



SANTA ROSA JUNIOR COLLEGE

Catalog Supplement 2003-2004

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Preface

The 2003-2004 Catalog Supplement is intended to serve as an official update of the College's curricula, policies and procedures as of May 2003 to the 2002-2004 College Catalog. Official College policy and information is contained in the biennial catalog.

Every effort has been made to insure the accuracy of this publication. However the provisions in this supplement are not to be regarded as an irrevocable contract between the student and the college. The College reserves the right to revise course requirements and descriptions as it deems appropriate throughout the year, taking precautions that such changes do not cause hardship on students enrolled.

Santa Rosa Junior College directs students to pursue the policies and information in the 2002-2004 biennial catalog and to seek the assistance of a college counselor in regards to specific requirements, regulations and catalog provisions that may apply to their individual circumstances. You may also refer to our website for more information at <http://www.santarosa.edu>.

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Santa Rosa Junior College is accredited by the Accreditation Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, (3402 Mendocino Avenue, Santa Rosa, CA 95403), an institutional accrediting body recognized by the Commission on Recognition of Postsecondary Accreditation and the U.S. Department of Education.



Santa Rosa Junior College Academic Calendar 2003 / 2004

FALL SEMESTER 2003

April 14 Web site information available (www.santarosa.edu)
 June 30 Priority Web & Telephone Registration for continuing students begins
 July 21 Open Web & Telephone Registration for ALL students begins
 August 11 In-Person Registration begins
 August 13 New Faculty Orientation Day
 August 14, 15 Professional Development Days (no classes, limited services)
August 18 CLASSES BEGIN
 August 23 Last day to register/add without instructor's signature
 August 30 Last day to drop semester length class and be eligible for a refund
 September 1 **Labor Day Holiday**
 September 6 Last day to register/add with the instructor's signature
 September 8 First Census Day
 September 13 Last day to drop a class without "W" symbol
 September 27 Last day to opt for CR/NC
 October 14 Second eight-week classes begin
 October 24 Midterm Reports issued to students
 November 8 Last day to reinstate
 November 11 **Veterans' Day Holiday**
 November 22 Last day to drop a class with "W" symbol
 November 27-30 **Thanksgiving Day Holidays**
 December 5 Last day to petition to graduate, December 2003
 December 15-19 Final Examinations
 December 20 - January 11 **Semester Break**
 January 12, 2004 Grades available to students on Web & Telephone

		2003																							
		August							September																
		S	M	T	W	T	F	S	S	M	T	W	T	F	S										
Classes begin:	8/18/03					1	2			1	2	3	4	5	6										
Winter break:	12/20-1/11							3	4	5	6	7	8	9	7	8	9	10	11	12	13				
		10	11	12	13	14	15	16	14	15	16	17	18	19	20	21	22	23	24	25	26	27			
		17	18	19	20	21	22	23	24	25	26	27	28	29	30	28	29	30							
		24	25	26	27	28	29	30	31																
		October							November							December									
		S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
						1	2	3	4					1											
		5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13			
		12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20			
		19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27			
		26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31						
									30																

SPRING SEMESTER 2004

October 13, 2003 Web site information available (www.santarosa.edu)
 December 1 Priority Web & Telephone Registration for continuing students begins
 December 15 Open Web & Telephone Registration for ALL students begins
 January 5 In-Person Registration begins
January 12 CLASSES BEGIN
 January 17 Last day to register/add without instructor's signature
 January 19 **Martin Luther King Holiday**
 January 24 Last day to drop semester length class and be eligible for a refund
 January 31 Last day to register/add with the instructor's signature
 February 2 First Census Day
 February 7 Last day to drop a class without "W" symbol
 February 11, 12 Professional Development Days (no classes, limited services)
 February 13 **Lincoln's Day Holiday**
 February 16 **Washington's Day Holiday**
 February 21 Last day to opt for CR/NC
 March 16 Second eight-week classes begin
 March 19 Midterm Reports issued to students
 March 22 Last day to petition to graduate, May 2004
 April 3 Last day to reinstate
 April 11 - 17 **Spring Break**
 April 24 Last day to drop a class with "W" symbol
 May 17 - 21 Final Examinations
 May 22 **Commencement Exercises**
 June 7 Grades available to students on Web & Telephone

		2004																					
		January							February														
		S	M	T	W	T	F	S	S	M	T	W	T	F	S								
Classes begin:	1/12/04					1	2	3	1	2	3	4	5	6	7								
Spring break:	4/11-4/17							4	5	6	7	8	9	10	8	9	10	11	12	13	14		
		11	12	13	14	15	16	17	11	12	13	14	15	16	17	15	16	17	18	19	20	21	
		18	19	20	21	22	23	24	18	19	20	21	22	23	24	22	23	24	25	26	27	28	
		25	26	27	28	29	30	31	25	26	27	28	29	30	31	29							
		March							April							May							
		S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
						1	2	3	4	5	6					1	2	3	4	5	6	7	8
		7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	
		14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	
		21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	
		28	29	30	31				25	26	27	28	29	30	23	24	25	26	27	28	29		
																30	31						
		June							July														
		S	M	T	W	T	F	S	S	M	T	W	T	F	S								
						1	2	3	4	5					1	2	3						
		6	7	8	9	10	11	12	4	5	6	7	8	9	10								
		13	14	15	16	17	18	19	11	12	13	14	15	16	17								
		20	21	22	23	24	25	26	18	19	20	21	22	23	24								
		27	28	29	30				25	26	27	28	29	30	31								

SUMMER SESSION 2004

February 9 Web site information available (www.santarosa.edu)
 May 3 Priority Web & Telephone Registration for continuing students begins
 May 6 Open Web & Telephone Registration for ALL students begins
 May 31 **Memorial Day Holiday**
 June 7 In-Person Registration
June 14 CLASSES BEGIN
 July 5 **Independence Day Holiday**
 July 26, 27 6-week Final Examinations
 August 9, 10 8-week Final Examination
 August 23 Grades available to students on Web & Telephone

Board Approval: 12/10/02

Updated Policies and Procedures

Grading Policy 3.10P

Grading Policy 3.10P

1. Grades from a grading scale shall be averaged on the basis of the point equivalencies to determine a student's grade point average using only the following evaluative symbols:

SYMBOL	DEFINITION	GRADE POINT
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0
CR	Credit (at least satisfactory-units awarded not counted in GPA)	
NC	No Credit (less than satisfactory, or failing-units not counted in GPA)	

2. The CR/NC (Credit / No Credit) grade option is limited to 3 units per semester and subject to a maximum of 12 units for all semesters attended for those students with the following matriculation/education goals:

- Transfer to 4 year school with AA/AS
- Transfer to 4 year school without AA/AS
- Associate Degree, General Education
- Associate Degree, Vocational
- Vocational Certificate
- Improve basic skills in English, reading
- Undecided Goal

(Courses in which only CR/NC grades are assigned are exempt from the above restrictions.)

Students with matriculation/education goals listed below are not limited in the number of CR/NC grades possible:

- Personal interest (not employment)
- Discover/formulate career interests
- Job skills-prepare for new job
- Job skills-to maintain or advance job
- Maintain certificate or license
- Complete credits for HS diploma or GED

Students shall be asked to declare their matriculation/education goals at the time of registration. It shall be noted in the college catalog that some transfer institutions limit the number of CR/NC grades that they will accept.

3. The Board of Trustees has authorized the use under specified controls and conditions of the following non-evaluative symbols:

Symbol and Definition

I Incomplete:

- Incomplete academic work for unforeseeable, emergency and justifiable reasons at the end of the term may result in an "I" symbol being entered in the student's record. The condition for the removal of the "I" shall be stated by the instructor in a written record.
- This record shall contain the conditions for the removal of the "I" and the grade assigned in lieu of its removal. This record must be given to the student with a copy on file with the registrar until the "I" is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed.
- The "I" may be made up no later than one year following the end of the term in which it was assigned.
- The "I" symbol shall not be used in calculating units attempted nor for grade points. The governing board shall provide a process whereby a student may petition for a time extension due to unusual circumstances.

IP In progress:

- The "IP" symbol shall be used only in those courses which extend beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment of an evaluative symbol (grade) must await its completion. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative symbol (grade) and unit credit shall be assigned and appear on the student's permanent record for the term in which the course is completed. The "IP" shall not be used in calculating grade point averages. If a student enrolled in an "open-entry, open-exit" course is assigned an "IP" at the end of an attendance period and does not re-enroll in that course during the subsequent attendance period, the appropriate faculty will assign an evaluative symbol (grade) to be recorded on the student's permanent record of the course.

RD Report Delayed:

- The "RD" symbol may be assigned by the registrar only. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the control of the student. It is a temporary notation to be replaced by a permanent symbol as soon as possible. "RD" shall not be used in calculating grade point averages.

Updated Policies and Procedures

Grading Policy 3.10P(contined)

W Withdrawal:

- Withdrawal from a class or classes for semester-length courses shall be authorized through the last day of the fourteenth week of instruction or, 60% of the term for short-term courses (including summer courses). The appropriate faculty shall be notified of such withdrawals.
- The academic record of a student who remains in a class beyond the time allowed by District policy must reflect a symbol other than a “W.”
- No notation (“W” or other) shall be made on the academic record of the student who withdraws during the first four weeks of a semester-length course or 20% of the term for a short-term course (including summer courses).
- The Board of Trustees authorizes withdrawal from a class for semester-length courses or classes in extenuating circumstances after the withdrawal deadline upon petition of the student or his or her representative, and after consultation with the instructor(s) or appropriate faculty. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student.
- Withdrawal after the withdrawal deadline when the District has authorized such withdrawal in extenuating circumstances, after consultation with appropriate faculty, shall be recorded as a “W.”
- For purposes of withdrawal policies, the term “appropriate faculty” means the instructor of each course in question or, in the event the instructor cannot be contacted, the department chair or equivalent faculty officer.
- The “W” shall not be used in calculating grade point averages, but excessive “W”’s shall be used as factors in probation and dismissal procedures.

MW Military Withdrawal:

- “Military withdrawal” occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a withdrawal symbol will be assigned at any time after the period established by the Board of Trustees during which no notation is made for withdrawals. The withdrawal symbol so assigned may be a “W” or, if necessary to distinguish military withdrawals, may be a “MW.” Military withdrawals shall not be counted in progress probation and dismissal calculations. “W”’s incurred during the period between January 1, 1990, and the effective date of this paragraph, which meet the definition of military withdrawal herein, shall not be counted in progress probation and dismissal calculations and may be changed to “MW”’s.

4. Degree applicable Grade Point Averages

In calculating students’ degree applicable grade point averages, grades earned in non-degree applicable courses shall not be included.

Ed Code: 70901, 70902, 76000, 76224, Title 5: 55750-2, 55758, 55760, Policy 3.10P Grading, adopted April 1985, revised June 2001, May 2003

SRJC Updated Student Fees

Tuition and Fees

Even though there is a state-mandated fee for all students, there is no tuition charge at Santa Rosa Junior College for California residents.

The following are updated SRJC Fees:

(approved by SRJC Board of Trustees February 2003, March 2003, May 2003)

- Credit Card fee \$2.00 *
- Enrollment fee \$11.00 per unit **
- GED Tests \$87.00 per examination
- International Student Application fee (F-1 students) \$25.00
- International Student Tuition(Capital Outlay) \$20.00 per unit
(in addition to enrollment fee and non-resident tuition)
- Non-resident Tuition \$171.00 per unit
(in addition to enrollment fee)
- Student Photo Identification fee \$2.00
- Student Representation fee \$1.00
- Transcript fee \$5.00 each ***
(additional \$5.00 fee for pick-up & rush requests)
- Verification fee \$5.00 each ****
(additional \$5.00 fee for pick-up & rush requests)

* applies to telephone or internet registration transactions only

** subject to change by California State Legislature

*** Transcripts

Upon request to the Admissions, Records & Enrollment Development Office, the first two official transcripts ever requested will be issued without charge for each student. Thereafter, each official transcript will cost \$5.00 each. An additional fee of \$5.00 for each transcript will also be charged for PICK-UP and RUSH requests. No transcripts will be issued for any student who has an outstanding financial obligation to the College. Transcripts are normally sent out in five working days. Requests may be submitted by mail or in person at the Admissions, Records & Enrollment Development Office at both the Santa Rosa and Petaluma Campuses. Unofficial transcripts may be obtained via the Web or in person with a photo ID at no charge.

****Verifications

Upon request to the Admissions, Records & Enrollment Development Offices, two official verifications will be issued without charge for each student. Further verifications will cost \$5.00 each and an additional \$5.00 for a RUSH request. No verification will be issued for any student who has an outstanding financial obligation to the College and payment for the verification must be included with verification request. Verifications are usually sent out in five working days. Requests may be submitted in person or by mail.

Associate in Arts & Associate in Science Degrees

Information and requirements

The Associate in Arts and Associate in Science Degrees can be earned at Santa Rosa Junior College. Requirements for graduation with an Associate Degree are prescribed by the California Community College System and the Board of Trustees of Santa Rosa Junior College.

It is the student's responsibility to file a **Petition to Graduate** by the deadline date during the semester in which he/she plans to complete the requirements. Official transcripts from all colleges previously attended should be submitted as part of the graduation evaluation process. Applicants are notified by mail of their eligibility for the degree.

Commencement exercises for August and December graduates and candidates for May graduation are held on a Saturday morning at the close of the semester in May. The graduation date is recorded on the student's permanent record at the end of the semester in which the requirements are met. Diplomas are mailed approximately 12 weeks later.

General Education Statement of Philosophy

General Education is a body of knowledge that is studied for the purpose of helping each student discover a deeper understanding of the self and a wider understanding of the world. The goal of General Education is to enable each student to recognize the value of intellectual inquiry, of physical well-being, of personal responsibility, and of ethical behavior; to discover the interdisciplinary nature of knowledge; to find joy in the process of self-discovery and creative expression; and to demonstrate critical awareness of and informed participation in the natural and social worlds in which we live.

The General Education requirements for the Associate Degree at Santa Rosa Junior College are intended to provide students with a broad yet integrated and coherent introduction to the skills, knowledge, and insights that are the foundation of a college education, the basis for career development, and the motivation for lifelong learning. The intent of the education ideals embodied in General Education courses is to cultivate in each student:

1. The skills necessary to think clearly, logically, and ethically; to find information from a variety of sources and technologies; to examine information critically, to communicate effectively both in speaking and in writing; and to reason quantitatively.
2. An understanding of scientific principles and methods of inquiry.
3. An understanding of the complex and interdependent world and biosphere in which we live, including the issues that are essential to the long term well-being of the natural world and to the human community as a part of that world.

4. Knowledge and appreciation of the arts, ideas, and values expressed in the world's cultural traditions.

5. An understanding of history, the political and economic practices of societies, and the social and psychological dimensions of human behavior.

6. An understanding and appreciation of the differences and commonalities that exist within the pluralistic society of the United States, including the rights and responsibilities of participating within its democracy.

The completion of General Education at Santa Rosa Junior College represents a substantial achievement that has ongoing, lifelong value to the individual and to society.

Ed Code 70902, Title 5:55805, Policy 3.1 General Education adopted May 1999, revised May 2001

Catalog Rights

Graduation requirements for an Associate Degree are determined according to the catalog in effect at the time of initial enrollment. In order to maintain catalog rights, a student must be in continuous enrollment; that is, enrollment in at least one credit course during each successive academic year. For the purpose of catalog rights, the academic year begins each fall and ends with the subsequent summer session. When a break in enrollment occurs, graduation requirements are determined according to the catalog in effect when continuous enrollment is resumed. Students may choose to graduate under the catalog in effect at the time of the petition to graduate.

Continuous Enrollment

Students who do not remain in continuous enrollment are subject to all academic policies and requirements as stated in the College Catalog in effect at the time of their resumption of enrollment. Continuous enrollment is defined as enrollment in at least one credit course during each successive academic year.

Degree Requirements

• Unit Requirement

A student must complete a minimum of 60 units in courses numbered 1-299. Courses numbered 300-899 are designed to meet a variety of student needs and are not applicable toward Associate Degree requirements. Plan your course of study carefully with a counselor.

• Scholarship Requirement

A student must have a minimum GPA of 2.00 ("C") or better in graded units which the College accepts toward the Degree and a minimum GPA of 2.00 ("C") or better in courses taken at Santa Rosa Junior College and submitted as a part of the 60 units.

Associate in Arts & Associate in Science Degrees

Information and requirements

- **Residence Requirement**

A student must be enrolled during the semester in which the degree is granted. A minimum of 12 units must be completed at Santa Rosa Junior College.

- **General Education Requirements for the Associate Degree**

Students have three options in meeting the General Education requirements toward earning an Associate in Arts or an Associate in Science Degree at Santa Rosa Junior College.

These options are the following:

Option A

Complete the 23 units of the Associate Degree General Education course requirements and the math competency requirement.

OR

Option B

Complete the California State University (CSU) General Education course requirements (eligibility for full certification of 39 units).

OR

Option C

Complete the Intersegmental General Education Transfer Curriculum (IGETC) (eligibility for full certification).

- **Major Requirements Beginning Fall 2002**

To receive an Associate Degree a student must complete a major course of study of at least 18 college units from the SRJC list of approved majors. A major provides coherence, focus, depth, sequencing, and synthesis of learning. A course may be used to satisfy both a General Education requirement and a major requirement (Title 5, 55806). Within the major, a course may not be used more than one time to meet a major requirement. Major programs are listed in this catalog; the most current list of majors is available at the SRJC website at www.santarosa.edu/majors.

Degree Honors

Degree honors are determined by the student's overall grade point average and includes transfer work submitted to SRJC. A student who has maintained a GPA between 3.20 and 3.39 will be graduated with honors; 3.40 and 3.59, with high honors; and 3.60 or higher, with highest honors.

Multiple Majors

It is possible for a student to be awarded more than one major upon graduation providing that all requirements are met for each major. For multiple majors, a single diploma with all majors listed will be issued. If one major leads to an Associate in Science and the other to an Associate in Arts, two diplomas will be issued.

Additional Associate Degrees

- **Students who already possess an Associate in Science or Associate in Arts from Santa Rosa Junior College may be awarded an additional degree upon completion of the following:**

1. All requirements in a major in a different field of study. Previous coursework may be used.
2. Twelve units in residence after conferral of the previous degree.
3. Any new areas of General Education in effect at the time the student re-enrolls if there has been a break in enrollment.

- **Students seeking an Associate Degree after having received an Associate Degree from another regionally accredited community college may be awarded an additional Associate Degree upon completion of the following:**

1. All requirements in a major in a different field of study.
2. Twelve units in residence.
3. Santa Rosa Junior College General Education areas not fulfilled at the previous institution.

- **Students who already possess a Bachelor's Degree or higher from a regionally accredited institution of higher education may be awarded an Associate Degree upon completion of the following:**

1. All requirements in a major in a different field of study.
2. Twelve units in residence.
3. A Bachelor's Degree or higher from a regionally accredited college in the United States will be accepted as fulfilling the General Education requirements for graduation.

Ed Code 70902, Title 5:55001-2,55805-10, Policy 3.2 Degree & Certificate Programs, adopted April 1985, revised November 2000, May 2001, April 2002

2003 Associate Degree General Education Pattern Option A

Area A- English Composition

4 units

ENGL 1A, 84A, 100, 104

Area B- Communication & Analytical Thinking

3 units

BAD 52
BMG 53
CIS 5
COMM 5, 66
ENGL 5
PHIL 3, 4, 5
SPCH 1A, 3A, 9, 60

Or:

APTECH 90A*, 90B*
ELEC 90B*
MATH 1A*, 4*, 8A*, 9*, 10*, 15*, 16*, 27*, 32*,
36*, 38*, 155*
PHYS 1*

*Courses also meet the math competency requirement for graduation and must be completed with a grade of C or better. +See other options for completion of math competency on this page.

Area C- Natural Sciences

3 units

Physical Sciences

ASTRON 2, 3, 4, 5
CHEM 1A, 4A, 10, 60
ELEC 50A
ENVS 12
GEOG 4
GEOL 1, 5
METRO 10
PHYS 1, 10
PHYS 2A, 4A, 10

Life Sciences

AG 10, 51
ANAT 1, 51, 58
ANTHRO 1
BIO 2A, 2B, 3, 10, 12, 13, 15, 20, 25, 60, 80
BOTANY 10, 60
FDNT 10
HLC 50
MICRO 5, 60
NRM 12, 51
PHYSIO 1, 58

Area D- Social & Behavioral Sciences

3 units

Social Sciences

AJ 25, 56
AG 7
ANTHRO 3, 21, 32
BAD 10, 51
CHLD 10, 68, 90.1
COMM 7
ECON 1A, 10, 20, 30
GEOG 3, 7,
HIST 17.1, 17.2, 18.1, 18.2, 20, 21, 22, 30, 33
POLS 1, 2, 18, 25, 70
SOCS 12, 100

Behavioral Sciences

ANTHRO 2, 30
COUN 74
PSYCH 1A, 5, 30, 34, 53
SOC 1, 2, 10, 30

Area E- Humanities

3 units

Fine Arts and Humanities

ANTHRO 31, 43
ART 1.1, 1.2, 2.1, 2.2, 2.3
DANCE 2
HIST 1.1, 1.2, 4.1, 4.2
HUMAN 4.1, 4.2, 5, 6, 7, 8, 9, 10.1, 10.2, 10.3,
10.4, 106
INTDIS 1, 2, 3, 4
MEDIA 4, 41, 42
MUS 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 9
SPCH 2,
THAR 1, 6

Philosophy and Literature

ASL 1A, 1B, 2A, 2B
ENGL 1B, 2, 3, 7, 15, 22, 25, 30.1, 30.2, 31, 32, 33,
44.1, 44.2, 46.1, 46.2
Modern & Classical Languages 1, 2, 2S, 3, 4, 39,
39.1, 39.2
PHIL 6, 7, 8, 9, 11, 12, 20, 21
THAR 12

Area F- American Institutions

3 units

HIST 17.1, 17.2, 18.1, 18.2, 21
POLS 1
SOCS 100

Area G- American Cultures/Ethnic Studies (Effective Fall 1998)

3 units

American Cultures

AJ 25
ANTHRO 21
BAD 66
CHLD 68
COMM 7
COUN 74
ENGL 22
HIST 21, 22
HUMAN 6, 10.4, 106
INTDIS 2
LIR 22
PHIL 9
POLS 20
PSYCH 34
SOC 30
SPAN 4
THAR 6

Ethnic Studies

ANTHRO 31, 32, 34, 43
ENGL 31, 32, 33
HIST 30
MUS 9

Area H

This is a new area not required for the 2003-2004 academic year.

Area I- Information Literacy (Effective Fall 2002)

1 unit

LIR 10, 22, 50, 110

Please Note:

Students are encouraged to choose courses from a wide variety of disciplines. In Areas B through E, no more than 3 units from any one discipline may be counted in fulfillment of graduation requirements. No course may be used more than once to fulfill Areas A through G and Area I.

+ Math Competency for Option A

Competency in mathematics may be demonstrated by completing any of the following:

1. Completion of the following coursework with a grade of C or better: AG 78, BMG 54, or IED 90B.
2. Completion of approved Area B math coursework with a grade of C or better.
3. High School coursework plane geometry or higher with a grade of C or better.
4. Satisfactory score on the Math competency exam. Exam may be taken only once every 6 months.

2003 California State University General Education Pattern and Associate Degree General Ed Requirements Option B CSU General Education Requirements

CSU regulations state that to earn a Bachelor's Degree, each student must complete at least 48 units of General Education. *Of these 48 units, 9 units must be upper division completed after reaching Junior standing and after transferring to the four-year institution.*

Some CSU's require additional GE units; check the catalog of the State University of your choice after you have decided upon a major. For advice and assistance, see a counselor or advisor.

Students having 56-60 transferable semester units with a "C" average (2.0) will be eligible to transfer to a California State University providing a minimum of 30 units in GE including all of Area A and B4 is complete with grades of "C" or better. 60 units are required for admission to San Diego State and CSU Fullerton. By Fall 2005, all CSU campuses will require 60 units. SRJC courses numbered 1-99 will transfer to the CSU for units.

Santa Rosa Junior College will certify completion of 39 units of the 48 unit General Education requirement for graduation from the CSU. To be fully certified, students must complete 9 units in each area of A, B, C, and D and 3 units in Area E. *No more than 30 lower division units will be certified from Areas B, C, and D combined.* Students admitted to a CSU campus with *full certification* may not be held to any additional lower division GE requirement. Students admitted to a CSU campus with *subject-area certification* may not be held to any additional lower division GE course work in the subject areas certified. It is required that students complete all of Area A and Area B4 with grades of "C" or better prior to transfer.

Completion of the CSU General Education Pattern (eligible for full certification of 39 units) is one option (Option B) in meeting the General Education requirements toward earning an Associate in Arts or an Associate in Science Degree at Santa Rosa Junior College.

If not satisfied with the General Education evaluation by the California State University after transfer and after consulting the CSU evaluator, be sure to contact the SRJC Transfer Center at 527-4874 or the Articulation Office at 527-4275.

NOTE: In addition to courses in General Education, major courses may be needed prior to transfer. Check with a counselor.

Area A - Communication in the English Language & Critical Thinking

9 units required. (One course required from each of A1, A2, and A3).

1. Oral Communication

SPCH 1A, 60

2. Written Communication

ENGL 1A

3. Physical Universe

ENGL 5 SOCS 5
PHIL 3, 5 SPCH 3A, 9

Area B - Physical Universe & Its Life Forms

9 units required. (Complete one course from each of B1, B2, B3, & B4).

1. Physical Universe

ASTRON 2*, 3, 3L*, 4, 4L*, 5*, 12*[@]

CHEM 1A*, 1B*, 4A*, 4B*, 8*, 10

ENVS 12

GEOG 4

GEOL 1, 1L*, 5*

METRO 10, 10L*

PHYS 1*, 10

PHYS 1, 2A, 2B, 3A*, 3B*, 4A*, 4B*, 4C*, 4D, 10, 10L*

2. Life Forms

AG 10, 51*

ANAT 1*, 51*[#]

ANTHRO 1, 1L*

BIO 2A*, 2B*, 3*, 10*, 12, 13, 20, 25*, 60*, 80*

BOTANY 10*, 60*

MICRO 5*, 60*

NRM 12 (units may count in only one area), 51*

PHYSIO 1*

3.*Laboratory

Courses with the following symbols meet the laboratory requirement:

Any course from Group 1 or 2 with an ""

[#]ANAT 51 must be a minimum of 3 units

[@]ASTRON 12 fulfills Area B-3 only if taken with

ASTRON 3 or 4

4. Quantitative Reasoning

MATH 1A, 1B, 4, 8A, 8B, 9, 10, 15, 16, 27, 32, 36, 38

Area C - Arts, Literature, Philosophy & Foreign Languages

9 units required. (Three courses to include at least one course from Arts and one course from Humanities). (No more than two courses can be selected from any one discipline).

1. Arts

ANTHRO 31, 43

ART 1.1, 1.2, 2.1, 2.2, 2.3, 3, 4, 5, 7A, 42

DANCE 2

MEDIA 4, 41, 42

MUSIC 6.1, 6.2, 6.3, 7.1, 7.2, 7.3, 9

THAR 1, 6

2. Humanities

ASL 1A, 1B, 2A, 2B

ENGL 1B, 2, 3, 7, 15, 22, 25, 27, 30.1, 30.2, 31, 32, 33, 44.1, 44.2, 46.1, 46.2

HIST 1.1, 1.2, 4.1, 4.2

HUMAN 4.1, 4.2, 5, 6, 7, 8, 9, 10.1, 10.2, 10.3, 10.4

INTDIS 1, 2, 4

PHIL 6, 7, 8, 9, 11, 12, 20, 21

SPCH 2

THAR 12

FREN 1, GERM 1, ITAL 1, LATIN 1, SPAN 1 or any Modern or Classical Language course numbered 2, 2S, 3, 4, 39, 39.1, 39.2

3. Third course to be chosen from C1 or C2

Area D - Social, Political & Economic Institutions and Behavior

9 units required. (No more than two courses can be selected from any one discipline).

AJ 56

AG 7

ANTHRO 2, 3, 21, 32

BAD 10, 51, 66

CHLD 10, 68

COMM 7, 10

COUN 74

ECON 1A, 10, 20, 30

GEOG 3, 7

HIST 8.1, 8.2, 17.1, 17.2, 18.1, 18.2, 20, 21, 22, 30, 33

POLS 1, 2, 18, 20, 25, 70

PSYCH 1A, 4, 5, 30

SOCS 12

SOC 1, 2, 30

Area E - Lifelong Understanding & Self Development

3 units required.

BAD 52

BIO 15

CHLD 90.1

COMM 5, 66

CNIS 92, 97

COUN 70

FDNT 10

HLE 50

NRM 12 (units may count in only one area)

PHYSIO 50

PSYCH 3, 34, 35, 40, 52, 53, 56

SOC 10, 61

Area F - U.S. History, Constitution & American Ideals

Completion of one course in American History and one course in American Government is a requirement to graduate from any CSU campus.

