This addendum to the West Valley College Catalog contains new and revised courses that have been approved by the West Valley College Curriculum Committee between May 1st and October 1st of 2008. Some of these courses have not received final approval by the West Valley College Academic Senate and West Valley-Mission Community College District Board of Trustees. As these approvals occur, further updates or revisions will be posted online at http://www.westvalley.edu/catalog/

AJ 002 CONCEPTS OF CRIMINAL LAW
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course covers historical development, philosophy of law and constitutional provisions; definitions; classifications of crime and their applications to the system of administration of justice; legal research; study of case law; methodology; and concepts of law as a social force. This course explores crimes against persons, property, and the state as a social, religious, and historical ideology. (CAN AJ 004)

AJ 037A ADMINISTRATION OF JUSTICE INTERNSHIP - SEMINAR
3 units
Lecture 1 hours; lab 0 hours, lab 6 hours by arrangement
Acceptable for credit: California State University
Prerequisite: Must be 18 years of age or older
Administration of Justice pre-service students will apply knowledge/skills learned in the program through supervised internship at selected criminal justice agencies; industrial or retail security; internship at selected criminal justice organizations, probation, parole, or the state as a social, religious, and historical ideology. Students will also gain greater awareness of the processes, media and techniques required to create art. Credit/No Credit Option The hours by arrangement will be fulfilled by a critical analysis of the art viewed. Each trip will be under instructor supervision. Credit/No Credit Option

ART 001A SURVEY OF WESTERN ART I
3 units
Lecture 3 hours; lab 0 hours, lab 1 hour by arrangement
Acceptable for credit: University of California, California State University
This course is a general survey of painting, sculpture, and architecture in the western world from prehistoric times through the Gothic period, using art as a reflection of human interaction with events of the time, emphasizing aesthetic, cultural and historical values. The hours by arrangement will be fulfilled by gallery trips followed by a critical analysis of the art viewed. Each trip will be under instructor supervision. (CAN ART 2)
Credit/No Credit Option

ART 001B SURVEY OF WESTERN ART II
3 units
Lecture 3 hours; lab 0 hours, lab 1 hour by arrangement
Acceptable for credit: University of California, California State University
This course is a general survey of painting, sculpture, and architecture in the western world from the Renaissance to the present day, using art as a reflection of human interaction with the events of the time, emphasizing aesthetic, cultural and historical values. The hours by arrangement will be fulfilled by gallery trips followed by a critical analysis of the art viewed. Each trip will be under instructor supervision. (CAN ART 4)
(ART 01A+01B = CAN ART SEQ A)
Credit/No Credit Option

ART 001D ART OF THE 20TH CENTURY
3 units
Lecture 3 hours; lab 0 hours, lab 1 hour by arrangement
Acceptable for credit: University of California, California State University
This course is a survey of painting, sculpture, and architecture in the western world from the Renaissance to the present day, emphasizing the evolution of attitudes toward form and content. The hours by arrangement will be fulfilled by gallery trips followed by a critical analysis of the art viewed. Each trip will be under instructor supervision. Credit/No Credit Option

ART 001E Design in Society
3 units
Lecture 3 hours; lab 0 hours, lab 1 hour by arrangement
Acceptable for credit: University of California, California State University
This course provides a thematic and a chronological introduction to major types of design around the globe from prehistory to the present day. It considers the cultural role of design in finding creative solutions to basic human needs such as shelter, clothing, utilitarian objects, transportation, and communication for social, political, religious, informational, and other purposes. Works by designers from many diverse cultures are studied in their historical and cultural contexts including issues of economic and social class. Credit/No Credit Option

ART 001G HISTORY OF PHOTOGRAPHY
3 Units
Lecture 3 hours; lab 0 hours, lab 1 hour by arrangement
Acceptable for credit: University of California (proposed), California State University
The technical developments and aesthetic trends in photography are traced from their invention in the nineteenth century to the present day. This course includes image presentations, discussions and viewing exhibitions. Credit/No Credit Option

ART 003 BAY AREA MUSEUMS AND GALLERIES
2 units
Lecture 1 hour; lab 3 hours, lab 0 hour by arrangement
Acceptable for credit: California State University
A study of the various artists, styles, media, and techniques of the visual arts as presented by Bay Area museums and galleries. The aesthetic statements of historical and contemporary artists will be discussed. Regular field trips to current museum and gallery exhibitions are an integral part of this course. Credit/No Credit Option

ART 004 ART APPRECIATION
3 units
Lecture 3 hours; lab 0 hours, lab 1 hour by arrangement
Acceptable for credit: University of California, California State University
An introductory overview to the general trends and concepts of visual expression. Art objects under study will be considered both as aesthetic entities in themselves and as crystallization of man’s thought and beliefs at different periods of history. Students will also gain greater awareness of the processes, media and techniques required to create art. Credit/No Credit Option The hours by arrangement will be fulfilled by gallery trips followed by a critical analysis of the art viewed. Each trip will be under instructor supervision. Credit/No Credit Option

ART 007 ART OF ASIA
3 units
Lecture 3 hours; lab 0 hours, lab 1 hour by arrangement
Acceptable for credit: University of California, California State University
A general survey of arts and culture of Asia. Emphasis on painting, sculpture, ceramics and architecture of India, China and Japan. Development of artistic ideas and expressions based on cultural interactions from prehistory to the present will be studied. The hours by arrangement will be fulfilled by gallery trips followed by a critical analysis of the art viewed. Each trip will be under instructor supervision. Credit/No Credit Option

ART 012A ART OF PRE-HISPANIC MEXICO
3 units
Lecture 3 hours; lab 0 hours, lab 1 hour by arrangement
Acceptable for credit: University of California, California State University
A general survey of painting, sculpture and architecture from the main civilizations of Pre-Hispanic Mexico, emphasizing aesthetic, cultural and historical values of the times. The hours by arrangement will be fulfilled by gallery tours.
ART 012B ART OF COLONIAL AND MODERN MEXICO
3 units
Lecture 3 hours; lab 0 hours, lab 1 hour by arrangement
Acceptable for credit: University of California, California State University
This is a beginning drawing course for students with no former drawing experience. Students draw natural and human-made forms from observation directed toward realistic rendering of objects. Students receive an introduction to pictorial composition and perspective and an introduction to drawing media: pencil, charcoal, conte, and pen and ink. Studio practice emphasizes basic shading principles, techniques and development of “line” qualities of graphic presentation. Students have the opportunity to learn skills which enable them to develop an aesthetic vocabulary leading to independent critical judgement. This course may be repeated four times. Credit/No Credit Option

ART 031A BEGINNING DRAWING
3 units
Lecture 2 hours; lab 4 hours, lab 1 hour by arrangement
Acceptable for credit: University of California, California State University
This course offers an introduction to the principles, elements, and terminology of two-dimensional design. Students will have the opportunity to learn how design elements such as line, value, texture, shape, and basic color are organized by various principles such as repetition, variety, balance, and proportion. A wide variety of media will be used. This course may be repeated once. Credit/No Credit Option

ART 031B EXPRESSIVE DRAWING
3 units
Lecture 2 hours; lab 4 hours, lab 1 hour by arrangement
Preparation: Art 031A
Acceptable for credit: University of California, California State University
Advanced course for students with previous college-level drawing experience. Course emphasizes refinement of drawing skills and in-depth concentration on composition. Students will be introduced to various styles of drawing. The course stresses development of individual presentation of compositions and conceptualization capabilities. Skills will be taught which enable students to develop an aesthetic vocabulary leading to independent critical judgement. This course may be repeated once. Credit/No Credit Option

ART 031C REPRESENTATIONAL DRAWING
3 units
Lecture 2 hours; lab 4 hours, lab 1 hour by arrangement
Acceptable for credit: University of California, California State University
In this course, students will have the opportunity to expand their understanding of rendering a physical likeness of three-dimensional form in black and white media. Concepts such as planar relationships, value/contrast, modeling with light and shade, proportioning and scale, linear and atmospheric perspective, multiple vanishing points, and surface texture will be emphasized. This course may be repeated once. Credit/No Credit Option

ART 033A TWO-DIMENSIONAL DESIGN
3 units
Lecture 2 hours; lab 4 hours, lab 1 hour by arrangement
Acceptable for credit: University of California, California State University
Students will have increased opportunity to explore personal style of life drawing. Expanded theories of composition and color will be covered through studio practice and research of the history of life drawing. Students will explore an expanded variety of drawing media used in combination with traditional approaches. This course may be repeated once. Credit/No Credit Option

ART 035B INTERMEDIATE LIFE DRAWING
3 units
Lecture 2 hours; lab 4 hours, lab 1 hour by arrangement
Acceptable for credit: University of California, California State University
Students will have the opportunity to intensify their study of personal artistic direction through developing a cohesive and connected body of life drawings. Projects will focus on use of multiple figures, theme development, and refinement of personal style. Studio work will be supplemented with research of representations of the human figure in the art of various cultures and eras. This course may be repeated once. Credit/No Credit Option

ART 036 PERSPECTIVES DRAWING
3 units
Lecture 2 hours; lab 4 hours, lab 1 hour by arrangement
Acceptable for credit: University of California, California State University
Students will have the opportunity to study the fundamentals of the human figure by drawing from life in a variety of black and white media. Familiarization with the human form in terms of mass, weight, dimension, and structure will be emphasized through a variety of assignments stressing contour, gesture, surface modeling, light, and proportion. This course may be repeated once. Credit/No Credit Option

ART 040C PRINTMAKING: ETCHING
3 units
Lecture 2 hours; lab 4 hours, lab 1 hour by arrangement
Recommended Preparation: Art 040B
ART 040D PRINTMAKING: ETCHING
3 units
Lecture 2 hours; lab 4 hours, lab 1 hour by arrangement
Recommended Preparation: Art 040C
Acceptable for credit: University of California, California State University
Advanced methods of multiple plate color registration with transparent and opaque inks, and editioning. The curating, caring for, and numbering and signing etchings. Skills will be taught which enable students to develop an aesthetic vocabulary leading to independent critical judgment.
Credit/No Credit Option

ART 044D INTERMEDIATE-ADVANCED WATERCOLOR
3 units
Lecture 2 hours; lab 4 hours, lab 1 hour by arrangement
Recommended Preparation: ART 047B
Acceptable for credit: University of California, California State University
Students will be given the opportunity to develop an aesthetic vocabulary leading to independent critical judgment.
Credit/No Credit Option

ART 046 LETTERING
2 units
Lecture 1 hour; lab 3 hours, lab 1 hour by arrangement
Acceptable for credit: California State University
Studio work with pen and ink in calligraphy, freehand lettering, type design and built-up lettering techniques. A survey of developments in letter forms, from early book manuscripts through contemporary uses in graphic design.

ART 047A BEGINNING WATERCOLOR
3 units
Lecture 2 hours; lab 4 hours, lab 1 hour by arrangement
Recommended Preparations: Art 031B and Art 033C
Acceptable for credit: University of California, California State University
In this class, students will be introduced to basic techniques and applications of traditional materials associated with painting in aqueous media. This course may be repeated once. Credit/No Credit Option

ART 047B INTERMEDIATE WATERCOLOR
3 units
Lecture 2 hours; lab 4 hours, lab 1 hour by arrangement
Recommended Preparation: ART 047A
Acceptable for credit: University of California, California State University
Students will be given the opportunity to refine their technical skills associated with watercolor and related aqueous media. Focus will be placed on paint handling, using appropriate compositional structure and color concepts necessary to the development of personal style. This course may be repeated once. Credit/No Credit Option

ART 047C INTERMEDIATE-ADVANCED WATERCOLOR
3 units
Lecture 2 hours; lab 4 hours, lab 1 hour by arrangement
Recommended Preparation: ART 047B
Acceptable for credit: University of California, California State University
Students will be introduced to alternative painting surfaces, materials and procedures in combination with traditional watercolor and aqueous media approaches. Advanced theories of color and composition will be emphasized. Further evolution of a personal style, in combination with art historical research, will be explored. This course may be repeated once. Credit/No Credit Option

ART 047D ADVANCED WATERCOLOR
3 units
Lecture 2 hours; lab 4 hours, lab 1 hour by arrangement
Recommended Preparation: ART 047C
Acceptable for credit: University of California, California State University
Students will be given the opportunity to intensify their study of personal artistic direction by developing a cohesive body of work within the confines of watercolor or aqueous media. Projects will focus on series and theme development. Studio work will be supplemented with painting-oriented research, writing and verbal appraisals. This course may be repeated once. Credit/No Credit Option

ART 049A BEGINNING PAINTING
3 units
Lecture 2 hours; lab 4 hours, lab 1 hour by arrangement
Recommended Preparation: ART 031A and ART 033A
Acceptable for credit: University of California, California State University
In this painting course, students will have the opportunity to learn the elements of painting using a variety of techniques, materials, and tools. Structure, composition, paint handling, light effects, and color theory will be stressed in relationship to the painting process and a variety of subject matter. This course may be repeated once. Credit/No Credit Option (CAN ART 10)

ART 049B INTERMEDIATE PAINTING
3 units
Lecture 2 hours; lab 4 hours, lab 1 hour by arrangement
Recommended Preparation: ART 049A
Acceptable for credit: University of California, California State University
This course provides refinement of basic painting skills in addition to expanded understandings of paint handling. Structure and volume, perspective, composition, and color theory will be emphasized. Students will have the opportunity to continue research of materials and techniques and begin to focus on creative expression. This course may be repeated once. Credit/No Credit Option

ART 049C INTERMEDIATE-ADVANCED PAINTING
3 units
Lecture 2 hours; lab 4 hours, lab 1 hour by arrangement
Recommended Preparation: ART 049B
Acceptable for credit: University of California, California State University
In this course, students will have increased opportunity to pursue personal style and interests. Advanced theories of composition and color will be covered through studio practice and research of the history of painting. Alternative painting surfaces and materials in combination with traditional approaches will be explored. This course may be repeated once. Credit/No Credit Option

ART 049D ADVANCED PAINTING
3 units
Lecture 2 hours; lab 4 hours, lab 1 hour by arrangement
Recommended Preparation: ART 049C
Acceptable for credit: University of California, California State University
In this course, students will have the opportunity to intensify their study of personal artistic direction through developing a cohesive body of work. Projects will focus on series and theme development. Studio work will be supplemented with painting-oriented research, writing, and verbal analysis. This course may be repeated once. Credit/No Credit Option

ART 052 FIGURE PAINTING
3 units
Lecture 2 hours; lab 4 hours, lab 1 hour by arrangement
Recommended Preparation: Art 049A and Art 035A
Acceptable for credit: University of California, California State University
Studio practice in painting media working from a nude or draped model. Uses of techniques, style and composition as expression in figure painting.

