOL 409 CHORAL ENSEMBLE

0

0.50 - 6.00 hours per week: (0.00 lecture hours/0.50 - 6.00 lab hours)

Noncredit

Non-credit Course

Offers students an opportunity to sing a variety of music styles and improve their choral techniques in a community chorus setting. A performance will conclude the class. This course is designed for adults over 50.

Repeatable.

[Click for Course Student Learning Outcomes](#)

### ECOL 411 CREATIVE WRITING FOR SENIORS

0

1.50 hours per week: (1.50 lecture hours/0.00 lab hours)

Noncredit

Non-credit Course

Introduces the writing of creative nonfiction, plays, poetry, OR short fiction. Students read and discuss published writing and workshop their own writing. This course is designed for adults over 50.

Repeatable.

[Click for Course Student Learning Outcomes](#)

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**ECOL 412 BRAIN LONGEVITY: WAYS TO PRESERVE AND RESTORE MEMORY ADULTS 50+****0***0.50 hours per week: (0.50 lecture hours/0.00 lab hours)**Noncredit**Non-credit Course*

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**ECOL 412 BRAIN LONGEVITY: WAYS TO PRESERVE AND RESTORE MEMORY ADULTS 50+****0***0.50 hours per week: (0.50 lecture hours/0.00 lab hours)**Noncredit*

Designed for the adult 50+, this class will present information about brain longevity, including preventing and reversing memory loss effects of diet and physical and mental exercises; causes and treatments of Alzheimer's disease; and psychological approaches to memory preservation.

*Repeatable.*[Click for Course Student Learning Outcomes](#)

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**ECOL 414 ART: DRAWING****0***1.00 - 3.00 hours per week: (1.00 - 3.00 lecture hours/0.00 lab hours)**Noncredit**Non-credit Course*

Presents basic drawing as well as exploration of a variety of drawing materials and applications which will guide the student in using technique and observation skills in creative endeavors. Advanced approaches will be introduced as student skills expand. This course is designed for adults over 50.

*Repeatable.*[Click for Course Student Learning Outcomes](#)

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**ECOL 415 YOGA****0***0.50 - 3.00 hours per week: (0.50 - 3.00 lecture hours/0.00 lab hours)**Noncredit**Non-credit Course*

Presents yoga practice to promote balance, muscle strength and stamina, which are performed at each student's ability. Through demonstration and explanation this class introduces poses, breathing, body alignment and relaxation techniques. Students will discover how yoga promotes wellness, reduces stress and heals. Designed for adults 50+.

*Repeatable.*[Click for Course Student Learning Outcomes](#)

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**ECOL 417 LAWS AND PROGRAMS AFFECTING ADULTS 50+****0***0.50 hours per week: (0.50 lecture hours/0.00 lab hours)**Noncredit**Non-credit Course*

Designed for the adult 50+, this class will presents information about laws and programs affecting older citizens such as Medicare, Medi-Cal, SSI; energy, nutrition, transportation; legal assistance; education and recreation; veterans' benefits; home health and day care.

*Repeatable.*[Click for Course Student Learning Outcomes](#)

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**ECOL 418 ADVENTURES IN READING FOR ADULTS 50+****0***1.50 hours per week: (1.50 lecture hours/0.00 lab hours)**Noncredit**Non-credit Course*

Presents a guided reading of a particular literary genre--short story, poetry, novel, drama, including analysis and discussion, historical and biographical information about the writer. This course is designed for adults over 50.

*Repeatable.*[Click for Course Student Learning Outcomes](#)

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**ECOL 420 FINANCE: WILLS AND TRUSTS****0***1.00 hours per week: (1.00 lecture hours/0.00 lab hours)**Noncredit**Non-credit Course*

Presents the pros and cons of wills and trusts, the process of probate, the types of trusts and of powers of attorney. Students find out what they need to know to make informed estate-planning decisions. This course is designed for adults over 50.

*Repeatable.*[Click for Course Student Learning Outcomes](#)

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**ECOL 421 GREAT LITERATURE: SELECTED READING****0***1.50 hours per week: (1.50 lecture hours/0.00 lab hours)**Noncredit**Non-credit Course*

Presents a guided reading of a selected great work of literature such as Dante's Inferno or Virgil's Aeneid or a play by William Shakespeare. Reading selection changes each session. Discussion of theme, setting, characterization occurs in class; in addition, students read aloud portions of the work and learn about the historical and cultural context of its writing. This course is designed for adults over 50.

*Repeatable.*[Click for Course Student Learning Outcomes](#)

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**ECOL 423 ART: WATERCOLOR****0***0.50 - 3.00 hours per week: (0.50 - 3.00 lecture hours/0.00 lab hours)**Noncredit**Non-credit Course*

Introduces watercolor fundamentals as well as using and caring for materials, color mixing and application techniques, design and composition, and developing personal creativity. Advanced Approaches will be introduced as student skills expand. This course is designed for adults over 50.

*Repeatable.*[Click for Course Student Learning Outcomes](#)

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**ECOL 424 ART: PAINTING****0***0.50 - 3.00 hours per week: (0.50 - 3.00 lecture hours/0.00 lab hours)**Noncredit**Non-credit Course*

Introduces fundamentals of painting. This includes knowledge and care of materials, color mixing and characteristics, brush applications, composing, finishing and evaluation of art of various subjects. Advanced approaches will be introduced as student skills expand. This course is designed for adults over 50.

*Repeatable.*[Click for Course Student Learning Outcomes](#)

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**ECOL 425 ART APPRECIATION****0***0.50 - 3.00 hours per week: (0.50 - 3.00 lecture hours/0.00 lab hours)**Noncredit**Non-credit Course*

Presents an historical overview of art in all its dimensions, from prehistory to the present. This course focuses on the fundamentals and aesthetics of the visual arts, as well as the major developments that shaped the evolution of art. Each class will focus on a significant artist, movement, genre or time period and will explore the history, culture and humanity present in the art. Designed for adults over 50.

*Repeatable.*[Click for Course Student Learning Outcomes](#)

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**ECOL 427 CREATIVE COOKING AND HEALTH EATING****0***1.00 - 3.00 hours per week: (1.00 - 3.00 lecture hours/0.00 lab hours)**Noncredit**Non-credit Course*

Presents healthful food and cooking choices that maintain optimum health for active older adults. Students learn basic concepts of nutrition as well as how to prepare tasty, flavorful and nutritious

meals using fresh food from local markets. Designed for adults 50+.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**ECOL 428 FILM APPRECIATION****0**

*1.50 hours per week: (1.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-credit Course*

Studies major films to consider historical context, dramatic issues, artistic and technical objectives, and the process and elements of filmmaking. This course is designed for adults over 50.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**ECOL 429 PHOTOGRAPHY: EQUIPMENT AND TECHNIQUES FOR ADULTS 50+****0**

*1.00 hours per week: (1.00 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-credit Course*

Designed for the adult 50+, this class presents camera choices, in particular digital cameras; camera use; photo quality, including setting, composition and light; downloading, storing and sharing images; and documenting life events and travel.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**ECOL 433 SENIOR SEMINAR****0**

*0.50 - 3.00 hours per week: (0.50 - 3.00 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-credit Course*

Discover the influences and connections between ideas, values and concepts on a variety of topics in areas such as health, culture, philosophy, psychology, economy, science, history, literature, current events, consumer awareness and finance. In a setting that encourages dialogue and interaction each class presents a specific subject or issue of interest to the older adult.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**ECOL 434 EXPLORATION IN ART****0**

*0.50 - 3.00 hours per week: (0.50 - 3.00 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-credit Course*

Encourages art appreciation, self-expression and creativity in a variety of art media. Projects give students experience with different creative traditional and/or nontraditional artistic methods, design techniques, tools and materials. Each class will focus on specific media and projects. Designed for adults 50+.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**ECOL 439 COMPUTER BASICS****0**

*0.50 - 3.00 hours per week: (0.50 - 3.00 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-credit Course*

Introduces computer basics including machine functions, keyboard use, fundamental word processing, spreadsheets, presentations, email and web browsing. Designed for the adult 50+.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**ECOL 470 ADAPTED EXERCISE****0**

*2.00 hours per week: (0.00 lecture hours/2.00 lab hours)*

*Noncredit*

*Non-credit Course*

Promotes maintenance of the physical and mental well-being of the older adult, this course is geared to increasing strength, range of motion/flexibility, balance, agility, eye/hand and foot coordination; enhancing the circulatory system; and increasing mental alertness

of the older adult. Techniques are adapted to meet the needs of older adults at their various fitness levels and functional capacities.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**ECOL 471 MUSIC ARTS****0**

*2.00 hours per week: (0.00 lecture hours/2.00 lab hours)*

*Noncredit*

*Non-credit Course*

Encourages appreciation of music from different time periods and genres. Through active participation in discussions, musical reminiscence, sing-along and rhythmic activities, the older adult student will engage with variety of music.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**ECOL 472 CREATIVE ARTS****0**

*2.00 hours per week: (0.00 lecture hours/2.00 lab hours)*

*Noncredit*

*Non-credit Course*

Provides physical and mental stimulation through engagement with a variety of art media. Designed for older adults, project encourage expression and appreciation of art through artistic design, artistic methods, techniques, tools and materials. Eye-hand (fine motor) coordination will be utilized to develop, stimulate and enhance psycho-motor, perceptual, and cognitive skills.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**ECOL 473 FUN WITH FOOD****0**