All CSU's will allow these courses to be double counted in Area D if certified by SRJC.

1. HIST 17.1, 17.2, 18.1, 18.2, 21

2. POLS 1

2003 Intersegmental General Education Transfer Curriculum and Associate Degree General Ed Requirements Option C

Transfer Pattern to the UC and CSU Systems

The Intersegmental General Education Transfer Curriculum will permit a student to transfer from a community college to a campus in either the California State University or the University of California system without the need, after transfer, to take additional lower-division, General Education courses to satisfy campus General Education requirements.

Completion of the IGETC is not a requirement for transfer to a CSU or UC, nor is it the only way to fulfill the lower-division, General Education requirements of the CSU or UC prior to transfer. Students may find it advantageous to take courses fulfilling CSU's General Education requirements or those of a particular UC campus.

Each school and college at every UC campus has its own General Education requirement designed to give students a broad background in all major academic disciplines. The General Education requirement, sometimes called the breadth requirement, specifies the courses you must take or credit hours you must accumulate in each area.

On UC campuses, some colleges or schools do not accept IGETC as complete fulfillment of lower division breadth. In addition, IGETC is not recommended for some majors. Please talk to your counselor about your major and target UC campuses.

If you choose the IGETC option, all courses must be completed with a grade of "C" or better (CR is acceptable), and the entire core must be completed prior to transfer to the CSU or UC.

Completion of the IGETC will not automatically satisfy the UC or CSU Systemwide American History and Institutions graduation requirement.

Completion of the IGETC (eligible for full certification) is one option (Option C) in meeting the General Education requirements toward earning an Associate in Arts or an Associate in Science Degree at Santa Rosa Junior College.

IGETC After Transfer Policy: This policy provides students with a demonstrated need the opportunity to complete one or two IGETC courses after transferring to a UC or CSU providing that those courses are not among courses required for admission. Please see your counselor for additional information and guidelines.

Footnotes:

Must be taken for 3 units.

* May be counted in one area only.

** Transfer credit may be limited by the UC. Please consult with a counselor for additional information. Effective fall semesters are noted after some courses. For example, ENGL 5 [F93] denotes that this course must have been completed in the Fall 1993 semester or later to meet the IGETC requirement.

Area 1 - English Communication

CSU - 3 courses required, one from each group below; UC - 2 courses required, one each from Group A and B.

Group A: English Composition

1 course, 3 semester/4-5 quarter units.

ENGL1A

Group B: Critical Thinking - English Composition

1 course, 3 semester/4-5 quarter units.

ENGL 5 [F 93] SOCS 5 [F 97]

PHIL 5 SPCH 9 [F 95]

Group C: Oral Communication

1 course, 3 semester/4-5 quarter units (required for CSU only).

SPCH 1A

Area 2 - Mathematical Concepts & Quantitative Reasoning

1 course, 3 semester units/4-5 quarter units.

MATH 1A**, 1B**, 4, 8A [F93]**, 9, 10, 15 [F93],

16**, 27 [F98]**

Area 3 - Arts & Humanities

At least 3 courses, with at least one from the Arts and one from the Humanities. 9 semester/12-15 quarter units.

Arts

ANTHRO 43

ART 1.1[F97], 1.2[F97], 2.1, 2.2, 2.3, 3#, 4#, 42

DANCE 2 [F95]

MEDIA 4**, 41, 42

MUS 6.1, 6.2, 6.3[F94], 7.1, 7.2, 7.3[F95], 9

THAR 1.6[F97]

Humanities

ANTHRO 31

ENGL 1B [F95], 2, 3, 7 [F93], 15, 22 [F93], 25 [F96], 27, 30.1, 30.2, 31 [F93], 32, 33, 44.1, 44.2, 46.1, 46.2

FREN 2, 3, 4, 39.1, 39.2

GERM 2[F92], 3, 4, 39

HIST 1.1 [F94], 1.2 [F94], 4.1, 4.2

HUMAN 4.1, 4.2, 5, 6, 7**, 8, 9, 10.1, 10.2, 10.3, 10.4[F97]

INTDIS 1[F99], 2 [F99], 4

ITAL 2, 3, 4, 39.1, 39.2

JAPAN 39

LATIN 3, 4

PHIL 6, 7, 8, 9[F97], 11, 12[F97], 20, 21

RUSS 39.1, 39.2

SPAN 2**, 3, 4, 39.1, 39.2

Area 4 - Social & Behavioral Sciences

At least 3 courses from at least two disciplines or an interdisciplinary sequence. 9 semester/12-15 quarter units.

ANTHRO 2, 3, 21, 32

CHLD 10 [F92]**

COMM 7[F95], 10**

ECON 1A, 1B, 10, 20**, 30 [F96]

GEOG 3, 7

HIST 8.1, 8.2, 17.1*+**, 17.2*+**, 18.1[F94]*+**, 18.2[F94]*+**, 20[F92],

21[F93]*, 22[F92], 30, 33[F96]

POLS 1*, 2, 18, 20[F99], 25

PSYCH 1A, 3, 4**, 5 [F95], 30, 34**, 35, 40

SOCS 12

SOC 1, 2, 10, 30**

Area 5 - Physical & Biological Sciences

2 courses, one Physical Science course and one Biological Science course; at least one must include a laboratory (indicated by "L" in parentheses). 7-9 semester/ 9-12 quarter units.

Physical Science

ASTRON 2(L)**, 3**, (3L)[F98]**, 4**, (4L)[F98]**,

5(L)**, 12(L)**

CHEM 1A(L)**, 1B(L)**, 4A(L)**, 4B(L)**, 8(L)**

GEOG 4

GEOL 1, 1(L)**, 5(L)

METRO 10, 10(L)

PHYS 1(L)**, 10**

PHYS 2A**, 2B**, 3A(L)**, 3B(L)**, 4A(L)**,

4B(L)**, 4C(L)**, 10**, (10L)**

Biological Science

ANAT 1(L)

ANTHRO 1, (1L)

BIO 2A(L), 2B(L), 3(L), 10(L)**, 12, 13, 20, 25(L)

BOTANY 10(L)

MICRO 5(L)

PHYSIO 1(L)

Language Other Than English

(Required for UC certification only)

Proficiency equivalent to two years high school study in the same language with a grade of "C" or better *or* earn a score of 3 or higher on the Foreign Language Advanced Placement Test *or* 550 on the College Board Achievement Test in Foreign Language *or* complete Level 1 at SRJC:

ASL 1A[F96], FREN 1, GERM 1, HEBREW 1, ITAL 1, LATIN 1, SPAN 1

CSU Graduation Requirement in U.S. History, Constitution & American Ideals

(Not part of IGETC; however may be completed prior to transfer) 6 units, one course from group 1 and one course from group 2

1. HIST 17.1*, 17.2*, 18.1*, 18.2*, 21*

2. POLS 1*

Associate in Arts & Associate in Science Degrees Majors Programs

Major Requirements Beginning Fall, 2002

To receive an Associate Degree a student must complete a major course of study of at least 18 college units from the SRJC list of approved majors. A major provides coherence, focus, depth, sequencing, and synthesis of learning. A course may be used to satisfy both a General Education requirement and a major requirement (Title 5, 55806). Within the major, a course may not be used more than one time to meet a major requirement. Major programs are listed in this catalog; the most current list of majors is available at the SRJC website at www.santarosa.edu/majors.

Majors are intended to provide the student with a foundation for transfer, training for an occupational field, or sufficient depth in a field of knowledge to contribute to lifelong interest. The lower division preparation for a specific major at transfer institutions may vary, so students should work with a counselor to plan their lower division work. If a major field is not on the list, the student may still be able to prepare for this major by taking appropriate lower division courses. Please discuss such preparation, as well as any questions about an approved major, with a counselor.

Since many majors are still under development or awaiting State approval, please check the SRJC Majors website for the most current information: www.santarosa.edu/majors.

A Note About "Term Effective" and the Major:

The requirements for a major are effective beginning the semester shown for each major. If you began working on the approved major before the effective semester, you may not be affected by the changes. Consult with the program contact person or the department chair to determine your eligibility to complete the major under previous requirements.

The following majors are available at Santa Rosa Junior College:

Anthropology (AA)

Program of Study Code: 001004

Term Effective: Fall 2002

20 Units

(707) 527-4228

srjcmajor001004@santarosa.edu

www.santarosa.edu/majors

Students completing the Anthropology major at Santa Rosa Junior College will develop skills and knowledge consistent with the study of Anthropology in a global, multicultural and comparative context. The successful student will have mastered the reading, writing and research skills essential to Anthropological inquiry and exposition. Completion of the program will provide the orientation and background necessary for success in the major at the university level.

Anthropology Major Core Requirements - complete 11 units, consisting of the following courses:

ANTHRO 1	Physical Anthropology
ANTHRO 1L	Physical Anthropology Lab
ANTHRO 2	Cultural Anthropology
ANTHRO 3	Prehistory & Archaeology
LIR 50	Research Skills for Papers, Reports & Essays

And any combination totaling at least 9.0 units from the following:

ANTHRO 21	American Folklore and Folklife
ANTHRO 30	Peoples & Cultures of the World
ANTHRO 31	Mesoamerican Origins of Latino Culture
ANTHRO 32	Native Cultures of North America
ANTHRO 34	Native Cultures of California
ANTHRO 43	Native American Art and Culture
ANTHRO 48	Selected Topics

Art (AA)

Program of Study Code: 001005

Term Effective: Fall 2002

24 Units

(707) 527-4259

srjcmajor001005@santarosa.edu

www.santarosa.edu/majors

The Art major is designed for students who are pursuing

Associate in Arts & Associate in Science Degrees Majors Programs

transfer majors in the fine arts, including Painting and Drawing, Printmaking, Graphic Design, Digital Arts, Photography, Ceramics, Sculpture, and related disciplines.

Art Major Core Requirements - complete 12 units, consisting of the following courses:

- ART 2.1 Ancient to Renaissance Art History and Appreciation
- ART 2.2 Renaissance to Modern Art History and Appreciation
- ART 3 Introduction to Art & Design
- ART 7A Drawing & Composition I

And any combination totaling at least 3.0 units from the following:

- ART 4 Principles of Color
- ART 5 Three Dimensional Design

And any combination totaling at least 9.0 units from the following:

- ART 2.3 Modern Art History & Appreciation
- ART 7B Drawing & Composition II
- ART 12 Figure Drawing
- ART 14A Beginning Painting
- ART 18.1 Introduction to Computer Graphics in Art
- ART 24 Introduction to the Art of Prints
- ART 31A Beginning Pottery
- ART 33A Beginning Sculpture
- ART 36 Elementary Photography

Program Requirements Information:

ART 3, ART 4, ART 5 and ART 7A are offered in 1.5 or 3.0 unit blocks. To satisfy the Art major requirements, students **must** take these courses for a total of 3.0 units. The department recommends taking the courses in the 9.0 unit requirement (electives) in 3.0 unit blocks.

Associate Degree Nursing (AS)

Program of Study Code: 002001

Term Effective: Fall 1981

58 Units

(707) 527-4271

srjcmajor002001@santarosa.edu

www.santarosa.edu/majors

The Associate Degree Nursing (ADN) Program at Santa Rosa Junior College has been approved by the California Board of Registered Nursing, and prepares the student for entry into the practice of professional registered nursing. Students receive clinical experiences in a variety of clinical facilities and

community agencies throughout Sonoma County. The successful completion of this program entitles the student to an Associate in Science Degree and eligibility to take the NCLEX-RN, the professional licensing examination to become a registered nurse.

It is strongly advised that all applicants attend a Counseling Pre-nursing Information Meeting and consult with a health sciences counselor prior to beginning the program prerequisites.

The ADN Program consists of the following three components:

- 1) the Program Admission or Prerequisite Requirements
- 2) the Board of Registered Nursing Requirements; and
- 3) the Nursing Major Requirements.

Please check the SRJC Majors web site for further information: www.santarosa.edu/majors.

1. Program Admission Requirements:

(check the SRJC Majors web site for further admission information: www.santarosa.edu/majors)

You must complete the following coursework or have equivalent experience or education before beginning the program. For more information, contact a counselor or the phone number/email listed above.

CHEM 60 **OR** high school chemistry with lab

ANAT 1

PHYSIO 1

MICRO 5 **OR** MICRO 60 **OR** HLC 55

WEOC 99 **OR** CI 52 (50 hours health science experience)

2. Nursing (ADN) Major Board of Registered Nursing Requirements -

complete 3 units, consisting of the following course:

FDNT 62 Nutrition & Diet Therapy

And any combination totaling at least 4.0 units from the following:

ENGL 1A Reading & Composition

ENGL 100 College Reading and Writing

And any combination totaling at least 3.0 units from the following:

PSYCH 1A General Psychology

PSYCH 4 Child Growth & Development

PSYCH 53 Growth & Communications

Associate in Arts & Associate in Science Degrees Majors Programs

3. Associate Degree Nursing Major Core Requirements - complete 48 units total, consisting of the following courses:

NR 75A	Fundamentals of Professional Nursing
NR 75B	Nursing Care of the Adult Maternal/Neonatal Client
NR 75C	Nursing Care of the Acutely Ill Patient
NR 75D	Advanced Nursing Care of the Acutely Ill Patient

Other Essential Program Information:

All courses taken in conjunction with this program must be completed with a letter grade of "C" or better.

All Anatomy, Physiology, Microbiology and Work Experience courses must be taken within the past five academic years. Courses taken prior to Spring 1997 semester do not meet the recency requirement for science courses and work experience. The only exception to the work experience recency is for students who completed a certificate program from an accredited or state approved program in a health related field and who have worked in health care within the past five years. If a student is completing one of these courses during the summer session prior to entry into the program, a special Grade Verification Form, completed by the course instructor, will be accepted in lieu of a transcript.

The department recommends passage of the math competency exam to fulfill math competency requirement prior to beginning the program. Because basic algebra is included on the NLN Test and is recommended for chemistry, students without basic algebra skills are advised to take Math 150A (Elementary Algebra).

Child Development (AA)

Program of Study Code: 001002

Term Effective: Fall 2002

25 Units

(707) 527-4315

srjcmajor001002@santarosa.edu

www.santarosa.edu/majors

This major will prepare students for careers in Child Care and Preschool Education. It parallels the academic requirements of the Children's Center Teacher Permit.

Child Development Major Core Requirements - complete 21 units, consisting of the following courses:

CHLD 10	Developmental Stages of Childhood
CHLD 51	Introduction to Early Childhood Education

CHLD 90.1	Child, Family, Community Interrelationships
CHLD 90.4	Introduction to Curriculum
CHLD 60	Early Childhood Methods I
CHLD 60.2	Intermediate Early Childhood Practicum
CHLD 68	Issues in Diversity

And any combination totaling at least 1.0 unit from the following:

LIR 10	Introduction to Information Literacy
LIR 50	Research Skills for Papers, Reports & Essays

And any combination totaling at least 3.0 units from the following:

Any CHLD course 1-299

(Note: These courses may not include any of the CHLD courses above)

Computer Science (AA)

Program of Study Code: 001006

Term Effective: Fall 2002

37 Units

(707) 527-4778

srjcmajor001006@santarosa.edu

www.santarosa.edu/majors

The Computer Science major will allow transfer students whose planned transfer major is Computer Science to earn an Associate Degree while meeting the typical lower division requirements for a Computer Science degree at a four-year institution.

Computer Science Major Core Requirements - complete 28 units, consisting of the following courses:

CIS 10A	Computer Science Fundamentals I
CIS 10B	Computer Science Fundamentals II
CIS 11	Data Structures and Algorithms
CIS 22	Assembly Language Programming
MATH 1A	Calculus, First Course
MATH 1B	Calculus, Second Course
MATH 4	Discrete Mathematics

And any combination totaling at least 3.0 units from the following:

CIS 17	Java Programming
CIS 50.71	Introduction to UNIX

And any combination totaling at least 6.0 units from the following:

MATH 2A	Calculus, Third Course
MATH 5	Linear Algebra

Associate in Arts & Associate in Science Degrees Majors Programs

MATH 15 Elementary Statistics with Computer
PHYS 4A Physics for Scientists & Engineers
PHYS 4B Physics for Scientists & Engineers
PHYS 4C Physics for Scientists & Engineers

EMC 270C Emergency Medical Technician -
Paramedic Field Internship
(NOTE: It is strongly recommended that students take courses
in the order outlined.)

Emergency Medical Technician- Paramedic (AS)

Program of Study Code: 002007

Term Effective: Spring 2003

45 Units

(707) 836-2907

srjcmajor002007@santarosa.edu

www.santarosa.edu/majors

The Emergency Medical Technician- Paramedic major consists of 4 1/2 semesters. The first two semesters are comprised of introductory courses exploring the career of the Emergency Medical Technician as well as fulfilling coursework required by the California Health & Safety Code, Title 22 as mandatory prerequisites as well as program prerequisites. (Note: Some of these courses also meet SRJC degree requirements for General Education.) The last 2 1/2 semesters comprise the core major program, described as the Paramedic Academy program, which is organized to provide the student with knowledge concerning the acute, critical difference in physiology, pathophysiology or clinical symptoms as they pertain to the pre-hospital emergency medical care of the infant, child, adolescent, adult, geriatric patient and patient with special needs. The student has an opportunity to acquire clinical experience and practice skills related to the emergency medical care of these patients. The Academy consists of three components: didactic (270A), clinical (in-hospital; 270B) and field internship (270C). All phases are required for graduation. Completion of this program meets minimum requirements for state licensure as a paramedic according to California Health and Safety Code, Title 22.

Emergency Medical Technician- Paramedic Core Requirements - complete 45 units total, consisting of the following courses:

EMC 290 Emergency Care for First Responders
EMC 274 Emergency Medical Technician Lecture/Lab
ANAT 58 Introduction to Human Anatomy
EMC 275.1 Basic Arrhythmia Recognition Course
EMC 270A Emergency Medical Technician -
Paramedic Didactic
EMC 270B Emergency Medical Technician -
Paramedic Clinical

Equine Science (AS)

Program of Study Code: 002005

Term Effective: Spring 2003

30.5 Units

(707) 527-4408

srjcmajor002005@santarosa.edu

www.santarosa.edu/majors

Equine science is concerned with the science, business and art of the production of the horse. Equine science is also concerned with equitation and the biomechanics of movement.

Equine Science Major Core Requirement - complete 24.5 units, consisting of the following courses:

AG 25 Equine Science
AG 20 Basic Animal Science
AG 75 Agriculture and Wine Business Management
AG 180A Horsemanship, Riding, and Safety A
AG 165B Equine Management
AG 180B Horsemanship, Riding, and Safety B
AG 166A Horseshoeing Principles and Practices
AG 180C Horsemanship, Riding, and Safety C
WEOC 99I Occupational Work Experience-Intern Program
(Note: WEOC 99I units must relate to Equine Science.)

And any combination totaling at least 6.0 units from the following:

AG 60.1 Equine Nutrition
AG 60.2 Horse Health Mini Course
AG 110 Introduction to Therapeutic Riding Principles
AG 111 Therapeutic Riding Program Procedures
AG 112 Therapeutic Riding Program Operations
AG 114 Equine Reproduction
AG 165A Survey of Equine Science
AG 180.3 Horse Housing & Facilities
AG 190 Horse Handling Skills

Associate in Arts & Associate in Science Degrees Majors Programs

Humanities & Fine Arts (AA) Program of Study Code: 001007 Term Effective: Spring 2003 18 Units

(707) 527-4228
srjcmajor001007@santarosa.edu
www.santarosa.edu/majors

The major in Humanities and Fine Arts will prepare a student to transfer to a California State University or a University of California campus in the field of Humanities. For other students, the major could be a good lower division preparation for related fields such as art history, history, literature, or performing arts.

Humanities & Fine Arts Major Core Requirements - complete 3 units, consisting of the following course:

HUMAN 7 Introduction to the Humanities

And any combination totaling at least 3.0 units from the following:

HUMAN 6 American Cultures
INTDIS 2 Popular Culture in the United States

And any combination totaling at least 3.0 units from the following:

HUMAN 8 Comparative Mythology
PHIL 8 Comparative Religion
HUMAN 10.1 Consciousness & the Literature of the Old Testament
HUMAN 10.2 Prophetic & New Testament Literature
HUMAN 10.3 History of God
HUMAN 10.4 Religion in America

And any combination totaling at least 6.0 units from the following:

ART 2.1 Ancient to Renaissance Art History and Appreciation
and
ART 2.2 Renaissance to Modern Art History and Appreciation

OR

MUS 7.1 Introduction to Music Appreciation
and
MUS 7.2 Introduction to Music Appreciation

OR

MUS 6.1 Music History & Literature
and
MUS 6.2 Music History & Literature

OR

PHIL 20 History of Western Philosophy: Ancient
and

PHIL 21 History of Western Philosophy: Modern

OR

ENGL 44.1 European Literature from the Ancient through
the Renaissance

and

ENGL 44.2 European Literature from 17th Cen. to the Present

OR

HUMAN 4.1 Western Culture: Arts, Ideas, and Values
and

HUMAN 4.2 Western Culture: Arts, Ideas, and Values

OR

THAR 1 Introduction to Drama

and

THAR 6 Multi Cultural Perspectives in American Theatre

And any combination totaling at least 3.0 units from the following:

INTDIS 1 Culture, Technology and the Arts
INTDIS 2 Popular Culture in the United States
INTDIS 3 Gender in Global Cultures
HUMAN 49 Special Studies in Humanities

(Note: Students must apply to the department for approval prior to registering for HUMAN 49.)

(Note: INTDIS 2 cannot be used twice)

Liberal Arts & Sciences, General (AA)

Program of Study Code: 001003

Term Effective: Fall 1981

units - dependent upon pattern chosen

srjcmajor001003@santarosa.edu
www.santarosa.edu/majors

The Liberal Arts & Sciences, General major requires completion (exclusive of any other units offered in satisfaction of the Associate Degree requirements) of one of the following patterns:

1. The lower division pattern in a given field for any accredited four-year college or university.
2. The occupational curricula of an approved career certificate.

Associate in Arts & Associate in Science Degrees Majors Programs

Pharmacy Technician (AS)

Program of Study Code: 002009

Term Effective: Summer 2003

21 Units

(707) 527-4271

srjcmajor002009@santarosa.edu

www.santarosa.edu/majors

The Pharmacy Technician major at SRJC will prepare students to be registered pharmacy technicians and to be employed in a variety of pharmacy settings.

The program cycle begins annually in the fall. Students must apply for fall admission in the spring prior to beginning the program. Applicants will be accepted in order of their date of application, until the program is fully enrolled.

Upon successful completion of the program, students will be qualified to apply to the California State Board of Pharmacy for registration as a pharmacy technician. Registration is a legal requirement for employment.

Pharmacy Technician majors are also encouraged to sit for the National Pharmacy Technician Certification Exam. While not currently a state requirement for employment, many employers provide increased compensation to pharmacy technicians once they become nationally certified.

Program Admission Requirements:

High school graduation or equivalent, e.g., GED or CHSPE is required prior to acceptance into the program.

Pharmacy Technician Core Requirements - complete 21 units

PHARM 150 Introduction to Pharmacy Technician

PHARM 151 Pharmaceutical Fundamentals

PHARM 152 Ambulatory Pharmacy Practice

PHARM 154A Retail Clinical 1

PHARM 153 Dosage Calculations

PHARM 154B Retail Clinical 2

PHARM 155 Pharmacology

PHARM 156 Dispensing and Compounding

Other Essential Program Information:

Because the textbooks used in the program contain highly technical material, college level reading skills are required. It

is recommended that students have completed or be enrolled in English 100 (or have equivalent or higher level English placement) upon beginning the program.

In addition to program requirements (listed above) it is suggested that students also complete a keyboarding class, a medical terminology class, a conversational Spanish class, and BAD 52—Human Relations.

Radiologic Technology (AS)

Program of Study Code: 002008

Term Effective: Spring 2003

67 Units

(707) 527-4346

srjcmajor002008@santarosa.edu

www.santarosa.edu/majors

The Radiologic Technology program offers both didactic instruction and clinical education in medical imaging. The course of study is 24 months, during which students are introduced to Radiology and are gradually taught the skills necessary for health care providers in all aspects of medical imaging.

Program Admission Requirements:

Acceptance to this program is determined by a special application process. A formal advising session with a Health Sciences counselor or the Radiologic Technology program director is recommended of all applicants before an application is submitted.

You must complete the following coursework (or higher) or have equivalent experience or education before you can be considered for admission to the program:

1. a score of 31 on the Computational Math Exam administered by the Assessment Office
2. a typing test at a speed of 25 words per minute
3. ANAT 58
4. PHYSIO 58
5. ENGL 100
6. PSYCH 1A
7. HLC 60
8. CIS 5
9. CI 54 (2.0 units or 100 hours)

Associate in Arts & Associate in Science Degrees Majors Programs

Radiologic Technology Major Core Requirements - complete 67 units total, consisting of the following courses:

RADT 60	Introduction to Medical Imaging
RADT 61A	Radiographic Positioning I
RADT 61AL	Clinical Experience I
RADT 64	Patient Care in Medical Imaging
RADT 64L	Patient Care in Radiology /Laboratory
RADT 61B	Radiographic Positioning II
RADT 63A	Radiation Physics and Quality Assurance
RADT 61BL	Clinical Experience II
RADT 61C	Radiographic Positioning III
RADT 61CL	Clinical Experience III
RADT 63B	Radiation Physics and Protection
RADT 62AL	Clinical Experience IV
RADT 65	Pathology in Radiology
RADT 66	Special Modalities
RADT 62BL	Clinical Experience V
RADT 62B	Licensing /Registry Examination Preparation
RADT 66L	Clinical Experience VI

And any combination totaling at least 1.0 unit from the following:

BMG 78.96	Business Spanish
ENGL 44.1	European Literature from the Ancient through the Renaissance
HIST 33	History of Mexico
HIST 8.1	The Americas
HIST 8.2	The Americas
SPAN 50A	Conversation for Beginners - Part I
SPAN 50B	Conversation for Beginners - Part II
SPAN 50C	Intermediate Conversation
SPAN 55	Spanish Intensive Workshop
SPAN 58	High Intermediate Conversation
SPAN 70	Beginning Spanish for Health Occupations
SPAN 71	Spanish for Law Enforcement
SPAN 8	Conversational Spanish

Spanish (AA)

Program of Study Code: 001001

Term Effective: Fall 2002

18 Units

(707) 527-4467

srjcmajor001001@santarosa.edu

www.santarosa.edu/majors

A student completing the Spanish major will have a solid background in reading, writing, speaking, and comprehending Spanish and will have developed both an understanding and appreciation of Hispanic cultures. The student will be prepared for upper division coursework in Spanish at a four-year institution or, should he/she pursue other fields of study, will have achieved a level of competence in Spanish that will both enhance job performance and increase marketability in professions where knowledge of Spanish is either necessary or advantageous.

Spanish Major Core Requirements - complete 17 units total, consisting of the following courses:

LIR 50	Research Skills for Papers, Reports & Essays
SPAN 1	Elementary Spanish-Part I
SPAN 2	Elementary Spanish-Part II OR SPAN 2S Elementary Spanish
SPAN 3	Intermediate Spanish-Part I
SPAN 4	Intermediate Spanish - Part II

University Transfer (AA)

Program of Study Code: 001008

Term Effective: Fall 2003

39 Units

(707) 527-4451

srjcmajor@001008.santarosa.edu

www.santarosa.edu/majors

This major is designed primarily for the student intending to transfer to either the California State University (CSU) or to the University of California (UC). The University Transfer major may simultaneously satisfy both the Santa Rosa Junior College General Education requirements for the Associate Degree (using Associate Degree Option B or C) and the lower division General Education requirements for the CSU or UC. A student may be awarded an Associate Degree in this major without being fully eligible for transfer.

Program Requirements Information:

To earn the major, the student must complete one of the following:

1. Full completion of University of California Lower Division Breadth Requirements for a specific college within one of the UC campuses and completion of Associate Degree pattern, option A.
2. Eligibility for full certification of the CSU General Education requirements.
3. Eligibility for full certification of the Intersegmental General Education Transfer Curriculum.

Note: Students must see a counselor in order to verify full completion of University of California breadth requirements for a specific college within one of the UC campuses.

2003 Updated Certificates

SRJC Programs of Study — Certificates

Certificate Programs at SRJC

SRJC offers over 70 occupational career certificates (usually 18 units or more) that provide extensive preparation in the designated field.

Career Certificates are intended to certify that students who have successfully completed this program are prepared to enter the careers associated with this certificate. They usually take at least one to two years to complete. These programs are approved by the California Community College Chancellor's Office.

The College also offers over 50 **Certificates of Completion or Competency**. These certificates are under 18 units, and, while the local development and approval process is rigorous, they do not require approval by the state Chancellor's Office. These certificates are designed to provide the student with a brief but intense course of study in a particular area, so that he or she may develop specific skills or prepare for an entry-level position in the field.

Certificates of Competency may be part of a ladder of skills, beginning with job entry skills and leading to a full Career Certificate, or may constitute a skill set that enables the student to upgrade or advance in an existing career.