ART 054 PORTRAIT PAINTING
3 units
Lecture 2 hours; lab 4 hours, lab 1 hour by arrangement
Recommended Preparation: Art 049A and Art 035A
Acceptable for credit: University of California, California State University
Studio practice in painting media working from a nude or draped model. Uses of techniques, style, and composition as aesthetic expression in portrait painting. A variety of painting styles will be explored and executed leading to skills that will enable the student to develop an aesthetic vocabulary leading to independent critical judgment.

ART 055 INTRODUCTION TO COMPUTER ART
3 units
Lecture 3 hours; lab 3 hours, lab 1 hour by arrangement
POTTER’S WHEEL

Aesthetic awareness of three-dimensional formulation; construction, stacking and wheel-throwing, clay and glaze. Instruction will be offered in skills and techniques using the potter’s wheel. The student will study and develop basic compositions, thrown sculpture, complex wheel-throwing techniques, clay thrown ceramics ware, and combination of hand-built and wheel-thrown forms.

ART 085A SCULPTURE

3 units
Lecture 2 hours; lab 4 hours, lab 1 hour by arrangement
Recommended Preparation: Art 055, ART 056
This course introduces students to the basic elements and principles of creating effective visual promotion with a special emphasis on computer animation. The course will include exploration of creative ideas, concept and layout work, storyboarding, etc. Principles of advertising psychology, image creation and measurement techniques for effective communication will also be discussed. The course has a strong emphasis on creative problem solving along with hands-on experimentation. This course may be repeated once. Credit/No Credit Option

ART 058 PROMOTIONAL ANIMATION

3 units
Lecture 2 hours; lab 3 hours, lab 1 hour by arrangement
Recommended Preparation: ART 055, ART 056
This course develops the student’s skills and awareness in the field of computer animation. Students will work on actual projects responding to actual promotional design and presentation needs with a special emphasis on local industry and non-profit organizations in our community. It provides strong emphasis on creative problem-solving and hands-on experimentation. This course may be repeated once. Credit/No Credit Option

ART 059 ANIMATION STUDIO

3 units
Lecture 2 hours; lab 4 hours, lab 1 hour by arrangement
Recommended Preparation: ART 058
This course develops the student’s skills and awareness in the field of computer animation. Students will work on actual projects responding to actual promotional design and presentation needs with a special emphasis on local industry and non-profit organizations in our community. It provides strong emphasis on creative problem-solving and hands-on experimentation. This course may be repeated once. Credit/No Credit Option

ART 067A CERAMICS - POTTER’S WHEEL

3 units
Lecture 2 hours; lab 4 hours, lab 1 hour by arrangement
Recommended Preparation: Art 055, ART 056
The student will study and develop basic skills and techniques using the potter’s wheel. Instruction will be offered in wheel-throwing, clay and glaze formulation; construction, stacking and firing of ceramic kilns. Development of aesthetic awareness of three-dimensional format designs.

ART 067B CERAMICS - POTTER’S WHEEL

3 units
Lecture 2 hours; lab 4 hours, lab 1 hour by arrangement
Recommended Preparation: Art 055, ART 056
Advanced wheel-throwing course directed toward refinement of skills on potter’s wheel, production-throwing techniques, advanced kiln-firing techniques, clay compositions, thrown sculpture, complex throwing ceramics ware, and combination of hand-built and wheel-thrown forms.

ART 085A SCULPTURE

3 units
Lecture 2 hours; lab 4 hours, lab 1 hour by arrangement
Recommended Preparation: Art 055, ART 056
This course develops the student’s skills and awareness in the field of computer animation. Students will work on actual projects responding to actual promotional design and presentation needs with a special emphasis on local industry and non-profit organizations in our community. It provides strong emphasis on creative problem-solving and hands-on experimentation. This course may be repeated once. Credit/No Credit Option

ART 085B SCULPTURE

3 units
Lecture 2 hours; lab 4 hours, lab 1 hour by arrangement
Recommended Preparation: Art 055, ART 056
This course develops the student’s skills and awareness in the field of computer animation. Students will work on actual projects responding to actual promotional design and presentation needs with a special emphasis on local industry and non-profit organizations in our community. It provides strong emphasis on creative problem-solving and hands-on experimentation. This course may be repeated once. Credit/No Credit Option

ART 088A METAL-SCULPTURE CASTING

3 units
Lecture 2 hours; lab 4 hours, lab 1 hour by arrangement
Recommended Preparation: Art 055, ART 056
A basic course in metal-sculpture casting. Developing skill in lost wax and lost techniques with emphasis on three-dimensional design.

ART 088B METAL-SCULPTURE CASTING

3 units
Lecture 2 hours; lab 4 hours, lab 1 hour by arrangement
Recommended Preparation: Art 055, ART 056
Advanced study of the metal-casting process with emphasis on development of a personal form.

BIO 010 INTRODUCTION TO BIOLOGY

4 units
Lecture 3 hours; lab 3 hours, lab 0 hours by arrangement
Recommended Preparation: Art 055, ART 056
A survey of the biological principles of marine science. Designed to acquaint the student with the natural history of the local coastline, the Monterey Bay and its adjoining areas. The use of oceanographic instruments and marine sampling devices, a descriptive survey of the flora and fauna as found in laboratory study and field trips, and the relationship of the ocean to man are also included.

BIO 012 INTRODUCTION TO ECOLOGY AND WILDLIFE

3 units
Lecture 2 hours; lab 3 hours, lab 0 hours by arrangement
Recommended Preparation: Art 055, ART 056
This course develops the student’s skills and awareness in the field of computer animation. Students will work on actual projects responding to actual promotional design and presentation needs with a special emphasis on local industry and non-profit organizations in our community. It provides strong emphasis on creative problem-solving and hands-on experimentation. This course may be repeated once. Credit/No Credit Option

BIO 014 CALIFORNIA PLANTS AND ANIMALS

3 units
Lecture 3 hours; lab 2 hours, lab 0 hours by arrangement
Recommended Preparation: Art 055, ART 056
This course develops the student’s skills and awareness in the field of computer animation. Students will work on actual projects responding to actual promotional design and presentation needs with a special emphasis on local industry and non-profit organizations in our community. It provides strong emphasis on creative problem-solving and hands-on experimentation. This course may be repeated once. Credit/No Credit Option

BIO 018 MARINE BIOLOGY

4 units
Lecture 3 hours 3 lab hours, lab 0 hours by arrangement
Recommended Preparation: Art 055, ART 056
This course develops the student’s skills and awareness in the field of computer animation. Students will work on actual projects responding to actual promotional design and presentation needs with a special emphasis on local industry and non-profit organizations in our community. It provides strong emphasis on creative problem-solving and hands-on experimentation. This course may be repeated once. Credit/No Credit Option

BIO 035 BIOLOGY OF BIRDS

3 units
Lecture 3 hours; lab 3 hours, lab 0 hours by arrangement
Recommended Preparation: Art 055, ART 056
This course develops the student’s skills and awareness in the field of computer animation. Students will work on actual projects responding to actual promotional design and presentation needs with a special emphasis on local industry and non-profit organizations in our community. It provides strong emphasis on creative problem-solving and hands-on experimentation. This course may be repeated once. Credit/No Credit Option
3 units
Lecture 2 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course introduces the natural history and biology of birds. The anatomy, ecology, diversity, behavior, and identification of birds will be explored through lectures, laboratories, slide presentations, and field trips. The biology of birds in Santa Clara County will be emphasized. The course is directed towards biology students, science educators (K-12), natural history museum and environmental docents, environmental educators, as well as bird enthusiasts.

**BIO 036 ANIMAL BEHAVIOR**
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Have you ever wondered why animals behave the way they do? This course will explore different aspects of animal behavior ranging from the hardships of growing up, capturing food, escaping, migrating, navigating, communicating, making homes, competing for mates, courting, sex, taking care of offspring to the complex social behavior found in many animals.

**BIO 041 PRINCIPLES OF ANIMAL BIOLOGY**
5 units
Lecture 3 hours; lab 6 hours, lab 0 hours by arrangement
Prerequisites: Completion of a college biology course or high school biology course and MATH 106/106R, Intermediate Algebra, or equivalent
Acceptable for credit: University of California, California State University
This course introduces the principles and concepts of animal biology. The main focus of the class is on the diversity, ecology, natural history, morphology, physiology, and development of animals with an evolutionary emphasis. This class is designed for biology majors.

**BIO 042 PRINCIPLES OF PLANT BIOLOGY**
5 units
Lecture 3 hours; lab 6 hours, lab 0 hours by arrangement
Prerequisites: Completion of a college biology course or high school biology course and MATH 106/106R, Intermediate Algebra, or equivalent
Acceptable for credit: University of California, California State University
This course for biology majors surveys basic principles of the plant sciences by examining all levels of biological organization. It provides an overview of plant diversity, ecology, evolution, morphology, anatomy, physiology, and biochemistry. In addition to plants, fungi, algae, and cyanobacteria are also examined. Laboratory activities include microscopic work, experimental physiology, and studies of biodiversity, natural history and ecology. Field trips to several ecosystems in the bay provide numerous opportunities to study local flora.

**BIO 043 PRINCIPLES OF CELL BIOLOGY**
5 units
Lecture 3 hours; lab 6 hours, lab 0 hours by arrangement
Prerequisites: Completion of a college biology course, a college chemistry course and MATH 106/106R or equivalent
Acceptable for credit: University of California, California State University
This course is a comprehensive study of unifying principles of cell biology, including the principles of cell chemistry and metabolism, structure and function of prokaryotic and eukaryotic cells and viruses, bacterial and protistan taxonomy, meiosis, molecular genetics, genetic engineering, and hypotheses of the origin of life. Laboratory exercises demonstrate lecture concepts, and give students practical experience in performing standard laboratory methods used in cell biology. This course is designed to complete the preparation of the biology and pre-professional major for specialized upper division courses. (CAN BIOL 2)

**BIO 046 ANATOMY AND PHYSIOLOGY**
5 units
Lecture 3 hours; lab 6 hours, lab 0 hours by arrangement
Prerequisite: Completion of a college biology course or high school biology
Recommended Preparation: Math 902
Acceptable for credit: University of California, California State University
A survey of human anatomy and physiology to understand the correlation of structure and function of the systems of the human body. Laboratory work will consist of animal dissection, cadaver material, microscopic work, experiment and demonstration of materials to supplement the lectures. Designed for the liberal arts student, those planning careers in education, psychology, and the social sciences.

**BIO 047 HUMAN ANATOMY**
5 units
Lecture 3 hours; lab 6 hours, lab 0 hours by arrangement
Prerequisite: completion of a college biology course or HS biology
Recommended Preparation: Math 902
Acceptable for credit: University of California, California State University
This course for health professionals includes study of the gross and microscopic structure of the human body. Lab will consist of HUMAN CADAVER examination, CAT dissection, and microscopic examination of human tissues. (CAN BIOL 010)

**BIO 048 HUMAN PHYSIOLOGY**
5 units
Lecture 3 hours; lab 6 hours, lab 0 hours by arrangement
Prerequisite: Bio 047 and any college chemistry course
Acceptable for credit: University of California, California State University
A study of the organ systems of the human body and the physiological principles involved in normal function. Emphasis is upon regulatory mechanisms and cellular function. The laboratory includes experiments stressing function of the body systems. Some experiments will be carried out on the students themselves. (CAN BIOL 012; BIOL 047+048=CAN BIOL SEQ B)

**BUS 028 BUSINESS LAW**
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
(Check with your counselor for transfer exceptions)
This course is an introduction to law relating to the conduct of business, the meaning and sources of law, organization of courts and court procedures, and fundamental principles of the law of contracts and agency. A fundamental understanding of common law principles is achieved by analyzing selected cases and court decisions. Microcomputer applications of these topics will be covered in a lab setting. Credit/No Credit Option (CAN BUS 008)

**BUS 030 INTRODUCTION TO TOTAL QUALITY MANAGEMENT**
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This is an introductory course in Quality Management that provides students with a general overview of the theories and principles of the continuous improvement process in today’s workplace. The curriculum is based on the teachings of Dr. W. Edwards Deming and his fourteen points of quality. This course will cover: quality improvements through statistical process control, strategic decision making, process diagnosis, six sigma management and stakeholder satisfaction. Credit/No Credit Option

**BUS 032 LEADERSHIP**
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
The student will develop participant observation skills for use in analyzing and interpreting individuals’ behavior and interpreting cultural norms within the work environment. The student will also learn skills in team communication, conflict resolution, and motivation, decision-making, goal-setting and delegating to enable him/her to function effectively as a quality leader. Microcomputer applications of these topics will be
BUS 040 SALES STRATEGIES
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course includes the nature and concept of sales principles and strategies; careers in selling including manufacturer’s representatives, wholesale salespersons, retail salespersons, specialty salespersons and sales engineers; each category is explored in depth; issues on how to approach a prospect, how to prospect, qualify, make an effective sales presentation by using the stimulus-response method, the formula method, and the needs-satisfaction method are explored. Students taking this class will learn how to succeed in sales regardless of their chosen field. Motivation of the customer, handling customer objections and complaints, closing the sale, and follow up procedures are explored in depth. Computer simulations and sales compensation methods using the computer will be explored. Students will be expected to explore various software packages that are used in today’s world of selling. There will be a two track system - one system will help the beginning student with little or no knowledge of computers and the second system will help the advanced student who has a working knowledge of computers. Credit/No Credit Option