*2.00 hours per week: (0.00 lecture hours/2.00 lab hours)*

*Noncredit*

*Non-credit Course*

Presents a large variety of food topics and activities related to the health and well being of the older adult. Diverse topics of interest such as personal experiences and cultural traditions, nutrition, consumerism, entertaining, and health and safety will be discussed.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**ECOL 474 REMINISCING****0**

*2.00 hours per week: (0.00 lecture hours/2.00 lab hours)*

*Noncredit*

*Non-credit Course*

Presents various topics as a basis for reminiscing about life experiences and for recalling cultural and historical events that marked one's life.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**ENGLISH AS A SECOND LANGUAGE**

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**ESL 701 INTRODUCTION TO LITERACY****0**

*4.50 - 6.00 hours per week: (4.50 - 6.00 lecture hours/0.00 lab hours)*

*Noncredit*

*P/NP Only,*

*Non-credit Course*

Develops students' English literacy and study skills at the introductory literacy level. Focuses on basic language necessary to function successfully in everyday situations.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**ESL 702 LITERACY****0**

*4.50 - 6.00 hours per week: (4.50 - 6.00 lecture hours/0.00 lab hours)*

*Noncredit*

*P/NP Only,*

*Non-credit Course*

*Prerequisites: ESL 701 or ESL placement test*

Develops students' English literacy and study skills at the beginning literacy level. Builds basic reading, writing, listening and speaking skills.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**ESL 703 BEGINNING-LOW INTEGRATED SKILLS 0**

*4.50 - 6.00 hours per week: (4.50 - 6.00 lecture hours/0.00 lab hours)*

*Noncredit*

*P/NP Only,*

*Non-credit Course*

*Prerequisites: ESL 702 or ESL placement test*

Develops reading, writing, listening and speaking skills at the low-beginning level.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**ESL 704 BEGINNING-HIGH INTEGRATED SKILLS 0**

*4.50 - 6.00 hours per week: (4.50 - 6.00 lecture hours/0.00 - 0.00 lab hours)*

*Noncredit*

*Non-credit Course*

*Prerequisites: ESL 703 or ESL Placement test*

Develops reading, writing, listening and speaking skills at the beginning-high level.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**ESL 705 INTERMEDIATE INTEGRATED SKILLS 0**

*4.50 - 6.00 hours per week: (4.50 - 6.00 lecture hours/0.00 - 0.00 lab hours)*

*Noncredit*

*Non-credit Course*

*P/NP Only*

*Advisories: ESL 704 with a minimum grade of P or better ESL placement test*

Develops reading, writing, listening and speaking skills at the intermediate level.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**ESL 706 HIGH-INTERMEDIATE INTEGRATED SKILLS 0**

*4.50 - 6.00 hours per week: (4.50 - 6.00 lecture hours/0.00 - 0.00 lab hours)*

*Noncredit*

*P/NP Only,*

*Non-credit Course*

*Advisories: ESL 705 with a minimum grade of P or better ESL Placement Test*

Develops English reading, writing, listening and speaking skills at the high-intermediate level.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**ESL 707A U. S. CITIZENSHIP, LEVEL 1 0**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

*Advisories: ESL 702; or Placement into ESL 703 or higher*

Introduces the U.S. Citizenship and Immigration Services application process. Focuses on building beginning level speaking and listening skills through study of U.S. history, government, and constitution.

*Repeatable 99 time(s).*

[Click for Course Student Learning Outcomes](#)

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**ESL 707B U.S. CITIZENSHIP, LEVEL 2 0**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

*Advisories: ESL 704 or Placement to ESL 705 or higher*

Prepares students for the U.S. Citizenship written and oral test. Focuses on building intermediate to advanced level speaking, listening, reading, and writing skills in the content areas of U.S. history,

government, and constitution.

*Repeatable 99 time(s).*

[Click for Course Student Learning Outcomes](#)

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**ESL 713 BEGINNING INTEGRATED SKILLS 0**

*4.50 - 6.00 hours per week: (4.50 - 6.00 lecture hours/0.00 - 0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

*Advisories: ESL Placement Test*

Develops reading, writing, listening and speaking skills at the beginning level.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**ESL 714 LOW INTERMEDIATE INTEGRATED SKILLS 0**

*4.50 - 6.00 hours per week: (4.50 - 6.00 lecture hours/0.00 - 0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

*Advisories: ESL 704 with a minimum grade of P or better or ESL Placement Test*

Develops reading, writing, listening and speaking skills at the low-intermediate level.

*Repeatable.*

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**ESL 715 HIGH INTERMEDIATE INTEGRATED SKILLS 0**

*4.50 - 6.00 hours per week: (4.50 - 6.00 lecture hours/0.00 - 0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

*Advisories: ESL 705 with a minimum grade of P or better ESL Placement Test*

Develops reading, writing, listening, and speaking at the high-intermediate level.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**ESL 725 ESL CONVERSATION, INTERMEDIATE 0**

*(Formerly ESL025A)*

*2.00 - 3.00 hours per week: (2.00 - 3.00 lecture hours/0.00 - 0.00 lab hours)*

*Noncredit*

*P/NP Only,*

*Non-credit Course*

*Advisories: ESL 704 or qualifying score on the ESL placement test*

Focuses on communication skills in listening comprehension and speaking for speakers of other languages and enables the intermediate-level student to function in everyday English-speaking situations (formerly ESL 025). Prepares students for ESL 735. May be taken concurrently with ESL 705 or ESL 706.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**ESL 735 ESL CONVERSATION, HIGH INTERMEDIATE 0**

*(Formerly ESL035A)*

*2.00 - 3.00 hours per week: (2.00 - 3.00 lecture hours/0.00 - 0.00 lab hours)*

*Noncredit*

*P/NP Only,*

*Non-credit Course*

*Advisories: ESL 725 or qualifying score on the ESL placement test*

Focuses on communication skills in listening comprehension and speaking for speakers of other languages and enables the high-intermediate level student to function in academic, professional and everyday English-speaking situations (formerly ESL 035). May be taken concurrently with ESL 705 or ESL 706.

*Repeatable.*

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**ESL 743 ACADEMIC GRAMMAR, INTERMEDIATE 0**

*(Formerly ESL043)*

*2.00 - 3.00 hours per week: (2.00 - 3.00 lecture hours/0.00 - 0.00 lab hours)*

*Noncredit*

*Non-credit Course*

*Advisories: ESL 704 or qualifying score on the ESL placement test*

Focuses on building English language skills for speakers of other languages with an emphasis on grammar at the intermediate level. Provides instruction in present, past, and future tenses.

*Repeatable.*

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**ESL 744 ACADEMIC GRAMMAR, HIGH-INTERMEDIATE 0**  
(Formerly ESL044)

*2.00 - 3.00 hours per week: (2.00 - 3.00 lecture hours/0.00 - 0.00 lab hours)*

*Noncredit*

*Non-credit Course*

*Advisories: ESL 743 or qualifying score on the ESL placement test*

Focuses on building English language skills for speakers of other languages with an emphasis on grammar at the high-intermediate level. Provides instruction in present perfect, gerunds and infinitives, adjective clauses, and active vs. passive voice.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**ESL 799 ADVANCED READING AND WRITING 0**

*4.00 - 6.00 hours per week: (4.00 - 6.00 lecture hours/0.00 - 0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

*Advisories: ESL 706: HIGH INTERMEDIATE INTEGRATED SKILLS with a minimum grade of P or better or ESL Placement Test*

Focuses on building English language skills for speakers of other languages with an emphasis on reading, writing, and critical thinking at the advanced level. Provides instruction in essay writing and academic reading. This course prepares students for English 156 and other college coursework.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

## HOSPITALITY

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**HOSP 700 INTRODUCTION TO HOSPITALITY 0**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-credit Course*

Provides a detailed overview of structure and financial performances of the hospitality and tourism industry. Topics include career paths, lodging and lodging operations, restaurants and restaurant operations, cruising, managed services, beverages, clubs, theme parks and attractions, gaming entertainment, meeting planning and special events. Topics incorporate sustainability, ethics, trends, leadership and customer service, cultural/economic trends and career opportunities.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**HOSP 725 HOSPITALITY LAW 0**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-credit Course*

*Advisories: HOSP 700*

Examines federal, state, and local laws applicable to the operation of food and lodging enterprises are discussed, as well as practical approaches to spotting and solving legal issues. The innkeeper/guest relationship will be explored from a legal standpoint. Emphasis will be on recognizing potential legal concerns and implementing preventative measures.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**HOSP 730 INTRODUCTION TO FOOD AND BEVERAGE MANAGEMENT 0**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-credit Course*

Explore and develop techniques and procedures of management as they relate to commercial and institutional food and beverage facilities. Topics include: functions of management, marketing, menu development, effective cost controls in purchasing, labor and service techniques.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**HOSP 750 INTRODUCTION TO HOTEL MANAGEMENT 0**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-credit Course*

Introduces the operating system and components of a hotel-resort facility, which includes: front office, housekeeping, food and beverage, sales and marketing, accounting, property maintenance, human resource management and information systems.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**HOSP 770 HOSPITALITY COST CONTROL 0**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-credit Course*

Analyzes food, beverage, labor and other costs within a hospital-ity operation. Emphasizes problem solving, applying cost control techniques to maximize profits while managing expenses. Topics include: establishing standards, cost-value-profit analysis, forecasting, purchasing and storage controls, menu costing and pricing, theft prevention and labor cost controls.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

## MATHEMATICS

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**MATH 703 ARITHMETIC 0**

*3.00 hours per week: (3.00 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Provides a review of the basic skills of arithmetic. Designed as a transitional course for students who have either not taken a mathematics course for a considerable period of time or who have been in a tutorial program. This course is organized in a regular classroom setting to prepare students for a pre-algebra course.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**MATH 707 PREALGEBRA 0**

*4.00 hours per week: (4.00 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Presents the mathematical concepts and arithmetic skills necessary for success in elementary algebra and for further work in mathematics. The concepts are applied to numerous practical problems in order to demonstrate their applicability to real life situations.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

## NONCREDIT ADULT BASIC EDUCATION

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**NABE 404 NONCREDIT BASIC SKILLS BIOLOGY 0**

*4.00 - 8.00 hours per week: (4.00 - 8.00 lecture hours/0.00 - 0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Designed to introduce students to the living world and its systems.