Certificates of Completion focus on competency in specific skills that may enable the student to upgrade or advance in an existing career. These certificates are generally short in duration and narrow in scope. Completion Certificates are not designed to provide the qualifications necessary to enter a job or career.

Santa Rosa Junior College is committed to maintaining the academic rigor and relevance of the occupational curriculum. Each occupational program has an employer advisory committee to provide occupational outlook information and give input to the curriculum, ensuring that students are learning the skills needed by industry. Whether the student is exploring career choices following high school, considering a major career move, or seeking new skills for advancement, a wide variety of training options are available through these various certificate programs.

Students in occupational programs are strongly encouraged to obtain an Associate Degree. This can be done by selecting a major related to the certificate program, or by pursuing a more general major, such as Liberal Arts and Sciences or University Transfer. To be awarded an Associate Degree, a student must complete the required units for a major, as well as other graduation requirements.

The Certificates listed on the following pages are either new programs, or are existing programs that have been revised or modified. For a comprehensive list and current, detailed descriptions of each certificate and occupational major offered at SRJC, go to www.santarosa.edu.

A Note About "Term Effective" and the Certificate:

The requirements for a certificate are effective beginning the semester shown for each certificate. If you began working on the approved certificate before the effective semester, you may not be affected by the changes. Consult with the program contact person or the department chair to determine your eligibility to complete the certificate under previous requirements.

2003 Updated Certificates

Administration of Justice/Public Safety

Administration of Justice/Public Safety

Basic Police Academy Completion Certificate, Intensive (3172)

16 Units

Jerry Schoenstein, (707) 837-8848

Requirements:

AJ 200.1 Basic Police Academy

The Basic Police Academy, Intensive format provides all academic and physical skill training and assessment required by the State to meet the minimum standards to be eligible for employment as a peace officer in California. It provides the opportunity to observe, develop and employ the behavioral traits of a professional peace officer in a controlled setting. A Certificate of Completion will be granted upon fulfillment of this 788-hour course. Please see the SRJC Certificate website for admission requirements and procedures.

Basic Police Academy Completion Certificate, Modular (3171)

16 Units

Peter Hardy, (707) 837-8848

Requirements:

AJ 200.14 Modularized Basic Course – Level 1

AJ 200.13 Reserve Training – Level 2

AJ 200.12 Reserve Training – Level 3

The Basic Police Academy -Modular format is an eleven-month course providing all academic, psycho-motor, and physical skill training and assessment required by the State to meet the minimum standards to be eligible for employment as a peace officer in California. A Certificate of Completion will be granted upon fulfillment of this 788-hour program. Please see the SRJC Certificate website for admission requirements and procedures.

Corrections Career Certificate (3062/06623)

39 Units

Mike Kinrade, (707) 837-8848

Requirements:

First Semester

AJ 21 Introduction to Administration of Justice

AJ 22 Concepts of Criminal Law

AJ 55 Criminal Procedures

AJ 70 Introduction to Corrections

And including one of the courses from the following:

PSYCH 1A General Psychology

PSYCH 4 Child Growth and Development

PSYCH 5 Abnormal Psychology

PSYCH 56 Death and Dying

Second Semester

AJ 25 Community Relations

AJ 50 Criminal Law

AJ 54 Introduction to Evidence

AJ 71 Correctional Interviewing & Counseling

And including one of the following courses below:

SPCH 1A Introduction to Speech

SPCH 60 Communication Skills

Third Semester

AJ 51A Basic Criminal Investigation

AJ 52 Public Safety Communications

Fourth Semester

AJ 53 Juvenile Procedures

The Corrections program prepares students to seek work as county or state correctional officers, counselor aides, and probation or parole aides. The program also prepares students for transfer to a four-year institution in order to pursue a career as a parole or probation officer on the county, state, or federal level. The field of corrections has been targeted as one of the growth areas for employment. Certification is required for Corrections Officers within 90 days of hire. A Career Certificate will be granted upon fulfillment of the major requirements with a grade of "C" or better. Corrections students may wish to consider work experience and an internship in their area of interest. New students should consult the Administration of Justice Program Advisor, Don Fischer.

2003 Updated Certificates

Administration of Justice/Public Safety

Corrections Officer Basic Course Completion Certificate (5037)

5 units

Larry Stimach, (707) 837-8848

Requirements:

AJ 221.2 Corrections Officer Basic Course

This course exceeds the minimum requirements for entry-level training of adult corrections staff as mandated by Standards & Training for corrections. First Aid & CPR are included.

Emergency Medical Technician Completion Certificate (5018)

5 Units

Ken Bradford, (707) 837-8848
kbradford@santarosa.edu

Requirements:

EMC 274 Emergency Medical Technician Lecture/Lab

This program provides technical and practical knowledge and skills to meet the Requirements of the California Administrative Code to gain certification in California. The job of the Emergency Medical Technician is to provide basic life support for the sick and injured in the pre-hospital or emergency room setting. Many fire service and law enforcement positions require an Emergency Medical Technician Certificate as a prerequisite.

Emergency Medical Care 274 has a prerequisite of EMC 233 or 290 or equivalent and current certification in cardiopulmonary resuscitation-CPR for the Health Provider. Emergency room experience (8 hours) and ambulance experience (8 hours) are a required component of Emergency Medical Care 274. Prior arrangements for this experience will be made as part of class curriculum. Lecture/lab requirement for EMT 1A certification. Students will be required to attend assigned weekend activities as scheduled.

Emergency Medical Technician-Paramedic Career Certificate (3160/09704)

32 Units

Linda Anderson, (707) 837-8848
landerson@santarosa.edu

Requirements:

First Semester

EMC 270A EMT-Paramedic Didactic

Second Semester

EMC 270B EMT-Paramedic Clinical

EMC 270C EMT-Paramedic Field Internship

The paramedic program at SRJC is one in which limited enrollments and specific entrance requirements exist. Therefore, special application must be made by those students who wish to enroll. Please see the SRJC Certificate website for admission requirements and procedures.

EMC 270A is designed to meet California State Health and Safety Code training requirements for Emergency Medical Technician-Paramedic. Students are able to apply the principles of anatomy, physiology, pathophysiology, clinical symptoms and diagnosis as they pertain to pre-hospital emergency medical care of the sick and injured.

EMC 270B is the application of skills that demonstrate principles and concepts of anatomy, physiology, pathophysiology, clinical symptoms and diagnosis as they pertain to pre-hospital emergency medical care of the sick or injured. This is the second course designed to give students the clinical experience required for certification as an EMT Paramedic in California.

EMC 270C is the application of skills in the field setting while working on an approved life support ambulance. Students will demonstrate knowledge and skills related to anatomy, physiology, pathophysiology, clinical symptoms and diagnosis as they pertain to pre-hospital emergency medical care of the sick and injured. This is the third course designed to give students the field experience required for certification as an EMT-Paramedic in California.

Successful course completion does not guarantee licensure or accreditation. The State of California and county may only grant such licensure/accreditation respectively. Candidates may be precluded from certification due to violation of the California Health & Safety Code, Division 2.5, section 1798.200. There may be other circumstances (i.e. driving history) that may preclude employment as a paramedic.

2003 Updated Certificates

Administration of Justice/Public Safety

Emergency Medical Technician Refresher Completion Certificate (5019)

2 Units

*Ken Bradford, (707) 837-8848
kbradford@santarosa.edu*

Requirements:

EMC 274.1 Emergency Medical Technician Refresher

Refresher course to update skills of the EMT-1 in compliance with the requirements outlined by the State of California Administrative Code. Utilization of basic principles learned as an EMT in the exploration & solving of problems in the pre-hospital setting.

A Certificate of Completion will be granted upon fulfillment of this two-unit refresher course. This certificate will fulfill California EMSA testing mandates.

Firefighter I Academy Completion Certificate (3180)

12 Units

*Fred Bunker, (707) 837-8848
Linda Mercurio, (707) 837-8848*

Program Prerequisites

This certificate has program prerequisites. You must complete the following coursework or have equivalent experience or education before you can be considered for admission to the program:

FIRE 71 Fire Protection Organization

For more information, contact a counselor or the Contact Person listed on this certificate description.

Requirements:

FIRE 208.1 Firefighter I

Santa Rosa Junior College is an Accredited Regional Fire Academy, certified by the California State Board of Fire Services and the State Fire Marshall's Office. This course is offered in the Spring and Fall semesters and is a 24-week program. The course is conducted by Santa Rosa Junior College in cooperation with the Marin-Sonoma Training Officers Association. It is a basic Firefighter 1 Academy conforming to the standards for certification by the State Board of Fire Services, and the Office of the State Fire Marshal, with one exception. This academy does not include required emergency medical care skills. Training to fulfill these requirements is available through SRJC, American Red Cross, and other local sources.

The Academy includes 384 hours of instruction in basic firefighting skills, personnel rules and regulations, professional organizations, elementary fire behavior, fire control techniques, firefighting tactics and strategy, fire ground safety and operations, apparatus and equipment operations and maintenance, fire investigation, report writing and physical fitness.

This is a 12-unit course applicable towards a Certificate in Fire Technology. With a Firefighter 1 Academy diploma and an Emergency Care for First Responder or an EMT card, you will have met the academic Requirements for certification as a Firefighter. The State Board of Fire Services and the Office of the State Fire Marshall also requires six months experience as a paid Firefighter, or one year as a volunteer, before actual certification is granted.

Fire Technology Career Certificate (3060/06626)

30 Units

Fred Bunker, (707) 837-8848

Program Prerequisites

This certificate has program prerequisites. In order to receive this certificate, you must receive a "C" or better in all course requirements and electives. For more information, contact a counselor or the Contact Person listed on this certificate description.

Santa Rosa Junior College Fire Technology Program is accredited by the Office of the State Fire Marshall and the State Board of Fire Services as an accredited regional fire academy.

Requirements:

Core Courses:

FIRE 71 Fire Protection Organization
FIRE 72 Fire Behavior and Combustion
FIRE 73 Fire Prevention Technology
FIRE 74 Fire Protection Equipment and Systems
FIRE 76 Building Construction for Fire Protection

Required Electives:

And choose 15 units from the following:

EMC 274 Emergency Medical Technician Lec/Lab
EMC 290 Emergency Care for First Responders
FIRE 56 Fire Hydraulics
FIRE 61 Fire Investigation
FIRE 66 Wildland Fire Control
FIRE 68 Disaster Preparedness & Personal Safety
FIRE 77 Hazardous Materials for Public Safety
FIRE 200A Fire Instructor IA

2003 Updated Certificates

Administration of Justice/Public Safety

FIRE 200B	Fire Instructor IB
FIRE 201A	Fire Prevention IA
FIRE 201B	Fire Prevention IB
FIRE 202A	Fire Command IA
FIRE 202B	Fire Command IB
FIRE 203	Fire Management I
FIRE 204	Fire Investigation I
FIRE 205	Auto Extrication
FIRE 206	CDF Wildland Firefighter Academy
FIRE 207	Advanced Vehicle Entrapment Rescue
FIRE 208.1	Firefighter I
FIRE 299	Selected Topics in Fire Technology
FIRE 399	Selected Topics in Fire Technology

A Career Certificate in Fire Technology will be granted upon fulfillment of the 15 unit core courses, plus 15 additional certificate electives. Certificate elective units may also be earned through approved in-service courses.

Students desiring a career in a fire department should complete the Certificate in Fire Technology and are encouraged to complete the A. S. Degree. State certification also requires completion of the Firefighter I Academy. In addition, in-service training courses are provided for firefighters and fire officers.

The Fire Academy prerequisite of FIRE 71 can be waived if you have 6 months experience with a fire department as a volunteer, etc. A letter from the fire chief is required. This does not waive the requirement to complete the program courses.

Juvenile Counselor Basic Course Completion Certificate (5030)

3 Units

Larry Stimach, (707) 837-8848
lstimach@santarosa.edu

Requirements:

AJ 221.4 Juvenile Counselor Basic Course

A state mandated course of instruction for entry-level staff currently employed or seeking employment as a juvenile counselor.

Law Enforcement Career Certificate (3063/06622)

39 Units

Michael Kinrade, (707) 837-8848

Requirements:

First Semester

AJ 21 Introduction to Administration of Justice
AJ 22 Concepts of Criminal Law
AJ 55 Criminal Procedures

And including one of the courses from the following:

PSYCH 1A General Psychology
PSYCH 4 Child Growth and Development
PSYCH 5 Abnormal Psychology
PSYCH 56 Death and Dying

Second Semester

AJ 25 Community Relations
AJ 50 Criminal Law
AJ 54 Introduction to Evidence
SPCH 1A Introduction to Speech **OR** SPCH 60 Communication Skills

Third Semester

AJ 51A Basic Criminal Investigation
AJ 52 Public Safety Communications
AJ 63 Patrol Procedures

Fourth Semester

AJ 51B Basic Criminal Investigation
AJ 53 Juvenile Procedure

This program provides practical and technical instruction to meet the requirements of various law enforcement agencies at the local, state and federal levels.

A Career Certificate will be granted upon fulfillment of the 39 units of major requirements with a grade of "C" or better.

It is recommended that career Law Enforcement persons consider the campus police Campus Patrol for experience in the field (Administration of Justice 61A-D). Interested students can contact the Director of Campus Security, in Pedroncelli Center.

New students should consult Administration of Justice Program Advisor, Mike Kinrade.

2003 Updated Certificates

Administration of Justice/Public Safety and Agriculture/Natural Resources

Probation Officer Basic Course Completion Certificate (5037)

4 Units

Larry Stimach, (707) 837-8848
lstimach@santarosa.edu

Requirements:

AJ 221.8 Probation Officer Basic Course

This course is designed to prepare the “entry level” probation officer to meet minimum performance standards for employment into a probation department. This is a state required course for employment within the California probation department system. As a part of the course, students will be given the opportunity to participate in and improve their skills in the criminal justice system, court report writing, and roles and responsibilities of a probation officer.

Public Safety Dispatcher Completion Certificate (5038)

3 Units

Larry Stimach, (707) 837-8848
lstimach@santarosa.edu

Requirements:

AJ 305.10 Public Safety Dispatcher Basic Course

This course is designed to prepare the “entry level” public safety dispatcher to meet the minimum performance standards for employment. This is a state required course for employment within the California Public Safety Dispatcher system. As a part of the course, students will be given an opportunity to participate in and improve their skills in the public safety dispatcher system.

Ranger Academy Completion Certificate (5050)

5 Units

Bill Orr, (707) 837-8848
mmurphy@santarosa.edu

Requirements:

AJ 200.3 Ranger Academy

This 8-week program prepares the student to work in a natural park, wildlife refuge or other recreation area as a law enforcement officer. It includes instruction in both academics and skills. A Certificate of Completion will be granted upon satisfactory fulfillment of this 290-hour course.

Agriculture/Natural Resources

Animal Science Career Certificate (3002/06561)

35-36 Units

Jim Porter, (707) 527-4646

Requirements:

Core Courses:

AG 20 Basic Animal Science
AG 26 Livestock Evaluation
AG 7 Ag Economics
AG 61 Livestock Feeding & Nutrition
AG 51 Introduction to Plant Science
AG 63 Sheep Science
OR AG 64 Dairy Cattle Industry/Dairy Cattle Science
AG 73 Agricultural Accounting
AG 62 Beef Cattle Science
AG 75 Agriculture and Wine Business Management
AG 66.2 Meat Technology
AG 67 Veterinary Practices
AG 85.1 Agriculture Mechanics **OR AG 85.2** Agriculture Mechanics **OR AG 86** Machinery & Equipment Skills **OR WELD70A** Beginning Welding-Intro to Basic Fundamentals

(Note: AG 78, Agricultural Computations, is required for graduation if you have not had high school algebra and geometry or MATH 155 or higher.)

Students in the Animal Science curriculum will receive training related to the selection, feeding and management of livestock and dairy cattle. A Horse Management Certificate also exists.

General Agriculture Career Certificate (3127/06560)

28 Units

Bob Fraser, (707) 527-4408

Requirements:

Agriculture Mechanics Emphasis

Complete 2 units from the following:

AG 80 Small Gasoline Engines
AG 85.1, 85.2, 85.3 Agriculture Mechanics
AG 86 Machinery & Equipment Skills

2003 Updated Certificates

Agriculture/Natural Resources

Animal Science Emphasis

Complete 6 units from the following:

- AG 240.1 Sheep Fitting & Showing
- AG 240.2 Swine Fitting & Showing
- AG 240.3 Beef Fitting & Showing
- AG 241 Swine Production
- AG 243 Poultry Husbandry
- AG 244 Gamebird Management
- AG 246.1 Cattle Reproduction - Mgmt
- AG 114 Equine Reproduction
- AG 247 Artificial Insemination of Cattle
- AG 248 Packing Livestock for Wilderness Travel
- AG 261 Feeds & Feeding
- AG 262 Beef Production
- AG 263A Sheep Production
- AG 263B Advanced Sheep Production
- AG 264A Livestock Health Practices
- AG 264B Advanced Livestock Health Practices
- AG 165 Survey of Equine Science
- AG 165B Equine Management
- AG 166A Horseshoe Principles/Practices
- AG 266B Intermediate Horseshoeing
- AG 267 Livestock Selection
- AG 268 Livestock & Meat Evaluation
- AG 269 General Livestock Practices
- AG 280 Selected Topics in Animal Science
- AG 67 Veterinary Practices
- AG 67.2 Veterinary Anatomy

Plant Science Emphasis

Choose 6 units from the following:

- AG 250 Master Gardening
- AG 251 Specialty Crop Production
- AG 253 Soil Management
- AG 254 Practical Beekeeping
- AG 256 Basic Wine Grape Aviculture
- AG 259 Basic Enology
- AG 281 Selected Topics in Viticulture
- AG 282 Pest Control Management Update
- AG 290 Ornamental Garden Planting & Care
- AG 292 Propagation Practices
- AG 294 Landscape Design
- AG 295.1 Trees
- AG 295.2 Shrubs, Vines, Groundcovers
- AG 295.3 Annuals & Perennials
- AG 297 Selected Topics in Horticulture
- AG 176 Sonoma County Appellations

Required Program Electives

Complete 14 units from the following:

- Any Agriculture selected topics short courses
- Any Agribusiness course
- AG 78 Agricultural Computations
- AG 270 Selected Topics in Agricultural Management
- AG 277 Wine Marketing Fundamentals
- AG 2 Agricultural Computer Applications

(Note: AG 78, Agricultural Computations, is required for graduation if you have not had high school geometry or higher or MATH 155 or higher.)

Technological advances in the agricultural industry have increased the need for skilled technicians. The agricultural program offers theoretical and practical training related to the knowledge and skills needed.

Horticulture - Landscape Maintenance Skills Competency Certificate (3247)

9 Units

*PJ LoCoco, (707) 527-4408
plococo@santarosa.edu*

Requirements:

- HORT 80 Landscape
- HORT 55.1 Plant Materials - Summer
- HORT 185 Small Landscape Equipment
- HORT 182 Intro to Garden & Landscape Irrigation Systems
- AG 80 Small Gas Engines

The Landscape Maintenance Skills Certificate program is designed to offer students an entry point into the landscape industry. Students gain skills equipping them to work as part of a landscape maintenance crew or to work independently as a landscape maintenance provider. Coursework required in this certificate program also applies to the Landscape Technician and Landscape Management Certificates. Consequently, students completing this certificate are prepared to continue coursework that will enable them to advance in the landscape industry.

The program emphasizes hands-on learning and most courses incorporate lab activities that apply knowledge and skills in realistic settings. The program is actively supported by the local horticulture industry. The Landscape Maintenance Skills Certificate will be awarded upon fulfillment of the 9 units of requirements with a "C" grade of better.

2003 Updated Certificates

Agriculture/Natural Resources

Horticulture - Landscape Management Career Certificate (3134/06563)

36 Units

Steve Mullany, (707) 527-4408

Program Requirements:

HORT 80 Landscape Practices
HORT 55.1 Plant Materials- Summer
HORT 55.2 Plant Materials- Fall
HORT 50.1 Intro to Horticulture Science
HORT 65 Horticulture Workplace Practices
HORT 94A Landscape Drafting
HORT 94B Landscape Design
HORT 91.1 Landscape Construction, Wood
HORT 91.2 Landscape Construction, Concrete & Masonry
HORT 92.1 Landscape Irrigation
AG 52 Integrated Pest Management
AG 53 Soil and Plant Nutrition
HORT 55.3 Plant Materials- Winter/Spring
HORT 50.2 Horticulture Industry & Careers
AG 85.1 Ag Mechanics

Agriculture Business Option

Complete 3 units from the following:

AG 2 Ag Computer Application
AG 7 Ag Economics
AG 72 Agriculture Sales & Communication
AG 74 Agriculture Marketing
AG 75 Agriculture & Wine Business Management

Required Electives:

And complete 3 units from the following:

AG 80 Small Gasoline Engines
AG 99I Occupational Work Experience/Internship
Any course from the HORT 50 series
Any course from the HORT 80 series

(Note: AG 78, Agricultural Computations, is required for graduation if you have not had high school geometry or higher or MATH 155 or higher.)

Landscape Management deals with all aspects of plant use in the landscape. People working in the landscape field derive job satisfaction from enhancing the function and beauty of the environment while being physically active outdoors, or helping

support that activity in allied sales and service occupations. Landscape work involves construction and planting projects, irrigation system design and water management, and specialty fields such as turf management, tree care, and interiorscaping. The program provides a broad base of plant knowledge and landscape skills, allowing students the option of entering a variety of jobs with the preparation for rapid advancement within their chosen occupations. The program is up to date and supported by local industry. It emphasizes hands-on learning and most courses incorporate lab activities that apply knowledge and skills in realistic settings. A certificate will be granted upon fulfillment of the requirements with a grade of "C" or better.

Horticulture - Landscape Technician Completion Certificate (3241)

16.5 Units

PJ LoCoco, (707) 527-4408

plococo@santarosa.edu

Program Requirements:

HORT 80 Landscape Practices
HORT 55.1 Plant Materials - Summer
HORT 55.2 Plant Materials - Fall
HORT 50.1 Introduction to Horticulture Science
HORT 94A Landscape Drafting
HORT 94B Landscape Design
HORT 91.1 Landscape Construction -Wood
HORT 91.2 Landscape Construction - Concrete & Masonry
HORT 92.1 Landscape Irrigation

The Landscape Technician Certificate program is designed as one rung in a career ladder. Students gain skills equipping them to work in a variety of landscape professions. Since a core component of the courses are also required for other SRJC horticulture certificate programs, students may earn the Landscape Management or the Nursery Management Career Certificate by completing additional courses.

The program emphasizes hands-on learning and most courses incorporate lab activities that apply knowledge and skills in realistic settings. The program is actively supported by the local horticulture industry. The Landscape Technician Certificate will be awarded upon fulfillment of the 16.5 units of requirements with a "C" grade or better.

2003 Updated Certificates

Agriculture/Natural Resources

Horticulture – Nursery Management Career Certificate (3255/09791)

34.5 Units

*PJ LoCoco, (707) 527-4408
plococo@santarosa.edu*

Program Requirements:

HORT 50.1 Intro to Horticultural Science
HORT 50.2 Horticulture Industry & Careers
AG 52 Integrated Pest Management
AG 53 Soil and Plant Nutrition
HORT 55.1 Plant Materials - Summer
HORT 55.2 Plant Materials - Fall
HORT 55.3 Plant Materials - Winter/Spring
HORT 65 Horticulture Workplace Practices
HORT 66 Garden Center Operations
HORT 70 Plant Propagation
HORT 71 Nursery Production
HORT 72 Greenhouse Production

And complete 1.5 units from the following:

CIS 101A Personal Computers for New Users
CIS 105A Intro to Macintosh
BOT 162.1A Intro to MS Word for Windows, Level 1 for Office Professionals
BOT 162.3A Intro to Microsoft Excel, Level 1, for Office Professionals
BOT 162.6 Integrating MS Office: Word, PowerPoint, Access & Excel

Required Electives:

And complete 3 units from the following:

AG 2 Ag Computer Applications
AG 7 Ag Economics
AG 72 Agriculture Sales & Communication
AG 74 Agriculture Marketing
AG 75 Agriculture & Wine Business Management

And complete 3 units from the following:

Any course from the HORT 50 series
Any course from the HORT 60 series
Any course from the HORT 70 series
Any course from the HORT 100 series
HORT 94A Landscape Drafting
HORT 94B Landscape Design
AG 99I Occupational Work Experience/Internship

The Nursery Management Certificate prepares students to advance to management positions in nurseries that propagate, grow and market plants for use in the home, business or the landscape. The program provides a solid foundation of plant knowledge and nursery, garden center, computer applications and management skills to equip students to embark on a successful and rewarding career in the nursery industry.

The Nursery Management Certificate program is designed as the top rung in a career ladder. Students are well prepared to enter a variety of jobs with the preparation for rapid advancement within their chosen occupations.

The program emphasizes hands-on learning and most courses incorporate lab activities that apply knowledge and skills in realistic settings. The program is actively supported by the local horticulture industry.

The Nursery Management certificate will be awarded upon fulfillment of the requirements with a grade of “C” or better.

Horticulture – Nursery Production Skills Competency Certificate (3203)

12 Units

Steve Mullany, (707) 527-4408

Program Requirements:

HORT 50.1 Introduction to Horticulture Science
HORT 55.1 Plant Materials - Summer
HORT 70 Plant Propagation
HORT 71 Nursery Production
HORT 72 Greenhouse Production

The Nursery Production Skills Certificate introduces students to the propagation and growing of plants for use in the home, business, or landscape. Nursery production work involves plant propagation by seed and vegetative methods and the production of trees, shrubs, annuals, perennial herbs, cut flowers, and indoor plants. The program provides a broad base of plant knowledge and nursery skills.

The certificate program is designed as one rung in a career ladder, allowing students the option of entering a variety of jobs with preparation for rapid advancement in their chosen occupations and for continuing education. Since a core

2003 Updated Certificates

Agriculture/Natural Resources

component of the courses is also required for other SRJC horticulture certificate programs, students may earn the Nursery Technician or Nursery Management Career Certificate by completing additional courses.

The program emphasizes hands-on learning and most courses incorporate lab activities that apply knowledge and skills in realistic settings. The program is actively supported by the local horticulture industry.

The Nursery Production Skills Certificate will be awarded upon fulfillment of the 12 units of requirements with a grade of "C" or better.

Horticulture – Nursery Technician Competency Certificate (3248)

16.5 Units

Steve Mullany, (707) 527-4408

Program Requirements:

- HORT 50.1 Intro to Horticulture Science
- HORT 55.1 Plant Materials - Summer
- HORT 65 Horticulture Workplace Practices
- HORT 66 Garden Center Operations
- HORT 70 Plant Propagation
- HORT 71 Nursery Production
- HORT 72 Greenhouse Production

And complete 1.5 units from the following:

- CIS 101A Personal Computers for New Users
- CIS 105A Intro to Macintosh
- BOT 162.1A Intro to MS Word for Windows, Level 1, for Office Professionals
- BOT 162.3A Intro to MS Excel, Level 1, for Office Professionals
- BOT 162.6 Integrating MS Office: Word, PowerPoint, Access & Excel

The Nursery Technician Certificate prepares students to engage in the propagation, growing and marketing of plants for use in the home, business or the landscape greenhouse and nursery operation; or to help support that activity in allied sales and service occupations. The program provides a solid foundation of plant knowledge and nursery, garden center and computer applications skills to equip students to work effectively in nurseries, retail garden centers, and entrepreneurial enterprises.

The Nursery Technician Skills Certificate program is designed as one rung in a career ladder. Since a core component of the courses is also required for other SRJC horticulture certificate programs, students may earn the Nursery Management or Landscape Management Career Certificate by completing additional courses and are well prepared to enter a variety of jobs with the preparation for rapid advancement within their chosen occupations.

The program emphasizes hands-on learning and most courses incorporate lab activities that apply knowledge and skills in realistic settings. The program is actively supported by the local horticulture industry.

The Nursery Technician Certificate will be awarded upon fulfillment of the 16.5 units of requirements with a grade of "C" or better.

Horticulture - Retail Garden Center Skills Completion Certificate (3240)

9 Units

Steve Mullany, (707) 527-4408

Program Requirements:

- HORT 50.1 Introduction to Horticulture Science
- HORT 50.2 Horticulture Industry and Careers
- HORT 55.1 Plant Materials - Summer
- HORT 65 Horticulture Workplace Practices
- HORT 66 Garden Center Operations

(Note: Students with extensive horticulture-related workplace experience should consult instructor prior to enrolling.)

Computer Applications Emphasis

And complete up to 1.5 units from the following:

- CIS 101A Personal Computers for New Users
- CIS 105A Introduction to Macintosh
- BOT 162.1A Intro to MS Word for Windows, Level 1, for Office Professionals
- BOT 162.3A Intro to MS Excel, Level 1, for Office Professionals
- BOT 162.6 Integrating MS Office - Word, PowerPoint, Access & Excel

2003 Updated Certificates

Agriculture/Natural Resources

The Retail Garden Center Skills Certificate includes an introduction to basic horticulture principles as related to the garden center and nursery industry and career areas, option, and qualifications. The program provides a solid foundation of plant knowledge and horticulture workplace, garden center, and computer applications skills to equip students to work effectively in the retail garden center environment.