BUS 051 INTRODUCTION TO BUSINESS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This introductory course will help the student develop an overall personal concept of the functions of business and its role in society. The course covers the functions, objectives, ethics, and environment of business to enable the student to grasp the importance and functioning of a market directed economic system and understands and appreciates modern business methods and problems. This course includes a study of sole proprietorship, partnership, and corporate functions, international trade and business/government relations, production and products liability, accounting, marketing, personal management, and capital formation and a study of the securities markets. This course is recommended for both transfer and non-transfer students regardless of major. Business simulation assignments will require 1.5 hours per week in the computer lab. Credit/No Credit Option

BUS 054 SMALL BUSINESS START UP AND MANAGEMENT
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course explores the various facets of planning for the opening of a small business and the managing of that business after start-up. It studies the various functions of management as they relate to the small business. This course is recommended for students who want to explore the opportunities and requirements of creating and managing their own business. Computer programs to simulate starting and managing a small business will be covered in the lab. Credit/No Credit Option

BUS 056 MARKETING PRINCIPLES
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
The student enrolling in this course will study the areas and various activities involved in the transfer of goods from producer to the customer. Retail, wholesale and industrial marketing channels and institutions are investigated. Discussion of marketing concepts, promotional strategies, pricing policies, and international marketing are incorporated. Microcomputer applications of these topics will be covered in the lab. Credit/No Credit Option

BUS 062 BUSINESS MATHEMATICS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course is designed to review basic mathematics and to demonstrate the ability to use a ten-key desk calculator and apply principles used in accounting, banking, insurance, finance, buying, selling, and real estate. Applied mathematics will be emphasized through the study of word problems, time value of money, simple and compound interest, and analysis of financial statements. A recommended course for all business majors. Microcomputer applications of these topics will be covered in the lab. Credit/No Credit Option

CA 002 BUSINESS DRAWINGS AND DIAGRAMS WITH VISIO
1 unit
Lecture 1 hour; lab 0 hour, lab 0 hour by arrangement
Recommended Preparation: CA 010
Acceptable for credit: California State University
The syntax and structure of the software and basic operating procedures of a word processing program to produce mailable documents for personal and business use will be taught in this course. Specific topics to be included are menu, icon and key commands, cursor control, basic input and editing procedures, file handling, character, paragraph, and page format features, file management, print features, and practice in simple document formatting. Courses will be offered on Macintosh and PCs. Credit/No Credit Only.

CA 031B BEGINNING WORD PROCESSING, MICROSOFT WORD
1 unit
Lecture 1 hour; lab 0 hour, lab 0 hour by arrangement
Recommended Preparation: CA 010 and CA 020 or CA 070
Acceptable for credit: California State University
The syntax and structure of the software and basic operating procedures of a word processing program to produce mailable documents for personal and business use will be taught in this course. Specific topics to be included are menu, icon and key commands, cursor control, basic input and editing procedures, file handling, character, paragraph, and page format features, file management, print features, and practice in simple document formatting. Courses will be offered on Macintosh and PCs. Credit/No Credit Only.

CA 032B INTERMEDIATE WORD PROCESSING, MICROSOFT WORD
2 units
Lecture 2 hours; lab 0 hour, lab 0 hour by arrangement
Recommended Preparation: CA 031A
Acceptable for credit: California State University
The more advanced features of a word processing program to produce business documents will be taught in this course. Topics covered include footnoting, using styles, creating tables, sorting, indexing and tables of contents, using glossaries, libraries, or macros, outlining, calculating, merging, using graphic features, drawing, and importing information. Software features will be used to produce letters, statistical documents, and reports. Courses
will be offered on Macintosh and PCs. Credit/No Credit Option

CA 043B MASTERING ILLUSTRATOR I
1 unit
Lecture 1 hour; lab 0 hour, lab 0 hour by arrangement
Recommended Preparation: CA 020 or CA 070
This is an introductory course using illustration software to create graphic images, which can be used with other desktop publishing software. Topics to be covered include generating images such as business logos and forms, printing the images, creating lines and curves, adding text to graphics, shaping, editing and grouping graphics, and transforming images into new forms. This course will be offered on Macintosh and/or PCs. This course does not fulfill the requirement for DM/IS 014C, Digital Illustration 1: Illustrator. Credit/No Credit Only.

CA 046B PRESENTATION, POWERPOINT
1 unit
Lecture 1 hour; lab 0 hour, lab 0 hour by arrangement
Recommended Preparation: CA 020 or CA 070
Students in this course will be given the opportunity to learn to use a comprehensive software program. Using templates for formatting text and data organized in outlined form, creating overhead transparencies, preparing slide presentations, and printing presentation notes will be studied. Courses will also be offered on Macintosh and/or PCs. This course may be repeated two times. Credit/No Credit Only.

CA 046D INTERMEDIATE MICROSOFT POWERPOINT
1 unit
Lecture 1 hour; lab 0 hour, lab 0 hour by arrangement
Recommended Preparations: CA 010 and CA 020 or CA 070
This is an intermediate Microsoft PowerPoint course for integrating multimedia into presentations. Students will develop presentations incorporating multimedia technology, drawings, clip art, audio, video and animation. Students will also customize PowerPoint’s windows and settings. This course may be repeated once. Credit/No Credit Option.

CA 051 PERSONAL COMPUTER HARDWARE AND SOFTWARE
1 unit
Lecture 1 hour; lab 0 hour, lab 0 hour by arrangement
Recommended Preparation: CIS 002 or CA 070
This course examines personal computing hardware, operating systems, and software applications from a technical side to enable students to select, install and configure their personal computing system. Students will be taught to identify and set up hardware components, including processors, memory, bus architecture, accessories and expansion options; operating systems, including DOS configuration options; and personal productivity software, such as word processing, spreadsheets, database, graphics, multimedia. Credit/No Credit Only.

CA 062B BEGINNING SPREADSHEETS, MICROSOFT EXCEL
1 unit
Lecture 1 hour; lab 0 hour, lab 0 hour by arrangement
Recommended Preparation: CA 020 or CA 070
Acceptable for credit: California State University
This course provides the students with the opportunity to learn the capabilities of a spreadsheet program. Students will learn how to create spreadsheet formats, enter text, data and formula expressions; store, retrieve, copy and print spreadsheets; create graphic representations of data; and be introduced to macro capabilities. Courses will be offered on Macintosh and PCs. CA 062B can be taken for a total of two times. Credit/No Credit Only.

CA 063B INTERMEDIATE SPREADSHEETS, MICROSOFT EXCEL
2 units
Lecture 2 hours; lab 0 hour, lab 0 hour by arrangement
Recommended Preparation: CA 062B
Acceptable for credit: California State University
This course provides students with the opportunity to learn to use the spreadsheet program to solve practical business problems. Students will learn how to create and use advanced graphing features of the program along with complex arithmetic functions, data analysis techniques; database commands; and macros including building custom menus. Course will be offered in Intermediate Spreadsheets, Lotus 1-2-3, Intermediate Spreadsheets, Microsoft Excel; and Intermediate Spreadsheets, Credit/No Credit Option.

CA 064 ADOBE ACR OBAT AND PDF
1 unit
Lecture 1 hour; lab 0 hour, lab 0 hour by arrangement
Recommended Preparation: CA 010
This course focuses on using Adobe Acrobat to convert Microsoft documents to PDF. PDF files will be enhanced with bookmarks, thumbnails and links. Digital forms will be created and web documents will be converted to PDF. This course is AA/AS degree applicable and may be repeated once. Credit/No Credit Only.

CA 066 BEGINNING PHOTOSHOP ELEMENTS
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hour by arrangement
Recommended Preparations: CA 020 or CA 070
This course will introduce students to basic features of Adobe Photoshop Elements as used for small businesses, amateur photographers, and hobbyists. The program is used in desktop publishing to manipulate the appearance of digital images and graphics. Students will learn about the capabilities of this program and practice using varied techniques to create dramatic visual effects in a variety of publications. Credit/No Credit Only.

CA 069 FUNDAMENTALS OF DIGITAL IMAGING
1 unit
Lecture 1 hour; lab 0 hour, lab 0 hour by arrangement
Recommended Preparation: CA 020 or CA 070 and PHOTO 001
This course introduces students to basic features and uses of digital cameras and scanners using the Windows platform. Emphasis is on creating digital photographs and scanning other media, as well as converting text documents, plus organizing and managing photo collections. Students receive hands-on experience with cameras and scanners in the classroom. Credit/No Credit Only.

CA 096 WEB PAGES WITH HTML
1 unit
Lecture 1 hour; lab 0 hour, lab 0 hour by arrangement
Recommended Preparation: CA 020 or CA 070 and Math 103/103R
Recommended Preparations: CA 010, CA 020 or CA 070
This course provides students with the opportunity to create personal pages for the World Wide Web on the Internet. Students will explore examples of the Web and create their own pages using Hyper Text Markup Language (HTML). The course will include analysis of automatic HTML generation programs incorporated in popular computer applications. Credit/No Credit Option.

CA 096I CREATING WEB PAGES WITH DREAMWEAVER
1 unit
Lecture 1 hour; lab 0 hour, lab 0 hour by arrangement
Recommended Preparation: CA 010, CA 020 or CA 070
Using Dreamweaver, students create dynamic web pages for home, small businesses, or personal use. Students upload to a site, add graphics, create a form, and apply other web-building techniques. Credit/No Credit Option.

CHS 005 CHILDHOOD AND CULTURE
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
Recommended Preparation: CA 020 or CA 070
This course examines the influence of culture on the child’s physical, cognitive, and social-emotional development and behavior. Race, socioeconomic class, ethnicity and gender are explored. Cultures examined include: African American, Latino/Chicano, Japanese
American, Chinese American, Vietnamese American, Native American, and Middle Eastern. This course satisfies the 3-unit Cultural Diversity requirement for an Associate degree. Credit/No Credit Option

CHS 058 LANGUAGE, LITERACY AND THE DEVELOPING CHILD 3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course explores the development of language and speech, language acquisition theories, emergent literacy and the development of experiences and activities for young children that promote oral and written language abilities. Lecture and class discussions will focus on the developmental stages of receptive and expressive language, conversations (listening, talking, play and routines), print awareness, phonemic awareness, reading and writing, bilingual development, speech and language delays, children’s literature and poetry. Students gain experience in using language art materials, designing print rich environments, and planning language experiences for young children. Observations of children, language sampling, and group activities are included. Credit/No Credit Option

CHS 060 CHILDREN’S WAYS OF THINKING AND KNOWING 3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course provides an examination of cognitive development in young children. It emphasizes developmentally appropriate learning experiences which will enhance the child’s thinking and understanding of the physical and social world. Brain development; developing social knowledge; implications of Piaget’s and Vygotski’s theory of constructivism; teacher-learner interactions; scaffolding; learning styles; and implementing learning experiences are discussed. Students will use children’s play in early childhood and school-age settings as the basis for course observations, discussions, and designing, building, and implementing learning experiences for young children. Credit/No Credit Option

CHS 064 SUPERVISION AND ADMINISTRATION I: CENTER MANAGEMENT 3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course is an in-depth study of effective application of management and supervision procedures in early childhood programs. Topics include the unique goals, role and responsibility of the director, licensing and other regulation requirements, administrative structure and governance, budgeting, staff selection, program operation, policies and procedures, marketing, program assessment, and professional advocacy.

CHS 067 CREATIVE ART EXPERIENCES AND DEVELOPMENT 3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course explores factors that affect the development of creative art expression and aesthetics in children. The developmental aspects of art expression, the role of the environment, materials, and adult-child interaction in fostering and nurturing creative art expression are emphasized. Credit/No Credit Option

CHS 088 EARLY CHILDHOOD ENVIRONMENTS 3 units
Lecture 3 hours; lab 0 hours, lab 0 hour by arrangement
Acceptable for credit: California State University
This course explores the latest concepts in creating and implementing indoor and outdoor early childhood environments which meet the developmental needs and interests of young children. Discussion of research, theory, and practice of environmental requirements for children’s optimal growth and well being include: facility and assessment of child’s space; elements of developmentally appropriate settings; use of color, light, sound, texture, surfaces and finishes; definition of space and creative ways to transform difficult spaces; designing spaces to create ambiance, organizational climate and work flow and to support collaboration of teachers, parents, children and other professionals in curriculum planning and implementation are examined. Credit/No Credit Option

CIS 012 DATA BASE MANAGEMENT SYSTEMS 3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended Preparation: Math 106/106R
Acceptable for credit: California State University
Data Base Management Systems (DBMS) are introduced and surveyed in this course. Terminology and concepts are studied. Various data base models are covered: hierarchical, network (CODASYL), relational, and commercial available DBMS are overviewed. Implementation tasks and the position of Data Base Administrator are considered.