Introduces concepts of cell biology, genetics, evolution, and physiology will be presented. This is an elective course towards a high school diploma.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**NABE 406 NONCREDIT BASIC SKILLS ECONOMICS 0**

*4.00 hours per week: (4.00 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduce students to microeconomics, macroeconomics, and international economic relationships. Presents vocabulary and the technical knowledge needed for an understanding of economic issues, both in the media and at the collegiate level of study. Provides the student with information and analytical tools useful in developing a personal system of values in regard to economic issues.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**NABE 407 NONCREDIT BASIC SKILLS WORLD HISTORY 0**

*4.00 - 8.00 hours per week: (4.00 - 8.00 lecture hours/0.00 - 0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces major turning points that shaped the modern world, from the late eighteenth century through the present, including the cause and course of two world wars. Tracing the rise of democratic ideas and develop an understanding of the historical roots of current world issues, especially as they pertain to international relations. Develop an understanding of current world issues and relate them to their historical, geographic, political, economic, and cultural contexts.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**NABE 408 NONCREDIT BASIC SKILLS U.S. HISTORY 0**

*4.00 - 8.00 hours per week: (4.00 - 8.00 lecture hours/0.00 - 0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces the major turning points in American history in the twentieth century. Following a review of the nation's beginnings and the impact of the Enlightenment on US democratic ideals, students build upon the tenth grade study of global industrialization to understand the emergence and impact of new technology and a corporate economy, including the social and cultural effects.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**NABE 409 NONCREDIT BASIC SKILLS ALGEBRA I 0**

*4.00 - 8.00 hours per week: (4.00 - 8.00 lecture hours/0.00 - 0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Designed to cover symbolic reasoning and calculations with symbols allowing a student to develop an understanding of the symbolic language of mathematics and the sciences. The range of problem solving situations allow for the development of algebraic skills and concepts.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**NABE 410 NONCREDIT BASIC SKILLS ALGEBRA II 0**

*4.00 - 8.00 hours per week: (4.00 - 8.00 lecture hours/0.00 - 0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces Algebra II topics including linear equations and inequalities, systems of equations and polynomial, exponential and logarithmic functions. Geometric topics covered are: triangular and circular trigonometry. Other topics covered are: probability, conic sections and trigonometric functions and their graphs.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**NABE 411 NONCREDIT BASIC SKILLS GEOMETRY 0**

*4.00 - 8.00 hours per week: (4.00 - 8.00 lecture hours/0.00 - 0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Focuses on fundamental knowledge of basic geometric postulates and theorems and their use in proofs. Integrating algebra in a geometric setting. Using formulas to calculate perimeter, area, and volume of a variety of geometric shapes. This is an elective course towards a high school diploma.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**NABE 412 NONCREDIT BASIC SKILLS POLITICAL SCIENCE 0**

*4.00 hours per week: (4.00 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Presents the organization and mechanics of our federal, state, and local systems of government. Explores the basic ideals of American democracy as well as contemporary issues relevant to American government.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**NABE 414 NONCREDIT BASIC SKILLS SPANISH I 0**

*4.00 - 8.00 hours per week: (4.00 - 8.00 lecture hours/0.00 - 0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Focuses on reading, writing, speaking and understanding standard Spanish at a basic level. Acquiring basic vocabulary and grammar structures, including the simple present tense, noun-adjective agreement, subject-verb agreement, interrogatives, the immediate future tense, and the preterite tense. Exposure to and interaction with the cultures of the Spanish-speaking countries of the world. Using Spanish selectively both within and beyond the school setting. Participating in cultural projects, including comparing and contrasting other cultures to their own.

*Repeatable.*

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**NABE 500A GED PREPARATION A 0**

*1.00 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.00 - 3.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Provides a review of basic skills and prepares students for the computerized General Education Development (GED) Test. The course focuses on the computer and technical skills needed for basic skills preparation and to study for the GED. Presents the core knowledge and skills needed to pass each of the four content areas of the GED: Language Arts, Mathematics, Science, and Social Studies.

*Repeatable.*

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**NABE 500B GED PREPARATION B 0**

*1.00 - 3.00 hours per week: (0.00 - 0.00 lecture hours/1.00 - 3.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Provides a review of basic skills and prepares students for the computerized General Education Development (GED) Test. Focuses on test taking strategies to be successful on the GED exam. Presents the core knowledge and skills needed to pass each of the four content areas of the GED: Language Arts, Mathematics, Science, and Social Studies.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

## NONCREDIT CAREER TECHNICAL EDUCATION

### NCTE 500 INTRODUCTION TO HAND-HELD DEVICES 0

0.50 hours per week: (0.00 lecture hours/0.50 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces practical use of a variety of handheld computer devices including music players, e-Books, Smartphones, iPods, iTouch, and iPads. The use of common PC and Mac applications to run devices, find tutorials or manuals, and identify useful settings, will also be covered. Information learned in this course will provide tips on how to use handheld devices effectively and observe protocol when determining proper use of these devices in a work environment.

Repeatable.

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### NCTE 500A WORKPLACE READINESS FUNDAMENTALS A 0

0.50 - 3.00 hours per week: (0.50 - 3.00 lecture hours/0.00 - 0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces fundamentals of career exploration and planning. Students develop a personal identity profile in relation to job and career clusters characteristics and local job opportunities to establish an education and career plan.

Repeatable.

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### NCTE 500B WORKPLACE READINESS FUNDAMENTALS B 0

0.50 - 3.00 hours per week: (0.50 - 3.00 lecture hours/0.00 - 0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces fundamentals of job search skills. Prepares students to implement steps involved in obtaining employment and develop a personal budget.

Repeatable.

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### NCTE 501 KEEPING A PC HARD DISK CLEAN AND ORGANIZED 0

0.50 hours per week: (0.00 lecture hours/0.50 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Examines how to organize, clean, and optimize a PC hard disk drive to maximize performance. Course topics include techniques for file organization, program removal, garbage identification and the removal of malware, and basic maintenance.

Repeatable.

[Click for Course Student Learning Outcomes](#)

### NCTE 501A WORKPLACE STANDARDS A 0

0.50 - 3.00 hours per week: (0.50 - 3.00 lecture hours/0.00 - 0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces fundamentals of workplace standards in employability skills. Students will identify and apply basic employability skills needed to be successful in the workplace.

Repeatable.

[Click for Course Student Learning Outcomes](#)

### NCTE 502 TECH TALK: WHAT'S NEW IN COMPUTERS AND TECHNOLOGY? 0

1.50 hours per week: (0.00 lecture hours/1.50 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Examines the rapidly evolving technical world and its future. This course will guide students as they explore the many practical questions that arise as computers, cell phones, eBooks, social networks,

email, the internet and other technology become more central to our daily lives. This course may be taught bilingually.

Repeatable.

[Click for Course Student Learning Outcomes](#)

### NCTE 503 OPTIMIZE AND UPGRADE YOUR PC 0

1.50 hours per week: (0.00 lecture hours/1.50 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces a variety of hardware and software tools as well as strategies to improve the productivity and efficiency of PC systems. The course teaches how to optimize the PC's operation and how to upgrade memory, disk drives and other components at a reasonable cost to extend the life of a PC system or design and build an entirely new system. Topics also include how to rid a system of viruses and spyware and how to back up a system and valuable data.

Repeatable.

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### NCTE 504 INSTALLING AND CONFIGURING WINDOWS SERVER 0

1.50 hours per week: (0.00 lecture hours/1.50 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces the processes of installing and configuring a Windows server. Some of the areas covered will include: configuring storage, configuring print and document services, remote management, IP addressing, and configuring DHCP and DNS Services.

Repeatable.

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### NCTE 505 ADMINISTERING WINDOWS SERVER 0

1.50 hours per week: (0.00 lecture hours/1.50 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Provides an introduction to the skills required to administer Windows servers. Some of the skills to be discussed and practiced in this course include: deploying and managing server images, configuring advanced audit policies, configuring VPN's, configuring DNS zones and records.

Repeatable.