The Retail Garden Skills Certificate program is designed as one rung in a career ladder. Since a core component of the courses are also required for other SRJC horticulture certificate programs, students may earn the Landscape Management or the Nursery Management Career Certificate by completing additional courses.

The program emphasizes hands-on learning and most courses incorporate lab activities that apply knowledge and skills in realistic settings. The program is actively supported by the local horticulture industry.

The Retail Garden Center Skills Certificate will be awarded upon fulfillment of the 10.5 units of Requirements with a "C" grade or better.

Plant Science Career Certificate (3007/06562)

34 Units

*PJ LoCoco, (707) 527-4408
plococo@santarosa.edu*

Requirements:

Core Courses:

AG 51	Introduction to Plant Science
AG 52	Integrated Pest Management
AG 53	Soil and Plant Nutrition
AG 7	Ag Economics
AG 85.1	Agriculture Mechanics
	OR AG 85.2 Agriculture Mechanics
AG 86	Machinery and Equipment Skills
HORT 70	Plant Propagation
AG 251	Specialty Crop Production
AG 121	Organic Garden and Food Production

Required Electives:

Complete 9 units from the following:

AG 54	Fruit, Vine & Vegetable Production
AG 57A	Viticulture
AG 57B	Viticulture

AG 20	Basic Animal Science
AG 61	Livestock Feeding & Nutrition
AG 72	Agriculture Sales & Communication
AG 73	Agricultural Accounting
AG 74	Agricultural Marketing
AG 75	Agriculture and Wine Business Management
AG 2	Ag Computer Applications (formerly Ag 76)
AG 297's	Selected Topics in Horticulture
WELD 70A	Beginning Welding – Intro to Basic Fundamentals

(Note: Ag 78, Agricultural Computations, is required for graduation if you have not had high school geometry or higher or Math 155 or higher.)

The Plant Science curriculum prepares students for occupations related to the production and marketing of fruit, vine, vegetable and field crops. The program covers the knowledge and skills required for orchard operation, small and medium scale vegetable, herb, and flower farming and for entry into associated fields such as pest management and agricultural inspection.

Viticulture Management Career Certificate (3076/09605)

29-30 Units

Daniel Robledo, (707) 527-4647

Requirements:

AG 57A	Viticulture
AG 57B	Viticulture
AG 57C	Vineyard Mgt
AG 57E	Winemaking in the Vineyard
AG 52	Integrated Pest Management
AG 59	Winery Practices
AG 2	Agricultural Computer Applications

And complete one course from the following:

AG 85.1	Ag Mechanics
AG 86	Machinery and Equipment Skills
WELD 70A	Beginning Welding – Intro to Basic Fundamentals

Required Electives:

And complete 6 units from the following:

AG 53	Soil & Plant Nutrition
AG 71	Agriculture Economics
AG 74	Agricultural Marketing

2003 Updated Certificates

Agriculture/Natural Resources

AG 75 Agricultural and Wine Business Management
AG 176 Sonoma County Appellations
AG 178 Wine Industry Event Planning
AG 281 Selected Topics in Viticulture

(Note: AG 78, Agricultural Computations, is required for graduation if you have not had high school geometry or higher, or MATH 155 or higher.)

Students in the Viticulture program are trained for employment as vineyard managers in the North Coast wine grape production. A Wine Marking Certificate also exists.

Viticulture - Wine Marketing and Sales Career Certificate (3123/09607)

36 Units

Bob Fraser, (707) 527-4408

Requirements:

Core Courses:

AG 57A Viticulture **OR AG 256** Basic Wine Grape Viticulture
AG 75 Agriculture and Wine Business Management
OR BMG 50 Intro to Supervision and Management
AG 59 Winery Practices **OR AG 259** Basic Enology
AG 277 Wine Marketing Fundamentals
BMG 52 Written Communication in Organizations
AG 72 Agriculture Sales & Comm.
OR BMK 51 Principles of Selling
AG 74 Agriculture Marketing **OR BMK 50** Marketing
BMG 53 Oral Communications in Organizations
OR SPCH 60 Communication Skills
OR SPCH 1A Introduction to Speech
AG 2 Agricultural Computer Applications
AG 71 Agriculture Economics
OR ECON 20 The American Economy
AG 98 Special Studies

Required Electives:

And complete 3 units from the following:

AG 175 Wine Sales and Distribution
AG 177 Retail Wine Sales
AG 270.19 Public Relations in the Wine Industry
AG 270.30 Viticulture & Enology for Tasting Room Personnel
AG 270.35 Wine and Food P-R
AG 270.38 Professional Wine Judging

Any AG 170s/270s Selected Topics in Agriculture Management
Any AG 281s Selected Topics in Viticulture

(Note: AG 78, Agricultural Computations, is required for graduation if you have not had high school geometry or higher, or MATH 155 or higher.)

A knowledge of wine and sales techniques is taught in this innovative program. A Viticulture Certificate also exists.

Winery Maintenance Mechanic Competency Certificate (3237)

12 Units

Daniel Robledo, (707) 527-4647

Program Requirements:

WELD 170A Welding Basics, Beginning
WELD 170B Welding Basics, Intermediate
CSKL 308 Workplace English
CSKL 375 Workplace Arithmetic
CIS 101A Personal Computers for New Users
BOT 154.5 Ethical Issues in the Business Office
COMM 66.3 Improving Interpersonal Skills
ELEC 53.14 Basic Rotating Machinery for Maintenance Technicians
DET 150 Fluid Power Basics I
DET 151 Fluid Power Basics II
WEOC 99I Occupational Work Experience/Internship

And complete one of the following:

ELEC 53.11 Intro to Programmable Logic Controllers
ELEC 53.12 Programmable Logic Controllers for Maintenance Technicians I

This training program prepares individuals for employment as winery maintenance mechanics. Instruction is provided in the fundamentals of programmable logic controllers, plumbing, hydraulics, pneumatics, rotating motors, welding, machine tool technology, business ethics, mathematics, basic computer skills, reading and writing improvement, and communication skills. Classes are scheduled at times to accommodate those who are working.

2003 Updated Certificates

Applied Technology

Applied Technology

A Career Certificate will be granted upon fulfillment of the major Requirements PLUS required certificate electives, with a grade of "C" or better in all courses.

Applied Graphics Career Certificate (3036/06590) 41-49 Units

Carmen Sheldon, (707) 527-4909

Requirements:

First Semester

- APGR 50 Intro to Typography
- APGR 52A Intro to Computer Based Design
- APGR 57 Tools, Methods & Materials
- APGR 51A Intro to Graphic Design & Production Fundamentals
- APGR 56 Intro to Print Production
- APGR 52B Computer Based Design 2

Second Semester

- APGR 51B Beginning Graphic Design and Production Fundamentals
- ART 51.1 Graphic Design: Principles of Visual Communication
- ART 51.4 Graphic Design Digital Layout
- APGR 52D Computer Based Design 4

Third Semester

- APGR 54.1 Production Techniques in Illustrator
- APGR 51C Int. Graphic Design & Production Fundamentals
- APGR 52C Digital Prepress: Computer Based Design 3
- ART 51.2 Graphic Design: Digital Imaging
- ART 51.3 Graphic Design: Type and Letterforms

Fourth Semester

- APGR 51D Advanced Graphic Design & Production Fundamentals
- APGR 70 Creating the Professional Portfolio
- APGR 65 The Business of Graphic Design

The Applied Graphics Program is designed to meet a variety of student needs. From the first-time student entering the field of graphic design to the professional who wants to brush up on current computer applications, this program offers a broad spectrum of curriculum. It is an "open registration" program. If you qualify for the class, you can register - there are no formal application procedures to the program itself; however certain classes must be taken in a specific sequence, the program is designed to allow for some flexibility as far as how quickly a student might want to complete all the course work.

Architecture Basic Skills Competency Certificate (3244)

17 Units

Deborah L. S. Sweitzer, (707) 527-4634

Program Requirements:

- ARCH 70A Architectural Process
- ARCH 83 Residential Drafting/Design Using CAD
- ARCH 85A Architectural Sketching
- CONS 90 The Construction Industry
- APTECH 90B Quantitative Reasoning in Applied Technology
- ARCH 70B The Architectural Project
- ARCH 85B Architectural Perspective Sketching
- ARCH 91 Architecture & Construction Workplace Skills

And complete 3 units from the following:

- ARCH 80.1A Architectural Site Analysis
- ARCH 80.2A Architectural Programming w/Adjacency Diagrams
- ARCH 80.1B Preliminary Site Design
- ARCH 80.2C Preliminary Building Planning-Residential
- ARCH 80.3 Preliminary Building Design-Residential

This program introduces students to the world of architecture and prepares students with knowledge and basic skills that enable them to function effectively in the architecture field. The program includes an overview of the architectural design process and the construction industry, a focus on a variety of design topics, the production of residential working drawings using AutoCAD, architectural perspective drawing, elements of an architectural project and development of construction-related writing and graphic representation skills.

This certificate constitutes the first year of a two-year technical certificate program. Upon completion of this certificate program, students may elect to find employment in the field, and/or complete an additional 18.5 units of coursework leading to the award of the Architectural Technician Certificate (see certificate description).

This program is actively supported by members of the architectural profession in Sonoma County. Practicing architects, acting as advisors to this program, outlined the

2003 Updated Certificates

Applied Technology

program content required to meet the needs of industry in this area. The Architecture Basic Skills Certificate will be awarded with completion of 17 units of requirements with a grade of "C" or better.

Civil and Surveying Technology Career Certificate (3131/06593)

45-46 Units

*Jerry Miller, (707) 527-4376; FAX (707) 527-4849;
jmillier@santarosa.edu*

Requirements:

The program sequence begins only in the Fall semester.

Fall Semester

- APTECH 55 Basic Drafting Skills
- APTECH 56 Intro to Computer Aided Drafting
- APTECH 90A Applied Mathematics
OR MATH 155 Intermediate Algebra
- CEST 192 Non-Technical Skills for the Civil Engineering Tech
OR CONS 91 Architecture & Construction
Workplace Skills
- CEST 50A Plane Surveying

Spring Semester

- APTECH 57 Advanced AutoCAD
- APTECH 90B Quantitative Reasoning in Applied Technology
OR MATH 27 College Algebra & Trig
- CEST 50B Plane Surveying
- CEST 51 Map Drafting Techniques

Fall Semester

- CEST 53 Rte. Surveying & Design
- CEST 81 Engineering Construction Design/Drafting
- CEST 85 Civil Engineering Computer-Aided Design/Drafting
- APTECH 54A Introduction to Geographic Information System
(GIS)

Spring Semester

- CEST 62 Soils & Materials Testing
- CEST 63 Subdivision Planning

Santa Rosa Junior College's two-year certificate program in Civil and Surveying Technology prepares students for technical positions in the civil engineering, land surveying, land development and engineering construction professions. The program is endorsed and guided by the Civil and Surveying Technology Advisory Committee, which includes prominent

local representatives from public agencies, private industry, the American Society of Civil Engineers, the California Land Surveyors' Association and the Engineering Contractors' Association.

A Career Certificate will be granted upon fulfillment of the requirements with a grade of "C" or better in all courses.

Construction Management Basic Skills Competency Certificate (3245)

16.5 Units

Deborah L. S. Sweitzer, (707) 527-4634

Program Requirements:

- APTECH 55 Basic Drafting Skills
- CONS 60 Blueprint Reading - Residential
- CONS 70A Intro to Project Organization & Management
- CONS 90 The Construction Industry
- ARCH 70A Architectural Process
- APTECH 90B Quantitative Reasoning in Applied Technology
- CONS 61 Blueprint Reading - Non-Residential
- CONS 70B Project Organization & Management
- APTECH 92 Architecture & Construction Workplace Skills

This program introduces students to the world of construction management and prepares students with knowledge and basic skills that enable them to function effectively in the construction management field or working for a general building contractor. The program includes: an overview of basic manual drafting skills; the language of blueprints and specifications as applied to residential construction; an introduction to organization and management of construction projects; an overview of the construction industry, the building design process, construction project process, and roles and responsibilities of those involved; an overview of the architectural design process and the roles of participants; the language of blueprints and specifications as applied to non-residential construction; an examination of project organization and management issues; and the development of basic construction-related writing and graphic representation skills.

This certificate constitutes the first year of a two-year technician certificate program. Upon completion of this certificate program, students may elect to find employment in the field, and/or complete an additional 17.5 units of coursework leading to the award of the Construction

2003 Updated Certificates

Applied Technology & Business Administration

Management Technical Certificate. The Construction Management Basic Skills Certificate will be awarded with completion of 16.5 units of requirements with a grade of "C" or better.

This program is actively supported by members of the construction industry in Sonoma County. Contractors and construction project managers, acting as advisors to this program, outlined the program content required to meet the needs of industry in this area.

Graphic Design Production Fundamentals Completion Certificate (3246)

15 Units

Carmen Sheldon, (707) 527-4909

Program Requirements:

- APGR 52A Intro to Computer Based Design
- APGR 50 Intro to Typography
- APGR 51A Intro to Graphic Design & Production Fundamentals
- APGR 54.1 Production Techniques in Illustrator
- APGR 52B Computer Based Design 2

Production Fundamentals is part of the Applied Graphics Program, and is designed to meet a variety of student needs. From the first time student entering the field of graphic design to the professional who wants to brush up on current computer applications, SRJC offers a broad spectrum of curriculum. The program has been designed to allow for some flexibility as far as how quickly a student might want to complete all the course work. It offers a career "ladder" approach whereby a student may receive a certificate by finishing 15 units of our introductory courses. The Graphic Design Production Fundamentals certificate is designed for the student who has only two semesters to put together a skill set. With these basic courses a student will be qualified to do entry-level print production.

Business Administration

Accountant Assistant Career Certificate (3043/06569) 32 Units

Gina Lord, (707) 527-4206

Requirements:

- BAD 1 Financial Accounting
- BAD 2 Managerial Accounting
- BAD 18 The Legal Environment of Business
- BAD 54 Microcomputer Applications in Accounting
- BAD 55 Intermediate Accounting
- BAD56 Fund Accounting **OR** BAD 57 Cost Accounting.
- BAD 59 Federal Income Tax Law
- BMG 54 Quantitative Skills/Math
- BAD 53 Introduction to Solving Business Problems with Spreadsheets

Required Electives:

And complete 4.5 units from the following:

- BAD 10 American Business In Its Global Context
- BAD 51 Business & Society
- BAD 52 Human Relations
- BAD 57 Cost Accounting
- BAD 56 Fund Accounting
- BAD 67 Financial Planning & Investment
- BMG 50 Introduction to Supervision & Management
- BMG 52 Written Communications in Organizations
- BMG 53 Oral Communication in Organizations
- HR 60 Human Resource Mgmt. (formerly BMG 64)
- BMG 78 Personal Skills in Supervisory Management
- Any BAD Computer Skills Course
- Any BOT Computer Skills Course
- Any CIS Computer Skills Course
- Any Course from the BMG 60 series
- Any ECON course
- Any CIS course

The Accounting Assistant Program is designed for students who are currently employed in accounting to enhance existing skills, and for those students who wish to enter the field of accounting without a four-year degree.

2003 Updated Certificates

Business Administration

A Career Certificate will be granted upon fulfillment of the requirements all with a grade of "C" or better. Consult with a Business Counselor, Business Administration Advisor, or Accountant Assistant Coordinator for assistance in selecting classes.

International Business Completion Certificate (3190)

17.5 Units

*Bruce Macpherson, (707) 527-4458
bmacpherson@santarosa.edu*

Requirements:

BAD 10 American Business in its Global Context
BAD 63 International Business
BMK 50 Marketing
ECON 1A Principles of Economics
ECON 30 The Global Economy

Additional Requirements:

And complete at least 2.5 units from the following courses:

BMK 58.15 International Marketing
BAD 70 Doing Business on the Internet
BOT 59.4 International Business Practices
WEOC 99 Occupational Work Experience Education
WEOC 99I Occupational Work Experience Education

The Certificate of Completion in International Business is designed to enable students to function more intelligently and skillfully in a variety of business occupations/tasks/skills (e.g. the exporting-importing function, international financial and contractual contacts and negotiations, international on-line marketing, managing marketing strategies abroad), as well as to better appreciate the sensitivity and volatility associated with involvement in international trade and to understand the exigencies and opportunities of living and working abroad. Consult with a Business Counselor, Business Administration Advisor, or International Business Coordinator for assistance in selecting classes.

Real Estate Career Certificate (3061/06573)

24 Units

*Steve Herndon, (707) 527-4362
sherndon@sonic.net*

Requirements:

Core Courses:

RE 80A Real Estate Principles
RE 80C Real Estate Practice
RE 80D Legal Aspects of Real Estate
RE 80E Real Estate Finance
RE 80F Residential Real Estate Appraisal
RE 80G Real Estate Economics

Required Electives:

And complete 6.0 units from the following:

BAD 1 Financial Accounting
BBK 50 Computerized Bookkeeping and Accounting
BAD 18 The The Legal Environment of Business
BAD 52 Human Relations
BAD 53 Introduction to Solving Business Problems with Spreadsheets
BAD 67 Financial Planning and Investments
BAD 70 Doing Business on the Internet
BMG 52 Written Communications in Organizations
BMG 53 Oral Communications in Organizations
BMG 54 Quantitative Skills/Math
BMK 50 Marketing
BMK 51 Principles of Selling
RE 80J Commercial Real Estate Appraisal
RE 80P Property Management in California

This program offers those interested in Real Estate the opportunity to complete the necessary education Requirements as defined by the California Department of Real Estate. The series of courses satisfy the educational requirements for obtaining and maintaining the State Real Estate Broker and Salesperson Licenses. The program is endorsed and coordinated through the college's Real Estate Advisory Committee, which includes prominent local real estate people. An internship is also available to qualified students, which offers a "hands on" look at the real estate office while providing college units through Work Experience. Upon completion of the certificate, students will have completed the educational requirements for the California Real Estate Broker

2003 Updated Certificates

Business Administration

and Salesperson Licenses. The educational requirements for the Broker's License will be fulfilled by completing the Core Requirements + 6 units from BAD 18, RE 80P, and BAD 1 or BBK 50. The educational requirements for the Appraiser's License will be fulfilled by completing the Core Requirements + 6 units from the Required Electives including RE 80J. RE 80A or equivalent is the prerequisite class for all other real estate classes. RE 80A is required prior to taking the State Salesperson's Exam. RE 80C may be satisfied by completing the Real Estate Internship Program. Consult with a Business Counselor, Business Administration Advisor, or Real Estate Coordinator for assistance in selecting classes.

Retail Merchandising Management Career Certificate (3014/09612)

25 Units

Roy Gattinella, (707) 527-4235

Requirements:

Core Courses

BAD 53	Introduction to Solving Business Problems with Spreadsheets
BMK 60	Retail Marketing
BMK 50	Marketing
BMK 54	Advertising
BMG 61	Skills for Managers

Required Supplementary Courses

And complete 10 units from the following:

BMG 52	Written Communication in Organizations
BMG 54	Quantitative Skills/Math
BAD 1	Financial Accounting

Required Electives:

And complete 4.5 units in any Business Administration courses (BAD, BMG, BMK, RE, ECON, Work Experience) relating to area of interest.

Consult with a Business Counselor, Business Administration Advisor, or Retail Merchandising Management Coordinator for assistance in selecting classes.

Retail merchandising management involves the buying of merchandise and its subsequent sale from the retailing firm to its customers. It requires the managerial skills of decision-making, directing, organizing and controlling.

It is strongly recommended that students take BMK 55, Promotions Management, a course sponsored through General Motors, where students use an actual budget of \$2,500 to create and execute a unique promotional program for GM.

Sales and Marketing Career Certificate (3122/06572)

22.5 Units

Roy Gattinella, (707) 527-4235

Requirements:

Core Courses:

BAD 53	Introduction to Solving Business Problems with Spreadsheets
BMK 50	Marketing
BMK 51	Principles of Selling
BMK 54	Advertising
BMG 52	Written Communication in Organizations
BMG 53	Oral Communication in Organizations
BMG 54	Quantitative Skills/Math
BMK 60	Retail Marketing
	OR BMK 55 Promotions Mgmt and Marketing Communications.

This certificate program prepares successful students for employment opportunities in sales, public relations, retailing, advertising, product management, distribution management, and direct marketing. Consult with a Business Counselor, Business Administration Advisor, or Sales and Marketing Coordinator for assistance in selecting classes.

2003 Updated Certificates

Business Office Technology

Business Office Technology

Account Clerk Career Certificate (3117/09614)

11.8 Units

Breck Withers, (707) 778-3961

Program Prerequisites

Keyboarding Requirement: The student must know the keyboard by touch and be able to keyboard a minimum of 20 words per minute when beginning the certificate program. If the student does not know the keyboard, BOT 50A or BOT 50B should be taken to improve keyboarding skills.

Requirements:

BBK 50	Computerized Bookkeeping and Accounting I
BOT 169.3	Self-Paced 10-Key Numeric Keypad on IBM/DOS Equipment
BGN 81	Business Math Skills
BOT 59.2A	Records & Information Management
BOT 67B	Employment Marketing Skills for Office Occupations II
BBK 53.1	QuickBooks
BOT 173.2A	MS Self-paced Excel Level 1
BOT 162.1A	Intro to MS Word for Windows, Level 1, for Office Professionals

Completion of this certificate program prepares the student as an entry level accounts payable/accounts receivable clerk, including data entry. See the SRJC Certificates website for further requirements. A Career Certificate will be granted upon fulfillment of the major requirements indicated with an asterisk with a grade of "C" or better.

Administrative Assistant Career Certificate (3053/06574)

42.5 Units

Peg Saragina, (707) 527-4693

Requirements:

First Semester

BGN 71	Business English
BGN 81	Business Math Skills
BGN 85	Electronic Calculator
BOT 50A	Computer-Keyboarding

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BOT 50B	Keyboarding & Document Processing
BOT 56A	Workforce Issues for Professional Office Workers.
BOT 56B	Employment Issues for Professional Office Workers

Second Semester

BOT 56.2	Workplace Communication for Professional Office Workers
BOT 56C	Survival Issues for Professional Office Workers
BOT 73.10A	Microsoft Office Suite for the Office Professional, Level 1
BOT 73.10B	Microsoft Office Suite for the Office Professional, Level 2

Third Semester

BBK 50	Computerized Bookkeeping & Accounting I
BOT 73.12B	Microsoft Word - Expert Level for the Office Professional
BOT 73.16A	Microsoft Publisher -- Level 1
BOT 172	Basic Filing
BOT 59.2A	Records & Information Management
BOT 59.2B	Managing Time and Materials

Fourth Semester

BOT 59.3	Marketing Your Skills
BOT 59.4	International Business Practices
BOT991	Occupational Work Experience/Internship
BOT 162.7	Microsoft Outlook Level 1

(Note: BOT 153, Typing Skillbuilding, is additionally recommended in the second, third and fourth semester of the program.)

Completion of this Certificate Program prepares the student to be a member of an organization's team. Because job titles in industry vary, emphasis is placed on skills and competency levels rather than job titles. This program encompasses the integration of twenty-first century workforce skills emphasizing communication, teamwork, project management, problem solving, and systems development. A unique aspect of the program is the requirement of the on-line International Business Practices course, which prepares students to work for international/multinational companies.

The Administrative Assistant Program includes an internship, which provides the student an opportunity to use their acquired skills in an office environment and gain experience in their profession before completing their program. See the SRJC Certificates Web site for further requirements.

The College's Business Office Technology Advisory Committee, which includes representatives from numerous local companies, has endorsed this program.

2003 Updated Certificates

Business Office Technology

Administrative Support 1 Career Certificate (3252/09617)

12.3 Units

Peg Saragina, (707) 527-4693

Program Prerequisite

The student must know the keyboard by touch and be able to keyboard a minimum of 20 words per minute when beginning the certificate program. If the student does not know the keyboard, BOT 50A or BOT 50B should be taken to improve keyboarding skill.

Program Requirements:

BGN 71 Business English
BOT 73.12A MS Word Core for the Office Professional
BOT 73.12B MS Word - Expert Level for Office Profs.
BOT 161.2 Introduction to Windows
BOT 56.3 Office Communication & Interpersonal Skills
BOT 67B Employment Marketing Skills for Office Occupations II
BOT 169.3 Self-Paced 10 Key Numeric Keypad on IBM/DOS Equipment
BOT 163.2 Keyboarding Speed/Accuracy Building
BOT 162.3A Intro to Excel
BOT 73.13A Microsoft Excel Core Level for the Office Professional
BOT 174.3 Organizing Your Office Filing System

Completion of this certificate program prepares the student as an entry-level office worker in private industry, non-profit organizations, and government offices. Typical duties include answering the telephone, effectively using a computerized word processing program to prepare correspondence and reports, and filing alphabetically and numerically.

Administrative Support 2 Career Certificate (3253/ 09618)

24.3 Units

Peg Saragina, (707) 527-4693

Program Prerequisites

The student must know the keyboard by touch and be able to keyboard a minimum of 20 words per minute when beginning the certificate program. If the student does not know the keyboard, BOT 50A or BOT 50B should be taken to improve keyboarding skill.

Program Requirements:

BGN 71 Business English
BOT 73.12A MS Word Core Level for Office Professionals
BOT 73.12B MS Word Expert Level for Office Professionals
BOT 79.7 Advanced Microsoft Word
BOT 161.2 Introduction to Windows
BOT 56.3 Office Communication & Interpersonal Skills
BOT 67B Employment Marketing Skills for Office Occupations II
BOT 169.3 Self-Paced 10-Key Numeric Keypad on IBM/DOS Equipment
BOT 153 Typing Skill Building
BOT 162.3A Intro to MS Excel, Level 1 for Office Professionals
BOT 174.3 Organizing Your Office Filing System
BOT 59.2A Records & Information Management
BOT 73.14A Microsoft Access for the Office Professional
BOT 86.68 Using Software & Technology
BGN 81 Business Math Skills
BOT 73.13A MS Core Level for the Office Professional
BOT 162.5A Intro to Power Point, Level 1, for Office Professionals
BOT 162.5B Intro to Power Point, Level 2, for Office Professionals

Completion of this certificate program prepares the student to use the computer to perform advanced word processing functions, adapt software to a variety of different jobs, and perform general office skills using critical thinking and problem-solving skills. Opportunities are available in private industry, non-profit organizations, and government offices. Typical duties include applying organizational and time management skills to increase productivity, managing both automated and manual records, and using technology to produce office documents.

Bookkeeper Assistant Career Certificate (3119/ 09615)

25.5 Units

Breck Withers, (707) 778-3961

Requirements:

First Semester

BBK 50 Computerized Bookkeeping and Accounting
BOT 169.3 Self-Paced 10-Key Numeric Keypad on IBM/DOS Equipment
BGN 81 Business Math Skills
BOT 59.2A Records & Information Management
BOT 67B Employment Marketing Skills for Office Occupations II
BBK 53.1 QuickBooks

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BOT 73.13A MS Excel-Core Level for the Office Professional
BOT 162.1A Introduction to MS Word for Win, Level 1, for Office Professionals

Second Semester

BGN 71 Business English
BBK 51 Computerized Bookkeeping & Accounting II
BOT 73.12A MS Word-Core Level for the Acct II
BOT 56.3 Office Comm. & Interpersonal Skills
BOT 73.13B MS Excel-Expert Level for the Office Prof.
BBK 53.2 QuickBooks, Level 2

Completion of this certificate program prepares the student as an assistant in recording financial data in various phases of the accounting operations emphasizing the use of various computer software programs.

A Career Certificate will be granted upon fulfillment of the major Requirements indicated with an asterisk with a grade of "C" or better. See the SRJC Certificates Web site for further requirements.

Bookkeeper Career Certificate (3118/09616)

43 Units

Howard Bryan, (707) 527-4394

Requirements:

First Semester

BGN 71 Business English
BGN 81 Business Math Skills
BOT 50A Computer Keyboarding
BOT 153 Typing Skillbuilding
BOT 56A Workforce Issues for Prof. Office Workers
BOT 56B Employment Issues for Prof. Office Workers

Second Semester

BOT 56.2 Workplace Communication for Professional Office Workers
BOT 56C Survival Issues for Prof. Office Workers
BGN 85 Electronic Calculator
BBK 50 Computerized Bookkeeping & Accounting I

Third Semester

BOT 73.10A MS Office Suite for Office Professionals, Level 1
BOT 73.10B MS Office Suite for Office Professionals, Level 2
BOT 172 Basic Filing

BBK 53.1 QuickBooks
BBK 51 Computerized Bookkeeping & Accounting II
BOT 59.2A Records & Information Management
BOT 59.2B Managing Time and Materials

Fourth Semester

BOT 59.3 Marketing Your Skills
BAD 1 Financial Accounting
BOT 99I Occupational Work Experience-Internship

Completion of this certificate program prepares the student as an entry-level bookkeeper working with the accountant in summarizing financial data and preparing financial statements. Students are trained to be members of an organization's team with the ability to exercise initiative and judgment, train co-workers, use technology, and assume responsibility without direct supervision. The Bookkeeper Program includes an internship, which provides the students an opportunity to use their acquired skills in an office environment and gain experience in their profession before completing their program.