CIS 31.1 FUNDAMENTALS OF MICROSOFT VISUAL BASIC 3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended Preparation: Math 106/106R
Acceptable for credit: California State University
This course is added to CIS as one of the support courses within a Microsoft Certification program. Visual Basic is a preferred development programming language for the Windows graphical user interface environment. This course is designed to prepare students to understand and use Visual Basic. This course will give students the opportunity to learn how to create single-user applications using the Microsoft Visual Basic programming system, a first step for students who are new to Visual Basic. Credit/No Credit Option

CIS 31.2 APPLICATIONS PROGRAMMING USING VISUAL BASIC 3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: CIS 31.1
Recommended Preparation: Math 106/106R
Acceptable for credit: California State University
This course is added to CIS as one of the support courses within a Microsoft Certification program. This is a second course in Visual Basic programming, intended to provide more advanced skills in using the Visual Basic programming system. Programming in Visual Basic is an increasingly demanded technical skill for applications developed for the Windows environment. Credit/No Credit Option

CIS 038 C++ PROGRAMMING 3 units
CIS 045A THE UNIX OPERATING SYSTEM
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended Preparation: Math 106/106R
Acceptable for credit: California State University
This introductory course explores the UNIX operating system as it relates to the system user. Topics presented during the course include the history and evolution of the UNIX operating system, the user interface, files and directories, screen editing using vi, controlling the user’s environment, simple shell scripts, and other essential features of UNIX. Both AT&T and BSD variants of UNIX are discussed as are features of alternative Bourne-and-C-Shell environments.
Credit/No Credit Option

CIS 045B ADVANCED UNIX: UTILITIES AND SHELL PROGRAMMING
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: CIS 045A
Recommended Preparation: Math 106/106R
This course is designed for students who have some introductory-level proficiency with the UNIX operating system and who want to increase their abilities to use UNIX utilities and shells. The subject matter includes the use of awk, grep, sed, and other functions. Text formatting is explored with nroff and vi. Shell script programming, begun in CIS 045A, is expanded to include the shell process, programming constructs, style, debugging and portability. The course includes aspects of both AT&T and BSD variants of UNIX and features of both Bourne- and C-Shell environments. Assignments involving the use of Unix will be completed in the computer lab.
Credit/No Credit Option

CIS 039 MICROCOMPUTER ASSEMBLER PROGRAMMING
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended Preparation: Math 106/106R
Acceptable for credit: University of California, California State University
Designed to teach students how to write assembly language for Intel/DOS-compatible personal computers, this course emphasize fundamentals of computer operation. Functions not readily apparent when using a high-level language, such as storage registers, binary arithmetic, and data representation, are of particular importance in this course. Programming assignments for this course will use the instruction set developed for the Intel 80 x 86 and related microprocessors.
Credit/No Credit Option

CIS 40.3 JAVA FOR NON-PROGRAMMERS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended Preparation: Math 106/106R and CA 020 or CA 070 and CA 090
This course introduces object-oriented programming generally, and Java programming specifically. Emphasis is placed on understanding the syntax of Java, compiling and interpreting Java, and on writing and editing simple Java code. Students with no previous programming background are strongly encouraged to attend this course before entering the Java 1 2 3 sequence.
Credit/No Credit Option

CIS 81.1 MICROSOFT ADMINISTRATION
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended Preparation: Math 106/106R
Acceptable for credit: California State University
Microsoft Windows NT operating system, including the skills to configure, customize, optimize, integrate networks, and troubleshoot. The course is designed to prepare students to meet Microsoft’s professional certification requirements.
Credit/No Credit Option

CTR 007A COURT REPORTING THEORY I
4 units
Lecture 2 hours; lab 7 hours, lab 3 hours by arrangement
Acceptable for credit: California State University
The student will study the operation of a stenotype machine, learn all letters as taught in a computer-compatible theory, write simple one and two syllable words, develop oral reading ability of stenotype and machine dexterity, and write on a computerized stenotype machine real-time stenography at 45 words per minute with 70 percent accuracy. This course may be repeated three times.

CTR 007B COURT REPORTING THEORY II
4 units
Lecture 2 hours; lab 7 hours, lab 3 hours by arrangement
Acceptable for credit: California State University
The student will apply the knowledge developed in CTR 007A and learn prefixes, suffixes and special endings of a given computer-compatible theory. Machine dexterity, fluent reading ability of stenotype notes, and the application of real-time theory concepts to writing and reading of English dictation are developed. This course may be repeated three times.
goals of 80 words per minute. Speed will vary from 40 to 100 words per minute. Materials include literary sources, jury charge, business letters, and two-voice. This course also provides methods of expanding knowledge of medical terminology through oral and written instruction.

**CTR 008C 80 WPM SPEED GOAL**
6.5 units
Lecture 5 hours; lab 5 hours, lab 4 hours by arrangement
Prerequisite: CTR 008A or 008B
Acceptable for credit: California State University
This course will prepare students for the competency goals of 100 words per minute. Speed will vary from 80-120 words per minute. Materials include literary sources, jury charge, business letters, and two-voice. This course also provides methods of expanding knowledge of medical terminology through oral and written instruction.

**CTR 008D 80 WPM SPEED GOAL**
6.5 units
Lecture 5 hours; lab 5 hours, lab 4 hours by arrangement
Prerequisite: CTR 008A, or 008B, or 008C
Acceptable for credit: California State University
This course will introduce advanced theory concepts to enhance individual speed development, provide focused theory reinforcement vocabulary work, and prepare students for the competency goals of 80 words per minute. Speed will vary from 40 to 100 words per minute. Materials include literary sources, jury charge, business letters, and two-voice. This course also provides methods of expanding general legal terminology through oral and written instruction.

**CTR 010A 100 WPM SPEED GOAL**
6.5 units
Lecture 5 hours; lab 5 hours, lab 4 hours by arrangement
Prerequisite: CTR 010A
Acceptable for credit: California State University
This course will prepare students for the competency goals of 100 words per minute. Speed will vary from 80-120 words per minute. Materials include literary sources, jury charge, business letters, and two-voice. This course also provides methods of expanding knowledge of medical terminology through oral and written instruction.

**CTR 010C 100 WPM SPEED GOAL**
6.5 units
Lecture 5 hours; lab 5 hours, lab 4 hours by arrangement
Prerequisite: CTR 010A or 010B
Acceptable for credit: California State University
This course will prepare students for the competency goals of 100 words per minute. Speed will vary from 80-120 words per minute. Materials include literary sources, jury charge, business letters, and two-voice. This course also provides methods of expanding knowledge of general legal terminology through oral and written instruction.

**CTR 010D 100 WPM SPEED GOAL**
6.5 units
Lecture 5 hours; lab 5 hours, lab 4 hours by arrangement
Prerequisite: CTR 010A or 010B or 010C
Acceptable for credit: California State University
This course will prepare students for the competency goals of 100 words per minute. Speed will vary from 80-120 words per minute. Materials include literary sources, jury charge, business letters, and two-voice. This course is designed to access the student’s progress in the 100-word-per-minute speed goal and to provide instructional materials and testing to meet relevant needs. This course may be repeated one time.

**CTR 012A 120 WPM SPEED GOAL**
6.5 units
Lecture 5 hours; lab 5 hours, lab 4 hours by arrangement
Prerequisite: Any one of CTR 012A-D or 012S
Acceptable for credit: California State University
This course will prepare students for the competency goals of 120 words per minute. Speed will vary from 120-160 words per minute. Materials include literary sources, jury charge, and multiple-voice. This course also provides methods of expanding medical terminology through oral and written instruction.

**CTR 012B 120 WPM SPEED GOAL**
6.5 units
Lecture 5 hours; lab 5 hours, lab 4 hours by arrangement
Prerequisite: CTR 012A
Acceptable for credit: California State University
This course will prepare students for the competency goals of 120 words per minute. Speed will vary from 100-140 words per minute. Materials include literary sources, jury charge, and multiple-voice. This course also provides methods of expanding knowledge of medical terminology through oral and written instruction.

**CTR 012C 120 WPM SPEED GOAL**
6.5 units
Lecture 5 hours; lab 5 hours, lab 4 hours by arrangement
Prerequisite: CTR 012A or 012B
Acceptable for credit: California State University
This course will prepare students for the competency goals of 120 words per minute. Speed will vary from 100-140 words per minute. Materials include literary sources, jury charge, and multiple-voice. This course also provides methods of expanding knowledge of general legal terminology through oral and written instruction.

**CTR 012D 120 WPM SPEED GOAL**
6.5 units
Lecture 5 hours; lab 5 hours, lab 4 hours by arrangement
Prerequisite: CTR 012A or 012B or 012C
Acceptable for credit: California State University
This course will prepare students for the competency goals of 120 words per minute. Speed will vary from 100-140 words per minute. Materials include literary sources, jury charge, and multiple-voice. This course is designed to access the student’s progress in the 120-word-per-minute speed goal and to provide instructional materials and testing to meet relevant needs. This course may be repeated one time.

**CTR 014A 140 WPM SPEED GOAL**
6.5 units
Lecture 5 hours; lab 5 hours, lab 4 hours by arrangement
Prerequisite: Any one of CTR 014A-D or 014S
Acceptable for credit: California State University
This course will prepare students for the competency goals of 140 words per minute. Speed will vary from 120-160 words per minute. Materials include literary sources, jury charge, and multiple-voice. This course also provides methods of expanding medical terminology through oral and written instruction.

**CTR 014B 140 WPM SPEED GOAL**
6.5 units
Lecture 5 hours; lab 5 hours, lab 4 hours by arrangement
Prerequisite: CTR 014A
Acceptable for credit: California State University
This course will prepare students for the competency goals of 140 words per minute. Speed will vary from 100-140 words per minute. Materials include literary sources, technical current events, jury charge, and multiple-voice. This course also provides methods of expanding knowledge of medical terminology through oral and written instruction.
This course will prepare students for the competency goals of 140 words per minute. Speed will vary from 120-160 words per minute. Materials include literary sources, jury charge, and multiple-voice. This course also provides methods of expanding knowledge of medical terminology through oral and written instruction.

CTR 014C 140 WPM SPEED GOAL
6.5 units
Lecture 5 hours; lab 5 hours, lab 4 hours by arrangement
Prerequisite: CTR 014A or 014B
Acceptable for credit: California State University
This course will prepare students for the competency goals of 140 words per minute. Speed will vary from 120-160 words per minute. Materials include literary sources, jury charge, and multiple-voice. This course also provides methods of expanding knowledge of general legal terminology through oral and written instruction.

CTR 014D 140 WPM SPEED GOAL
6.5 units
Lecture 5 hours; lab 5 hours, lab 4 hours by arrangement
Prerequisite: CTR 014A, or 014B, or 014C
Acceptable for credit: California State University
This course will prepare students for the competency goals of 140 words per minute. Speed will vary from 120-160 words per minute. Materials include literary sources, jury charge, and multiple-voice. This course is designed to access the student’s progress in the 120-word-per-minute speed goal and to provide instructional materials and testing to meet relevant needs. This course may be repeated one time.

CTR 016A 160 WPM SPEED GOAL
6.5 units
Lecture 5 hours; lab 5 hours, lab 4 hours by arrangement
Prerequisite: Any one of CTR 014A-D or 014S
Acceptable for credit: California State University
This course will prepare students for the competency goals of 160 words per minute. Speed will vary from 140-180 words per minute. Materials include literary sources, current events, also provides methods of expanding English vocabulary through oral and written instruction.

CTR 016B 160 WPM SPEED GOAL
6.5 units
Lecture 5 hours; lab 5 hours, lab 4 hours by arrangement
Prerequisite: CTR 016A
Acceptable for credit: California State University
This course will prepare students for the competency goals of 160 words per minute. Speed will vary from 140-180 words per minute. Materials include literary sources, jury charge, and multiple-voice. This course also provides methods of expanding knowledge of medical terminology through oral and written instruction.

CTR 016C 160 WPM SPEED GOAL
6.5 units
Lecture 5 hours; lab 5 hours, lab 4 hours by arrangement
Prerequisite: CTR 016A or 016B
Acceptable for credit: California State University
This course will prepare students for the competency goals of 160 words per minute. Speed will vary from 140-180 words per minute. Materials include literary sources, jury charge, and multiple-voice. This course also provides methods of expanding knowledge of general legal terminology through oral and written instruction.

CTR 016D 160 WPM SPEED GOAL
6.5 units
Lecture 5 hours; lab 5 hours, lab 4 hours by arrangement
Prerequisite: CTR 016A or 016B or 016C
Acceptable for credit: California State University
This course will prepare students for the competency goals of 160 words per minute. Speed will vary from 140-180 words per minute. Materials include literary sources, jury charge, and multiple-voice. This course is designed to access the student’s progress in the 160-word-per-minute speed goal and to provide instructional materials and testing to meet relevant needs. This course may be repeated one time.

CTR 018A 180 WPM SPEED GOAL
6.5 units
Lecture 5 hours; lab 5 hours, lab 4 hours by arrangement
Prerequisite: Any one of CTR 016A-D or 016S
Acceptable for credit: California State University
This course will prepare students for the competency goals of 180 words per minute. Speed will vary from 160-200 words per minute. Materials include literary sources, jury charge, congressional record and/or legal opinion, and multiple-voice. This course also provides methods of expanding English vocabulary through oral and written instruction.

CTR 018B 180 WPM SPEED GOAL
6.5 units
Lecture 5 hours; lab 5 hours, lab 4 hours by arrangement
Prerequisite: CTR 018A
Acceptable for credit: California State University
This course will prepare students for the competency goals of 180 words per minute. Speed will vary from 160-200 words per minute. Materials include literary sources, jury charge, and multiple-voice. This course also provides methods of expanding knowledge of general legal terminology through oral and written instruction.

CTR 018C 180 WPM SPEED GOAL
6.5 units
Lecture 5 hours; lab 5 hours, lab 4 hours by arrangement
Prerequisite: CTR 018A or 018B
Acceptable for credit: California State University
This course will prepare students for the competency goals of 180 words per minute. Speed will vary from 160-200 words per minute. Materials include literary sources, jury charge, and multiple-voice. This course also provides methods of expanding knowledge of general legal terminology through oral and written instruction.

CTR 018D 180 WPM SPEED GOAL
6.5 units
Lecture 5 hours; lab 5 hours, lab 4 hours by arrangement
Prerequisite: CTR 018A or 018B or 018C
Acceptable for credit: California State University
This course will prepare students for the competency goals of 180 words per minute. Speed will vary from 160-200 words per minute. Materials include literary sources, jury charge, and multiple-voice. This course is designed to assess the student’s progress in the 180-word-per-minute speed goal and to provide instructional materials and testing to meet relevant needs. This course may be repeated one time.