[Click for Course Student Learning Outcomes](#)

### NCTE 506 INTRODUCTION TO 3-D PRINTING 0

1.00 hours per week: (1.00 lecture hours/0.00 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Introduces fundamental concepts of 3D printing. Topics include: History of 3-D Printing, present and potential developments, best practices, and materials for additive manufacturing applications. This course also identifies sources for 3-D printing and software appropriate for rapid prototyping as well as service and maintenance of 3-D printers.

Repeatable.

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### NCTE 507 PRODUCT DESIGN AND PROTOTYPING WORKSHOP 0

0.50 hours per week: (0.00 lecture hours/0.50 lab hours)

Noncredit

Non-Credit Gradeable Course/SP

Provides an overview of the Prototyping and Fabrication methods for Product Design. Presents the knowledge and skills needed to turn design concepts into digital objects and examines multiple fabrication processes. Provides opportunities for hands-on experience using digital tools through visits to industry workshops. Selected software for Product design and Prototyping is also introduced. The emphasis of the course is on 3D modeling with support for 3D

printers and fabrication tools.

*Repeatable.*

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**NCTE 508 PRODUCING A DIGITAL NEWSLETTER 0**

*0.50 hours per week: (0.00 lecture hours/0.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Focuses on formatting a newsletter for digital platforms. Guidance will be provided on how to lay out an actual publication of the students own choosing. If the student does not have an actual publication to work with a prototype will be provided.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**NCTE 509 PRODUCING A DIGITAL MAGAZINE 0**

*0.50 hours per week: (0.00 lecture hours/0.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Focuses on the basic techniques of formatting a magazine cover and interior master pages for digital platforms. Guidance is provided on the use of a variety of tools while applying skills to a real-time project.

*Repeatable.*

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**NCTE 510 CULINARY ARTS FUNDAMENTALS I 0**

*5.00 hours per week: (1.00 lecture hours/4.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces the student to the culinary arts profession and the professional kitchen. Emphasis on basic cooking methods, equipment use, and ingredients provides the student with a beginning understanding of food chemistry and cooking techniques. The course includes "hands-on" experience managing the dining room and kitchen in the production of stocks, broths, sauces, gravies, soups, and breakfast cookery.

*Repeatable.*

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**NCTE 511 DIGITIZING DOCUMENTS 0**

*0.50 hours per week: (0.00 lecture hours/0.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces how to create secure forms and interactive documents for electronic distribution using Adobe Acrobat Pro. Instruction is included on securing forms with passwords and digital signatures. Additional topics include: strategies for good design utilizing industry standard software, conversion to secure PDF forms, creation of interactive fields and calculations.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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**NCTE 512 PREPARING DIGITAL IMAGES 0**

*0.50 hours per week: (0.00 lecture hours/0.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces pixels, the building blocks for digital images, and how they relate to image size and resolution. Discusses how the "intent" (print, web, digital documents) determines the size and resolution. Provides instruction how to use Photoshop to perform basic photo editing and re-touching.

*Repeatable.*

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**NCTE 513 INTRODUCTION TO ADOBE ACROBAT TOOLS 0**

*0.50 hours per week: (0.00 lecture hours/0.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Provides instruction in how to download PDF's from the web and share them as emails. Explains what PDF's actually are and how they make our lives easier. This course demonstrates the basics of working with PDF's including: how to create, combine, edit, export, review, annotate, comment and share documents.

*Repeatable.*

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**NCTE 514 ADVANCED APPLICATIONS OF ADOBE ACROBAT 0**

*0.50 hours per week: (0.00 lecture hours/0.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Provides instruction in how to streamline workflow and eliminate paper as additional Adobe Acrobat skills are learned. This course demonstrates the use of PDF's to convert paper documents into digital archives, combine documents from various applications into one cohesive file or portfolio, add interactivity to manuals and newsletters, and create interactive forms for easy data collection.

*Repeatable.*

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**NCTE 515 SUCCESSFULLY MANAGING AND DEVELOPING PEOPLE 0**

*1.00 hours per week: (1.00 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Develops the skills needed to be an effective manager or supervisor. Topics covered include: adapting your management style to every situation, communicating effectively, developing your employees through delegation, managing conflict, motivating staff, and facilitating change.

*Repeatable.*

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**NCTE 516 HIGH IMPACT PRESENTATIONS AND PROPOSALS FOR THE WORK PLACE 0**

*0.50 hours per week: (0.00 lecture hours/0.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces the best approach to craft a presentation focused on the message you need to convey to your audience. Instruction is focused on how to consider the audience's expectations, biases, emotions, needs and wants when planning a slideshow. Course topics will explore the logical order to convey your information, what makes for a successful slide design, how to maintain consistency, how to edit for simplicity and how to use powerful imagery and meaningful data.

*Repeatable.*

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**NCTE 517 BASIC POWERPOINT 0**

*0.50 hours per week: (0.00 lecture hours/0.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Identifies approaches to turn facts, figures and photos into a creative display of slides, outlines, graphs, and multimedia using Microsoft PowerPoint. Instruction is provided in the basics of presentation design and how to use templates, insert graphics, add animation, rehearse timings, and run and share a presentation.

*Repeatable.*

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**NCTE 518 ONLINE RESEARCH SKILLS 0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Teaches advanced internet search skills to yield relevant, credible sources. The course will provide instruction in how to locate, evaluate, and organize information sources to create a research pathfinder that will inform others and demonstrate their research expertise.

*Repeatable.*

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**NCTE 519 PRESENTING RESEARCH WITH INFOGRAPHICS 0**

*0.50 hours per week: (0.00 lecture hours/0.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Examines data visualization to communicate information clearly and efficiently. Instruction is provided in how to locate, evaluate, and organize information to create infographics that will inform others and demonstrate their research expertise.

*Repeatable.*

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**NCTE 520 CULINARY ARTS FUNDAMENTALS II 0**

*4.00 hours per week: (1.00 lecture hours/3.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/S*

Engages the student in the practical kitchen application of vegetable, grain, starch and the principles and practices used in producing pantry items in a commercial environment. A variety of menu items are prepared including salads, salad dressings, sandwiches, and vegetable, grain and legume dishes.

*Repeatable.*

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**NCTE 521 CLOSING TECHNIQUES THAT WIN THE SALE 0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces basic concepts needed to effectively close sales. Provides information on the appropriate use of different types of sales approaches, and discussion on when each different approach is most effective.

*Repeatable.*

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**NCTE 522 WINNING SALES SCRIPTS 0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces techniques for successful "inside" sales where persons contact perspective buyers using phone and email. Includes script writing to increase the effectiveness of "inside" sales in order to maximize this revenue source.

*Repeatable.*

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**NCTE 523 INTRODUCTION TO ITUNES, IPODS, AND IPADS 0**

*0.50 hours per week: (0.00 lecture hours/0.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Presents how to use MP3 players and hand-held computers. Focuses on iPods, iPod Touch, and iPads. Instruction is provided on how to download music, videos, and podcasts to a computer. Topics include the applications available on iDevices, such as calendars, contacts, and games.

*Repeatable.*

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**NCTE 524 LIVING THE ILIFE 0**

*1.50 hours per week: (0.00 lecture hours/1.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Explores how to use Apple's iLife suite of programs-iPhoto, iMovie HD, iDVD, Garage Band, and iWeb-to produce and distribute creative ideas through words, pictures, music or video.

*Repeatable.*

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**NCTE 525 BAKING AND BAKING SCIENCE I 0**

*2.00 hours per week: (0.50 lecture hours/1.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

*Prerequisites: NCTE 520*

Introduces the student to the basic skills needed for professional baking. Enables the student to learn and practice the skills and methods of the production of bread, desserts, and other baked goods using quantity production techniques.

*Repeatable.*

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**NCTE 526 MICROSOFT OFFICE FOR THE MAC 0**

*1.50 hours per week: (0.00 lecture hours/1.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Focuses on Microsoft Office for the MAC. Instruction is provided in how the office programs are designed to work as a single application. Topics include: MS Word (Word Processing), Excel (Spreadsheet), PowerPoint (multi-media/graphics/slides), and Outlook (mail/calendar/contacts).

*Repeatable.*

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**NCTE 527 WORKPLACE COMMUNICATION STRATEGIES 0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces new assessment skills to empower the student to optimize their current workplace communications. The skills introduced in this course help students to differentiate content, emotions, perceptions, and intentions in interpersonal communications.

*Repeatable.*

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**NCTE 528 DIFFICULT CONVERSATIONS 0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Develops skills needed for difficult conversations. for difficult conversations. Topics include: how to clarify intentions and assumptions, simple methods to stay centered while having difficult conversations, and how to constructively shape conversations to achieve desired results. The course also provides scripts and tips that can be used to prepare for future difficult conversations.

*Repeatable.*

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**NCTE 529 BUSINESS WRITING IN A TECHNOLOGICAL WORLD 0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces and develops effective and professional business writing skills. Emphasis is on using proper business tone, organization, formatting, word choice, and persuasion. Additionally, concepts for effectively matching content to delivery method will be presented and discussed. A variety of scenarios will be studied including how

to the most effective methods to deliver bad news.

*Repeatable.*

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**NCTE 530 WORKPLACE POLITICS****0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces constructive political behavior to create more win-win situations, unblock barriers to change, create greater “buy-in” on key projects, develop cohesion and improve decision making.