A Certificate of Completion will be granted upon fulfillment of the major requirements indicated with an asterisk with a grade of "C" or better. See the SRJC Certificates Web site for further requirements.

International Office Assistant Completion Certificate (3218)

17.5 Units

Peg Saragina, (707) 527-4693
msaragina@santarosa.edu

Program Requirements:

BGN 71 Business English
BGN 81 Business Math Skills
BOT 56A Workforce Issues for Prof. Office Workers
BOT 56B Employment Issues for Prof. Office Workers
BOT 73.10A MS Office Suite for the Office Professional, Level 1
BOT 59.4 International Business Practices
BOT 50A Computer Keyboarding
OR BOT 153 Typing Skillbuilding

And complete 3 units from the following:

Any Foreign Language Course

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Completion of this certificate program prepares the student to seek employment as clerical support staff in companies that do business internationally or who work with customers or clients who are foreign born. Foreign-born customers and clients may be accustomed to different business practices. Required courses in this program provide students with an understanding of these differences and how they affect a company's business.

A student may complete the program in less than two semesters. Many of the courses required of this certificate program will count towards the Requirements of the Administrative Assistant Certificate Program.

A unique aspect of this certificate program is the requirement of the International Business Practices course in which students from other countries enroll. The course is taught completely online and the students not only learn about business practices in various countries, but also have an opportunity to communicate electronically with professionals in other countries. Students in this certificate program also will receive training in twenty-first century workforce skills emphasizing communication, teamwork, project management, problem solving, and systems development.

The college's Business Office Technology Advisory Committee, which includes representatives from numerous local companies, has endorsed this program.

A Certificate of Completion will be granted upon fulfillment of the requirements with a grade of "C" or better. See the SRJC Certificates Web site for further requirements.

Legal Office Specialist Career Certificate (3192/06575)

50 Units

Peg Saragina, (707)527-4693

Requirements:

First Semester

BGN 71	Business English
BGN 81	Business Math Skills
BOT 50A	Computer-Keyboarding
BOT 153	Typing Skillbuilding
BOT 56A	Workforce Issues for Prof. Office Workers
BOT 56B	Employment Issues for Prof. Office Workers
BOT 85.1	Intro to Legal Offices

Second Semester

BOT 56.2	Workplace Communication for Professional Office Workers
BOT 56C	Survival Issues for Professional Office Workers
BOT 73.12A	MS Word-Core Level for the Office Professional
BOT 73.12B	MS Word-Expert Level for the Office Professional
BOT 50B	Keyboarding and Document Processing
BOT 85.4A	Commencement of Civil Litigation, Level 1
BOT 85.4B	Commencement of Civil Litigation, Level 2
BOT 85.5A	Legal Procedure: Discovery Level 1
BOT 85.5B	Legal Procedure: Discovery Level 2

Third Semester

BOT 73.10A	Microsoft Office Suite for the Office Professional, Level 1
BOT 73.10B	Microsoft Office Suite for the Office Professional, Level 2
BOT 172	Basic Filing
BOT 85.6	Legal Document Processing
BOT 85	Selected Topics in Legal Procedures
BMG 53	Oral Communication in Organizations OR SPCH 60 Communication Skills
BOT 99I	Occupational Work Experience-Internship
BOT 59.2A	Records and Information Management

Fourth Semester

BOT 59.3	Marketing Your Skills
BAD 18	Legal Environment of Business
BOT 99I	Occupational Work Experience-Internship
BOT 162.7	MS Outlook Level 1

Completion of this Certificate Program prepares the student for employment in a private law office as well as legal departments of business firms, banks, insurance companies, financial institutions, and many government agencies including the court system. Job titles may include law office receptionist, file clerk, legal secretary, word document processor, and law office assistant. The skills needed of office professionals in other industries (i.e. secretary, administrative assistant, office assistant, etc.) are also required in legal-related offices. This program encompasses the integration of twenty-first century workforce skills needed of all office professionals emphasizing communication, teamwork, project management, problem solving, and systems development.

A unique aspect of the Legal Office Specialist Program is the two internships, which provide students an opportunity to use their acquired skills in an office environment and gain

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experience in their profession before completing their program. Members of the legal community have agreed to work closely with the students during their first internship to provide an introduction to the legal field.

The Certificate Program Coordinator is an active member of Sonoma County Legal Secretaries Association and the State organization, Legal Secretaries Incorporated, and works closely with the legal community to maintain currency in the program. Network contacts for student resources and employment are actively promoted. Local attorneys, paralegals, and former graduates have endorsed the program and participate in the College's Business Office Technology Advisory Committee. See the SRJC Certificate website for further requirements.

Legal Office Support Completion Certificate (3217)

17.5 Units

Peg Saragina, (707) 527-4693
msaragina@santarosa.edu

Program Requirements:

BGN 71 Business English
BGN 81 Business Math Skills
BOT 56A Workforce Issues for Prof. Office Workers
BOT 56B Employment Issues for Prof. Office Workers
BOT 73.12A MS Word - Core Level for Office Professionals
BOT 73.12B MS Word - Expert Level for Office Professionals
BOT 85.1 Legal Professions
Any BOT 85 Legal Procedures course
BOT 172 Basic Filing
BOT 50A Computer Keyboarding
OR BOT 153 Typing Skill Building

Completion of this certificate program prepares the student to seek employment as clerical support staff in legal-related offices. Students may complete the program in less than two semesters. Many of the courses required of this certificate program will count towards the Requirements of the Legal Office Specialist Certificate Program.

Students will be required to complete units in legal procedures so that they are familiar with law office practices. In addition they will receive training in twenty-first century workforce skills emphasizing communication, teamwork, project management, problem solving, and systems development.

The College's Business Office Technology Advisory Committee, which includes representatives from numerous local companies, has endorsed this program. Also, both the Sonoma County Legal Secretaries Association and Legal Secretaries Incorporated offer scholarships ranging from \$200 to \$1,000 to students pursuing careers in this occupational area.

A certificate of completion will be granted upon fulfillment of the major requirements indicated with an asterisk with a grade of "C" or better. See the SRJC Certificates Web site for further requirements.

Payroll Completion Certificate (3067)

12-13 Units

Breck Withers, (707) 778-3961

Program Requirements:

Note: Basic computer skills including Windows and mouse, or CIS 101A - PCs for New Users, are recommended before beginning the program.

Core Courses:

Complete 12 units from the following:

BOT 162.3A Intro. to MS Excel, Level 1, for Office Professionals
BOT 162.3B Intro. to MS Excel, Level 2, for Office Professionals
BOT 162.3C Intro. to MS Excel, Level 3, for Office Professionals
BOT 162.4A Intro. to MS Access, Level 1, for Office Professionals
BOT 162.4B Intro to MS Access, Level 2, for Office Professionals
BBK 52.1 Payroll Record Keeping and Reporting
BGN 85 Electronic Calculator
BOT 299.50A Business English & Writing Review
BBK 50 Computerized Bookkeeping & Accounting
OR BAD 1 Financial Accounting

Required Electives:

And complete 2 units from the following:

WE OC 99I Occupational Work Experience-Internship
HR 65.2 Fundamentals of Salary Administration
HR 65.3 Human Resources Record Keeping
HR 65.4 Administrating Leaves of Absence
HR 65.5 Benefits Administration
HR 65.6 Fundamentals of Human Resource Law

This 12-unit certificate is designed to link to the Human Resources curriculum offered in Business Administration Department by providing students an opportunity to specialize

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in Payroll accounting to qualify for entry-level payroll positions in industry or in a payroll service. The certificate is also linked to the Account Clerk certificate providing students an opportunity to specialize in payroll to qualify for entry-level payroll positions in industry and with payroll services.

Teleservices Completion Certificate (3193)

13.8 Units

Susan Jaderstrom, (707) 778-3964

Program Prerequisites

Keyboarding requirement. Students must know the keyboard by touch and be able to keyboard a minimum of 20 words a minute when beginning the certificate program.

Requirements:

- BGN 71 Business English
- BOT 86.58 Business Writing
- BOT 56.3 Office Communication and Interpersonal Skills
- BOT 155 Teleservices Skills
- BOT 299.50B Business Math & Calculator Review
- BOT 67B Employment Marketing Skills for Office Occupations II
- BOT 153 Typing Skillbuilding
- BOT 169.3 Self-Paced 10-Key Numeric Keypad on IBM/DOS Equipment
- BGN 183 Data Entry Applications
- BOT 162.1A Intro to MS Word for Win, Level 1, for Office Professionals
- BOT 162.7 MS Outlook Level 1
- BOT 99I Occupational Work Experience-Internship

Completion of this certificate program prepares the student as an employee who responds to customers' requests, performs troubleshooting, refers customers to other resources, and/or takes orders over the telephone or by answering e-mail. Prepares students to work in both call centers and small businesses.

A Certificate of Completion will be granted upon fulfillment of the major requirements with a grade of "C" or better. See the SRJC Certificates Web site for further requirements.

Virtual Assistant Completion Certificate (3216)

17.5 Units

*LaDonna Bachand (707) 527-4623
lbachand@santarosa.edu*

Program Requirements:

- BGN 71 Business English
- BOT 59.5 Creating A Virtual Office
- BOT 59.6 Marketing Yourself as a Virtual Assistant
- BOT 87.24 Writing Strategies
- BOT 154.2 Customer Service Skills for Business
- BOT 154.4 Time Management Skills
- BMG 85.5 The Business Plan

And complete one of the following:

- BOT 73.12A MS Word-Core Level for the Office Professional
- BOT 73.12B MS Word-Expert Level for the Office Professional

And complete one of the following:

- BOT 73.14A MS Access for the Office Professional
- BOT 73.14B MS Access-Expert Level for the Office Professional

Requirements for Administrative Support Emphasis:

Complete 3 units from the following:

- BOT 59.4 International Business Practices
- BOT 73.13A MS Excel-Core Level for the Office Professional
- BOT 73.13B MS Excel-Expert Level for the Office Professional
- BOT 73.15A MS PowerPoint for the Office Professional
- BOT 73.15B MS PowerPoint-Expert Level for the Office Professional
- BOT 154.3 Business Etiquette
- BOT 154.5 Ethical Issues in the Business Office
- BOT 99I Occupational Work Experience Internship
- BMG 90.1 Management of Office Systems

Requirements for Bookkeeping Emphasis:

Complete 3 units from the following:

- BBK 50 Computerized Bookkeeping & Accounting
- BBK 53.1 QuickBooks
- BOT 73.13A MS Excel-Core Level for the Office Professional
- BOT 73.13B MS Excel-Expert Level for the Office Professional
- BOT 154.3 Business Etiquette
- BOT 154.5 Ethical Issues in Business Office
- BOT 99I Occupational Work Experience Internship

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Business Office Technology & Child Development

Requirements for Promotional/Marketing Emphasis:

Complete 3 units from the following:

- BOT 73.15A MS PowerPoint for the Office Professional
- BOT 73.15B MS PowerPoint-Expert Level for the Office Professional
- BOT 73.16A Microsoft Publisher Level 1
- BOT 154.3 Business Etiquette
- BOT 154.5 Ethical Issues in the Business Office
- CIS 58.51A Creating Web Pages 1-HTML
- CIS 58.51B Creating Web Pages 2-HTML
- BOT 99I Occupational Work Experience Internship

Completion of this certificate program prepares the student to develop a business as a Virtual Assistant. This is a fairly new and emerging administrative profession where individuals work from their homes as independent contractors. A unique aspect of this certificate program is that all of the core and elective courses are offered online, providing more accessibility for busy, working adults and for individuals with various personal commitments and/or challenges.

The College's Business Office Technology Advisory Committee, which includes representatives from numerous local companies, has endorsed this program. A certificate of completion will be granted upon fulfillment of the major Requirements with a grade of "C" or better. See the SRJC Certificates Web site for further requirements.

Child Development

Children in the Justice System Career Certificate (3149/09796)

18 Units

Joel Gordon, (707)527-4315

Requirements:

- CHLD 10 Developmental Stages of Childhood
- AJ 21 Intro to Administration of Justice – CP1
- AJ 53 Juvenile Procedures
- CHLD 90.1 Child, Family, Community Interrelationships
- AJ 71 Correctional Interviewing and Counseling
- AJ 25 Community Relations

OR CHLD 68 Issues in Diversity

(Note: CHLD 10 and AJ 21 should be the first courses taken. Other courses can be taken in any order.)

The goal of this certificate is to provide a program of classes from both the Child Development department and the Administration of Justice program that targets the needs of those who work with youth and children in the justice system. In order to work effectively with youthful offenders, professionals need to understand both the dynamics of child and family development and the workings of the justice system in regards to those same youth. By combining classes from these two programs, students would better understand the interplay between the dynamics operating in both systems. A grade of "C" or better is required in all certificate courses.

Early Intervention Assistant Career Certificate (3167/12167)

24 Units

*Susan Carpenter, (707) 522-2619
scarpenter@santarosa.edu*

Requirements:

- CHLD 10 Developmental Stages of Childhood
- OR 3 units from the CHLD110.1-110.4 series**
- CHLD 90.1 Child, Family, Community Interrelationships
- OR CHLD 190.1** Home, School & Community Relations
- CHLD 90.4 Introduction to Curriculum

2003 Updated Certificates

Child Development

CHLD 111A	Group Care for Children Under Three
CHLD 111B	Group Care for Children Under Three
CHLD 79.3	Administering Programs for Children Under Three
CHLD 53	The Child with Special Needs in the Community
CHLD 69	Introduction to Early Intervention
CHLD 60.3	Child Development Field Experience
CHLD 254	Working with Parents
CHLD 85.3	Guidance and Discipline Techniques in the Preschool Setting

This certificate would be appropriate for students working as assistants or paraprofessionals in early intervention, early childhood special education or child development programs as well as regular early childhood programs.

There are two levels of assistant competencies identified by Early Intervention Assistant Personnel Competencies for California's Early Start Program that are based upon education, experience, training and subsequent responsibility. See the certificate advisor to determine appropriate course sequence for fulfilling the requirements for the academic pathway for Early Intervention Assistant I and II.

This certificate, with the addition of 16 General Education units, will fulfill the education requirements for the Teacher Permit. With 6 additional Child Development units and 2 units of adult supervision, the student will fulfill the education requirements for the Master Teacher permit with a specialization in either Infant Toddler Care or Special Education.

In addition to the above and in accordance with Title 22, Department of Social Services, 15 hours of training in pediatric first aid, CPR and children's health issues is needed. CHLD 90.3, Health and Safety for the Young Child (2 units) or CHLD 253, Pediatric First Aid & CPR (1 unit) meet this requirement.

School Age Care Completion Certificate (3214) 12 Units

Julie Gleason, (707) 522-2618
Susan Carpenter (707) 522-2619
Donna Shives (707) 522-2617

Requirements:

- CHLD 110.3 School Age Child Development
 - CHLD 113 School Age Curriculum
 - CHLD 60.3 Child Development Field Experience
 - CHLD 90.1 Child, Family, Community Interrelationships
- OR CHLD 190.1** Home, School & Community Relations

(Note: CHLD 60.3 is taken at 1.5 units concurrently with CHLD 110.3 and with CHLD 113 for a total of 3 units.)

The Child Development School Age Care Certificate meets the educational requirement for a school age emphasis for the assistant teacher, associate teacher, teacher, master teacher/trainer, site supervisor and program director levels (when accompanied by the unit requirements for these different permits) of the Child Development Permit issued by the State of California Commission on Teacher Preparation. A grade of "C" or better is required for all certificate classes.

2003 Updated Certificates

Computer and Information Science

Computer and Information Science

Adobe Applications Specialist Completion Certificate (3162)

12.0 Units

Jeffrey Diamond, (707) 527-4990

Requirements:

- CIS 175 Font Management
- CIS 73.35 Adobe Illustrator 1
- CIS 73.36 More Graphics with Adobe Illustrator 2
- CIS 173.21A Intro to Adobe Acrobat
- CIS 50.91 Exploring Microsoft Windows
- OR CIS 50.31** Understanding Your Macintosh
- CIS 65.51 Adobe PageMaker
- CIS 73.41A Adobe InDesign 1
- CIS 73.31A Intro to Adobe Photoshop
- AND CIS 73.31B** Intermediate Adobe Photoshop
- OR CIS 73.31** Introductory & Intermediate Adobe Photoshop

Adobe, a leader in the development of graphics software, has developed a certification program for their most widely distributed packages including PageMaker, Illustrator and Photoshop. This award acknowledges the student for completing these rigorous 12 units. Earning this award will support individuals applying for new jobs as well as those currently employed. So, although not a career certificate, this award will enhance the recipient's value in the job market.

Adobe Certification Training in Illustrator Completion Certificate (3242)

11.5 Units

Jeffrey Diamond, (707) 527-4990

Program Requirements:

- CIS 73.35 Adobe Illustrator 1
- CIS 73.36 More Graphics with Adobe Illustrator 2
- CIS 73.38 Adobe Illustrator 3
- CIS 73.39A Adobe Illustrator Web Graphics 1
- APGR 52A Intro to Computer-Based Design
- APGR 54.1 Production Techniques in Illustrator

Adobe is the leader in the development of graphics. This course of study provides instruction in the vector graphic program, Illustrator. The certificate helps prepare the student for the Adobe Illustrator ACE industry exam. The skills are applicable to printed and web media. Although not a career certificate, this award will enhance the recipient's value in the job market.

Adobe Certification Training in InDesign Completion Certificate (3243)

7.5 Units

Jeffrey Diamond, (707) 527-4990

Program Requirements:

- CIS 73.41A Adobe InDesign 1
- CIS 73.41B Adobe InDesign 2
- CIS 175 Font Management

Adobe, a leader in the development of graphics software has developed a certification program for their most widely distributed packages and InDesign is one of them. This award spells out a course of study that will prepare the computer user to take the Adobe InDesign industry certification test. Not only will the award define the path, but also acknowledge the student for completing the rigorous 7.5 units. The award will indicate a particular depth and breadth of desktop publishing skills. Although not a career certificate, this award will enhance the recipient's value in the job market. The certificate will be awarded upon fulfillment of the 7.5 units of requirements with a grade of "C" or better.

Adobe Certification Training in PageMaker Completion Certificate (3163)

7.0 Units

Jeffrey Diamond, (707) 527-4990

Requirements:

- CIS 65.51 Adobe PageMaker
- CIS 65.53 Adobe PageMaker - Advanced Projects

Adobe, a leader in the development of graphics software, has developed a certification program for their most widely distributed packages and PageMaker is one of them. This award spells out a course of study that will prepare the computer user to take the Adobe PageMaker certification test.

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Not only will the award define the path, but also acknowledge the student for completing the rigorous 7 units of the course. The award will indicate a particular depth and breadth of PageMaker knowledge and experience. Although not a career certificate, this award will enhance the recipient's value in the job market.

DreamWeaver Web Content Developer Completion Certificate (3208)

14.5 Units

Linda Hemenway, (707) 527-4855
lhemenway@santarosa.edu

Julie Hahn, (707) 527-4792
jhahn@santarosa.edu

Requirements:

- CIS 58.51A Creating Web Pages 1 - HTML
 - CIS 58.51B Creating Web Pages 2 - HTML
 - CIS 58.62A DreamWeaver, Beginning
 - CIS 58.62B DreamWeaver, Intermediate
 - CIS 58.62C Web Database Design with DreamWeaver MX
 - CIS 78.11 Introduction to Telecommunications
 - CIS 58.54 Web Content Development
- OR CIS 99I** Occupational Work Experience - Internship (Using Dream Weaver)

The program is designed to provide students with the skills they need to succeed in the field of Web site development. Our training program stresses the usage of the Web as a platform to deliver solutions to business problems. Students will gain an understanding of the relevant Web technologies, the most common software and hardware products, the resources necessary to support a site, and the requirements of site maintenance. All students will work in a team with a client to refine their Web content development skills and gain an understanding of how a site is created and what "soft skills" are required to succeed in industry.

FrontPage Web Content Developer Completion Certificate (3210)

10 Units

Linda Hemenway, (707) 527-4855
lhemenway@santarosa.edu

Requirements:

- CIS 58.51A Creating Web Pages 1 - HTML
 - CIS 58.51B Creating Web Pages 2 - HTML
 - CIS 78.11A Telecommunications 1
 - CIS 84.50A Beginning Microsoft Front Page
 - CIS 58.54 Web Content Development
- OR CIS 99I** Occupational Work Experience - Internship (Using Front Page)

The program is designed to provide students with the skills they need to succeed in the field of Web site development. Our training program stresses the usage of the Web as a platform to deliver solutions to business problems. Students will gain an understanding of the relevant Web technologies, the most common software and hardware products, the resources necessary to support a site, and the requirements of site maintenance. All students will work in a team with a client to refine their Web content development skills and gain an understanding of how a site is created and what "soft skills" are required to succeed in industry.

General Multimedia Completion Certificate (3219)

17.5 Units

Jeffrey Diamond, (707) 527-4990
jdiamond@santarosa.edu

Program Requirements:

- APGR 66 Production Techniques for Multimedia Design
- APGR 72 Principles of Screen Design
- ART 3 Introduction to Art & Design
- ART 4 Principles of Color
- COMM 5 Group Discussion & Problem Solving
- COMM 66.3 Communicating Effectively Via Technology
- CIS 73.31A Intro to Adobe Photoshop
- CIS 73.31B Intermediate Adobe Photoshop
- CIS 73.35 Adobe Illustrator 1
- CIS 75.21A Introduction to Macromedia Director
- CIS 75.31A Intro to Web-Based Animation with Flash
- CIS 75.11A Post-Production Techniques 1

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(Important Note : Courses for this certificate must be taken for grade only.)

Upon successfully completing the program of study requirements, a General Multimedia Certificate will be awarded. The General Multimedia Certificate will introduce students to the process of designing and producing interactive content for the web and other media. Student will acquire the skills necessary to obtain entry-level positions in new media industries as multimedia authors, technicians, artists, programmers and developers.

GoLive Web Content Developer Completion Certificate (3211)

11.5 Units

*Linda Hemenway, (707) 527-4855
lhemenway@santarosa.edu*

*Julie Hahn, (707) 527-4792
jhahn@santarosa.edu*

Requirements:

CIS 58.51A Creating Web Pages 1 - HTML
CIS 58.51B Creating Web Pages 2 - HTML
CIS 78.11A Telecommunications 1
CIS 58.65A Adobe GoLive, Introductory
CIS 58.65B Adobe GoLive, Intermediate
CIS 58.54 Web Content Development
OR CIS 99I Occupational Work Experience -
Internship (Using GoLive)

The program is designed to provide students with the skills they need to succeed in the field of Web site development. Our training program stresses the usage of the Web as a platform to deliver solutions to business problems. Students will gain an understanding of the relevant Web technologies, the most common software and hardware products, the resources necessary to support a site, and the requirements of site maintenance. All students will work in a team with a client to refine their Web content development skills and gain an understanding of how a site is created and what "soft skills" are required to succeed in industry.

HTML Web Content Developer Completion Certificate (3212)

8.5 Units

*Linda Hemenway, (707) 527-4855
lhemenway@santarosa.edu*

*Julie Hahn, (707) 527-4792
jhahn@santarosa.edu*

Requirements:

CIS 58.51A Creating Web Pages 1 - HTML
CIS 58.51B Creating Web Pages 2 - HTML
CIS 78.11 Introduction to Telecommunications
CIS 58.54 Web Content Development
OR CIS 99I Occupational Work Experience -
Internship (Using HTML)

The program is designed to provide students with the skills they need to succeed in the field of Web site development. Our training program stresses the usage of the Web as a platform to deliver solutions to business problems. Students will gain an understanding of the relevant Web technologies, the most common software and hardware products, the resources necessary to support a site, and the requirements of site maintenance. All students will work in a team with a client to refine their Web content development skills and gain an understanding of how a site is created and what "soft skills" are required to succeed in industry.

Microcomputer Systems Specialist Career Certificate (3104/09624)

29-31 Units

Ellindale Wells, (707) 527-4921

Requirements:

Core Courses:

CIS 66 Management Info Systems
CIS 61.31 Using Microsoft Excel
CIS 65.11 Microsoft Word
CIS 50.91 Exploring Microsoft Windows
CIS 50.13 Virus Protection/Disk Backup
CIS 51.13 Microsoft DOS/Windows Command Line Basics
CIS 78.11 Intro to Telecommunications
ELEC 88.81 Computer Hardware
ELEC 88.82 Advanced Computer Hardware/A+

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Computer and Information Science

CIS 10A Computer Science Fundamentals I
OR CIS 16A Beginning Programming

Required Supplementary Core

Writing

And complete at least 3.0 - 4.0 units from the following:

BMG 52 Written Communication in Organizations
ENGL 100B Writing Improvement
ENGL 84A Technical Writing
BGN 71 Business English

Math

And complete at least 3.0 - 5.0 units from the following:

BMG 54 Quantitative Skills/Math
MATH 150A First Half of Elementary Algebra
Any math course higher than MATH 150A

Required Electives:

And complete 3.0 units from the following:

Any course in Computer and Information Sciences not used as a Core course except CIS 5, CIS 76, CIS 101A, 101B, CIS 105A, and 105B.

(Note: Courses selected to obtain or improve skills appropriate to the students' career goals. See the SRJC Certificate web site for further information.)

This certificate program prepares students for employment in many entry-level jobs requiring a well-rounded computer education in application software, system software and associated utilities as well as hardware selection, installation, troubleshooting and maintenance. Students also understand computer systems, communications and programming. This certificate specializes in windows-based microcomputer systems. All courses must be passed with at least a "C" grade. No more than 3 units of electives can be CR/NC - a CR must be awarded.

Microsoft Office Specialist Completion Certificate (3228)

16.5 Units

Ellindale Wells, (707) 527-4921

Requirements:

CIS 58.31A Introduction to the Internet and the World Wide Web
CIS 74.13A Office Integration
BOT 73.15A Microsoft Power Point for the Office Professional
CIS 50.91 Exploring MS Windows
OR CIS 50.31 Understanding Your Macintosh
CIS 65.11 Microsoft Word
OR BOT 73.12A MS Word-Core Level for the Office Professional
AND BOT 73.12B MS Word-Expert Level for the Office Professional
CIS 61.31 Using Microsoft Excel
OR BOT 73.13A MS Excel-Core Level for the Office Professional
AND BOT 73.13B MS Excel-Expert Level for the Office Professional
CIS 69.31 Microsoft Access
OR BOT 73.14A MS Access for the Office Prof.

AND BOT 73.14B MS Access Expert Level for the Office Professional

(Note: A maximum of 4 1/2 units of BOT courses can be utilized.)

The student completing this course of study will also have basic computer skills, a working knowledge of an operating system and telecommunications or the Internet and in-depth experience with Microsoft Office Suite. Having completed full semester, three unit classes in the courses that are at the heart of the Microsoft Office suite, the student will have had many hours of practice over time, developing a thorough understanding of Word, Excel and Access. In the Office Integration course, the student combines aspects of the individual applications into powerful composite documents.

The mastery of material presented in these courses prepares the student to take the MOUS exams (Microsoft Office User Specialist) in Word, Excel, Access and PowerPoint.

Microsoft Office User Completion Certificate (3227)

9.0 Units

Ellindale Wells, (707) 527-4921

Requirements:

CIS 74.11 Microsoft Office
CIS 74.13A Office Integration

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Computer and Information Science

- CIS 50.91 Exploring MS Windows
OR CIS 50.31 Understanding Your Macintosh
- CIS 58.31A Introduction to the Internet and the World Wide Web
OR CIS 78.11 Telecommunications 1

The student completing this course of study will also have basic computer skills, a working knowledge of an operating system and telecommunications or the Internet. The two courses in Office provide experience creating documents in Word, spreadsheets in Excel, databases in Access and then bringing them all together in the Office Integration course. The depth and breadth of experience would make a prospective applicant more employable. For the already employed, it increases their skills, creating a more valuable employee. The mastery of material presented in these courses prepares the student to take the Microsoft Office User Specialist (MOUS) exams in Word, Excel and PowerPoint.

Networking with A+ Competency Certificate (3249)

13 Units

Michael McKeever, (707) 775-2862
Frank Pugh, (707) 527-4283
fpugh@santarosa.edu

Program Requirements:

- CIS 78.11A Telecommunications 1
CIS 78.11B Telecommunications 2
CIS 51.18 Intro to Networking Services
CIS 58.81A Cisco Networking 1
CIS 51.13 MS DOS/Windows Command Line Basics
ELEC 88.81 Computer Hardware
ELEC 88.82 Advanced Computer Hardware/A+
CIS 99I Occupational Work Experience-Internship

Students in the A+ program learn the skills to build, configure, administrate and troubleshoot PC software and hardware. They also receive curriculum that will prepare them to take the CompTIA industry exam in A+. CompTIA is a well-established certification vendor. Certification provides credibility, recognition of achievement, and quality assurance. The program stresses a combination of theory, practicum, and hands-on computer hardware experience. A certificate will be awarded upon fulfillment of the 13.0-unit requirement with a grade of "C" or better.