CTR 020A 200 WPM SPEED GOAL
6.5 units
Lecture 5 hours; lab 5 hours, lab 4 hours by arrangement
Prerequisite: Any one of CTR 018A-D or 018S
Acceptable for credit: California State University
This course will prepare students for the competency goals of 200 words per minute. Speed will vary from 180-220 words per minute. Materials include literary sources, current events, jury charge, congressional record and/or legal opinion, and multiple-voice. This course also provides methods of expanding English vocabulary through oral and written instruction. Student shall pass two 5-minute 180 wpm Literary tests and two 5-minute 200 wpm Jury Charge tests with at least 95% accuracy. In addition, student shall pass one 5-min 180wpm Literary test and one 5-minute 200 Jury Charge test with at least 97.5% accuracy.

CTR 020B 200 WPM SPEED GOAL
6.5 units
Lecture 5 hours; lab 5 hours, lab 4 hours by arrangement
Prerequisite: CTR 020A
Acceptable for credit: California State University
This course will prepare students for the competency goals of 200 words per minute. Speed will vary from 180-220 words per minute. Materials include literary sources, jury charge, and multiple-voice. This course also provides methods of expanding knowledge of medical terminology through oral and written instruction.
This course will prepare students for the competency goals of 200 words per minute. Speed will vary from 180-220 words per minute. Materials include literary sources, jury charge, congressional record and/or legal opinion, and multiple-voice. This course also provides methods of expanding knowledge of medical terminology through oral and written instruction. Student shall pass two 5-minute 180 wpm Literary tests and two 5-minute 200 wpm Jury Charge tests with at least 95% accuracy. In addition, student shall pass one 5-min 180wpm literary test and one 5-minute 200 Jury Charge test with at least 97.5% accuracy.

**CTR 020C 200 WPM SPEED GOAL**
6.5 units
Lecture 5 hours; lab 5 hours, lab 4 hours by arrangement
Prerequisite: CTR 020A or 020B
Acceptable for credit: California State University
This course will prepare students for the competency goals of 200 words per minute. Speed will vary from 180-220 words per minute. Materials include literary sources, jury charge, congressional record and/or legal opinion, and multiple-voice. This course also provides methods of expanding knowledge of general legal terminology through oral and written instruction. This course may be repeated one time. Student shall pass two 5-minute 180 wpm Literary tests and two 5-minute 200 wpm Jury Charge tests with at least 95% accuracy. In addition, student shall pass one 5-min 180wpm literary test and one 5-minute 200 Jury Charge test with at least 97.5% accuracy.

**CTR 020D 200 WPM SPEED GOAL**
6.5 units
Lecture 5 hours; lab 5 hours, lab 4 hours by arrangement
Prerequisite: CTR 020A or 020B or 020C
Acceptable for credit: California State University
This course will prepare students for the competency goals of 200 words per minute. Speed will vary from 180-220 words per minute. Materials include literary sources, jury charge, congressional record and/or legal opinion, and multiple-voice. This course is designed to access the student’s progress in the 200-word-per-minute speed goal and to provide instructional materials and testing to meet relevant needs. This course may be repeated one time. Student shall pass two 5-minute 225 wpm two-voice tests with at least 95% accuracy. In addition, student shall pass one 5-min 225wpm two-voice test with at least 97.5% accuracy.

**DM/IS 001 DIGITAL MEDIA 1**
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
Students will explore the world of digital media including digital media technology, skills, and creative processes. Examples of programs that have been created and are on the market, along with experimental applications and ideas for digital media programs, are included. Students will understand how digital media fits into the business structure and how digital media tools can benefit operations. Digital media communications in education, art, publishing, television and theater will be discussed. Credit/No Credit Only

**DM/IS 003 DIGITAL VISUAL DESIGN**
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended Preparations: CA 020 or CA 070
This course focuses on the planning, drawing, gathering information and resources, and preparation process of digital media development.

**DM/IS 004 DIGITAL LAYOUT, COLOR AND TYPOGRAPHY**
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended Preparation: CA 020 or CA 070
This course focuses on developing a visual understanding of basic layout design using color and typography. Emphasis will be on anatomy of type, different typefaces, cross platform issues, design using color and typography. Students will explore the world of digital marketing, television and theater will be discussed. Credit/No Credit Only

**DM/IS 005 DIGITAL MEDIA PRODUCTION PROCESS**
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
This course is an introduction to the multimedia business. Topics include copyright issues, pricing of products, finding clients, and developing business plans. Credit/No Credit Only

**DM/IS 009 TYPOGRAPHY: QUICK START**
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
This course focuses on the planning and use of digital type for commercial web site design and other digital media
DM/IS 010C DIGITAL IMAGES: PHOTOSHOP
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended Preparation: CA 020 or CA 070
This course focuses on designing, creating and coding websites. It covers HTML, CSS, and database connectivity using Macromedia Dreamweaver. Emphasis is on developing websites for the purpose of transitioning existing websites. This course may be taken two times.

DM/IS 014D ADVANCED ILLUSTRATOR
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended Preparation: CA 020 or CA 070 or equivalent
This course focuses on professional techniques for digital image manipulation including creating digital artwork, enhancing images, and preparing digital images for color printing.

DM/IS 010D DIGITAL IMAGES: ADVANCED PHOTOSHOP
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended Preparation: DM/IS 010C
This course focuses on professional techniques for digital image manipulation including creating digital artwork, enhancing images, and preparing digital images for color printing.

DM/IS 012 ONLINE ENTREPRENEUR
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
This course reviews setting up an online auction business. Students learn how to set up an online business utilizing the tools and infrastructure required to sell in online auctions. This course also reviews profiles of successful sellers. This course may be taken two times. Credit/No Credit Only

DM/IS 013 APPLE iLIFE
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
This course uses the Apple iLife application suite to edit and create digital media products. The course reviews the Apple iLife suite: iPhoto to organize and print digital photographs, iMovie to capture and edit digital videos, iDVD to organize and burn DVDs, GarageBand to capture and edit digital audio, and iTunes to purchase and download music online. Credit/No Credit Only

DM/IS 014C DIGITAL ILLUSTRATION: ILLUSTRATOR
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended Preparation: CA 020 or CA 070
This course focuses on using Illustrator to create artwork, design icons, to communicate visually with graphics, and to work with file formats. Emphasis is on the use of Illustrator for publishing, integrating with other applications, and designing web graphics.

DM/IS 018 FREELANCE AND STARTUP FOR THE WEB AND DIGITAL MEDIA
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended Preparation: CA 020 or CA 070
This course explores planning, creating, marketing and growing a freelance or startup Web/Digital Media business. This course may be taken two times.

DM/IS 019 UPDATING WEBSITES
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended Preparation: CA 020 or CA 070
Existing websites often need an updated design, code and/or interface. This course focuses on design, creating and coding for the purpose of transitioning existing sites to current looks and technologies.

DM/IS 020 WEB/INTERNET PROJECT MANAGEMENT
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended Preparation: CA 020 or CA 070
This course teaches Web/Internet project management for collaborative commercial site development.

DM/IS 021A WEB DEVELOPMENT 1
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended Preparation: CA 020 or CA 070
This course provides a general overview and introduction to Adobe Illustrator. Basic understanding of the interface, production tools and file management are introduced. Topics include development of images from drawings and photography, printing of images, adding text to layouts, modifying, editing, and grouping vector graphics.

DM/IS 021B WEB DEVELOPMENT 2
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended Preparation: DM/IS 021A
This course extends the DM/IS 021A course. It focuses on website design and development using XHTML, HTML, and CSS by adding more complex web application requirements. Additional emphasis is placed on more advanced uses of markup and scripting languages.

DM/IS 023 WEB DESIGN: DREAMWEAVER
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended Preparation: CA 020 or CA 070
This course focuses on web page layout and design using the software HTML editor Dreamweaver. Emphasis is on implementing navigation, CSS (Cascading Style Sheets) layouts, testing, and debugging. Credit/No Credit Only

DM/IS 023A DREAMWEAVER: QUICK START
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
Recommended Preparation: CA 020 or CA 070
This course focuses on web site layout and design using the software HTML editor Dreamweaver. Emphasis is on implementing navigation, CSS (Cascading Style Sheets) layouts, testing, and debugging. Credit/No Credit Only

DM/IS 023B WEB DEVELOPMENT: DREAMWEAVER
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended Preparation: CA 020 or CA 070
This course reviews the advanced features of Macromedia Dreamweaver. Students have the opportunity to learn server side programming, develop a web application, and how to connect to a database. In addition, students learn the collaborative features of Dreamweaver to author team web sites. Credit/No Credit Option

DM/IS 024 INFORMATION AND CONTENT DESIGN FOR THE WORLD WIDE WEB
1 unit
Recommended Preparation: CA 020 or CA 070
Acceptable for credit: California State University
This course focuses on creating well-defined information structures, logical navigation, responsive feedback mechanisms, and effective interaction on the web. Credit/No Credit Only

DM/IS 025A WEB MARKETING
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
This course focuses on the management of successful sellers. This course also reviews profiles of successful sellers. This course may be taken two times. Credit/No Credit Only
DM/IS 029 PUBLICATION DESIGN AND PRINTING
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended Preparation: CA 020 or CA 070
This is an advanced course that focuses on design, production and publication techniques for creating business communications. Emphasis is on the concept to print. Adobe Illustrator and Photoshop images are used within Adobe InDesign to create multi-page layouts. Printing methodologies are also emphasized.

DM/IS 057A DIGITAL VIDEO EDITING: PREMIERE PRO
(FORMERLY DIGITAL EDITING: PREMIERE)
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended Preparations: CA 020 and CA 070
Digital video is a dynamic way of delivering content through video, CD-ROM, and web sites. This class focuses on video editing using Adobe Premiere. Emphasis is on using Premiere tools to capture, edit, and compress digital video.

DM/IS 062A FLASH: CREATING INTERACTIVE WEB PAGES
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended Preparations: CA 020 or CA 070
Students will use Macromedia Flash to create interactive Web pages incorporating graphics, animation, sound, and programming. This course may be repeated once.

DM/IS 062B - FLASH 2: ACTIONSCRIPT ANIMATION AND INTERACTIVITY
(FORMERLY: FLASH 2: SCRIPTING AND WEB INTERFACES)
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended Preparation: DM/IS 062A
This advanced course focuses on programming Flash web sites. Students learn action-scripting, forms, and interactive techniques using Flash programming.

DM/IS 064 WEB MOTION GRAPHICS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended Preparations: CA 020 or CA 070
This is an advanced course that focuses on design, production and publication techniques for creating business communications. Emphasis is on the creation of multi-page projects from concept to print. Adobe Illustrator and Photoshop images are used within Adobe InDesign to create multi-page layouts. Printing methodologies are also emphasized.

DM/IS 066 DIGITAL AUDIO AND VIDEO
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Recommended Preparation: CA 020 or CA 070
This course focuses on creation and compression of video and audio files for broadcast, CD-ROM, and the Internet. Emphasis is on shooting video, importing audio and video, developing Quicktime VR, and creating and mixing audio files.

DM/IS 072 MOBILE SITES / APPS DESIGN AND DEVELOPMENT
3 Units
Lecture 3 hours; lab 0 hour, lab 0 hour by arrangement
Recommended Preparation: DM/IS 080
This course focuses on the techniques and tools needed to create websites and applications for mobile devices. Students will learn about the HTML5, CSS3, and JavaScript used to create responsive web designs that work on a variety of devices, including smartphones and tablets. The course will also cover mobile application development using platforms such as iOS, Android, and Blackberry, etc.) technologies and W3C recommendations (XHTML Basic, WAP). Additional, current and emerging technologies are explored.

ENGR 001A ENGLISH COMPOSITION
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: Proof of assessment or credit in Engl 905. Beginning Fall 2008, Reading 961 (or appropriate placement scores) will become a prerequisite for English 1A for all incoming students. Since English 1A is a graduation requirement, continuing students will have catalog rights. However, all students must still pass the reading proficiency test for graduation or Reading 53. Acceptable for credit: University of California, California State University
This course introduces the techniques of collegiate English composition with emphasis on clear and effective writing and analytical reading. In English 1A, students write a series of essays including a documented research paper. Because this is a collegiate-level writing course, students must enroll with strong grammatical competence. English 1A fulfills the written communication requirement for Associate and Bachelor degrees. This course is also offered in an online format.

ENGL 001B ENGLISH COMPOSITION
3 Units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: Engl 001A
Acceptable for credit: University of California, California State University
This course builds on composition skills developed in ENGL 001A by introducing students to the analysis of literature through discussion and writing. Students will read and discuss literary texts (such as short fiction, poetry, drama, and novels) from diverse cultures. By composing analytic essays about literature, they will learn a variety of writing techniques, interpretive strategies, and research skills emphasizing synthesis of multiple sources. This course fulfills the critical thinking requirement for California State University transfer. (CAN ENGL 004)

ENGL 001C CLEAR THINKING IN WRITING
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: Engl 001A
Acceptable for credit: University of California, California State University
This writing course focuses on techniques and principles of writing effective arguments. The course examines word choice, inference, evidence, reasoning, and strategies in arguments written by both professional and student writers. Students will spend 2 hours per week by arrangement working on writing and thinking skills to enhance performance in the course. Fulfills the English requirement for the Associate degrees; a baccalaureate course.

FD 017 PRODUCT DATA MANAGEMENT
1 unit
Lecture 1 hour; lab 0 hour, lab 1 hour by arrangement
Prerequisite: Proof of assessment or credit in FD 017.
This course covers computer techniques for creating garment specification packages for apparel manufacturing. Students will use the Gerber Technology (GT) AccuMark computer system. Students will have the opportunity to learn the Pattern Design System (PDS) software and the Silhouette worktable. In addition, students will use the GT Samplemaker and Samplermanager software to cut out sample garments. Students must know how to make patterns manually and be familiar with Microsoft Windows before enrolling in this class. This course may be repeated one time.

**FD 018B ELECTRONIC PATTERNMAKING**
3 units
Lecture 3 hours; lab 0 hours, lab 3 hours by arrangement
Prerequisite: FD 060
Recommended Preparation: Math 902
This course concentrates on computer techniques for patternmaking using the Gerber Technology (GT) AccuMark computer system. Students will have the opportunity to learn the Pattern Design System (PDS) software and the Silhouette worktable. In addition, students will use the GT Samplemaker and Samplermanager software to cut out sample garments. Students must know how to make patterns manually and be familiar with Microsoft Windows before enrolling in this class. This course may be repeated one time.