*Repeatable.*

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**NCTE 531 RESOLVING DIFFERENCES IN THE WORKPLACE****0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces collaboration skills which will help to build high trust relationships. Assesses conflict management skill strengths and weaknesses, and helps strengthen weak areas. These activities will be used throughout the course to help students to strengthen their weak areas. Specific areas to be covered during the course will include but are not limited to: Problem solving with multiple parties, nonverbal communication, and the importance of empathy, active listening, and paraphrasing.

*Repeatable.*

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**NCTE 532 ASSERTIVE COMMUNICATION****0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Enhances assertiveness skills for immediate on the job use.

Introduces techniques for assertiveness communications, while acquiring tools to give and receive feedback where use of professionalism and assertiveness are required.

*Repeatable.*

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**NCTE 533 EMOTIONAL INTELLIGENCE IN THE WORKPLACE****0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Explores the importance of Emotional Intelligence (EI) as it relates to being an effective and high-performing employee, supervisor and leader. Topics include EI competencies: self-awareness, social awareness, self-management and relationship management. Through hands on activities, students will apply the tools and techniques for mastering each domain. Assists students in the creation of strategies using the EI framework which can optimize their professional performance and working relationships.

*Repeatable.*

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**NCTE 534 ADOBE LIGHTROOM ESSENTIALS****0**

*1.00 hours per week: (0.00 lecture hours/1.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces the basics of the Lightroom Software and how to both manage libraries of files and increase the quality of photographs and videos using editing techniques.

*Repeatable.*

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**NCTE 536 PHOTOSHOP FOR IMAGING****0**

*0.50 hours per week: (0.00 lecture hours/0.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces an overview of Photoshop tools and operations leading

to the discovery of the creative potential of image editing. Familiarizes participants with the Photoshop window, tools, and main menu bar.

*Repeatable.*

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**NCTE 537 BEST PRACTICES IN CUSTOMER SERVICE****0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Applies practical strategies to assist in retaining a valuable customer base, diffuse difficult situations and earn repeat business. Topics include the anatomy of a complaint, regulating verbal and nonverbal responses, active listening skills, creative problem solving, customer perceptions and expectations, adapting to different conflict styles, and steps to defuse angry customers.

*Repeatable.*

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**NCTE 538 THE ART OF NEGOTIATING AND COLLABORATING****0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Applies collaboration tools for building high-trust synergistic relationships and analyzing the conflict cycle. Uses practice skills to diffuse mock situations at each stage of conflict. Skills presented include re-framing, neutralizing language, discovering of interests, and leveraging innovative solutions through a collaborative negotiation process.

*Repeatable.*

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**NCTE 539 EFFECTIVE COMMUNICATION AND PERSONALITY STYLES****0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Provides guided exploration of different behaviors and personality styles, while teaching how to adapt one's behavior to be effective with a variety of personality styles in a variety of work situations. Emphasis is placed on dealing with difficult relationships and communicating in a way that matches the needs of all involved to achieve relationship satisfaction and organizational objectives.

*Repeatable.*

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**NCTE 540 EFFECTIVE COMMUNICATION IN PROMOTIONAL MARKETING****0**

*1.00 hours per week: (1.00 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Explores the promotional aspect of marketing and the different communication techniques used to raise customer awareness and interest. Emphasis is placed on how to identify the mediums that will be most effective to a targeted market. Both business-to-customer and business-to-business strategies will be covered. Techniques discussed can be applied towards various careers such as sales, public relations, copywriting, and other marketing positions.

*Repeatable.*

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**NCTE 541 MANAGING A MARKETING CAMPAIGN****0**

*1.00 hours per week: (1.00 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Focuses on the research, planning, execution, and evaluation of a marketing campaign. Examines the specific activities used to promote products, services, and businesses. Multiple mediums that carry the message of the marketing campaign will be covered.

Explores how companies use marketing campaigns to reinforce branding and positioning.

*Repeatable.*

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**NCTE 542 SELF-MANAGEMENT AND DEVELOPMENT 0**

*1.00 hours per week: (1.00 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Focuses on self-management skills that encourage behavior resulting in the achievement of personal and professional goals. This can include activities that improve awareness and identity, develop talents and potential, build human capital, facilitate employability, enhance quality of life, and contribute to the realization of dreams and aspirations.

*Repeatable.*

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**NCTE 543 BUILDING HIGH PERFORMANCE TEAMS 0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Explores and applies key team-building skills for working within or leading a team. Emphasis is on stages of team development, team roles, supportive communication climate, meeting strategies, and tools for first-rate problem solving and decision making. Practical applications within a team structure is also emphasized.

*Repeatable.*

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**NCTE 544 CHANGE IS THE NEW CONSTANT IN THE WORKPLACE 0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Presents strategies in managing the continual changes taking place in the workplace. Provides practice in identifying opportunities for change, initiating change, and how to support staff during the change process.

*Repeatable.*

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**NCTE 546 COACHING TO IMPROVE MANAGERIAL EFFECTIVENESS 0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Presents coaching techniques to solve workplace problems, energize employees, improve performance outcomes, turn around problem situations, and increase team members overall enthusiasm and motivation. Skills taught and practiced also help participants learn to close the gap between actual and desired performance within their teams.

*Repeatable.*

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**NCTE 549 TIME MANAGEMENT 0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Explores time management strategies and tools for effectively managing expanding workloads, shifting priorities and increasing demands. Includes practice activities prioritizing "important" versus "urgent" activities. Emphasis is placed on analyzing current use of time; identifying organizational goals, roles and priorities; identifying barriers to achieving goals; identifying effective ways to work around the barriers to complete important priorities.

*Repeatable.*

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**NCTE 551 CRITICAL THINKING, PROBLEM SOLVING AND DECISION MAKING 0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Presents a variety of critical thinking concepts from the perspective that today's workplace functions best when all team members are involved in the process of problem solving and decision making. The process of using analytical thinking to break things down into their component parts will be studied and practiced. Live interactive activities will be used to develop skills which help participants become more efficient with generating new ideas, decision making, and problem solving.

*Repeatable.*

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**NCTE 552 BUSINESS BRANDING 0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Examines processes successful businesses use to identify and implement a branding strategy. Effective methods to respond to existing needs and wants of customers will also be covered. Emphasis will be placed on the use of social media in effective brand building.

*Repeatable.*

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**NCTE 553 PROMOTIONAL MARKETING TOOLS 0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces different types of marketing tools used in the creation and maintenance of product brand awareness development. Strategies presented will include: the use of major marketing tools, public relations techniques, advertising techniques, relationship selling techniques, and the use of social media.

*Repeatable.*

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**NCTE 554 MARKETING MAPS 0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Examines how business success begins with responding to target markets by positioning them in the minds of customers via knowledge of their demographics, psychographics, and geographic information. Presents different methods to effectively identify target markets, and effectively position a business within that market, while also delivering the right message to the right mix of people.

*Repeatable.*

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**NCTE 555 MOBILE MARKETING 0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Presents how mobile marketing encompasses global exchange activities on devices such as smartphones, tablets, and others. Discussions will include how today's businesses look for customer-based profitability and investment solutions using mobile devices. Effective ways to use these devices to attract, engage, acquire, and retain local and international customers will be one of the focuses of this course.

*Repeatable.*

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**NCTE 556 CREATE COMPELLING BLOG CONTENT 0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Explores how to create blogs with relevant content that is valuable and engaging to the audience by analyzing their needs, wants, and likes, discovering questions they are asking, and identifying problems the blogger can solve for them. Participants will be encouraged to find their authentic voice to create text, design, and images that are of shared value to the blogger's brand and core audience.

*Repeatable.*

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**NCTE 557 BLOG MANAGEMENT BASICS 0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Discusses different methods to create, manage, and promote a blog. Explains important concepts needed to define the goal of a blog, analyze the core audience, develop a sustainable plan for content creation, choose a platform and hosting option, design the blog, and promote posts with social media.

*Repeatable.*

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**NCTE 558 BEST BUSINESS APPS 0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces a variety of apps that provide powerful and helpful tools for keeping track of, or handling all of the information you accumulate in a day. Course discussion will include apps for: tracking projects, research, emails, to-dos, follow-ups and more. Course material will help students to choose, install and sync apps with your different technology to help you become more successful and productive in the workplace.

*Repeatable.*

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**NCTE 559 INTRODUCTION TO GOOGLE DRIVE 0**

*1.00 hours per week: (0.00 lecture hours/1.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Provides different methods to effectively use Google Drive as powerful Cloud resource for organization of files, collaboration with coworkers, and promoting going paperless. Course discussion will include: various types of drive storage, Sheets, and Slides.

*Repeatable.*

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**NCTE 560 THE BEST CLOUD BACKUP OPTIONS TO PROTECT YOUR DATA 0**

*0.50 hours per week: (0.00 lecture hours/0.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Provides instruction in effectively using the Cloud to protect data from fire, theft, and / or hardware failure. Also provides instruction on how to take advantage of the anytime access to data that using the Cloud provides. Assessing data needs, choosing the best cloud backup option and creating a backup plan will be some of the areas of discussion.