Networking with Cisco Completion Certificate (3220)

15 Units

Michael McKeever, (707) 775-2862

Program Requirements:

(Important Note - Courses for this certificate must be taken for grade only.)

- CIS 51.13 Microsoft DOS/Windows Command Line Basics
CIS 51.15 Networking Essentials - Theory & Concepts
CIS 58.81A Cisco Networking 1 (formerly CIS 84.81A)
CIS 58.81B Cisco Networking 2 (formerly CIS 84.81B)
CIS 58.81C Cisco Networking 3
CIS 58.81D Cisco Networking 4

This course of study prepares the student to take the Cisco Certified Network Associate career certification test. The CCNA certification indicates a foundation in and apprentice knowledge of networking for the small office/home office (SOHO) market. Courses in Cisco are taught at a Cisco Networking Academy and have been carefully designed to follow Cisco Academy curriculum. Some students may complete these courses as a way to prepare for the Cisco networking exam. Others will enroll as an avenue for advancement in their current jobs. As students who have completed these courses go out into our community, we expect employers to recognize the high skill level that these awards represent.

Networking with Microsoft Windows 2000 Completion Certificate (3256)

15-16.5 Units

Michael McKeever, (707) 775-2862

Program Prerequisites

- CIS 51.18 Introduction to Networking Services
CIS 58.81A Cisco Networking 1

(Although not required, it is also recommended that students take CIS 51.13 Microsoft DOS/Windows Command Line Basics.)

Program Requirements:

(Important Note - Courses for this certificate must be taken for grade only.)

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- CIS 51.52 Microsoft Windows 2000 Professional
- CIS 51.53 Microsoft Windows 2000 Server
- CIS 51.54 Implementing/Administering Windows 2000 Directory Services
- CIS 51.55 Implementing/Administering MS Windows 2000 Network Infrastructure

And complete 3 courses from the following, including one design course:

- CIS 51.56 Microsoft Exchange 2000 Server Implementation and Administration
- CIS 51.57 Designing Microsoft Windows 2000 Network Security
- CIS 51.58 Designing a Microsoft Windows 2000 Network Infrastructure
- CIS 69.53 Structured Query Language

This course of study prepares the student to take the MCSE 2000 certification tests. The courses and their sequence have been carefully designed. We feel it is important for the student to follow the prescribed sequence and have their completion of these rigorous courses acknowledged. Some students may complete these courses as a way to prepare for the networking exams. Others will enroll as an avenue for advancement in their current jobs. As students who have completed these courses go out into our community, we expect employers to recognize the high skill level that these awards represent.

Oracle Database User (ODU) Completion Certificate (3250)

9 Units

Carolyn Massell, (707) 778-3957

Program Requirements:

- CIS 51.13 MS DOS/Windows Command Line Basics
- CIS 69.31 Access
- OR CIS 69.51 Database Management with FileMaker Pro**
- CIS 69.53 Structured Query Language
- CIS 69.54A Oracle SQL Fundamentals
- CIS 69.54B Oracle SQL, Advanced

This course of study prepares the student to take the Oracle Database SQL certification exam (IZO-001). ODU certification indicates a foundation in and apprentice knowledge of the interactive use of the Oracle database system in both a Windows 2000 and Unix environment. SQL(Structured Query Language) is the major access methodology utilized

throughout. Courses have been carefully designed to follow Oracle Academic Initiative (OAI) curriculum. Some students may complete these courses as a way to prepare for Oracle's certification exam. Others will enroll as an avenue for advancement in their current jobs. As students who have completed these courses go out into the community, we expect employers to recognize the high skill level that these certificates represent.

UNIX Linux Completion Certificate (3188)

15-17 Units

Michael McKeever, (707) 775-2862

Requirements:

(Important Note - Courses for this certificate must be taken for grade only.)

- CIS 51.13 Microsoft DOS/Windows Command Line Basics
- CIS 58.81A Cisco Networking 1
- CIS 58.18 Introduction to Networking Services
- CIS 50.71 Introduction to UNIX
- CIS 51.21 UNIX System Administration
- CIS 51.91 Network Interoperability
- CIS 99I Occupational Work Experience/Internship

And complete 3 courses from the following:

- CIS 51.71 Web Site Administration with UNIX
- CIS 51.41 SQL Database Administration with UNIX
- CIS 51.16 Mail Systems with UNIX
- CIS 51.17 DNS Configuration with UNIX

This course of study prepares the student to take the Level 1 - Sair Linux and GNU certification tests. The courses and their sequence have been carefully designed. We feel it is important for the student to follow the prescribed sequence and have their completion of these rigorous courses acknowledged. Some students may complete these courses as a way to prepare for the networking exams. Others will enroll as an avenue for advancement in their current jobs. As students who have completed these courses go out into our community, we expect employers to recognize the high skill level that these awards represent.

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Web Graphic Production Completion Certificate (3254)

17 Units

Linda Hemenway, (707) 527-4855
lhemenway@santarosa.edu

Julie Hahn, (707) 527-4792
jhabn@santarosa.edu

Program Requirements:

- CIS 58.51A Creating Web Pages 1 - HTML
 - CIS 58.51B Creating Web Pages 2 - HTML
 - CIS 73.31A Intro to Adobe Photoshop
 - CIS 73.31B Intermediate Adobe Photoshop
 - CIS 83.17A Creating Web Graphics with Photoshop and Image Ready 1
 - CIS 83.17B Creating Web Graphics with Photoshop and Image Ready 2
 - CIS 73.35 Adobe Illustrator 1
 - CIS 73.36 More Graphics with Adobe Illustrator 2
 - CIS 73.39A Adobe Illustrator Web Graphics 1
 - CIS 58.54 Web Content Development
- (Note: Courses for this certificate must be taken for a grade only.)

Web Graphic Production graduates are responsible for processing the majority of graphics found at a website. Job titles include: Web Graphic Production Assistant, Web Production Artist, Art Production, Web Design Assistant and Web Graphic Artist Assistant. Web graphic production positions require employees with a strong understanding of Photoshop, Illustrator, HTML and production techniques. The position requires employees to work quickly and efficiently to process images which will display on the web. The program provides thorough training in HTML, Photoshop, Illustrator, production techniques, and the web development process.

Our training program stresses the use of the web as a platform to deliver solutions to business problems. At the end of the program students are expected to work in teams to apply their graphic production techniques to an actual website to a client we provide. The ability to work in a group, communicate with a client, resolve problems, meet deadlines, and understand the web development cycle is just as important as understanding Photoshop or quickly processing graphics. This "hands-on" approach ensures that when you complete the program you will have practical experience in creating a working website.

Web Project Management Completion Certificate (3239)

17.5 Units

Linda Hemenway, (707) 527-4855
lhemenway@santarosa.edu

Julie Hahn, (707) 527-4792
jhabn@santarosa.edu

Requirements:

- CIS 58.51A Creating Web Pages 1 - HTML
 - CIS 58.51B Creating Web Pages 2 - HTML (formerly 84.42B)
 - CIS 66.2A Using Software for Managing a Project
 - CIS 58.54 Web Content Development
- OR CIS 99I** Occupational Work Experience/
Internship
- BMG 78.128 Project Management
 - BMG 61 Skills for Managers
 - BMG 62.2 The Management of Meetings
 - BMG 62.3 Building Effective Work Groups
 - BMG 67.2 Preventing, Managing, and Resolving Conflict

Required Electives:

And complete 4 units from the following:

- CIS 10A Computer Science Fundamentals I
- CIS 73.11 Computer Graphics Concepts
- CIS 173.21A Intro to Adobe Acrobat
- BMG 62.1 Effective One-on-One Communication
- BMG 63.1 Motivation and Empowering Employees
- BMG 63.2 How To Be An Effective Leader
- BMG 66.1 Decision making in Organizations
- BMG 66.2 Organizational Planning and Controlling
- BMG 67.3 The Mediation of Conflict

Project Managers supervise website production. They act as a liaison between the client and the web development team and keep the project on time and on budget. Job titles include - Web Project Manager, Client Relations Manager, Web Project Specialist and E-Commerce Production Specialist. The skills needed include an understanding of basic management skills, organizing and managing people, and web technologies. Excellent communication and customer service skills are essential.

Our training program stresses the use of the web as a platform to deliver solutions to business problems. Throughout the program students are expected to work in teams to create

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websites for clients within the community. The ability to work in a group, communicate with a client, resolve problems, meet deadlines, and understand the web development cycle is just as important as understanding HTML code or creating a Project Proposal. This “hands-on” approach ensures that when you complete the program you will have practical experience, as well as working websites that are featured in your electronic portfolio. A Certificate of Completion will be granted upon completion of all courses with a grade of “C” or better.

Web Site Development: JAVA Programmer Career Certificate (3200/12231)

29 Units

Linda Hemenway, (707) 527-4855
lhemenway@santarosa.edu

Julie Hahn, (707) 527-4792
jhahn@santarosa.edu

Requirements:

- CIS 58.51A Creating Web Pages 1 - HTML
- CIS 58.51B Creating Web Pages 2 - HTML
- CIS 78.11A Telecommunications 1
- CIS 78.11B Telecommunications 2
- CIS 58.54 Web Content Development
- OR CIS 99I** Occupational Work Experience/Internship
- CIS 10A Computer Science Fundamentals I
- CIS 50.71 Introduction to UNIX
- CIS 17 Java Programming
- CIS 69.53 Structured Query Language
- CIS 58.57 Creating an Electronic Portfolio for the World WideWeb
- CIS 69.31 Access
- OR CIS 69.51** Database Management with FileMaker Pro
- CIS 58.55 The Business of Website Production
- OR CIS 99I** Occupational Work Experience/Internship

The program is designed to provide students with the skills they need to succeed in the field of web site design and development. Our training program stresses the usage of the Web as a platform to deliver solutions to business problems. Students will gain an understanding of the relevant Web technologies, the most common software and hardware products, the resources necessary to support a site, and the requirements of site maintenance.

JAVA programmers develop JAVA applications for Web sites.

These applications range from simple server-side scripts, to extremely complex database applications. Job titles include - Web Programmer, JAVA Programmer, JAVA Developer, Software Developer, Software Engineer, Web Technical Developer. The skills needed include an understanding of basic programming concepts, the object model and object oriented programming, HTML, Java language basics, and use of the JDBC (Java Database Connectivity) to access databases from Java. Excellent communication and customer service skills are essential.

Our training program stresses the use of the Web as a platform to deliver solutions to business problems. Throughout the program students are expected to work in teams to create Web sites for clients we provide. The ability to work in a group, communicate with a client, resolve problems, meet deadlines, and understand the web development cycle is just as important as understanding HTML code or creating JAVA Applets. This “hands-on” approach ensures that when you complete the program you will have practical experience, as well as working Web sites that are featured in your electronic portfolio.

A Career Certificate will be granted upon fulfillment of the requirements with a grade of “C” or better in all courses.

Web Site Development: JavaScript Programmer Career Certificate (3201/12232)

27.5 Units

Linda Hemenway, (707) 527-4855
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Julie Hahn, (707) 527-4792
jhahn@santarosa.edu

Requirements:

Core Courses:

- CIS 58.51A Creating Web Pages 1 - HTML
- CIS 58.51B Creating Web Pages 2 - HTML
- CIS 78.11A Telecommunications 1
- CIS 78.11B Telecommunications 2
- CIS 58.54 Web Content Development
- OR CIS 99I** Occupational Work Experience - Internship

And complete all of the following courses:

- CIS 10A Computer Science Fundamentals I
- CIS 54.13 Using JavaScript to Design Dynamic Web Pages
- CIS 58.55 The Business of Website Production

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- CIS 58.57 Creating an Electronic Portfolio for the World Wide Web
- CIS 69.31 Access
OR CIS 69.51 Database Management with FileMaker Pro
- CIS 82.19 Web Database Design
OR CIS 54.35 Active Server Pages for Web Database

The program is designed to provide students with the skills they need to succeed in the field of web site design and development. Our training program stresses the usage of the Web as a platform to deliver solutions to business problems. Students will gain an understanding of the relevant Web technologies, the most common software and hardware products, the resources necessary to support a site, and the requirements of site maintenance. Javascript programmers develop scripts for the Web sites. These scripts range from simple rollover code, to complex JavaScript applications. Job titles include - Web Programmer, JavaScript programmer, JavaScript Developer, Web Developer, Web Programmer/Analyst, Web Technical Developer. The skills needed include an understanding of basic programming concepts, HTML, JavaScript structure and syntax, how to interact with environment variables, use event handlers, perform form validation, create rollover effects, work with cookies and manipulate layers. Excellent communication and customer service skills are essential. Our training program stresses the use of the Web as a platform to deliver solutions to business problems. Throughout the program students are expected to work in teams to create Web sites for clients we provide. The ability to work in a group, communicate with a client, resolve problems, meet deadlines, and understand the web development cycle is just as important as understanding HTML code or creating JavaScript Animated menus and images. This "hands-on" approach ensures that when you complete the program you will have practical experience, as well as working Web sites that are featured in your electronic portfolio. A Career Certificate will be granted upon fulfillment of the requirements with a grade of "C" or better in all courses.

Web Site Development: Perl Programmer Career Certificate (3199/12230) 29 Units

*Linda Hemenway, (707) 527-4855
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*Julie Hahn, (707) 527-4792
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Requirements:

Core Courses

- CIS 58.51A Creating Web Pages 1 - HTML
CIS 58.51B Creating Web Pages 2 - HTML (formerly 84.42B)
CIS 78.11A Telecommunications 1
CIS 78.11B Telecommunications 2
CIS 58.54 Web Content Development
OR CIS 99I Occupational Work Experience/Internship

And complete all of the following:

- CIS 10A Computer Science Fundamentals I
CIS 50.71 Introduction to UNIX
CIS 54.31 PERL & CGI (formerly 84.23)
CIS 69.31 Access (formerly 82.21)
OR CIS 69.51 Database Management with FileMaker Pro (formerly 82.15)
CIS 69.53 Structured Query Language
CIS 58.55 The Business of Website Production (formerly 84.71)
OR CIS 99I Occupational Work Experience/Internship
CIS 58.57 Creating an Electronic Portfolio for the World Wide Web (formerly 84.72A)

Perl programmers develop applications for websites. These applications range from simple server-side scripts, to extremely complex database applications. Job titles include - Web Programmer, Perl Programmer, CGI Developer, Perl Programmer/Analyst and Web Technical Developer. The skills needed include an understanding of basic programming concepts, organizing and managing data structures, HTML, CGI, and UNIX. Excellent communication and customer service skills are essential.

Our training program stresses the use of the web as a platform to deliver solutions to business problems. Throughout the program students are expected to work in teams to create websites for clients we provide. The ability to work in a group, communicate with a client, resolve problems, meet deadlines, and understand the web development cycle is just as important as understanding HTML code or creating CGI scripts written in Perl. This "hands-on" approach ensures that when you complete the program you will have practical experience, as well as working websites that are

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featured in your electronic portfolio. A Career Certificate will be granted upon fulfillment of the requirements, with a grade of "C" or better in all courses.

Web Site Development: Web Graphic Designer Career Certificate (3198/12229)

29 Units

Linda Hemenway, (707) 527-4855
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Julie Hahn, (707) 527-4792
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Requirements:

Core Courses:

- CIS 58.51A Creating Web Pages 1 - HTML
 - CIS 58.51B Creating Web Pages 2 - HTML (formerly 84.42B)
 - CIS 78.11 Intro to Telecommunications (formerly 84.41)
 - CIS 58.54 Web Content Development
- OR CIS 99I Occupational Work Experience/Internship**

And complete all of the following:

- CIS 73.31A Introduction to Adobe Photoshop (formerly 83.12A)
- CIS 73.31B Intermediate Adobe Photoshop (formerly 83.12B)
- CIS 58.53A Web Graphic Projects
- CIS 58.53B Advanced Web Graphics Projects
- APGR 72 Principles of Screen Design
- CIS 58.55 The Business of Website Production (formerly 84.71)
- CIS 58.57 Creating an Electronic Portfolio for the World Wide Web (formerly 84.72A)

Required Electives

And complete 6 units from the following:

- CIS 73.11 Computer Graphics Concepts (formerly 82.3)
- CIS 73.33 Painter (formerly 83.13A)
- CIS 73.35 Adobe Illustrator 1 (formerly 83.14)
- ART 54 Online Art Using the World Wide Web
- ART 82 Digital Photography
- APGR 50 Introduction to Typography
- APGR 54.1 Production Techniques in Illustrator
- CIS 73.36 More Graphics with Adobe Illustrator 2
- APGR 74 Applied Design Graphics for the Non-Designer
- CIS 73.31C Photoshop Advanced Concepts

Web Designers create the look and feel of a site. Job titles include - Web Graphic Artist, Web Graphic Designer, Interface Architect, Web Creative Lead, Web/HTML Designer. Web designers should have a good understanding of design principles, including layout,

interface design, use of color, and typography for the web. The program provides thorough training in HTML, Photoshop, Illustrator, design principles, and the web development process.

The training program stresses the use of the web as a platform to deliver solutions to business problems. Throughout the program students are expected to work in teams to create websites for clients we provide. The ability to work in a group, communicate with a client, resolve problems, meet deadlines, and understand the web development cycle is just as important as understanding HTML code or creating eye-catching graphics. This "hands-on" approach ensures that when you complete the program you will have practical experience, as well as working websites that are featured in your electronic portfolio. A Career Certificate will be granted upon fulfillment of the requirements, with a grade of "C" or better in all courses.

XML Web Developer Completion Certificate (3221) 14.5 Units

Linda Hemenway, (707) 527-4855
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Julie Hahn, (707) 527-4792
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Program Requirements:

- CIS 58.51A Creating Web Pages 1 - HTML
- CIS 58.51B Creating Web Pages 2 - HTML
- CIS 78.11A Telecommunications 1
- CIS 58.52 XML - An Introduction for Web Developers
- CIS 58.57 Creating an Electronic Portfolio for the World Wide Web
- CIS 58.54 Web Content Development

XML Web Developers are responsible for producing Extensible Markup Language (XML) for websites. XML programmers need a strong understanding of HTML, XML, CSS and website production techniques.

The training program stresses the use of the web as a platform to deliver solutions to business problems. At the end of the program, students are expected to work in teams to apply their XML skills to an actual website for a client we provide. The ability to work in a group, communicate with a client, resolve problems, meet deadlines, and understand the web development cycle is just as important as understanding Photoshop or quickly processing graphics. This "hands-on" approach ensures that when you complete the program you will have practical experience in creating a working website.

2003 Updated Certificates

Counseling

Counseling

Human Services Career Certificate

36-42 Units

Greg Granderson, (707) 522-2776
ggranderson@santarosa.edu

Core Requirements:

Complete 27 units of the following:

- COUN 90 Introduction to Human Services
- COUN 74 Identity and Cultural Diversity
- COMM 5 Group Discussion and Problem Solving
- CHLD 10 Developmental Stages of Childhood
- OR PSYCH 4** Child Growth and Development
- PSYCH 5 Abnormal Psychology
- OR PSYCH 1A** General Psychology
- COUN 89 Ethical Issues in Human Services
- COUN 93 Intro to Case Management
- HLE 95 Introduction to Alcohol and Drug Studies
- COUN 91 Skills & Techniques in Human Service
- WEOC 99I Occupational Work Experience/Internship

In addition to completion of the Human Services Certificate Core, students are required to choose one of the following emphasis: Alcohol and Drug, Gerontology, or Advocacy.

Requirements for Alcohol and Drug Emphasis (3194/12072)

Complete 15 units from the following:

- HLE 96 Prevention and Education on Alcohol and Drugs
- HLE 97 Pharmacology and Physiological Effects of Alcohol and Drugs
- HLE 99 Rehabilitation of Alcohol and Drug Problems
- PSYCH 3 Human Sexuality
- WEOC 99I Occupational Work Experience/Internship (in alcohol or drug setting)

Requirements for Advocacy Emphasis (3196/12069)

Complete 12 units from the following:

- COUN 95 Advocate Training
- COUN 94 Intervention/Crisis Counseling Training
- COUN 96 Exploration Within the Field of Disability Studies

And complete one course from the following:

- AJ 53 Juvenile Procedures
- AJ 71 Correctional Interviewing and Counseling
- AJ 56 Crime and Criminal Justice in Society
- AJ 53 Juvenile Procedures
- ASL 1A American Sign Language 1A
- ASL 5 History & Culture of Deaf People in America
- CHLD 53 The Child with Special Needs in the Community
- HLC 60 Medical Terminology
- SOC 2 Social Problems and Deviance
- CHLD 69 Intro to Early Intervention
- CHLD 90.1 Child, Family, Community Interrelationships
- PSYCH 40 Psychological Perspectives on Gender

Requirements for Gerontology Emphasis (3195/12071)

Complete 9 units from the following:

- SOC 61 Aging and Society
- PSYCH 56 Death and Dying

And complete one course from the following:

- PHIL 7 Contemporary Moral Issues
- PSYCH 40 Psychological Perspectives on Gender
- SOC 10 Marriage and the Family
- HLE 50 Health Choices
- CNIS 90 Money Management
- OR CNIS 190** Money Management

This certificate will provide undergraduate education in Human Services with an emphasis in one of the following: Alcohol and Drugs, Gerontology, or Advocacy. Students may also transfer to four-year universities in related majors.

A Career Certificate in Human Services will be granted upon fulfillment of the 27 Core units and one of the above emphases. All units must be completed with a grade of "C" or better. It is strongly recommended that students complete COUN 91 and WEOC 991 in the final semester of the Core.

2003 Updated Certificates

Culinary Arts

Culinary Arts

Baking & Pastry Certificate of Competency (3179)

15.5 Units

*Michael Salinger, (707) 527-4591
msalinger@santarosa.edu*

Requirements:

- CUL 250 Sanitation & Safety
- CUL250.1 Culinary Arts Survey
- CUL 254.1 Introduction to Baking & Pastry
- CUL 254.2 Baking Skills Lab
- CUL 254.3 Production Baking
- CUL 254.4 Purchasing and Bake Shop Management
- CUL 254.6 Bread Baking
- CUL 254.7 Puff Pastry, Danish & Croissants
- CUL 254.8 Tea Breads & Muffins
- CUL 254.9 Cakes & Cake Decorating
- CUL 254.10 Tarts & Pies
- CUL 254.11 Chocolate Techniques
- CUL 254.12 Cookies, Candies & Confections
- CUL 254.13 Ice Cream, Custards and Soft Desserts

This certificate is one of four developed by SRJC's Culinary Arts program (Support Services, Culinary Arts, Baking and Pastry Arts, and Table Service and Front House Operations Certificates). The Culinary Arts program will prepare students for jobs or a career in the culinary field. The program will serve SRJC's population, students from ages 17 to 80 who may be working at a full or part-time job while preparing for a career in the area of food preparation, or who wish to expand their own interests or career advancement possibilities in the field.

The Culinary Arts program will provide students a quality program in a schedule and format that will enhance accessibility to the program for those who must work while they learn, who want to develop entry-level skills, or who may have limited English proficiency. Graduates of the program will be well prepared to accept positions available in the industry today and to improve their knowledge and skills throughout their careers.

A certificate of Completion will be granted upon fulfillment of the courses with a grade of "C" or better.

Culinary Arts Support Services Certificate of Competency (3207)

8.0 Units

*Michael Salinger, (707) 527-4591
msalinger@santarosa.edu*

Requirements:

- CUL 250 Sanitation & Safety
- CUL 252.3 Knife Skills
- CUL 253.1 Practical Kitchen Prep
- CUL 257.1 Practical Ware Washing
- CUL 257.2 Practical Kitchen Maintenance
- CUL 257.3 Practical Restaurant Maintenance

This certificate is one of four developed by SRJC's Culinary Arts program (Support Services, Culinary Arts, Baking and Pastry Arts, and Table Service and Front House Operations Certificates). The Institute will prepare students for jobs or a career in the culinary field. The program will serve SRJC's population, students from ages 17 to 80 who may be working at a full or part-time job while preparing for a career in the area of food preparation, or who wish to expand their own interests or career advancement possibilities in the field.

The Culinary Arts program will provide students a quality program in a schedule and format that will enhance accessibility to the program for those who must work while they learn, who want to develop entry-level skills, or who may have limited English proficiency. Graduates of the program will be well prepared to accept positions available in the industry today and to improve their knowledge and skills throughout their careers.

A certificate of Completion will be granted upon fulfillment of the courses with a grade of "C" or better.

Front House Operations Certificate of Competency (3209)

9.5 Units

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msalinger@santarosa.edu*

Requirements:

- CUL 250 Sanitation & Safety
- CUL 250.1 Culinary Arts Survey

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Culinary Arts & Electronics

- CUL 256.2 Table Service II
- CUL 256.3 Food and Beverage Operations
- CUL 257.3 Practical Restaurant Maintenance
- CUL 256.4 Culinary Supervision & Leadership Skills
- CUL 256.5 Wine Appreciation
- CUL 256.6 Wine and Food Affinities
- CUL 256.7 Wine Service

This certificate is one of four developed by SRJC's Culinary Arts program. (Support Services, Culinary Arts, Baking and Pastry Arts, and Table Service and Front House Operations Certificates). The Culinary Arts Program will prepare students for jobs or a career in the culinary field. The program will serve SRJC's population, students from ages 17 to 80 who may be working at a full or part-time job while preparing for a career in the area of food preparation, or who wish to expand their own interests or career advancement possibilities in the field.

The Culinary Arts program will provide students a quality program in a schedule and format that will enhance accessibility to the program for those who must work while they learn, who want to develop entry-level skills, or who may have limited English proficiency. Graduates of the program will be well prepared to accept positions available in the industry today and to improve their knowledge and skills throughout their careers.

A certificate of Completion will be granted upon fulfillment of the courses with a grade of "C" or better.

Electronics

Electro-Mechanical Maintenance Certificate of Competency (3238)

16.5 Units

Chuck Robbins, (707) 527-4498
crobbs@santarosa.edu

Program Requirements:

- WELD 170A Welding Basics, Beginning
- IED 110 Industrial Shop Practices
- IED 112 Industrial Preventative Maintenance
- CSKL 308 Workplace English
- CSKL 372 Pre-Algebra
- CIS 101A Personal Computers for New Users
- BOT 154.5 Ethical Issues in the Business Office
- COMM 66.3 Improving Interpersonal Skills
- ELEC 299.41 Programmable Logic Controllers for Maintenance Technicians I
- ELEC 299.43 Basic Rotating Machinery for Maintenance Technicians
- ELEC 300L Basic Soldering Skills for Electronics
- DET 150 Fluid Power Basics I
- DET 151 Fluid Power Basics II
- WEOC 99I Occupational Work Experience/Internship

(Note: Depending upon skills, students may not be required to take all courses.)

This training program is a joint program with the Electronic Technology and Industrial Trade Technology Departments. It prepares individuals for employment as electro-mechanical maintenance technicians. Instruction is provided in the fundamentals of programmable logic controllers, soldering, plumbing, hydraulics, pneumatics, rotating motors, welding, industrial shop practices and preventative maintenance, business ethics, pre-algebra, basic computer skills, reading and writing improvement, and communication skills. Classes are scheduled at times to accommodate those who are working.

Upon completion of a paid internship, students in the Electro-Mechanical Maintenance Technician program will receive an industry certification, validating that the student has mastered the job skills identified by the high tech manufacturing industry.

2003 Updated Certificates

Health Sciences

Health Sciences

Associate Degree Nursing Career Certificate [for Class Entering Fall 2003] (3054/06602)

48.0 Units

Rae Jayne, (707) 527-4256

Program Prerequisites

This certificate has program Prerequisites. You must complete the following coursework or have equivalent experience or education before beginning the program. For more information, contact a counselor or the Contact Person listed on this certificate description.

1. CHEM 60 Chem for the Allied Health Sciences
OR One Year High School Chemistry with Lab, grade C or better
2. ANAT 1 General Human Anatomy
3. PHYSIO 1 Human Physiology
4. MICRO 5 General Microbiology
OR HLC 55 Medical Microbiology
OR MICRO 60 Fundamentals of Microbiology
5. WEOC 99 Work Experience
OR CI 54 Community Involvement Related to Healthcare (50 hrs. health science experience)

Nursing Course Requirements:

Fall

NR 75A Fundamentals of Professional Nursing

Spring

NR 75B Nursing Care of the Adult Maternal/Neonatal Client

Fall

NR 75C Nursing Care of the Acutely Ill Patient

Spring

NR 75D Advanced Nursing Care of the Acutely Ill Patient

Graduation and/or BRN Requirements:

FDNT 62 Nutrition & Diet Therapy

PSYCH 1A General Psychology

OR PSYCH 4 Child Growth & Develop

OR PSYCH 53 Growth & Communication

ENGL 1A Reading & Composition

OR ENGL 100 College Reading & Writing

The Associate Degree Nursing Program at Santa Rosa Junior College has been approved by the California Board of Registered Nursing, and prepares the student for entry into the practice of professional registered nursing. Students receive clinical experiences in a variety of clinical facilities and community agencies throughout Sonoma County. The successful completion of this program entitles the student to a certificate of completion, an Associate of Science Degree, and eligibility to take the NCLEX-RN, the professional licensing examination to become a registered nurse.