**FD 052A FABRIC ANALYSIS I**
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
Fabric information specific to Apparel Design is presented in depth. Students will conduct analysis of fibers, yarns, fabric construction, colorfastness and finishes as they relate to specific industry requirements. Students will design fabrics, dye, and print fabrics and experiment with various finishes as a way of reinforcing the basic information and expanding their working knowledge of fabrics.

**FD 052B FABRIC ANALYSIS II**
3 units
Lecture 3 hours; lab 0 hours, lab 3 hours by arrangement
Prerequisite: FD 052A
Acceptable for credit: California State University
This course is a continuation of FD 052A. Emphasis is placed on understanding fabric behavior, durability, performance, and the criteria for selecting appropriate fabrics for apparel. Students will learn the role of the designer in selecting fabrics, working with the textile industry and creating original fabric designs. Techniques for fabricating a line of apparel are presented, including the selection of inner construction, trims and findings. Fabric resources are introduced.

**FD 054 APPAREL MANUFACTURING**
3 units
Lecture 3 hours; lab 0 hours, lab 2 hours by arrangement
Recommended Preparation: Math 902, FD 050
Acceptable for credit: California State University
This course introduces the industrial process of apparel manufacturing, including garment construction and assembly techniques, factory methods of mass production, operation of industrial power equipment, and the processes of work flow and production management. This course is a prerequisite for all patternmaking and production classes.
professional draping techniques. Designs are draped in muslin and fashion fabric on standard industry dress forms provided in the FD lab then transferred into first patterns for apparel production. Sample garments are constructed using production techniques and equipment provided in the FD lab. Credit/No Credit Option

**FD 065 PRODUCTION PATTERNMAKING**
3 units
Lecture 3 hours; lab 0 hours, lab 3 hours by arrangement
Prerequisite: FD 062
Recommended Preparation: Math 902
In this course, the students will be given the opportunity to learn the methods of transferring a first sample pattern into a production pattern. Students will also be given the opportunity to learn to draft patterns for men, women and children while concentrating on garment fit for a variety of body types and size ranges. Cost-effective designs are stressed. Students will construct garments. This course may be repeated once for credit. Credit/No Credit Option

**FD 067 MANUAL PATTERN GRADING**
1 unit
Lecture 1 hour; lab 0 hours, lab 1 hour by arrangement
Prerequisite: FD 060
Recommended Preparation: Math 902
In this course, the students will be given the opportunity to learn the manual methods of grading production patterns into a full range of sizes for apparel production. Students grade patterns with a manual grading machine and develop an understanding of how the pattern grows relative to size ranges for men, women and children. This course may be repeated once for credit. Credit/No Credit Option

**FD 070 ELEMENTS AND PRINCIPLES OF DESIGN**
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course introduces students to the basic design elements and principles as they apply to fashion design. These concepts will be applied to designing apparel and accessories in subsequent fashion design courses. The effect of silhouette, proportion, line and color are explored with the emphasis on developing an aesthetic awareness of good design. Credit/No Credit Option

**FD 076 CREATIVE APPAREL DESIGN**
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: FD 040A, FD 040B, 052A, 060
Recommended Preparation: Math 902, FD 064
Acceptable for credit: California State University
This course explores the creative process of apparel design and the development of groups and collections. Students learn the process of designing for specific markets, seasons and price categories and develop designs within their chosen area of interest. Methods of organizing and presenting design concepts are stressed. Sample garments are constructed using industrial production equipment in the FD lab. Credit/No Credit Option

**FD 078 CREATING AND MARKETING A LINE**
4 units
Lecture 3 hours; lab 1 hour, lab 3 hours by arrangement
Prerequisites: FD 040A, 040B, 052B, 054, 062, 076
Recommended Preparation: FD 064, Math 902
Acceptable for credit: California State University
This course focuses on the process of creating a line of apparel and techniques for marketing that apparel at the wholesale level. Emphasis is on the process of organizing original design concepts into a complete apparel collection including the designing, construction and costing of wholesale production samples. Students create their own line of apparel in their chosen area of interest using industry standard production equipment. Basic business practices, presentation techniques and marketing strategies are covered.

**FD 084 FASHION DESIGN INTERNSHIP**
3 units
Lecture 1 hour; lab 0 hours, lab 6 hours by arrangement
Prerequisite: FD 030, FD 040A, FD 060
The student will apply knowledge/skills learned in the Fashion Design Program through an internship in an apparel firm or design department under the supervision of a fashion professional. This course provides direct industry experience as well as a forum to discuss various aspects of employment in the apparel industry. This course may be repeated for credit a total of three times. Each internship must focus on a different company or department to provide a unique learning opportunity. This course may be repeated twice. Credit/No Credit Option

**FD 085 CAD: SCANING AND COLOR PRINTING**
1 unit
Lecture 3 hours; lab 0 hours, lab 2 hours by arrangement
Recommended Preparation: CA 020
Acceptable for credit: California State University
This course covers techniques for scanning black and white and color images, reducing and arranging colors in scanned images, and calibrating colors for color printing, although primary emphasis is placed on techniques used for textile and apparel design in the apparel industry. This course is appropriate for students who need to work with a scanner and a color printer in any of the following disciplines: apparel design, desktop publishing, graphic arts/design, digital arts, fine arts, multimedia. Credit/No Credit Option

**FD 087 CAD: CREATING DESIGNS AND TECHNICAL SKETCHES**
2 units
Lecture 2 hours; lab 0 hours, lab 2 hours by arrangement
Recommended Preparations: FD 040A, FD 040B or DMTS 005, FD 040B
This course covers the methods of creating flat sketches, technical drawings for apparel and basic textile designs using the Macintosh computer and common computer drawing programs. Techniques for creating layouts and presentations are also covered. This course is appropriate for students who want to create technical drawings, technical drawings and background images in any of the following disciplines: apparel design, desktop publishing, graphic arts/design, digital arts, fine arts, multimedia. This course may be repeated once. Credit/No Credit Option

**FRNC 011A FRENCH LABORATORY**
5 unit
Lecture 0 hours; lab 0 hours, lab 1.5 hours by arrangement
Co-requisite: Frnch 001A
Recommended Preparation: Frnch 001A concurrently
Acceptable for credit: California State University
The students practice their French language skills and expand their knowledge of the cultures of French-speaking people through the use of the latest language learning technology. It is a required corequisite to French 001B. Credit/No Credit Option

**GERM 011A GERMAN LABORATORY**
5 unit
Lecture 0 hours; lab 0 hours, lab 1.5 hours by arrangement
Co-requisite: Germ 001A
Acceptable for credit: California State University
This is a separate beginning laboratory course offered by arrangement at the student’s convenience, which aims to present the culture of the German-speaking world through a variety of media. The student will review the customs and culture of German speaking countries through slides, filmstrips, tapes, films and current publications. Tapes and programs providing German language and pronunciation drill are also available. The course provides an excellent supplement to German 001A. Credit/No Credit Option

**GERM 011B GERMAN LABORATORY**
5 unit
Lecture 0 hours; lab 0 hours, lab 1.5 hours by arrangement
Co-requisite: Germ 001B
Acceptable for credit: California State University
This course is a continuation of German 011A, although 011A is not a prerequisite. The student will expand his/her knowledge of the cultures of German-speaking people through further use of
slates, tapes, filmstrips, films and current publications. Tapes and programs providing German language and pronunciation drill are also available. The course provides an excellent supplement to German language classes and is usually taken in conjunction with German 001B.

Credit/No Credit Option

HTECH 004 STRUCTURE AND FUNCTION OF THE HUMAN BODY

3 units
Lecture 3 hours; lab 1 hour, lab 1 hour by arrangement
Acceptable for credit: California State University

Prerequisite: HTECH 025A

This course is designed specifically for, but not limited to, students in the Health Care Technology programs. The students will have the opportunity to learn the basic anatomical components and associated physiology integrated for each body system. Credit/No Credit Option

HTECH 006 ADVANCED MEDICAL TERMINOLOGY

3 units
Lecture 3 hours; lab 0 hour, lab 1 hour by arrangement
Prerequisite: HTECH 005
Acceptable for credit: California State University

An introduction to the nature of disease and terms that relate to diseases, symptoms and pathophysiological states. Credit/No Credit Option

HTECH 025A MEDICAL TRANSCRIPTION

2 units
Lecture 2 hours; lab 0 hour, lab 3 hour by arrangement
Prerequisites: HTECH 005
Recommended Preparation: HTECH 002

and typing skill 35 word per minute
Acceptable for credit: California State University

In this course, the students will review medical terminology, use reference materials, use transcribing equipment, and review English usage and punctuation. The students will transcribe reports on various medical specialties. Credit/No Credit Option

HTECH 025B MEDICAL TRANSCRIPTION

3 units
Lecture 2 hours; lab 0 hour, lab 4 hour by arrangement
Prerequisite: HTECH 025A

Acceptable for credit: California State University

Continue review of medical terminology and use of reference materials. Practical application by transcribing actual medical dictation from all fields of specialty. Credit/No Credit Option

HTECH 041 BASIC MEDICAL OFFICE BUSINESS PROCEDURES

3 units
Lecture 2 hours; lab 3 hour, lab 0 hour by arrangement
Recommended Preparation: HTECH 005
Acceptable for credit: California State University

This course provides instruction and practical application of administrative procedures in a medical office. These procedures include management of appointment schedules, telephone communications, medical record management, credit and collections, accounts receivable, accounts payable, personnel selection, training and supervision, and payroll record keeping. Credit/No Credit Option

HTECH 055 VITAL SIGNS AND CHARTING

2 units
Lecture 1 hour; lab 3 hours, lab 1 hour by arrangement
Prerequisite: HTECH 005

Recommended Preparation: Math 004

Acceptable for credit: California State University

This course provides instruction in the duties and responsibilities of the clinical area of a medical office. This will include equipment and supplies control; medical aspexis assisting with physical examinations including positioning, height, weight, and visual acuity; vital signs determination (temperature, pulse, respiration, and blood pressure); assisting with specialty examinations. Credit/No Credit Option

HTECH 071A BASIC MASSAGE THERAPY

2 units
Lecture 1 hour; lab 3 hours, lab 1 hour by arrangement
Recommended Preparation: HTECH 004

This course provides the student with fundamental training in Swedish and Sports massage therapy, technique, and practice. The curriculum covers various topics including anatomy, with emphasis on the musculoskeletal system, benefits and contraindications of massage therapy, biomechanics, athletic training and common sports injuries, diet and nutrition, yoga, cryotherapy, holistic health and wellness. Credit/No Credit Option

HTECH 0071B - SHIATSU AND CHAIR MASSAGE

2 units
Lecture 1 hour; lab 3 hours, lab 1 hour by arrangement

This course introduces students to the theory, technique, and practice of Shiatsu/Acupressure and on-site chair massage. The five-element theory of Asian medicine will be discussed and interpreted. This course will also cover meridian theory, diet and lifestyle, chi/life force, comparison and contrast of Eastern and Western medicine, and the philosophy of holistic health. Students will have the opportunity to learn to give a complete Shiatsu and on-site chair massage. Incorporated into each class will be a short practicum of yoga/stretching and/ or meditation. Credit/No Credit Option

ID 010 ELEMENTS AND PRINCIPLES OF INTERIOR DESIGN

3 units
Lecture 2 hours; lab 3 hours, lab 2 hours by arrangement
Recommended Preparation: Math 004

Acceptable for credit: California State University

The course is intended to provide students with the knowledge of conceptual design elements and principles which will be applied to designing interior spaces in subsequent interior design courses. Credit/No Credit Option

ID 015 INTERIOR ARCHITECTURAL DRAFTING

3 units
Lecture 2 hours; lab 3 hours, lab 2 hours by arrangement
Recommended Preparation: Math 004

Acceptable for credit: California State University

This course introduces the tools and techniques necessary for interior architectural drafting. Emphasis is on lettering, measuring techniques, scale problems, use of architectural graphic standards, dimensioning, plans, elevations, and sections. Credit/No Credit Option

ID 020 COLOR THEORY AND APPLICATION

3 units
Lecture 2 hours; lab 3 hours, lab 2 hours by arrangement
Recommended Preparation: Math 004

Acceptable for credit: California State University

This course is an introduction to design fundamentals and the basic principles of color and applied art as related to interior design. Laboratory experiences will expose the students to design projects in different media. Credit/No Credit Option

ID 025 INTERIOR FINISH MATERIALS

3 units
Lecture 3 hours; lab 0 hour, lab 2 hours by arrangement
Recommended Preparation: Math 004

Acceptable for credit: California State University

This course covers instruction in various interior design materials, characteristics, processes and uses, including textiles and other products for floors, walls, ceilings, and furniture. Credit/No Credit Option

ID 040 RESIDENTIAL DESIGN
3 units Lecture 2 hours; lab 3 hours, lab 2 hours by arrangement
Prerequisite: ID 005, ID 010, ID 015, ID 020, ID 025, ID 030
Recommended Preparation: Math 902
Acceptable for credit: California State University

This course covers planning and design for interior spaces with emphasis on the home environment. Projects will include studies of special spaces and a complete residence with scale drawings, color and materials schemes and selection of furnishings. This course is AA/AS degree and certificate applicable. Credit/No Credit Option

ID 050 KITCHEN AND BATH DESIGN
3 units
Lecture 2 hours; lab 3 hours, lab 2.6 hours by arrangement
Recommended Preparations: ID 040 or Concurrently; Math 902
Acceptable for credit: California State University

This course covers the process of design for kitchens and baths with emphasis on remodeling, presentation drawings and material selection and specification. Credit/No Credit Option