*Repeatable.*

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**NCTE 561 PERSONALIZED CAREER PLANNING 0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Focuses on the assessment of individuals' strengths, interests, val-

ues, personality and abilities in the context of career and education planning. Guided discussion and activities will help to improve participants decision-making skills by exploring their own decision-making styles and applying specific decision making models to their career-planning process.

*Repeatable.*

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**NCTE 562 STRATEGIC JOB SEARCH 0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces skills and knowledge students need to develop and implement a strategic career and job search plan. Different sources of occupational information and how to utilize this information in the career planning and job search process will be presented and discussed.

*Repeatable.*

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**NCTE 563 LINKEDIN FOR BUSINESS 0**

*0.50 hours per week: (0.00 lecture hours/0.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Covers how to use LinkedIn to develop business through relationship marketing. Topics include optimizing a company profile, developing content that engages a target audience, building a professional brand, marketing a company, showcasing credentials, getting business advice, reconnecting with former colleagues and connecting with businesses around the globe.

*Repeatable.*

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**NCTE 564 LEADERSHIP SKILLS 0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Explores and applies the top ten skills that every leader must have. Group activities will encourage live practice of the skills enabling participants to effectively learn to use these new approaches in real business situations. Participants will gain an understanding of the differences between leaders and managers.

*Repeatable.*

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**NCTE 565 SUPERVISORY SKILLS 0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces the key tools for effective management and supervision. Covers delegation, feedback, communicating with employees, motivation, and management styles.

*Repeatable.*

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**NCTE 566 MOTIVATING YOURSELF AND OTHERS 0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Explores the key ingredients for strengthening workplace commitment, engagement, and career satisfaction. Introduces various reward and recognition strategies to increase engagement in the workplace.

*Repeatable.*

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**NCTE 567 SETTING UP QUICKBOOKS FOR SMALL BUSINESS 0**

*1.00 hours per week: (0.00 lecture hours/1.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces the basics of small business bookkeeping using QuickBooks and including financial reporting, how to analyze and record financial transactions, accounts receivable, accounts payable, payroll procedures, sales taxes, and common banking activities.

*Repeatable.*

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#### **NCTE 568 MONTHLY PROCEDURES FOR USING QUICKBOOKS 0**

*1.00 hours per week: (0.00 lecture hours/1.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces how to develop and apply monthly accounting procedures for use in small business with Quickbooks. Practical assignments, either real or instructor provided, will be used to help students become proficient managing day to day transactions. Reconciling balance sheets, auditing income statements, adjusting journal entries, and preparing financial statements are some examples of what will be covered. This course expands on the information taught in NCTE 567 by providing instruction on the proper monthly activities businesses need to do to maintain accurate books.

*Repeatable.*

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#### **NCTE 569 YEAR END PROCEDURES 0**

*1.00 hours per week: (0.00 lecture hours/1.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Develops skills in applying year-end procedures used in accounting for small businesses. Presents how to prepare closing journal entries for year-end and reports for tax accountants, purging files, and preparing for the new year.

*Repeatable.*

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#### **NCTE 570 ACCOUNTABILITY 0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces the skills needed to effectively manage an individual's own workplace performance and advancement by becoming proactive and accountable.

*Repeatable.*

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#### **NCTE 571 CHAMPIONING DIVERSITY IN THE WORKPLACE 0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Examines diversity within organizations to increase one's awareness of different attitudes, beliefs, lifestyles, sexual preferences, and values that we all bring to work. Discusses how these things affect our behavior and perceptions. This course encourages focus on self-awareness and the impact that our behaviors can have on our co-workers.

*Repeatable.*

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#### **NCTE 572 SECRETS OF A GREAT EMPLOYEE 0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces the secrets that make employees irreplaceable. Introduces skills and concepts that will help participants challenge old habits and foster new strategies to empower them to become the best that they can be. Course activities will encourage participants to share and discuss their past and current successes and failures. This course will give employees a renewed self-worth, and a strong appreciation for professional effectiveness.

*Repeatable.*

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#### **NCTE 574 PROCESS IMPROVEMENT 0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces methods and techniques for assessing and improving processes. Covers strategies that will increase efficiency, improve quality, and increase employee satisfaction and motivation.

*Repeatable.*

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#### **NCTE 575 PROJECT MANAGEMENT FOR NON-PROJECT MANAGERS 0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Presents strategies for task management and small projects, applying a structured approach to ensure success. Provides practice in the basic principles of project management in the workplace and in creating action plans for on-the-job application. Introduces strategies for effective communication with team members and stakeholders.

*Repeatable.*

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#### **NCTE 576 INNOVATION AND CREATIVITY IN THE WORKPLACE 0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Presents the importance of being innovative in the workplace in order to stay viable as a business. Discusses what it means to be innovative, how to create and nurture an innovative environment, how to engage employee participation and more.

*Repeatable.*

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#### **NCTE 577 PINTEREST AND INSTAGRAM FOR BUSINESS 0**

*0.50 hours per week: (0.00 lecture hours/0.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces skills needed to effectively market and expand a brand using Pinterest and Instagram. Provides the basics and beyond for effectively using these platforms.

*Repeatable.*

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#### **NCTE 578 YOU TUBE FOR BUSINESS 0**

*0.50 hours per week: (0.00 lecture hours/0.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces the skills needed to use YouTube to broadcast user and business-generated videos. Topics include creating a custom channel and building a following by uploading and sharing videos that communicate a brand and engage an audience. Learn new techniques to view, upload, and share videos; create playlists and optimize videos for search engines; and add annotations, notes and links. Uploading and editing film for YouTube is also covered.

*Repeatable.*

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#### **NCTE 579 FACEBOOK FOR BUSINESS 0**

*0.50 hours per week: (0.00 lecture hours/0.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Examines why Facebook is the most popular social network and a powerful tool for growing and promoting your business. Introduces the steps for creating effective profiles, pages, groups, and ads. Discusses how to establish goals, and how to post to achieve them. Presents a variety of methods to build relationships with current and new customers. Develops skills to increase traffic to your web-

site, and understand the importance of being able to measure the success of your Facebook marketing.

*Repeatable.*

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**NCTE 581 TWITTER FOR BUSINESS 0**

*0.50 hours per week: (0.00 lecture hours/0.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces the steps to take to set up a Twitter business presence which will enable organizations to leverage the power of real-time marketing, optimize and manage an account, and find and follow influencers and leads.

*Repeatable.*

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**NCTE 582 PROFESSIONAL ETIQUETTE 0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Presents the behavior, communication, and appearance standards needed for professionalism to survive and thrive in the workplace.

*Repeatable.*

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**NCTE 583 INFORMATION DESIGN FOR PRINT 0**

*0.50 hours per week: (0.00 lecture hours/0.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces the foundation of information design and creation for print distribution. Concepts discussed in this course will assist designers with telling stories visually through the understanding of data types, graphic design principles, and current software tools.

*Repeatable.*

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**NCTE 584 INTERACTIVE INFORMATIVE DESIGN FOR THE SCREEN 0**

*0.50 hours per week: (0.00 lecture hours/0.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Explores the potential of coding used for interactive designs. The course will focus on providing a strong foundation in basic coding structures, the application of design principals, and the analysis of visualization styles.

*Repeatable.*

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**NCTE 585 INTRODUCTION TO MAC OS X LEVEL 1 0**

*1.00 hours per week: (0.00 lecture hours/1.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces the basics of Mac OS and some of its most popular programs. Concepts presented include: learning how to make, name, and rename files and folders; find lost files using Find and Spotlight; use of the sidebar and dock; and use of most of the basic program features.

*Repeatable.*

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**NCTE 586 INTRODUCTION TO MAC OS X LEVEL 2 0**

*1.00 hours per week: (0.00 lecture hours/1.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Reviews some of the programs examined in NCTE 585 Introduction to MAC OS Level 1 in more detail, then proceeds with a more in-depth examination of Mac OS, including ways to customize the Mac. May be taught bilingually.

*Repeatable.*

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**NCTE 587 INTRODUCTION TO THE MACINTOSH 0**

*1.00 hours per week: (0.00 lecture hours/1.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces basic functions of the computer, how to set it up, and how to perform simple tasks like typing a letter, browsing the web, and getting email. Features an overview of the software that comes pre-installed on the Macintosh computer.

*Repeatable.*

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**NCTE 588 WEB DESIGN BASICS 0**

*1.00 hours per week: (0.00 lecture hours/1.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces methods used to structure website content to create a positive user experience. This course will introduce website design methods that result in website that are easy to use and efficient. This course will be taught from the perspective of using Dreamweaver's Fluid Grid layout framework.

*Repeatable.*

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**NCTE 589 WEB CODING FUNDAMENTALS 0**

*1.00 hours per week: (0.00 lecture hours/1.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces the basic fundamental skills needed to write HTML. Participants will gain an understanding of HTML as well as how to use Structural tags and semantic markup. Skills taught in this course will enable participants to turn a design created in Photoshop into a fully functioning website in Dreamweaver.

*Repeatable.*

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**NCTE 590 PHOTOSHOP FOR WEB DESIGN 0**

*1.00 hours per week: (0.00 lecture hours/1.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces the basic tools and techniques in Photoshop that lie behind great images and graphics in web design. Includes the fundamental concepts and techniques for working with type in Photoshop, UI elements, web graphics, wireframes, and functional mockups that transition beautifully and easily to production with Photoshop. Incorporates principles of design such as contrast, unity, and balance in specific ways that improve your website.