All courses taken in conjunction with this program must be completed with a letter grade of "C" or better. Please see the SRJC Certificate Web site for additional program information. The department recommends passage of the math proficiency exam to fulfill math proficiency requirement prior to beginning the program. Because basic algebra is included on the NLN Test and is recommended for chemistry, students without basic algebra skills are advised to take MATH 150A (Elementary Algebra).

Community Health Worker Training Program Career Certificate (3154/09795)

19 Units

Janet Fisk, (707) 527-4836

Required Program Prerequisites

This certificate has a program prerequisite (for more information, contact a counselor or the Contact Person listed above):

CHW 50 Intro to Community Health Work

Requirements:

CHW 51 Outreach Techniques & Strategies

CHW 51L Community Health Experience

CHW 52 B Essential Skills for CHW II

CHW 52 BL Community Health Experience II

CHW 53 Community Health Ed

Required Electives:

And complete 4.0 units from the following:

HLE 50 Health Choices

HLC 242 Understanding Aging and Caring for Older Adults

HLC 243 Caring for the Mentally Confused Older Adult

HLC 244 Care Management of Older Adults

HLC 60 Medical Terminology

HLC 299.33 Computer Basics for Community Health Work

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The Community Health Worker Program provides training and field experience for individuals who want to become Community Health Workers (CHWs) or to broaden their skills as CHWs. We encourage participation by individuals who understand their community's culture, language and health beliefs and are interested in assisting their community in assessing health needs and accessing quality health services.

This program may be completed in one year (with a maximum of three classes per semester). Introduction to Community Health Work can be taken in the summer for 6 weeks. Students can continue with the other required courses if they receive a "C" or better in each course. Counseling, financial aid, and scholarships are available for students in the program. Ask for the program coordinator for more information. Career ladders will be available for students who want to advance in community health outreach or in health occupations such as Medical Assisting, Nursing, Nutrition specialties, or Health Education.

Dental Assisting - 11 Month Program Career Certificate (3176/06605)

34 Units

Doni Bird, (707) 527-4447

Program Prerequisites

Due to the rigor of the Dental assisting program, scheduling difficulties and long clinical hours, students are strongly advised to complete the following courses before entering the program:

FDNT 10 Elementary Nutrition
OR FDNT 62 Nutrition & Diet Therapy
HLC 50 Basic Physical & Biological Science
OR ANAT 51 Anatomy and Physiology
PSYCH 1A General Psychology

The program starts each fall semester. Applications for the program are available from the Health Sciences office. The application period is from November 1 to May 1.

Requirements:

Fall

DE 50 Intro to the Dental Profession
DE 55A Intro to Dental Radiology I
DE 51 Occupational Health & Safety

DA 60 Applied Dental Science
DA 61 Intro to Chairside Dental Assisting (8 weeks)
DA 62 Intro to Dental Procedures (8 weeks)

Spring

DE 55B Dental Radiology II
DA 63 Dental Specialties
DA 64 Advanced Dental Assisting
DA 65 Dental Science II
DA 66A Clinical Practice I
DA 67 Dental Office Management

Summer

DA 66B Clinical Practice II

Suggested electives for the program are:

CIS 101A Personal Computers for New Users
HLC 60 Medical Terminology

The Dental Assisting Certificate Program at Santa Rosa Junior College is accredited by the Commission on Dental Accreditation, a specialized accrediting agency recognized by the Council on Postsecondary Accreditation and the United States Department of Education. Students receive a comprehensive education in the health sciences and in clinical dental assisting and are prepared for entry into the profession. This program can be completed in 11 months (two semesters plus summer). Clinical experience is arranged through the Schools of Dentistry of the University of Pacific and University of California San Francisco and through dental offices in Sonoma County. Students do not receive wages during their clinical training periods.

Graduates of the program are eligible to take the Registered Dental Assisting Examination to become an RDA in the state of California. Graduates receive a certificate in dental radiography and a coronal polish certificate that is validated at the time of licensure as an RDA.

Students are also eligible to sit for the Certification Examination. Certification is a national credential issued by The Dental Assisting National Board and recognized in all states. Certification is required in some states in lieu of a state license. See the SRJC Certificate Web site for further program information.

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Dental Assisting - 22 Month Program Career Certificate (3177/06605)

34.5 Units

Doni Bird, (707) 527-4447

Program Prerequisites:

Due to the rigor of the Dental Assisting program, scheduling difficulties and long clinical hours, students are strongly advised to complete the following courses before entering the program.

- FDNT 10 Elementary Nutrition
OR FDNT 62 Nutrition & Diet Therapy
HLC 50 Physical and Biological Science
OR ANAT 51 Anatomy and Physiology
PSYCH 1A Introduction to Psychology

Requirements:

These courses are completed over 22 months:

FALL

- DA 69 Chairside Skills Workshop
DE 50 Intro to the Dental Profession
DE 55A Intro to Dental Radiology I
DE 51 Occupational Health & Safety
DA 60 Applied Dental Science

SPRING

- DE 55B Dental Radiology II
DA 65 Dental Science II
DA 67 Dental Office Management

FALL

- DA 61 Intro to Chairside Dental Assisting (8 weeks)
DA 62 Intro to Dental Procedures

SPRING

- DA 63 Dental Specialities
DA 64 Advanced Dental Assisting
DA 66A Clinical Practice I

SUMMER

- DA 66B Clinical Practice II

Suggested electives for the program are:

- CIS 101A Personal Computers for New Users
HLC 60 Medical Terminology

The program starts each fall semester. Applications for the program are available from the Health Sciences office. The application period is from November 1 to May 1.

The Dental Assisting Certificate Program at Santa Rosa Junior College is accredited by the Commission on Dental Accreditation, a specialized accrediting agency recognized by the Council on Postsecondary Accreditation and the United States Department of Education. Students receive a comprehensive education in the health sciences and in clinical dental assisting and are prepared for entry into the profession. This program can be completed in 22 months (four semesters plus one summer). Clinical experience is arranged through the Schools of Dentistry of the University of Pacific and University of California San Francisco and through dental offices in Sonoma County. Students do not receive wages during their clinical training periods.

Graduates of the program are eligible to take the Registered Dental Assisting Examination to become a RDA in the state of California. Graduates receive a certificate in dental radiography and a coronal polish certificate that is validated at the time of licensure as an RDA.

Students are also eligible to sit for the Certification Examination. Certification is a national credential issued by The Dental Assisting National Board and recognized in all states. Certification is required in some states in lieu of a state license. See the SRJC Certificate Web site for further program information.

Dental Hygiene Associate Degree Career Certificate (3168/09703)

55 Units

Health Sciences Department, (707) 527-4271

Associate of Science Degree Requirements:

(NOTE: There are approximately 23 additional units needed to fulfill the Dental Hygiene Associate Degree. Please see your Health Sciences Counselor for details. The Accreditation Standards of the Commission on Dental Accreditation require two-year colleges to award an Associate Degree upon completion of the dental hygiene program. Accreditation Standards for Dental Hygiene Education Programs, effective July, 1999.)

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Preparation Requirements:

Due to the rigor of the Dental Hygiene Program, scheduling difficulties and long clinical hours, students are strongly advised to complete the following courses before entering the program. The General Education requirements must be completed prior to graduation, but it is highly recommended these courses are completed prior to entry into the Dental Hygiene program. The hours required to the dental hygiene clinics may not be compatible with scheduled courses outside the program.

See one of the following Health Sciences counselors regarding General Education and prerequisite courses. John Daly, (707) 527-4451, Counseling Department; Greg Sheldon, (707) 527-4451, Counseling Department; Bettina Armstrong, (707) 527-4451, Counseling Department; Diane Larson, (707) 527-4451, Counseling Department; Luz Navarrette, (707) 527-4375, Reentry Program.

1. ANAT 1 General Human Anatomy
2. PHYSIO 1 Human Physiology
3. MICRO 5 General Microbiology
OR MICRO 60 Fundamentals of Microbiology
OR HLC 55 Medical Microbiology
4. FDNT 10 Elementary Nutrition
OR FDNT 62 Nutrition & Diet Therapy
5. PSYCH 1A General Psychology
OR PSYCH 4 Child Growth & Development
OR PSYCH 53 Growth & Communication (formerly Psych 33)
6. CHEM 60 Chemistry for the Allied Health Sciences
OR CHEM 1A General Chemistry **AND CHEM 8** Introductory Organic Chemistry

Program Requirements:

Fall

- DE 50 Intro to the Dental Profession
DE 51 Occupational Health & Safety
DE55A Intro to Dental Radiology I
DH 70 Dental Anatomy & Tooth Morphology
DH 71 Intro to Comprehensive Clinical Dental Hygiene Care & Theory
DH 71.1 Medical Emergencies

Spring

- DE 55B Dental Radiology II
DH 72 Oral Health Education
DH 73 Clinical Dental Hygiene I
DH 74 Head & Neck Anatomy, Histology & Embryology
DH 75 Pharmacology for the Dental Hygienist
DH 76 Dental Materials for the Dental Hygienist

Summer

- DH 77 Clinical Dental Hygiene Care II
DH 78 Local Anesthesia/Nitrous Oxide Conscious Sedation

Fall

- DH 79 Periodontics for the Dental Hygienist
DH 80 Oral Pathology for the Dental Hygienist
DH 81 Community Dental Health
DH 82 Advanced Clinical Dental Hygiene Care

Spring

- DH 83 Ethics, Jurisprudence & Practice Management for the Dental Hygienist
DH 84 Advanced Clinical Dental Hygiene Care II
DH 85 Advanced Periodontal Dental Hygiene Care
DH 86 Integration of Dental Hygiene & Dentistry

The Dental Hygiene Associate Degree program at Santa Rosa Junior College is accredited by The Commission on Dental Accreditation, and has been granted the accreditation status of approval with reporting Requirements. The Commission is a specialized accrediting body recognized by the United States Department of Education. Students receive a comprehensive education in the health sciences and in clinical dental hygiene and are prepared for entry into the practice of dental hygiene. Upon successful completion of the program, the graduate will be able to apply knowledge and scientific concepts to assess needs, recognize problems, establish oral health goals and provide appropriate dental health care services and evaluate outcomes. The graduate will receive an Associate Degree from Santa Rosa Junior College and will be eligible to take the National Board Dental Hygiene Examination and the California Dental Hygiene Board Examination.

Medical Assisting - Clinical (Track 3) Career Certificate (3157/09620)

34 Units

Janet Fisk, (707) 527-4836

Program Prerequisites:

1. High school graduation or equivalent, (e.g., GED General Education Development), CHSPE (California High School Proficiency Exam).
2. Before clinical experience, a physical examination must be completed. Current immunization record, TB test, and CPR card are also required.

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3. Completion of the following Preparation for the Program Requirements:

- **HLC 60** Medical Terminology
- Keyboarding speed of 40 wpm

Program Requirements:

FALL

ANAT 58 Intro to Human Anatomy
BOT 73.12A MS Word-Core Level for the Office Professional
CIS 101A Personal Computers for New Users
MA 60 Intro to Medical Office Practice (or 6 months medical office experience)

SPRING

MA 61 Law & Ethics in the Medical Office
MA 62 Advanced Medical Terminology

FALL

MA 63A Clinical Procedures I
MA 63AL Clinical Experience I (last 12 weeks)
MA 65 Pharmacology & Administration of Medications
MA 287.6 Pharmacological Math Calculations

SPRING

MA 63B Clinical Procedures II
TBA Clinical Experience II
MA 64 Laboratory Techniques
MA 66.4 Externship, Clinical Med Assisting

This four-semester certificate program will prepare students to be Clinical Medical Assistants in physicians' offices, medical clinics, hospital outpatient clinics, health agencies, and educational institutions.

Nurse Assistant - Home Health Aide Career Certificate (3029/06604)

9.5 Units

Ezbon Jen, (707) 527-4271

Requirements:

NRA 51.1 Nurse Assistant - Home Health Aide

The Nurse Assistant - Home Health Aide Program consists of 289 hours combining lecture, skills lab and clinic practice. The course meets fall and spring for 9 weeks, 4 days a week. Clinic hours are held in a skilled nursing facility. Please see

Schedule of Classes for actual days and hours. The course is limited to 15-30 students. Upon successful completion of the course with a "C" grade or better, the student will receive a Career Certificate from Santa Rosa Junior College.

Completion of this training program also prepares the student to take the competency examination, which qualifies the candidate for certification as a Nurse Assistant or Home Health Aide in the State of California.

Contact the Program Director or the Health Sciences Department at Santa Rosa Junior College at (707) 527-4271 for important deadlines for the program.

Pharmacy Technician Career Certificate (3251/14416)

23 Units

Ezbon Jen, (707) 527-4271

Requirements:

PHARM 150 Intro to Pharmacy Technician
PHARM 151 Pharmaceutical Fundamentals
PHARM 152 Ambulatory Pharmacy Practice
PHARM 374 Skills for Medication Administration
PHARM 154A Retail Clinical 1
PHARM 153 Dosage Calculations
PHARM 154B Retail Clinical 2
PHARM 155 Pharmacology
PHARM 156 Dispensing and Compounding

The Pharmacy Technician Certificate program will prepare students ready for work at entry levels to move through their chosen career preparation program. The certificate program will provide accessibility to education and training so students can make their knowledge not only productive, but also beneficial to members of the community. Graduates of this program will be well prepared to accept pharmacy technician positions at pharmacies in the community, pass the state licensure exam, and improve their skills and knowledge throughout their lives.

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Health Sciences

Psychiatric Technician Career Certificate (3030/06607)

55-56 Units

Health Sciences Department, (707) 527-4528

Program Prerequisites

1. Proof of High School Graduation
2. Eligibility for ENGL 302
3. Minimum score of 25 on the Computational Math Skills Exam
4. Completion of ANAT 51 or HLC 50

Program Requirements:

ANAT 51	Anatomy & Physiology
	OR HLC 50 Basic Physical & Biological Science
Psych 1A	General Psychology
FDNT 62	Nutrition & Diet Therapy
Psych 4	Child Growth & Development
Psy T 71	Fundamentals of Nursing
Psy T 71L	Fundamentals of Nursing
Psy T 74	Mental Health & Psychiatric Nursing
Psy T 74L	Mental Health & Psychiatric Nursing-Clinical
Psy T 75	Developmental Disabilities-Theory
Psy T 75L	Developmental Disability Lab

The SRJC Psychiatric Technician program, 1530 hours in length, is designed to be completed in three semesters with students spending approximately 35 hours per week in theory and clinical classes. Regular attendance is required at all scheduled classes. Students completing the program will earn 55 semester units. All required courses must be completed with a "C" or better in order to advance in the program. No wages or stipends are paid to the students during their training period. The successful completion of this program entitles the student to receive a Career Certificate from the college and gives them eligibility to apply to take the BVNPT licensure examination. The program is fully accredited by the Board of Vocational Nurse and Psychiatric Technician Examiners.

In accordance with State law, the Board of Vocational Nursing and Psychiatric Technicians (BVNPT) may deny licensure for crimes substantially related to the practice of nursing. This includes convictions involving sex crimes, drug crimes (including DUI), and crimes of violence. It is the responsibility of the applicant to present sufficient evidence of rehabilitation to the BVNPT prior to licensure application.

Radiologic Technology Career Certificate (3059/06606)

67 Units

Xuan Ho, (707) 527-4346

Program Admission Requirements:

Acceptance to this program is determined by a special application process. A formal advising session with a Health Sciences counselor or the Radiologic Technology program director is recommended of all applicants before an application is submitted.

You must complete the following coursework (or higher) or have equivalent experience or education before you can be considered for admission to the program:

1. a score of 31 on the Computational Math Exam administered by the Assessment Office
2. a typing test at a speed of 25 words per minute
3. ANAT 58
4. PHYSIO 58
5. ENGL 100
6. PSYCH 1A
7. HLC 60
8. CIS 5
9. CI 54 (2.0 units or 100 hours)

Requirements:

First Semester Fall

RADT 60	Introduction to Medical Imaging
RADT 61A	Radiographic Positioning I
RADT 61AL	Clinical Experience I
RADT 64	Patient Care in Medical Imaging
RADT 64L	Patient Care in Radiology/Laboratory

Second Semester Spring

RADT 61B	Radiographic Positioning II
RADT 63A	Radiation Physics & Quality Assurance
RADT 61BL	Clinical Experience II

Summer Session

RADT 61C	Radiographic Positioning II
RADT 61CL	Clinical Experience III

Third Semester Fall

RADT 63B	Radiation Physics & Protection
RADT 62AL	Clinical Experience IV

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Fourth Semester Spring

RADT 65 Pathology in Radiology

RADT 66 Special Modalities

RADT 62BL Clinical Experience V

Summer Session

RADT 62B Licensing/Registry Examination Preparation

RADT 66L Clinical Experience VI

Fifth Semester Fall (Optional)

RADT 67L Clinical Experience & Employment Preparation

The Radiologic Technology program, accredited by the Joint Review Committee on Education in Radiologic Technology, is approved by the State of California, Department of Health Services. The training includes operation of X-ray and computer equipment, performance of radiological procedures, exposing and processing radiographs, experience in other advanced imaging modalities, and radiation protection. A minimum of 1850 clinical hours is required in hospitals and radiology departments affiliated with Santa Rosa Junior College. Elective clinical experience for other modalities is available. Upon successful program completion, if eligible (please contact these agencies for specific eligibility criteria and pre-application review process), the graduate will be allowed to sit for examinations administered by the American Registry of Radiologic Technologists and the State of California-Department of Health Services - Radiological Health Branch. Acceptance to this program is determined by a special application process. Applications are available from October 15 to March 15 each year in the Health Sciences Office. For detailed program information, including application and admission to the program, contact:

Any Health Sciences counselor at (707) 527-4451 or Dr. Xuan Ho, Program Director - Radiologic Technology, Health Sciences Department, Santa Rosa Junior College, 1501 Mendocino Avenue, Santa Rosa, CA 95401. Phone number (707) 527-4346 or 527-4271, or visit our web page from the main SRJC page at www.santarosa.edu/~xho for additional information.

Vocational Nursing Career Certificate (3031/06603) 47 Units

Joan Scarborough, (707) 527-4529

Program Prerequisites

FDNT 62 Nutrition & Diet Therapy

HLC 60 Medical Terminology

ANAT 58 Intro to Human Anatomy

CSKL 374 Skills for Medication Administration

PHYSIO 58 Intro to Human Physiology

(Note: There is a five-year recency requirement for Anatomy and Physiology. CNA will be an additional prerequisite for the part-time program.)

Requirements:

First Semester

NRV 51 Fundamentals & Basics of Nursing

NRV 51L Fundamentals & Basic Clinical Experience

NRV 58A Fundamental Skills Lab for Vocational Nursing

Second Semester

NRV 52.1 Intermediate Vocational Nursing

NRV 52.1L Intermediate Clinical for Vocational Nursing

NRV 52.2 Maternal-Child Health Nursing

NRV 52.2L Maternal-child Health Nursing Clinical

NRV 58B Intermediate Skills Lab for Vocational Nursing Students

Third Semester

NRV 53 Advanced Vocational Nursing Theory

NRV 53L Advanced Vocational Nursing Clinical

NRV 58C Advanced Skills Lab for Vocational Nursing

[Note: Candidates may be asked to attend a Movement lab class (DRD 364) as a tool to assist in successful completion of the program.]

The Vocational Nursing Program is an 18-month (3 semester) program. The program provides a minimum of 1,530 hours of instruction and clinical experience. All prerequisite and advisory courses must be completed with a grade of "C" or better. Also be aware that all program courses must be completed with a "C" or better in order to advance in the program. Students finishing the program will receive a certificate of completion and will be eligible to apply to take the NCLEX PN licensure examination. Approximately a thirty-

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Health Sciences & Industrial and Trade Technology

two hour week is maintained throughout the instructional period and students are expected to attend all classes regularly. No wages or stipends are paid to students during their training period. Clinical affiliations are arranged with local health care facilities for a wide range of experiences. The program is accredited by the California Board of Vocational Nursing and Psychiatric Technicians.

In accordance with state law, the Board of Vocational Nursing and Psychiatric Technicians (BVNPT) may deny licensure for crimes substantially related to the practice of nursing. This includes convictions involving sex crimes, drug crimes (including DUI), and crimes of violence. It is the responsibility of the applicant to present sufficient evidence of rehabilitation to the BVNPT prior to licensure application. A Certificate of Completion will only be granted upon fulfillment of all three semesters.

Please see the SRJC Certificate website for more information about the program, including deadlines, application, and admission process.

Industrial and Trade Technology

Diesel Equipment Technology Career Certificate (3033/09626)

47 Units

Dexter Rammage, (707) 522-2601

Requirements:

Complete 36 units from the following:

DET 80	Diesel Shop Practices
DET 68	Preventative Maintenance and Inspection
WELD 70A	Beginning Welding-Intro to Basic Fundamentals
IED 90A	Technical Mathematics
DET 82	Internal Combustion Engines & Systems
AUTO 56	Automotive Electrical Systems
ENGL 84A	Technical Writing
DET 84	Mobile Hydraulics
DET 88	Heavy Duty Power Trains
DET 89	Heavy Duty Equipment Electrical Systems
DET 85	Heavy Duty Chassis and Undercarriage Systems

Required Electives:

And complete 10 units from the following:

AUTO 51	Automotive Engines
AUTO 53	Automotive Power Flow, Transmissions & Drive Axles
AUTO 54	Automotive Brakes, Steering and Suspension
AUTO 305	Automotive Air Conditioning & Heating Systems Service
DET 87	Light and Medium Duty Diesel Engines
DET 86	Practical Applications
DET 86.1	Farm Machinery Repair I
HLE 6	Standard First Aid and CPR
IED 90B	Technical Mathematics
MACH 51A	Beginning Machine Tool Technology
PHYED 37.1	Beginning Weight Training
WELD 70B	Arc & Oxy-Acetylene Welding
BMG 85.1	Pre-Business Fundamentals
BMG 85.2	Procedures for Starting a Small Business
DET 165	Lift Truck Operator Certification
DET 170	Electrical Power Generation
DET 180	Mobile Refrigeration Equipment
DET 190	Alternative Fuels and Fuel Systems

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Industrial and Trade Technology & Physical Ed, Dance and Athletics

(Note: It is recommended but not required that all students take DET 60 before taking other DET courses. It is also recommended but not required that students with no work experience or prior shop classes follow the course sequence shown above.)

The Diesel Equipment Technology program offers both theoretical and hands-on training related to diesel equipment including diesel engines, fuel systems, electrical systems, hydraulic systems, drive trains, brake systems and suspension systems. A student enrolling in the program should have the desire and ability to work with his or her hands, possess a high degree of mechanical aptitude and enjoy working in a shop environment. A student with no diesel equipment work experience, high school auto shop or agricultural mechanics, should take DET 60 before enrolling in any Diesel Equipment Technology class.

Physical Education, Dance and Athletics

Dance Completion Certificates (3139) **15-17 Units**

Debbe-Ann Medina, (707) 527-4260

Program Prerequisites:

Prior to entry into the dance program, the student must complete DANCE 10 (Introduction to Dance Movement) or a prior dance course at another institution. Please note that it may be necessary to take beginning level classes, which will not apply toward the certificate, in order to progress to the intermediate level of a course that is in the certificate requirement.

Core Requirements for all Dance Completion Certificates:

Complete 7 units from the following:

- DANCE 3.1 Dance Composition I
- DANCE 2 Survey of Dance History
- DANCE 11.3 Ballet III
- DANCE 16.3 Modern Dance III
- DANCE 13.3 Jazz Dance III
- DANCE 13.4 Jazz Dance IV
- DANCE 21.3 Hip Hop/Funk III
- PHYED 50 Teaching Aides
- DANCE 28 Choreography for Performance
- OR DANCE 29 Dance Ensemble**

Ballet Emphasis (3233)

Complete 4 units from the following:

- DANCE 3.2 Dance Composition II
- DANCE 11.3 Ballet III
- DANCE 16.3 Modern Dance III
- DANCE 14 Lyrical Jazz Dance
- PHYED 33 Pilates Mat
- PHYED 32 Body Mechanics

Modern Emphasis (3235)

Complete 4 units from the following:

- DANCE 3.2 Dance Composition II
- DANCE 16.3 Modern Dance III
- DANCE 11.3 Ballet III

2003 Updated Certificates

Physical Education, Dance and Athletics

DANCE 35 Improvisation
 DANCE 14 Lyrical Jazz Dance
 DANCE 13.3 Jazz Dance III
 OR DANCE 13.4 Jazz Dance IV
 PHYED 33 Pilates Mat
 PHYED 32 Body Mechanics

DANCE 43 Balkan Folk Dance
 DANCE 42 Greek Folk Dance
 DANCE 44 Israeli and Middle Eastern Dance
 MUS 7.1 Introduction to Music Appreciation
 OR MUS 7.2 Introduction to Music Appreciation
 THAR 10A Introduction to Techniques of Acting
 THAR 21 Introduction to Costuming
 THAR 22A Introduction to Make-up
 THAR 26 Theatrical Lighting
 ART 2.1 Ancient to Renaissance Art History and Appreciation
 OR ART 2.2 Renaissance to Modern Art History and Appreciation
 PHYSIO 50 Exercise, Fitness and Wellness
 ANAT 51 Anatomy and Physiology
 ANAT 58 Introduction to Human Anatomy
 PHYSIO 58 Intro to Human Physiology

Jazz Emphasis (3236)

Complete 4 units from the following:

DANCE 3.2 Dance Composition II
 DANCE 13.3 Jazz Dance III
 DANCE 13.4 Jazz Dance IV
 DANCE 14 Lyrical Jazz Dance
 DANCE 11.3 Ballet III
 DANCE 16.3 Modern Dance III
 DANCE 21.3 Hip Hop/Funk III
 DANCE 18.3 Tap Dance III
 PHYED 33 Pilates Mat

Hip Hop Emphasis (3234)

Complete 4 units from the following:

DANCE 3.2 Dance Composition II
 DANCE 21.3 Hip Hop/Funk III
 DANCE 13.3 Jazz Dance III
 DANCE 13.4 Jazz Dance IV
 DANCE 18.3 Tap Dance III
 PHYED 33 Pilates Mat

Required Electives:

And complete 4 units from the following:

PHYED 28.1 Beginning Step Aerobics
 PHYED 28.2 Intermediate Step Aerobics
 PHYED 27.1 Beginning Aerobic Dance
 PHYED 27.2 Intermediate Aerobic Dance
 DANCE 40 Introduction to Folk Dance
 DANCE 11.1 Ballet I
 DANCE 16.1 Modern Dance I
 DANCE 18.1 Tap Dance I
 DANCE 18.3 Tap Dance III
 DANCE 13.1 Jazz Dance I
 DANCE 37.1 Ballroom Dance I
 DANCE 37.3 Ballroom Dance III
 DANCE 21.1 Hip Hop/Funk I
 DANCE 35 Improvisation
 PHYED 4 Introduction to Techniques of Athletic Training
 DANCE 41 International Folk Dance

The Dance Certificate will give the student dancer an opportunity to present validation of their time, effort and talent in dance. The certificate encompasses a teaching or performance emphasis, and also the choice of a dance style. The dance style areas of concentration are ballet, modern, jazz and hip-hop/funk. The student who receives the certificate will have a better opportunity to obtain employment at dance studios, recreational classes, or working as a choreographer with the community or school plays, etc. Teaching or performance tracks of study are included along with the required Core courses in Dance Composition and the History of Dance.

The program consists of 15-17 units. To earn a certificate, students must attain a grade of "C" or better in all classes and demonstrate competency in dance. Students must apply for this Certificate at the Office of Admissions and Records early in the semester in which they expect to begin completing Requirements. Students should also arrange a meeting with a dance faculty advisor. An advisor will be assigned to evaluate the student's progress. A certificate will only be awarded upon completion of the course requirements and approval of the Dance Certificate Evaluation Committee (DCEC). Units completed at another institution need to be evaluated by the DCEC.

2003 California Articulation Number System (CAN)

SRJC participates in the California Articulation Number System (CAN). The CAN system is designed to help students transfer to other public colleges in California. In the SRJC Catalog and in the Schedule of Classes, many courses are identified with a CAN. For example, English 1A is identified as CAN ENGL 2 at the end of the course description. This means that all campuses in California participating in the CAN system will accept our English 1A course in lieu of the specific English course on their campus that has been identified as CAN ENGL 2. Each campus retains and uses its own course number and title. The CAN designation identifies courses that can be used in lieu of other courses. To qualify a course for CAN, SRJC needs to have articulated the course with at least four CSU and/or UC campuses. In addition to the CAN courses listed below, many other SRJC courses are articulated with four-year institutions and will fulfill lower division requirements. SRJC courses numbered 1-49 and most Athletics, Dance, and Physical Education courses will transfer to the UC system for units. Courses numbered 1-99 will transfer to the CSU system for units.