ID 060 COMMERCIAL DESIGN
3 units
Lecture 2 hours; lab 3 hours, lab 2 hours by arrangement
Prerequisite: ID 040
Recommended Preparation: Math 902
Acceptable for credit: California State University

Students will study the methods of planning and design for interior spaces related to commercial projects and space planning for offices and public buildings. Finish materials and furniture suitable for commercial projects are examined and methods of producing presentation drawings are practiced. Credit/No Credit Option

ID 080 ADVANCED COMMERCIAL DESIGN
3 units
Lecture 2 hours; lab 3 hours, lab 2 hours by arrangement
Prerequisite: ID 060
Recommended Preparation: ID 070, Math 902
Acceptable for credit: California State University

This course involves the study of commercial interior design via projects of increased size and complexity and of diverse use. Credit/No Credit Option

ID 080B ADVANCED RESIDENTIAL DESIGN
3 units
Lecture 2 hours; lab 3 hours, lab 2 hours by arrangement
Prerequisite: Math 902
Recommended Preparation: ID 040, ID 045

This course covers advanced planning and design of the residential environment with an emphasis on kitchen and bathroom design. The course involves the study of advanced residential interior design via projects of increased size, detail and complexity and addressing diverse needs. This course is AA/AS degree and certificate applicable. Credit/No Credit Option

ID 085 DESIGN DETAILING
3 units
Lecture 2 hours; lab 3 hours, lab 2 hours by arrangement
Prerequisites: ID 060, Arch 030
Recommended Preparation: Math 902
Acceptable for credit: California State University

This course covers the development of the design process and skills as applied to custom interior detailing and furniture design. Credit/No Credit Option

ITAL 011A ITALIAN LABORATORY
5 unit
Lecture 0 hours; lab 0 hours, lab 1.5 hours by arrangement
Co-requisite: Ital 001A
Acceptable for credit: California State University

This is a separate course, offered by arrangement at the student’s convenience, which aims to present the culture of the Italian-speaking world through a variety of media. The student will study the customs and culture of Italian-speaking countries through slides, filmstrips, tapes, films and current publications. Tapes and programs providing Italian language and pronunciation drill are also available. The course provides an excellent supplement to Italian 1A. Credit/No Credit Option

ITAL 011B ITALIAN LABORATORY
.5 unit
Lecture 0 hours; lab 0 hours, lab 1.5 hours by arrangement
Co-requisite: Ital 001B
Acceptable for credit: California State University

This course is a continuation of Italian 011A, although 011A is not a prerequisite. The student will expand his/her knowledge of the cultures of Italian-speaking people through further use of slides, filmstrips, films and current publications. Tapes and programs providing Italian language and pronunciation drill are also available. The course provides an excellent supplement to Italian language classes and is usually taken in conjunction with Italian 1B. Credit/No Credit Option

JOURN 055 NEWSPAPER PRODUCTION
2 units
Lecture 1 hour; lab 2 hours, lab 2 hours by arrangement
Recommended Preparation: Engl 905
Acceptable for credit: California State University

A one-semester lecture and lab course in newspaper production techniques, using the college newspaper, the NORSEMAN, as a practical laboratory. Stories prepared by the class are checked for completeness and lack of technical errors. Class members and student editors review possible page designs. Students paginate (lay out) pages on a computer, place stories, artwork, photographs and other graphic images on the page, print out and assemble the page to be sent to a commercial printer. During the process, discussions are held on appropriate design, computer techniques, and production techniques. The cycle is repeated to the number of issues in the term. Credit/No Credit Option

JOURN 057 NEWSPAPER PHOTOGRAPHY
2 units
Lecture 1 hour; lab 2 hours, lab 2 hours by arrangement
Recommended Preparation: Photo 001
Acceptable for credit: California State University

A one-semester lecture and lab course in newspaper photography techniques, using the college newspaper, the NORSEMAN, as a practical laboratory. Photo assignments are made, students shoot the photos and gather information for cutlines, films are processed and photos are printed, cutlines are written, photos are scaled and cropped for the printer. During the process, discussions are held on appropriate photography, design, computer techniques, and graphic style and techniques. The cycle is repeated to the number of issues in the term. Credit/No Credit Option

JOURN 061 EDITORIAL BOARD
1 unit
Lecture 1 hour; lab 0 hours, lab 0 hours by arrangement
Co-requisite: Journ 053, Journ 055, or Journ 057
Recommended Preparation: Be a major editor of the NORSEMAN
Acceptable for credit: California State University

Enrollment in this course is limited to major editors of the school newspaper, the NORSEMAN. The Board interprets established policy and supervises production of the student newspaper. Credit/No Credit Option
MUSIC 005  FUNDAMENTALS OF MUSIC  
3 units  
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement  
Acceptable for credit: University of California, California State University  
This course is designed for the student who wants a beginning background in the theory of music. The course includes: basic musical notation, rhythm and meter, major and minor scales, major and minor key signatures, intervals and inversions, triads (major, minor, diminished and augmented), some seventh chords, inversions of triads and seventh chords, elementary formal and harmonic analysis, and ear training for all of the above, plus some sight singing and melodic dictation. This is NOT a music major course. Credit/No Credit Option  

MUSIC 009 JAZZ - PAST AND PRESENT  
3 units  
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement  
Acceptable for credit: University of California, California State University  
This course introduces the development and evolution of jazz in the United States. Analysis of the elements of jazz with attention to stylistic differences throughout its history (1890 to present). The added hour by arrangement is for the real number of extra performances given.  

MUSIC 010 MUSIC APPRECIATION  
3 units  
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement  
Acceptable for credit: University of California, California State University  
This is a basic introductory course for the student without previous training in music listening or performance. The students are given an opportunity for development of enjoyment and appreciation through active and guided listening to such musical forms as symphony, opera, tone poem, ballet, and concerto from early times to the present. The periods of Pre-Baroque (to 1600); Baroque (1600-1750); Classic (1750-1825); Romantic age (1825-1900); Nationalism; Modern (Jazz, Rock, Electronic Music) are covered. The hour by arrangement per week is for extra performances given.  

MUSIC 027  INTRODUCTION TO JAZZ PIANO  
1 unit  
Lecture 1 hour; lab 1 hour, lab 0 hours by arrangement  
Recommended Preparation: Music 030A or 030B  
Acceptable for credit: University of California, California State University  
A study of basic harmonies and voicings at the keyboard as applied to jazz and “popular music.” An in-depth analysis of chord progressions, substitutions, “comping” techniques and solo improvisational playing. Credit/No Credit Option  

MUSIC 030A BEGINNING PIANO  
1 unit  
Lecture 1 hour; lab 1 hour, lab 0 hours by arrangement  
Recommended Preparation: Music 030A before 030A  
Acceptable for credit: University of California, California State University  
This is a beginning keyboard study for students with no previous training in piano. There is study of note reading, the clefs, simple pieces, scales, arpeggios and exercises. The change from 1 hour per week of lab by arrangement reflects what we are actually requiring students to do but have not listed in the past. It reflects the actual number of extra performances scheduled. Credit/No Credit Option  

MUSIC 030B BEGINNING PIANO  
1 unit  
Lecture 1 hour; lab 1 hour, lab 0 hours by arrangement  
Prerequisite: MUSIC 030A or demonstrated skills  
Acceptable for credit: University of California, California State University  
This is a beginning keyboard study for students with no previous training in piano. Study of note reading, the clefs, simple pieces, scales, arpeggios and exercises is included. Credit/No Credit Option  

MUSIC 031A, B INTERMEDIATE PIANO  
1 unit each  
Lecture 1 hour; lab 1 hour, lab 0 hours by arrangement  
Recommended Preparation: Music 030A or 030B before 031A; 031A or 030B before 031B  
Acceptable for credit: University of California, California State University  
A continuation of 030A and 030B. Designed for those who wish to continue to improve their keyboard skills through the study of scales, arpeggios, exercises, and exciting keyboard works of different periods and styles. Class activities include duets and class ensemble playing.  

MUSIC 032A BEGINNING VOICE: CLASSICAL MUSIC  
1 unit  
Lecture 1 hour; lab 1 hour, lab 0 hours by arrangement  
Acceptable for credit: University of California, California State University  
This course offers group instruction in vocal technique using classical solo literature. Topics covered include posture, breath support, articulation, and common vocal problems. This course may be repeated three times. Credit/No Credit Option  

MUSIC 032B - BEGINNING VOICE: FOLK MUSIC  
1 unit  
Lecture 1 hour; lab 1 hour, lab 0 hours by arrangement  
Prerequisite: MUSIC 032A  
Acceptable for credit: University of California, California State University  
This course offers group instruction in vocal technique using Musical Theater solo literature. Topics covered include posture, breath support, articulation, and common vocal problems. This course may be repeated three times. Credit/No Credit Option  

MUSIC 033A, B INTERMEDIATE VOICE  
1 unit each  
Lecture 1 hour; lab 1 hour, lab 0 hours by arrangement  
Recommended Preparation: Music 032A or 032B before 033A; 033A is recommended before 033B  
Acceptable for credit: University of California, California State University  
Elements of vocal production, song interpretation, voice placement, and basic music theory for singers; learning art song repertoire, vowel and consonant use; overcoming nervousness in singing; vocal exercises.  

MUSIC 043A, B TECHNIQUES OF JAZZ IMPROVISATION  
2 units each  
Lecture 2 hours; lab 2 hours, lab 0 hours by arrangement  
Recommended Preparation: Music 043A before 043B  
Acceptable for credit: University of California, California State University  
A study of jazz harmony, melody and rhythm, found in contemporary jazz music, designed to provide knowledge of basic materials and practices necessary for performing in the jazz idiom. Credit/No Credit Option  

PARA 029 INTERNSHIP  
3 units  
Lecture 1 hour; lab 1 hour, lab 6 hours by arrangement  
Recommended Preparation: PARA 022 and PARA023; Engl 001A  
Acceptable for credit: California State University  
The student applies knowledge/skills learned in the paralegal program through an internship in a law office or legal
department under the supervision of a member of the California Bar Association. The course provides a forum to discuss various aspects of paralegal employment, legal ethics and share practical experience. Credit/No Credit Only.

PKMGT 012A BASIC OUTDOOR SKILLS
3 units
Lecture 2 hours; lab 3 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
A course designed to acquaint the student with those skills necessary to camp and backpack using environmentally sensitive methods. Includes: equipment evaluation and use, back-country first aid and those skills necessary for the back-country traveler. Two-day and three-day backpacking trip required.

PKMGT 012B INTERMEDIATE OUTDOOR SKILLS FOR THE PARK RANGER
3 units
Lecture 2 hours; lab 4.5 hours, lab 0 hours by arrangement
Prerequisite: PKMGT 012A
Acceptable for credit: California State University
This course is divided into two different skill areas. The first half is designed to provide the student with the basic skills needed to travel safely in the backcountry in winter. These skills include choosing appropriate methods of travel, using various techniques to stay warm and dry, constructing snow shelters, and assessing avalanche risk. The second half of the course provides the student with the basic skills necessary to rock climb and perform a basic rescue. Skills include understanding how to use climbing and rescue equipment, establishing anchors, rock climbing, and rappelling. Special fees and equipment are required.

PKMGT 015C INTRODUCTION TO PARK MAINTENANCE
3 units
Lecture 1 hour; lab 6 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course will provide an introduction to park maintenance skills and management. The student will have the opportunity to learn basic skills in the following subjects: carpentry, plumbing, electrical, concrete, painting, and drywall construction. Students will learn about the materials, tools and techniques used in park maintenance. Students will learn how to integrate safety into park maintenance operations. Students will learn the basic principles of managing a park maintenance operation. This course may be repeated once.

PKMGT 016A INTRODUCTION TO GIS AND GPS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course will examine the theory behind Geographic Information Systems (GIS) and Global Positioning Systems (GPS) and their application to spatial data. Students will use ArcView GIS software and Pathfinder Office software to find solutions and develop methods to solve problems using spatial data. Students will collect data with Trimble GPS units and convert that data for use with ARCGIS GIS software. Upon completion, student will receive ESRI ARCGIS 1 Certificate.

PKMGT 016B INTERMEDIATE DESKTOP GEOGRAPHIC INFORMATION SYSTEMS (GIS)
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: PKMGT 016A
Acceptable for credit: California State University
This course builds on the material presented in PKMGT 016A using state of the art desktop GIS software. The student refines data acquisition, data conversion and cartographic presentation skills. Students will use ArcView GIS software and Pathfinder Office software to find solutions and develop methods to solve problems using spatial data. Students will collect data with Trimble GPS units and convert that data for use with ARCGIS GIS software. This course is West Valley College AA/AS certificate applicable.

PKMGT 016C SPATIAL ANALYSIS FOR GEOGRAPHIC INFORMATION SYSTEMS (GIS)
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: PKMGT 016A
Acceptable for credit: California State University
This course provides a detailed examination of spatial information systems and a survey of quantitative techniques applicable to spatial data. This course focuses on the functionality of GIS as an effective tool for modeling and analyzing complex spatial relationships. Quantitative methods to be studied include measures of central tendency, dispersion, and density. These methods are presented using empirical data. This course may be repeated once.