*Repeatable.*

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**NCTE 591 DOMESTIC AND GLOBAL ISSUES IN EMPLOYMENT 0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces and discusses contemporary issues in U.S. and global employment law. Covers regulations and legal issues faced in the workplace including sexual harassment, discrimination, whistleblowing, immigration, legal procedures for filing EEO claims, alternatives to litigation, as well as employer defense options.

*Repeatable.*

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**NCTE 592 INTERVIEWING AND HIRING IN THE GLOBAL MARKETPLACE 0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Discusses techniques and trends which are used in the global marketplace for recruitment, investigation, interviewing, and hiring. Dis-

cussions will include methods for effective hiring and supervision.

*Repeatable.*

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**NCTE 593 EVALUATING AND MONITORING PERFORMANCE OF YOUR GLOBAL TEAM** **0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Discusses ways in which employee relationships factor into a global organizations view of its own successes. This course is designed to teach techniques to measure which employees understand, communicate and respond to legal and ethical organizational values and performance standards.

*Repeatable.*

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**NCTE 594 SEARCHING THE WEB** **0**

*0.50 hours per week: (0.00 lecture hours/0.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Defines the internet and provides navigational tools necessary to search the Web effectively in order to obtain desired information. Introduces techniques and methods used to narrow search results.

*Repeatable.*

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**NCTE 595 E-MAIL FOR BEGINNERS** **0**

*0.50 hours per week: (0.00 lecture hours/0.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Provides a basic introduction to e-mail, including how e-mail works and its uses, setting up an e-mail account, reading and sending e-mail, and managing attachments.

*Repeatable.*

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**NCTE 596 OPTIMIZING PHOTOS FOR THE INTERNET AND EMAIL** **0**

*0.50 hours per week: (0.00 lecture hours/0.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces manipulation of photos for efficient e-mailing or uploading to the internet. Using Adobe Photoshop or other graphic editing software, instruction will be given in how to crop, color-correct, apply text and effects, sharpen, resample, and save files in the appropriate formats for maximum quality and efficiency when emailing or posting to the internet. This course develops photo editing and basic internet skills for business or personal use.

*Repeatable.*

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**NCTE 597 COMPUTERS FOR BEGINNERS** **0**

*0.50 hours per week: (0.00 lecture hours/0.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Designed for students with limited experience with computers, this course introduces how to perform basic computer tasks. Includes how to turn a computer on and off correctly, send and receive email, navigate the internet, open and save a file, and use computer terminology. Course may be taught bilingually.

*Repeatable.*

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**NCTE 598 HOW TO USE A COMPUTER KEYBOARD AND MOUSE FOR BEGINNERS** **0**

*0.50 hours per week: (0.00 lecture hours/0.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Provides an orientation to the computer keyboard and mouse, including the layout and function of special computer keys, properly holding the mouse, and practice in using the mouse. No previous typing or computer experience required.

*Repeatable.*

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**NCTE 599 INTRODUCTION TO WINDOWS** **0**

*0.50 hours per week: (0.00 lecture hours/0.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces the Windows Operating System. Instructor-led guided exploration includes Help, windows navigation and management, file management, desktop customization, and other Windows Operating System tools and applications.

*Repeatable.*

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**NCTE 600 WINDOWS BASICS** **0**

*1.00 hours per week: (0.00 lecture hours/1.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces the Windows Operating System in a slow-paced environment. Instructor-led guided exploration activities will include Help, windows navigation and management, file management, desktop customization, and other Windows Operating system tools and applications.

*Repeatable.*

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**NCTE 601 LEARN TO TYPE** **0**

*1.00 hours per week: (0.00 lecture hours/1.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Provides instruction in correct finger and wrist placement, and keyboard reaches for typing and texting. Refreshes skills in key-boarding, increases speed, and provides techniques and strategies to prevent carpal tunnel syndrome. Individualized instruction allows students to work at own pace. May be taught bilingually.

*Repeatable.*

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**NCTE 602 PHOTOSHOP** **0**

*1.50 hours per week: (0.00 lecture hours/1.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces Photoshop for the PC and Mac. The class presents a solid foundation in basic tools and techniques for creating, enhancing, and collaging images. Skills will be taught and practiced in a lab setting. This course may be taught bilingually.

*Repeatable.*

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**NCTE 603 PHOTOSHOP FOR DIGITAL PHOTOGRAPHERS** **0**

*1.50 hours per week: (0.00 lecture hours/1.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Illustrates the capabilities of Photoshop for the PC and Mac. Topics will include, advanced layering and retouching techniques. Practice in a lab setting will reinforce concepts presented through lecture and demonstration. Familiarity with Photoshop on the PC or Macintosh recommended. This course may be taught bilingually.

*Repeatable.*

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**NCTE 604 INTRODUCTION TO ADOBE ILLUSTRATOR** **0**

*1.50 hours per week: (0.00 lecture hours/1.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces the basics of Adobe Illustrator. Skills taught will include creating illustrations, logos, and more. Effective use of tools will be demonstrated, and projects will be assigned to ensure hands on practice in all key areas.

Repeatable.

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**NCTE 605 DIGITAL CAMERAS, DIGITAL PHOTOS 0**

*1.50 hours per week: (0.00 lecture hours/1.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces the basics of photography, the features of digital cameras, how to take better digital photos, and how to correct common photo problems using photo editing software. The course is designed for beginners or students with some experience in digital photography. Students should bring cameras and sample digital pictures to class.

Repeatable.

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**NCTE 606 DIGITAL DESIGN TECHNIQUES 0**

*1.50 hours per week: (0.00 lecture hours/1.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces the skills which are needed to create flyers, brochures, logos, and more using Illustrator, Photoshop, and InDesign. Examines how the programs work together to seamlessly combine photos, graphics, and page layouts to produce high quality products. This course may be taught bilingually.

Repeatable.

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**NCTE 607 INTRODUCTION TO DREAMWEAVER 0**

*1.50 hours per week: (0.00 lecture hours/1.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces the basic skills necessary to use Dreamweaver to create a professional Website. Provides hands on practice integrating Dreamweaver, HTML, and CSS. Basic knowledge of PC or Mac and internet navigation skills recommended.

Repeatable.

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**NCTE 608 BASIC WORD PROCESSING 0**

*1.00 hours per week: (0.00 lecture hours/1.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Provides instruction in successfully navigating the computer screen and composing and editing a short document. Class pace allows students to become comfortable with the computer and editing techniques.

Repeatable.

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**NCTE 609 BASIC OUTLOOK 0**

*0.50 hours per week: (0.00 lecture hours/0.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces skills which are needed to stay up to date at home and at work through the use of Microsoft Outlook. Covers the basics of how to connect with colleagues, customers, family and friends. Topics include writing and searching email, organizing work tasks, and using the calendar to share information with others.

Repeatable.

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**NCTE 610 BASIC SPREADSHEETS FOR BEGINNERS 0**

*1.00 hours per week: (0.00 lecture hours/1.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces basic concepts and functions of Microsoft Excel. Topics include the basics of creating a spreadsheet, using formulas and functions, and creating charts.

Repeatable.

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**NCTE 611 INTRODUCTION TO MS EXCEL 0**

*0.50 hours per week: (0.00 lecture hours/0.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces the basic concepts and characteristics of Microsoft Excel. Course topics will explore various uses of spreadsheets. Topics covered include the basics of creating a spreadsheet, using formulas and functions, creating charts, and using the database feature in Microsoft Excel.

Repeatable.

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**NCTE 612 INTRODUCTION TO MS WORD 0**

*0.50 hours per week: (0.00 lecture hours/0.50 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Introduces key functions and skills which are used for document creation in Microsoft Word. Includes entering text, doing revisions, formatting, previewing, and printing. Provides practice through the use of a variety of instructor assigned documents.

Repeatable.

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**NCTE 615 FOSTER YOUTH CHILD ADVOCATE 1 0**

*0.50 - 1.00 hours per week: (0.50 - 1.00 lecture hours/0.00 - 0.00 lab hours)*

*Noncredit*

*Non-credit Course*

Prepares participants to be volunteers as a Court Appointed Special Advocate (CASA) by taking the first of two courses for certification. Course will cover the basic roles and responsibilities of volunteering as a child advocate, basic child development concepts, and the importance of effective communication. Individuals who complete this course may choose to use their new knowledge and skills with a variety of organizations including CASA.

Repeatable.

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**NCTE 616 FOSTER YOUTH CHILD ADVOCATE 2 0**

*0.50 - 1.00 hours per week: (0.50 - 1.00 lecture hours/0.00 - 0.00 lab hours)*

*Noncredit*

*Non-credit Course*

Prepares participants to be volunteers as a Court Appointed Special Advocate (CASA) by taking the second of two courses for certification. Course will cover the basic roles and responsibilities of volunteering as a child advocate, basic child development concepts, and the importance of effective communication. Individuals who complete this course may choose to use their new knowledge and skills with a variety of organizations including CASA.

Repeatable.

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**NCTE 701 SKILL BUILDING FOR WORK AND COMMUNITY LIFE 0**

*0.50 - 6.00 hours per week: (0.00 - 0.00 lecture hours/0.50 - 6.00 lab hours)*

*Noncredit*

*Non-credit Course*

Provides adults with basic skills to maximize their social, vocational and educational potential, while increasing capacity and facilitating greater community integration. Students progress under multi-modal instruction with instructor support geared to promote

self-determined and independent lives.