PKMGT 016D CARTOGRAPHIC DESIGN FOR GIS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: PKMGT 016A
Applicable for Credit: California State University
This course provides a comprehensive study of GIS applicable cartography including cartographic principles, data acquisition methods used in map production, and methods of base map development. This course includes the history, principles of cartography map projections, map scale, types of thematic maps and map accuracy. Techniques used in GIS base map development are introduced using hands-on exercises. This course includes the production of professional quality maps. This course includes hands-on work in computer assisted mapping projects. This course may be repeated once. Credit/No Credit Option

PKMGT 016E DATABASE DESIGN AND MANAGER IN GIS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Prerequisite: PKMGT 016A
Acceptable for credit: California State University
This course examines the principles of database management and design including conversion fundamentals, modeling techniques and strategic planning. The needs, alternatives and pitfalls of database development and conversion are discussed. Students examine various types of data applicable to GIS and their hardware and software requirements. Students learn the appropriate methodology for developing a conversion plan and data quality assurance. This course includes hands-on practical exercises in database management skills. This course may be repeated once. Credit/No Credit Option

PKMGT 016F GIS INTERNSHIP
3 units
Lecture 1 hour; lab 0 hours, lab 7 hours by arrangement
Prerequisite: PKMGT 016B
Acceptable for credit: California State University
This course is a directed field study program providing students with an opportunity to apply classroom instruction in geographic information systems to real-world GIS projects in their community. Students work under the supervision of an instructor while completing their internship. This course may be repeated once. Credit/No Credit Option

PKMGT 018 PARK PLANNING AND DESIGN
2 units
Lecture 2 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: California State University
This course will provide an introduction to park planning and design. The student will have the opportunity to learn about how to design facilities within a park environment. Students will learn about materials and techniques used for constructing ecologically sound facilities.
that fit into a specific park environment. Students will learn how to integrate the needs of park visitors with the natural and cultural resources of the park. Students will learn about environmental assessments needed to plan and design facilities in parks.

**PKMGT 020A/B PARK INTERNSHIP SEMINAR**

3 units each

Lecture 1 hour; lab 0 hours, lab 6 hours by arrangement

Prerequisites: PKMGT 010, PKMGT 013, PKMGT 014, PKMGT 018

Prerequisites: Concurrent enrollment in work experience

Recommended Preparations: PKMGT 013B, 013C

Acceptable for credit: California State University

This course will build upon the skills and techniques taught in Photo 021A and will offer new concepts such as in-camera masking for backgrounds, producing color backgrounds, using drop-out backgrounds for catalog shots, "floating" products on backgrounds, photographing video screens and digital displays, using special effects such as motion, studio fog, multiple-exposure, and using the view camera for control of shape and sharpness. Students must supply their own non-automatic focus and exposure camera and all expendable photographic materials used in the course.

**PHOTO 021A INTERMEDIATE PHOTOGRAPHY - PRODUCT LIGHTING**

2 units

Lecture 1 hour; lab 3 hours, lab 0 hours by arrangement

Prerequisite: Photo 001 and Photo 001L (day or night)

Acceptable for credit: California State University

This course is the introductory course in a series of three to develop the electronic imaging branch in a degree or certificate in photography. A three unit introduction to the theory and practical application of Adobe Photoshop in the field of electronic imaging. Photoshop in a box will be used as the working software and text. Lecture will include the theory of the digital (both original and scanned) image.

**PHOTO 021B INTERMEDIATE PHOTOGRAPHY PRODUCT LIGHTING**

2 units

Lecture 1 hour; lab 3 hours, lab 0 hours by arrangement

Prerequisite: Photo 021A

Acceptable for credit: California State University

This course is the introductory course in a series of three to develop the electronic imaging branch in a degree or certificate in photography. A three unit introduction to the theory and practical application of Adobe Photoshop in the field of electronic imaging. Photoshop in a box will be used as the working software and text. Lecture will include the theory of the digital (both original and scanned) image.

**PHOTO 020B INTERMEDIATE PHOTOGRAPHY (PORTRAITURE)**

2 units

Lecture 1 hour; lab 3 hours, lab 0 hours by arrangement

Prerequisite: Photo 001 and 001L (day or night) and 020A

Acceptable for credit: California State University

This course will build upon the skills and techniques taught in Photo 020A and will offer new concepts such as half, three-quarter and full-length portraits, family groups, location portraits, executive and children portraiture, in-camera vignetting and diffusion. Students must supply their own adjustable focus and exposure camera and all expendable photographic supplies used in the course.

**PHOTO 020A STUDIO PHOTOGRAPHY (PORTRAITURE)**

2 units

Lecture 1 hour; lab 3 hours, lab 0 hours by arrangement

Prerequisite: Photo 001 and Photo 001L (day or night)

Acceptable for credit: California State University

This course is designed to provide an increased self-awareness of personal fitness levels and fitness concepts through course activities and laboratory testing of physical fitness components (cardiovascular, muscular, flexibility and body composition). The instructor will provide an exercise prescription for an ongoing training program which will be monitored throughout the duration of the class.

**PE 4.18 PERSONAL FITNESS APPRAISAL**

5 Units

Lecture 0 hours; lab 0 hours, lab 1.5 hours by arrangement

Lecture 0 hour; lab 0 hours, lab 1.5 hours by arrangement

This course is designed to provide an increased self-awareness of personal fitness levels and fitness concepts through course activities and laboratory testing of physical fitness components (cardiovascular, muscular, flexibility and body composition). The instructor will provide an exercise prescription for an ongoing training program which will be monitored throughout the duration of the class.

**PE.TH 041 SKILL COMPETENCIES IN ATHLETIC TRAINING**

1 unit

Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement

Acceptable for credit: University of California, California State University

This course provides the student with the opportunity to practice and become proficient in skills that are required to be a certified athletic trainer or allied health care professional. The competencies included are: injury prevention, recognition and evaluation; first aid procedures; equipment and protective padding fabrication; rehabilitation techniques; and administrative duties. It can be repeated three times. Credit/No Credit Only.

**PHOTO 001L BASIC PHOTOGRAPHY (LABORATORY)**

1 unit

Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement

Prerequisites: Students must supply adjustable (F-stop and shutter speed) camera.

Corequisites: Photo 00L and Photo 049A

This lab course focuses on the application of the basic theory of photography, including camera techniques, composition, film developing, digital workflow and printing. Students must supply their own adjustable (F-stop and shutter speed) digital and, or film camera and all expendable photographic supplies used in the course. This course offers skills for entry into commercial photography.

**PHOTO 002L INTERMEDIATE PHOTOGRAPHY (LABORATORY)**

1 unit

Lecture 0 hours; lab 3 hours, lab 0 hours by arrangement

Prerequisite: Photo 001 and Photo 001L (day or night)

Co-requisite: Photo 002, Photo 049B

This application of the advanced theory of photography includes special camera techniques, perspective control and color photography. Students not attending the first meeting of both lecture and lab will be dropped from the course. Day lecture students must take a day lab section. Night lecture students must take a night lab section. Students must supply their own adjustable focus and exposure camera and all expendable photographic supplies used in the course.

**PHOTO 002A STUDIO PHOTOGRAPHY**

2 units

Lecture 1 hour; lab 3 hours, lab 0 hours by arrangement

Prerequisite: Photo 001 and Photo 001L (day or night)

Acceptable for credit: California State University

A studio portraiture course. Students must supply their own adjustable focus and exposure camera and all expendable photographic supplies used in the course.
convenience, which aims to present the
offered by arrangement at the student's
University
Acceptable for credit: California State
Co-requisite: Span 001A
by arrangement
Lecture 0 hours; lab 0 hours, lab 1.5 hours
.5 units
SPAN 011B SPANISH
LABORATORY
.5 units
Lecture 0 hours; lab 0 hours, lab 1.5 hours
by arrangement
Co-requisite: Span 001B
Acceptable for credit: California State
University
This course is a continuation of Spanish
011A, although Span 011A is not a
prerequisite. The student will expand
his/her knowledge of the cultures of
Spanish-speaking people through further
use of slides, tapes, filmstrips, films and
current publications. Tapes and programs
providing Spanish language and
pronunciation drill are also available. The
course provides an excellent supplement
to Spanish 001A. Credit/No Credit Option

PHOTO 062 – ADVANCED
PHOTOGRAFHY
2 units
Lecture 1 hour; lab 3 hours, lab 0 hours by
arrangement
Prerequisite: Photo 061
Acceptable for credit: California State
University
This course is the third course in a series
of three to develop the electronic imaging
branch in a degree or certificate in
photography. Theory of the different types
of electronic cameras and other input
deVICES will be discussed in lecture.
Laboratory assignments will create digital
images, manipulate and output these
images to either digital or silver end-
products. Photo CDs will be produced and
will be manipulated along with pre-
manufactured CDs.

READ 0975A, B, C, D
READING SKILLS
(Formerly Read 175 A,B,C,D)
.5 units each
Lecture 0 hours; lab 0 hours, lab 1.5 hours
by arrangement
The Reading Skills Lab will provide
individualized instruction for any student,
either instructor-referred or self-referred,
in the following basic skills:
comprehension; word-structure analysis;
vocabulary development; auditory and
visual discrimination; study skills; reading
rate improvement. Auto-instructional
materials, written as well as audiovisual,
will be individually assigned, based on
careful diagnostic testing and a conference
with the lab instructor. Credit earned in
this course does not apply to an associate
degree. Credit/No Credit Only.

SPAN 011A SPANISH
LABORATORY
.5 units
Lecture 0 hours; lab 0 hours, lab 1.5 hours
by arrangement
Co-requisite: Span 001A
Acceptable for credit: California State
University
This is a separate laboratory course,
offered by arrangement at the student’s
convenience, which aims to present the
culture of the Spanish-speaking world
through a variety of media. The student
will review the customs and cultures of
Spanish-speaking countries through slides,
filmstrips, tapes, films and current
publications. Tapes and programs
providing Spanish language and
pronunciation drill are also available. The
course provides an excellent supplement
to Spanish 001A. Credit/No Credit Option

THEAR 004 POST-
PRODUCTION: DIGITAL
EDITING OF THE
NARRATIVE FILM
3 units
Lecture 3 hours; lab 0 hours, lab 2 hours
by arrangement
Recommended Preparation: THEAR
006A/B, DMIS 056A/B, MATH 902
Acceptable for credit: California State
University
Beginning and intermediate film students
will be introduced to post-production
digital editing for narrative film and video
editing. They will develop the skills of
cinematic storytelling as they learn how to
organize the editing process, integrating
visual and sound elements. This course is
AA/AS degree and certificate applicable.

THEAR 007A ACTING FOR
FILM AND TELEVISION
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours
by arrangement
Recommended Preparation: THEAR 007A
and THEAR 040A
Acceptable for credit: University of
California,
California State University
This course is an introduction to the
technique of acting in front of a camera. It
includes participation in film acting
projects and television production. Students
will also learn the terminology of the
TV/Film Studio. Credit/No Credit Option

THEAR 007B ACTING FOR
FILM AND TELEVISION
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours
by arrangement
Recommended Preparation: THEAR 007A
and THEAR 040A
Acceptable for credit: University of
California,
California State University
This course is an introduction to the
acting theories and techniques studied in
THEAR 007A and 007B. It includes continued participation in
film acting projects and television
production. Students will apply television
terminology to their behind-the-scene
activities. Credit/No Credit Option

THEAR 007C ADVANCED
ACTING FOR FILM AND
TELEVISION
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours
by arrangement
Recommended Preparation: THEAR 007A
or 007B and 040A
Acceptable for credit: University of
California,
California State University
This course provides a continuation of the
acting theories and techniques studied in
THEAR 007A and 007B. It includes
continued participation in film acting
projects and television production.
Credit/No Credit Option

THEAR 015
INTRODUCTIONS TO FILM
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours
by arrangement
Recommended Preparation: THEAR 007A
Acceptable for credit: University of
California,
California State University
This course is intended as a critical
analysis of film media from an audience
perspective. Elements of film production
from cinematic structure, style and
historical perspective will be explored.
Included in the course will be reading,
lecture and discussions on the theory and
practice of filmmaking with an emphasis on producers, directors, actors, and critics.

Credit/No Credit Option

THEAR 040A BEGINNING ACTING
3 units
Lecture 3 hours; lab 0 hours, lab 2 hours by arrangement
Acceptable for credit: University of California, California State University
This course provides an introduction to acting with emphasis on one’s personal connection to character and scene. Students will learn how to become comfortable in front of an audience. They will have the opportunity to learn movement and vocal exercises that prepare them for performance and will also study techniques of scene study and improvisation. Credit/No Credit Option (CAN DRAM 008).

THEAR 040B BEGINNING ACTING
3 units
Lecture 3 hours; lab 0 hours, lab 2 hours by arrangement
Recommended Preparation: THEAR 040A
Acceptable for credit: University of California, California State University
This course provides the study of the externals an actor uses to create a role. There is continued training in acting skills with detailed script and character analysis. There will also be work on auditioning and improvisational skills. Credit/No Credit Option (CAN DRAM 022).

THEAR 041A INTERMEDIATE ACTING
3 units
Lecture 3 hours; lab 0 hours, lab 2 hours by arrangement
Recommended Preparation: THEAR 040B
Acceptable for credit: University of California, California State University
This course provides advanced scene study through detailed work on character and scene analysis, acting theory and technique. Students will be introduced to Shakespearean literature. They will also learn how to prepare a formal audition and actor’s resume. Credit/No Credit Option

THEAR 041B INTERMEDIATE ACTING
3 units
Lecture 3 hours; lab 0 hours, lab 2 hours by arrangement
Recommended Preparation: THEAR 040B
Acceptable for credit: University of California, California State University
This course provides continued advanced scene study through character and scene analysis, acting theory and technique. Students will be introduced to Shakespearean literature. They will be introduced to another period style. They will begin work with directorial technique, and they will continue work on both formal and informal auditions. Credit/No Credit Option

THEAR 059 THEATRE ARTS PRACTICE LAB
1 unit
Lecture 0 hours; lab 0 hours, lab 3 hours by arrangement
Acceptable for credit: University of California, California State University
Laboratory practice applying and utilizing knowledge and techniques gained in theatre arts production and technique classes. This course allows students to work in scene shop, costume shop, lights, sound, properties, makeup, publicity, and house management, as well as attendance and critique of assigned public performances. This course may be repeated three times.

WS 002 WOMEN IN THE ARTS
3 units
Lecture 3 hours; lab 0 hours, lab 0 hours by arrangement
Acceptable for credit: University of California, California State University
This course introduces students to the study of women’s creative work in literature, the visual arts, and the performing arts. The course presents an overview of new theories and methods of scholarship, including the use of gender, race, culture, and class as lenses of analysis. Students have opportunities to examine how this new scholarship is changing appraisals of women’s contributions to the arts. Men and women are equally welcome in this course. Credit/No Credit Option