*Repeatable.*

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### **NCTE 705 TRANSITION READINESS PREPARATION**

**0**

*1.5 - 3.00 hours per week: (0.00 lecture hours/1.50 - 3.00 lab hours)*

*Noncredit*

*Non-credit Course*

Provides students with programs designed to improve basic skills in reading, vocabulary, spelling, grammar, writing, mathematics, study skills, and English as a Second Language. Students work independently and at their own pace with faculty guidance and support using computers, audio-tutorial tapes, books and supplemental materials. This is a noncredit course designed to support the educational program for persons seeking employment and onto transition to other academic programs.

*Repeatable.*

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### **NCTE 710 EMPLOYABILITY SKILLS**

**0**

*3.00 - 6.00 hours per week: (0.00 - 0.00 lecture hours/3.00 - 6.00 lab hours)*

*Noncredit*

*Non-credit Course*

Provides students with fundamental job exploration and workplace readiness skills. This course prepares students for successful employment by engaging them in job exploration and job-seeking, workplace, and life skills. This is a noncredit course designed to support the educational program for persons seeking employment.

*Repeatable.*

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### **NCTE 713 FOOD SAFETY AND SANITATION**

**0**

*1.00 hours per week: (1.00 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Examines the principles of hygiene and sanitation and their application to food service operations. Emphasis is placed on the implementation of proper methods and procedures and the food handler's responsibility in maintaining high sanitation and safety standards.

*Repeatable.*

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### **NCTE 720 GREEN BUSINESS CERTIFICATION**

**0**

*0.50 - 2.00 hours per week: (0.50 - 2.00 lecture hours/0.00 - 0.00 lab hours)*

*Noncredit*

*Non-credit Course*

Introduces standards and practices in Green Business in California and the methods through which a business can achieve and certify those standards. Explores the business and environmental reasons for modifying practices and presents the areas of the certification assessment.

*Repeatable.*

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### **NCTE 725A CALIFORNIA CONSERVATION AWARENESS- AN INTRODUCTION**

**0**

*1.00 hours per week: (1.00 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-credit Course*

Provides students with an overview of the concepts and current status of biological conservation of California ecosystems. This course explores the biodiversity, food web interactions, natural resources and ecosystem services within the redwood/coastal, chaparral/oak woodland, Sierra/pine, and urban systems, with emphasis placed on their status, impacts and solutions. This course is designed to benefit to those actively participating in hands-on conservation efforts throughout the state.

*Repeatable.*

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### **NCTE 730 WELLNESS ARTS FOR WORK AND COLLEGE SUCCESS**

**0**

*3.00 hours per week: (1.50 lecture hours/1.50 lab hours)*

*Noncredit*

*Non-credit Course*

Presents art as a tool for processing, expressing, and managing emotional health as a component of success in the college environment or workplace. Integrates art and the fundamentals of wellness to mitigate disability-related environmental, emotional, and sensory stressors, along with the anxiety, frustration, and self-doubt commonly experienced in college and work environments. This is a noncredit course designed to support the educational program for persons seeking employment or transitioning into other college programs.

*Repeatable.*

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### **NCTE 740 WORK SKILLS**

**0**

*3.00 - 6.00 hours per week: (0.00 lecture hours/3.00 - 6.00 lab hours)*

*Noncredit*

*Non-credit Course*

Introduces technical, safety and workplace skills through work experience in a work environment in diverse areas of vocational activity aligned with local employment opportunities. This is a non-credit course designed to support the educational program for persons seeking employment.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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### **NCTE 775 PLANNING YOUR NEXT CAREER**

**0**

*0.50 hours per week: (0.50 lecture hours/0.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Designed for older adults who wish to explore new work and career opportunities. Students develop work-related goals, examine their work histories, identify marketable employment skills, and identify local employment resources and supports.

*Repeatable.*

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### **NCTE 780 TRANSFER SKILLS TRAINING FOR CAREGIVERS AND MEDICAL PROFESSIONALS**

**0**

*0.50 - 1.00 hours per week: (0.00 - 0.00 lecture hours/0.50 - 1.00 lab hours)*

*Noncredit*

*Non-credit Course*

Presents evidence-based approaches to transferring patients with a variety of diagnoses and conditions. This course covers the bio mechanics of lifting, basic anatomy of the back, fall prevention and basic transfer techniques, including techniques specific to particular conditions. Students will demonstrate transfer skills presented in the class, thus developing increased safety and efficiency for both the patient and the caregiver.

*Repeatable.*

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## **PROFESSIONAL DEVELOPMENT STUDIES**

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### **PDS 520A BEGINNING COMPUTER KEYBOARDING AND DOCUMENT PROCESSING**

**0**

*(Formerly BUS520A)*

*5.00 hours per week: (2.00 lecture hours/3.00 lab hours)*

*Noncredit*

*Non-credit Course*

*Advisories: ENGL 156*

Designed for all students whose keyboarding skill will be primary and/or secondary to their vocation and/or for personal use. Provides basic keyboarding skills by touch, using a microcomputer with a

10-key pad. Includes basic formatting instructions for letters, tables, and reports.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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### **PDS 520B INTERMEDIATE COMPUTER KEYBOARDING AND DOCUMENT PROCESSING**

**0**

*(Formerly BUS520B)*

*5.00 hours per week: (2.00 lecture hours/3.00 lab hours)*

*Noncredit*

*Non-credit Course*

*Advisories: PDS 120A, PDS 520A or ability to type 30 words per minute*

Designed for all students whose keyboarding skill will be primary and/or secondary to their vocation and/or personal use. Provides the primary purposes of building speed and accuracy and arranging letters, memos, reports, business forms and tables in proper format.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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### **PDS 520S SPEED AND ACCURACY COMPUTER KEYBOARDING**

**0**

*(Formerly BUS520S)*

*4.00 hours per week: (1.00 lecture hours/3.00 lab hours)*

*Noncredit*

*Non-credit Course*

*Advisories: Ability to type 20 words per minute or successful completion of PDS 120A.*

Increases skills in typing speed and accuracy. Emphasizes keyboarding basics through keystroking analysis and corrective drills.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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### **PDS 562 INTRODUCTION TO BEGINNING COMPUTER KEYBOARDING**

**0**

*(Formerly BUS562)*

*1.50 hours per week: (0.75 lecture hours/0.75 lab hours)*

*Noncredit*

*Non-credit Course*

Introduces typing fundamentals, machine functions, keyboard use, and speed and accuracy drills. Designed to develop a minimum typing speed of 20 words a minute.

*Repeatable.*

[Click for Course Student Learning Outcomes](#)

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## **VOCATIONAL ENGLISH AS A SECOND LANGUAGE**

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### **VESL 711 WORK-RELATED COMMUNICATION AND COMPUTER LITERACY, LEVEL 1**

**0**

*(Formerly VESL701)*

*2.00 - 3.00 hours per week: (2.00 - 3.00 lecture hours/0.00 - 0.00 lab hours)*

*Noncredit*

*P/NP Only*

*Advisories: placement into ESL 701, 702, 703*

Develops basic computer skills and communication strategies for successful interaction in the workplace for beginning level ESL learners.

*Repeatable.*

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### **VESL 712 WORK-RELATED COMMUNICATION AND COMPUTER LITERACY, LEVEL 2**

**0**

*(Formerly VESL702)*

*2.00 - 3.00 hours per week: (2.00 - 3.00 lecture hours/0.00 - 0.00 lab hours)*

*Noncredit*

*P/NP Only*

*Advisories: placement into ESL 704, 705, 706*

Develops computer skills and communication strategies for successful interaction in the workplace for intermediate level ESL learners.

*Repeatable.*

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## **WELDING**

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### **WELD 770A BASIC WELDING**

**0**

*6.00 hours per week: (2.00 lecture hours/4.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

Provides basic instruction in oxyacetylene and shielded metal arc welding. Begins with the fundamentals and quickly progresses through intermediate skills for welding steel. Includes information on cutting, braze welding, metallurgy, vertical arc welding and non-ferrous welding. Emphasizes the development of good manipulative welding skills for joining steel in the flat and horizontal positions.

*Repeatable.*

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### **WELD 770B ADVANCED WELDING**

**0**

*6.00 hours per week: (2.00 lecture hours/4.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

*Prerequisites: WELD 270A and/or WELD 770A*

Continues WELD 270A with emphasis placed on vertical and overhead welding with the shielded metal arc processes. Includes instruction on air carbon arc gouging, flux core arc welding, and development of welding procedures and techniques.

*Repeatable.*

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### **WELD780A STRUCTURAL STEEL WELDING CERTIFICATION**

**0**

*6.00 hours per week: (2.00 lecture hours/4.00 lab hours)*

*Noncredit*

*Non-Credit Gradeable Course/SP*

*Advisories: WELD 270B and/or WELD 770B*

Continues WELD 270B. Prepares the student to meet industry standards in shielded metal arc welding on plate steel. Includes performance and procedure qualification, workmanship, techniques, inspection. Provides opportunity for certification to the American Welding Society D1.1 Structural Welding Code.

*Repeatable.*

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