SRJC Course	CAN Course
AG 2	AG 2
AG 20	AG 6
AG 51	AG 8
HORT 70	AG 10
AG 61	AG 12
AG 53	AG 14
AG 62	AG 20
AG 63	AG 22
AG 25	AG 26
AG 64	AG 28
AJ 21	AJ 2
AJ 22	AJ 4
AJ 54	AJ 6
AJ 51A	AJ 8
ANTHRO 1	ANTH 2
ANTHRO 2	ANTH 4
ANTHRO 3	ANTH 6
ART 2.1	ART 2
ART 2.2	ART 4
ART 31A	ART 6
ART 7A	ART 8
ART 14A	ART 10
ART 33A	ART 12
ART 3	ART 14
ART 5	ART 16
ART 36	ART 18
ART 24	ART 20
ART 4	ART 22
ART 12	ART 24
ART 71A	ART 26
ART 2.1+2.2	ART SEQ A
BIO 3	BIOL 2
BIO 2A	BIOL 4

SRJC Course	CAN Course
BIO 2B	BIOL 6
ANAT 1	BIOL 10
PHYSIO 1	BIOL 12
MICRO 5	BIOL 14
BIO 2A+2B+3	BIOL SEQ A
ANAT 1+ PHYSIO 1	BIOL SEQ B
BAD 1	BUS 2
BAD 2	BUS 4
CIS 66	BUS 6
BAD 18	BUS 12
BAD 1+2	BUS SEQ A
CHEM 1A	CHEM 2
CHEM 1B	CHEM 4
CHEM 5	CHEM 12
CHEM 1A+1B	CHEM SEQ A
CIS 5	CSCI 2
MATH 36	CSCI 4
CIS 16A	CSCI 6
CIS 22	CSCI 10
CIS 20A	CSCI 16
CIS 10A+10B	CSCI 22
CIS 11	CSCI 24
MATH 4	CSCI 26
THAR 10A	DRAM 8
THAR 26	DRAM 10
THAR 20	DRAM 12
THAR 22A	DRAM 14
ECON 1A	ECON 2
ECON 1B	ECON 4
ENGL 1A	ENGL 2
ENGL 1B	ENGL 4
ENGL 4A or 4B or 4C	ENGL 6
ENGL 46.1	ENGL 8

SRJC Course	CAN Course
ENGL 46.2	ENGL 10
ENGL 30.1	ENGL 14
ENGL 30.2	ENGL 16
ENGL 2	ENGL 18
ENGL 3	ENGL 20
ENGL 1A+1B	ENGL SEQ A
ENGL 46.1+46.2	ENGL SEQ B
ENGL 30.1+30.2	ENGL SEQ C
ENGR 25	ENGR 2
ENGR 45	ENGR 4
ENGR 16	ENGR 6
ENGR 34	ENGR 8
ENGR 1	ENGR 10
FDNT 10	FCS 2
FASH 8	FCS 6
SOC 10	FCS 12
CHLD 10	FCS 14
FREN 1	FREN 2
FREN 2	FREN 4
FREN 3	FREN 8
FREN 4	FREN 10
FREN 1+2	FREN SEQ A
FREN 3+4	FREN SEQ B
GEOG 4	GEOG 2
GEOG 7	GEOG 4
GEOL 1+1L	GEOL 2
GEOL 5	GEOL 4
GERM 1	GERM 2
GERM 2	GERM 4
GERM 3	GERM 8
GERM 4	GERM 10
GERM 1+2	GERM SEQ A
GERM 3+4	GERM SEQ B
POLS 1	GOVT 2
HIST 4.1	HIST 2
HIST 4.2	HIST 4
HIST 17.1	HIST 8
HIST 17.2	HIST 10
HIST 1.1	HIST 14
HIST 1.2	HIST 16
HIST 4.1+4.2	HIST SEQ A
HIST 17.1+17.2	HIST SEQ B
HIST 1.1+1.2	HIST SEQ C
ITAL 1	ITAL 2
ITAL 2	ITAL 4
ITAL 3	ITAL 8
ITAL 4	ITAL 10
ITAL 1+2	ITAL SEQ A
ITAL 3+4	ITAL SEQ B
JOUR 2	JOUR 2
JOUR 1	JOUR 4

SRJC Course	CAN Course
PHYED 1	KINE/PE 2
PHYED 22	KINE/PE 10
PHYED 21	KINE/PE 12
MATH 10	MATH 2
MATH 9	MATH 12
MATH 1A	MATH 18
MATH 1B	MATH 20
MATH 2A	MATH 22
MATH 2B	MATH 24
MATH 5	MATH 26
MATH 8A	MATH 30
MATH 8B	MATH 32
MATH 16	MATH 34
MATH 1A+1B	MATH SEQ B
MATH 1A+1B+2A	MATH SEQ C
MATH 8A+8B	MATH SEQ D
MUS 2A+3A	MUS 2
MUS 2B+3B	MUS 4
MUS 6.1	MUS 8
MUS 2A+2B+3A+3B	MUS SEQ A
PHIL 6	PHIL 2
PHIL 7	PHIL 4
PHIL 4	PHIL 6
PHIL 20	PHIL 8
PHIL 21	PHIL 10
PHIL 20+21	PHIL SEQ A
PHYS 2A+3A	PHYS 2
PHYS 2B+3B	PHYS 4
PHYS 4A	PHYS 8
PHYS 4C	PHYS 12
PHYS 4B	PHYS 14
PHYS 2A+2B+3A+3B	PHYS SEQ A
PHYS 4A+4B+4C	PHYS SEQ B
PHYS 4A+4B+4C+4D	PHYS SEQ C
PSYCH 1A	PSY 2
PSYCH 1B	PSY 8
NRM 60	REC 6
SOC 1	SOC 2
SOC 2	SOC 4
SPAN 1	SPAN 2
SPAN 2	SPAN 4
SPAN 3	SPAN 8
SPAN 4	SPAN 10
SPAN 1+2	SPAN SEQ A
SPAN 3+4	SPAN SEQ B
SPCH 1A	SPCH 4
SPCH 3A	SPCH 6
COMM 66	SPCH 8
COMM 5	SPCH 10
MATH 15	STAT 2

Qualified courses as of 3/2003
www.cansystem.org

New Courses

AG 55 World Viticulture and Wine Styles

3 units/3 hours lecture. Grade only. Recommended: Eligibility for English 100 or 100A. This course is a survey of the world viticulture and wine industries. It covers the following: history of viticulture; grapevine anatomy; vineyard establishment; worldwide grape, raisin and wine production and consumption; and world wine regions. (CSU)

AG 56 Agricultural Enterprise Project

2-4 units/up to 1 hour lecture, 9 hours by arrangement for 16 weeks. CR/NC only. Prerequisite: Must have completed or be concurrently enrolled in AG 7 (or AG 70); OR AG 20 (or AG 60); OR AG 25 (or AG 65); OR AG 51; OR AG 70.1; OR AG 70.2; OR AG 57A; OR AG 256; OR AG 259; OR AG 120; OR AG 121. Recommended: Eligibility for English 100 or 100A.

In consultation with instructor, student will select a specific agricultural/horticultural crop, commodity, or product and develop an enterprise project, using the resources at Shone Farm or other locations (with instructor's consent). Projects involve field experience in production and management techniques, marketing methods, and eventual sale of the chosen agricultural/horticultural crop, commodity, or product. (CSU)
May be taken for a total of 3 times.

AG 115 Canine Good Citizen Program A.K.C. Certification

0.5 unit/3 hours lecture, 5 hours laboratory for 3 weeks. CR/NC option.

Certification program that is designed to reward dog owners for their dog's good manners at home and in the community. This is a two-part program that stresses responsible pet ownership for owners and basic good manners for dogs. All dogs who pass the CGC test will receive a certificate from the American Kennel Club. Program advocates owner education and participation in responsible dog training and ownership, thus positively impacting our community.

AG 116 Introduction to Equine Acupressure and Massage

1 unit/3 hours lecture for 6 weeks. CR/NC option. Recommended: Eligibility for English 100 or 100A.

An introduction to equine acupressure and massage methods which improve performance and behavior in the horse.

AG 175.1 Consumer Direct Wine Sales and Marketing

1.5 units/3 hours lecture for 8 weeks. CR/NC option. Recommended: Eligibility for English 100 or 100A.

An introduction to and overview of the sales and marketing of wine and the winery directly to consumers. The course will include information on special events, creation and management of wine clubs, tourism, building connection with customers, internet marketing, etc. The focus is strictly on the aspects of marketing and selling wine directly to consumers.

AG 179 Wines of California and Australia/New Zealand

1.5 units/3.5 hours lecture for 8 weeks. CR/NC option. Prerequisite: Must be age 21 or older. Recommended: Eligibility for English 100 or 100A. Limits on enrollment: Must be age 21 or older.

An introductory examination of the wines of Australia/New Zealand contrasted with their California counterparts. This course will examine a different grape or related group of grapes and their expression on both sides of the Pacific each week. Previous experience with wine is helpful but not necessary.

APTECH53.1 Visual Special Effects Using 3D Studio Max R4.0

2 units/2 hours lecture, 3 hours laboratory, 3 hours by arrangement for 8 weeks. Grade only. Prerequisite: Completion of APTECH 53. Recommended: Knowledge of Adobe PhotoShop.

An introduction to the process and techniques involved in creating digital effects using the 3D Studio Max software program. Emphasis is placed on effectively using editing and animation tools, e.g., particle systems, filters, modifiers, lens effects, warps, shaders, and rotoscoping in 3D models. (CSU)
May be taken for a total of 2 times.

APTECH53.2 Character Animation using 3D Studio Max

2 units/2 hours lecture, 3 hours laboratory, 5 hours by arrangement for 8 weeks. Grade only. Prerequisite: Completion of APTECH 53.

This course provides a basic introduction to the process and techniques involved in developing realistic walking, running, or dancing motions for animating biped and quadruped characters using the software program 3D Max Character Studio. Emphasis is placed on effectively applying, animating and editing controllers on 3D models. (CSU)
May be taken for a total of 2 times.

APED 273 Residential Wiring, 4th Semester

4 units/3 hours lecture, 3 hours laboratory. Grade only. Prerequisite: Completion of APED 271. Limits on enrollment: Indentured electrician apprentice.

Instruction in residential wiring for electrician indentured apprentices. Fourth semester of six semester program.
Course exempt from repeat provisions.

APED 274 Electrician Apprentice Residential Wiring, 5th Semester

4 units/3 hours lecture, 3 hours laboratory. Grade only. Prerequisite: Completion of APED 273. Recommended: Eligibility for ENGL 355. Limits on enrollment: Indentured electrician apprentice.

Instruction in residential wiring for electrician indentured apprentices. Fifth semester of six semester program.
Course exempt from repeat provisions.

APED 364 Plumbers Apprenticeship HVAC/Refrigeration, 5th Semester

4 units/3 hours lecture, 3 hours laboratory. Grade only. Prerequisite: Completion of APED 363. Limits on enrollment: Indentured plumber apprentice.

Study in basic electricity, safety, and testing for refrigeration and heating, ventilation, and air conditioning for plumbers/HVAC refrigeration indentured apprentices.
Course exempt from repeat provisions.

APED 365 Plumbers Apprenticeship HVAC/Refrigeration, 6th Semester

4 units/3 hours lecture, 3 hours laboratory. Grade only. Prerequisite: Completion of APED 364. Recommended: Eligibility for ENGL 355. Limits on enrollment: Indentured plumber apprentice.

Study in basic electricity, safety, and testing for refrigeration and heating, ventilation, and air conditioning for plumbers/HVAC refrigeration indentured apprentices.
Course exempt from repeat provisions.

APED 366 Plumbers Apprenticeship HVAC/Refrigeration, 7th Semester

4 units/3 hours lecture, 3 hours laboratory. Grade only. Prerequisite: Completion of APED 365. Limits on enrollment: Indentured plumber apprentice.

Study in basic electricity, safety, and testing for refrigeration and heating, ventilation, and air conditioning for plumbers/HVAC refrigeration indentured apprentices.
Course exempt from repeat provisions.

New Courses

APED 367 Plumbers Apprenticeship HVAC/Refrigeration, 8th Semester

4 units/3 hours lecture, 3 hours laboratory. Grade only. Prerequisite: Completion of APED 366. Limits on enrollment: Indentured plumber apprentice.
Study in basic electricity, safety, and testing for refrigeration and heating, ventilation, and air conditioning for plumbers/HVAC refrigeration indentured apprentices.

APED 368 Plumbers Apprenticeship HVAC/Refrigeration, 9th Semester

4 units/3 hours lecture, 3 hours laboratory. Grade only. Prerequisite: Completion of APED 367. Limits on enrollment: Indentured plumber apprentice.
Study in basic electricity, safety, and testing for refrigeration and heating, ventilation, and air conditioning for plumbers/HVAC refrigeration indentured apprentices.

ARCH 70B The Architectural Project

1 unit/1 hour lecture. CR/NC option. Prerequisite: Completion of ARCH 70A. Recommended: Eligibility for English 100 or 100A.
Elements of an architectural project from the point of view of the Architect - including working with client, staff, consultants, regulatory agencies and contractors to produce project documentation and administer the project during construction. May include visits to architect's offices and/or building sites. (CSU)

ARCH 71B Materials and Methods of Construction 2

2 units/2 hours lecture. CR/NC option. Prerequisite: Completion of CONS 71. Recommended: Eligibility for English 100 or 100A.
Exploration of masonry, steel frame, cement and concrete, concrete reinforcing, site-cast and pre-cast concrete construction, pre- and post-tensioning, and high-rise cladding systems. (CSU)

ARCH 80.1A Architectural Site Analysis

0.5 unit/2 hours lecture, 3 hours laboratory for 3 weeks. CR/NC option. Prerequisite: Completion of APTECH 55 (or IED 55). Recommended: Eligibility for English 100 or 100A.
Research and prepare written and graphic site analysis documents. Elements covered include: topography, climate, solar access, views, privacy, noise, vegetation, HC accessibility, pedestrian access, vehicular access, storm water drainage, and common zoning requirements such as setbacks, lot coverage, and parking requirements. (CSU)

ARCH 80.1B Preliminary Site Design

0.5 unit/2 hours lecture, 3 hours laboratory for 4 weeks. CR/NC option. Prerequisite: Completion of APTECH 55 (or IED 55). Recommended: Eligibility for English 100 or 100A.
Locate building, parking and circulation elements on a site with correct site drainage, including handicapped access requirements for residential and non-residential projects. Elements covered include: location of building and entry; location and configuration of parking; location and configuration of circulation elements (such as walkways, bus drop offs, loading docks, and emergency vehicular access); setting grades for building, foundations, parking and surfaces; determining cut and fill on site; and surface water control and drainage requirements. (CSU)

ARCH 80.2A Architectural Programming with Adjacency Diagram

0.5 unit/2 hours lecture, 3 hours laboratory for 3 weeks. CR/NC option. Recommended: Eligibility for English 100 or 100A.
Record and graphically explore client information that will guide design decisions, using an activity-based relational architectural program format. Elements covered include: activities and relationships between them to be considered for a residential occupancy, activities and relationships between them to be considered for a commercial occupancy, and activities and

relationships between them to be considered for an office occupancy, and how to use adjacency diagrams to explore relationships between activities. (CSU)

ARCH 80.2B Preliminary Building Planning: Residential

0.5 unit/2 hours lecture, 3 hours laboratory for 3 weeks. CR/NC option. Prerequisite: Completion of or concurrent enrollment in ARCH 80.2A, and completion of APTECH 55 (or IED 55). Recommended: Eligibility for English 100 or 100A.
In this design module, students will learn about considerations in preliminary design by developing graphic responses to common design concerns. (CSU)

ARCH 80.2C Preliminary Building Design: Residential

0.5 unit/2 hours lecture, 3 hours laboratory for 4 weeks. CR/NC option. Prerequisite: Completion of or concurrent enrollment in ARCH 80.1B, and completion of or concurrent enrollment in ARCH 80.2B.
Develop a preliminary design of a residence including floor plan, sections and elevations using site analysis and architectural programming information. Elements covered include: developing alternative floor plans; defining volume of spaces; identifying structural constraints; and making critical material choices. (CSU)

ARCH 80.3 Design Review Process

0.5 unit/2 hours lecture, 3 hours laboratory for 2 weeks. CR/NC option. Recommended: Eligibility for English 100 or 100A.
Learn how citizens, through the actions of public agencies, control the design of our built environment. Elements to be covered include: the role of the design review committee; content and application of common design review guidelines; and content and application of common zoning ordinances. Residential and commercial case studies will be examined to determine compliance with design review guidelines. Attendance at a Design Review Meeting is required. (CSU)

ARCH 85A Architectural Sketching

1 unit/0.5 hour lecture, 1.5 hours laboratory. Grade only.
Freehand sketching and rendering of the natural and built environment using a variety of media including pencil, pen and markers. Principles of perspective drawing will also be introduced and explored. Specific course content and techniques utilized may vary each time course is offered. May be repeated for 3.0 units of credit. (CSU)
May be taken for a total of 3 times.

ARCH 85B Architectural Perspective Sketching

1 unit/0.5 hour lecture, 1.5 hours laboratory. Grade only. Prerequisite: Completion of ARCH 85A.
Principles of one-point and two-point architectural perspective drawing will be introduced. Freehand sketching and rendering of existing and proposed built environment using a variety of media including pencil, pen and markers. Specific course content and techniques explored may vary each time course is offered. May be repeated for 3.0 units of credit. (CSU)
May be taken for a total of 3 times.

ARCH 91 Architecture and Construction Workplace Skills

1.5 units/1.5 hours lecture. Grade only. Recommended: Eligibility for ENGL 100.
Development of basic construction-related writing and graphic representation skills. Introduction to personal and project time management principles and to a problem solving process. Includes exploration of career options in the industry. (CSU)

ATHL 56 Women's Varsity Badminton

2 units/10 hours laboratory. CR/NC option.

Practice for and participation in intercollegiate Badminton competition, emphasizing skills, fundamentals and strategies. (CSU)

All intercollegiate athletic courses - 2 times or 4 unit total.

BIO 89 Ecological Restoration

4 units/3 hours lecture, 3 hours laboratory. CR/NC option.

Introduction to the history, methods and practice of ecological restoration in California, with emphasis on Sonoma County natural communities. Includes restoration planning, site evaluation, revegetation techniques, weed control methods, erosion control methods, site maintenance and monitoring. Term project includes participation in local restoration project. Recommended for those planning a career or doing volunteer work involving habitat restoration. (CSU)

BOT 73.30 Speech Recognition Using Microsoft Office

1.5 units/2 hours lecture, 3 hours laboratory for 8 weeks. CR/NC option.

Recommended: Eligibility for ENGL 100, and completion of BOT 73.10A.

Course emphasizes speech recognition evolution, computer requirements, industry ramifications, plus the use of dictation and commands to create documents. (CSU)

BOT 129.3 Drawing With Microsoft Word

0.5 unit/8 hours lecture for 1 week. CR/NC only. Recommended: Completion of BOT 162.1A or equivalent knowledge.

Use advanced features of Microsoft Word for illustration. Use drawing tools, use lines and curves, enclose shapes, apply various drawing effects, control objects, and compose Word documents with drawings and text.

May be taken for a total of 2 times.

BOT 129.4 What's New in Office XP

0.5 unit/8 hours lecture for 1 week. CR/NC only. Recommended: Completion of one of the MS Office courses such as Word, Excel, Access, or PowerPoint or equivalent knowledge.

This course introduces students to the new features and other changes from Office 2000 to Office XP including smart tags, task panes, integrated email, document recovery, and send for review, which are all intended for more work efficiency.

BOT 154.6 Presentation Essentials for Business

1 unit/4 hours lecture for 4 weeks. CR/NC option.

Designed for the office professional who is sometimes called upon to provide information and data to employers, co-workers, customers or clients, and the general public. Students will determine what type of presentation is best suited for the situation, how to maintain a professional demeanor, and what resources are needed to relay the information for their business.

BOT 310.11 Basic Microsoft Access

0.5 unit/8 hours lecture for 1 week. CR/NC only. Recommended: BOT 310.2 or equivalent knowledge.

Introductory course at a basic level designed to provide an overview of Microsoft Access—a database program. Designed for mature adults with little Windows experience. Emphasizes using MS Access to store and sort records of recipes, videos, or various collections.

May be taken for a total of 4 times.

BOT 310.12 Basic Microsoft Excel

0.5 unit/4 hours lecture for 2 weeks. CR/NC only. Recommended: BOT 310.2 or equivalent knowledge.

Introductory course at a basic level designed to provide an overview of Microsoft Excel—a spreadsheet program. Designed for students with little Windows experience. Emphasizes using MS Excel to perform basic spreadsheet data entry, formatting, formulas, functions and simple error correction.

May be taken for a total of 4 times.

BOT 310.13 Microsoft Paint

0.5 unit/4 hours lecture for 2 weeks. CR/NC only. Recommended: BOT 310.2 or equivalent knowledge.

Use Microsoft Paint to work with pictures, such as .jpg, .gif, or .bmp files. Paste a Paint picture into another document that has been created, or use it as a desktop background. Use Paint to view and edit scanned photos.

May be taken for a total of 4 times.

BOT 310.14 Help Menus

0.5 unit/4 hours lecture for 2 weeks. CR/NC only. Recommended: BOT 310.2 Basic Windows or equivalent knowledge.

Use help menus in windows-based application programs and the Windows operating system; explore the contents and index; note "favorites" as topics are explored; research progressively more complex topics; use an active program side by side with a help menu guiding the activity.

May be taken for a total of 4 times.

CIS 50.75 Introduction to Linux System Administration

3 units/2 hours lecture, 2 hours laboratory, 1.5 hours by arrangement. CR/NC option. Prerequisite: Completion of CIS 50.71. Recommended: Eligibility for English 100 or 100A.

Designed for serious computer users who wish to expand their knowledge of the Linux operating system to include Linux certification, system administration, network operating systems, and services. This course will introduce the student to the basic concepts of system administration. Completion of the course will provide a basic working knowledge of essential system administration duties: how the operating system works, X windows, managing software and users, disk and system tuning and management of files systems, basic scripting techniques and languages, interpretation of startup scripts, backup procedures, basic network commands, and troubleshooting. (CSU)

CIS 50.77A Linux System Administration - 1

3 units/2 hours lecture, 2 hours laboratory, 1.5 hours by arrangement. CR/NC option. Prerequisite: Completion of CIS 50.75. Recommended: Eligibility for English 100 or 100A.

The course teaches how to install and maintain the software and hardware for a Linux server computer system. It includes hardware configuration, compiling and installing software, managing users, X Windows, command line utilities, booting and shutting down, file systems, core system services, compiling the Linux kernel, and securing an individual server. (CSU)

CIS 50.77B Linux System Administration - 2

3 units/2 hours lecture, 2 hours laboratory, 1.5 hours by arrangement. CR/NC option. Prerequisite: Completion of CIS 50.77A. Recommended: Eligibility for English 100 or 100A.

Advanced Linux system administration course teaches how to install, configure, and maintain networking and internetworking services on a Linux server. (CSU)

New Courses

CIS 51.18 Introduction to Networking Services

1.5 units/2 hours lecture, 3.5 hours by arrangement for 8 weeks. CR/NC option. Prerequisite: Completion of CIS 51.13. Recommended: Eligibility for English 100 or 100A.

This course will provide the student with hands-on networking practice in installing basic operating systems and adding the networking component. Identifying, assessing, and responding to problems related to maintaining and supporting the networking component will be explored, using both command line and graphical user interface techniques in a networked environment. The material in this course will form a foundation of knowledge that can be expanded on by further study and experience with the UNIX and Microsoft Windows network operating environments. (CSU)

CIS 51.56 Exchange 2000 Server Implementation and Administration

3 units/2 hours lecture, 2 hours laboratory, 2.5 hours by arrangement. CR/NC option. Prerequisite: Completion of CIS 51.54, and completion of CIS 51.55. Recommended: Eligibility for English 100 or 100A.

This course is designed for the information system (IS) professionals who need to implement and administer Microsoft Exchange 2000 Server, or who plan to take the related Microsoft Certified Professional exam 70-224, Installing, Configuring, and Administering Microsoft Exchange 2000 Server. (CSU)

CIS 51.57 Designing MS Windows 2000 Network Security

1.5 units/2 hours lecture, 2 hours laboratory, 1.5 hours by arrangement for 8 weeks. CR/NC option. Prerequisite: Completion of CIS 51.54, and completion of CIS 51.55. Recommended: Eligibility for English 100 or 100A.

This course is designed for the information system (IS) professionals who need to design and maintain a secure Microsoft Windows 2000 network, or who plan to take the related Microsoft Certified Professional exam 70-220, Designing Security for a Microsoft Windows Network. (CSU)

CIS 51.58 Designing a Microsoft Windows 2000 Network Infrastructure

1.5 units/2 hours lecture, 3.5 hours by arrangement for 8 weeks. CR/NC option. Prerequisite: Completion of CIS 51.55. Recommended: Eligibility for English 100 or 100A.

This course is designed for the information system (IS) professionals who need to design a Microsoft Windows 2000 Network Infrastructure, or who plan to take the related Microsoft Certified Professional exam 70-221, Designing a Microsoft Windows 2000 Network Infrastructure. (CSU)

CIS 58.41 PHP Programming

3 units/2 hours lecture, 3.5 hours by arrangement. CR/NC option. Prerequisite: Completion of CIS 10A (or CIS 10 or BDP 10), and completion of CIS 58.51B (or CIS 84.42B), and completion of CIS 69.53 (or CIS 82.25). Recommended: Eligibility for English 100 or 100A.

This class will introduce the student to the Open Source, server side scripting language PHP. Students will create a PHP project that integrates database, password protection and cookie processing that can be applied to web applications such as shopping carts, auction sites, and portal web sites. Intended for students with previous programming experience. (CSU)

CIS 58.62C Web Database Design with Dreamweaver MX

3 units/2 hours lecture, 3 hours by arrangement. CR/NC option. Prerequisite: Completion of CIS 84.54B. Recommended: Eligibility for English 100 or 100A.

An introduction to the creation and development of simple database-driven web sites. We will create dynamically-driven web pages using databases created with Microsoft Access imported into Macromedia Dreamweaver MX. We will examine various back-end programming models, use various dynamic form elements, implement recordsets and use various server and data behaviors. These activities will culminate with the creation of e-commerce and e-learning web sites. (CSU)

CIS 58.65B Adobe GoLive, Intermediate

1.5 units/2 hours lecture, 3.5 hours by arrangement for 8 weeks. CR/NC option. Prerequisite: Completion of CIS 58.65A (formerly CIS 84.57A) Recommended: Eligibility for English 100 or 100A.

An intermediate course to further enhance Web-authoring skills in GoLive. Students will manage a Web site, add forms, animations, JavaScript, cascading style sheets, and insert video tracks. (CSU)

CIS 69.52 Advanced Database Management with FileMaker Pro

3 units/2 hours lecture, 3.5 hours by arrangement. CR/NC option. Prerequisite: Completion of CIS 69.51 (or CIS 82.15). Recommended: Eligibility for English 100 or 100A.

Exploration of advanced database design and use. Included are advanced scripting techniques, navigation, and calculations. Exploration of plug-ins to enhance database functionality and use of FileMaker Mobile for PDA integration with database. Demonstration and application of client/server models and web interface. Emphasis on database design, normalization, and entity relationship diagramming. Exploration of XML (Extensible Markup Language) and CFML (Cold Fusion Markup Language) tags for interface with FileMaker via the Web. (CSU)

CIS 69.54B Oracle SQL, Advanced

1.5 units/2 hours lecture, 3.5 hours by arrangement for 8 weeks. CR/NC option. Prerequisite: Completion of or concurrent enrollment in CIS 69.54. Recommended: Eligibility for English 100 or 100A.

This class will provide students with a thorough understanding of advanced features of Oracle database structure, administration and PL/SQL programming access and manipulation. Topics will include advanced features of packages, cursors, extended interface methods, Oracle-supplied packages, tuning considerations, forms, and advanced object types. (CSU)

CIS 69.55A Oracle Database Administration I-A

1.5 units/2 hours lecture, 3.5 hours by arrangement for 8 weeks. CR/NC option. Prerequisite: Completion of CIS 69.54B. Recommended: Eligibility for English 100 or 100A.

This class provides students with the principles of Oracle database structure and the design and analysis of database tables, the assessment and utilization of database administrative features, and the evaluation and application of Oracle software tools. Topics will include the analysis of memory, processes, and task structures, the creation and management of Oracle instances, the design, implementation, and analysis of parameter and diagnostic files, methods for evaluation of system tools such as Oracle Enterprise Manager and Dynamic Performance Views, contrast and comparison of tablespaces and datafiles, and creation and configuration of undo segments. (CSU)

CIS 69.55B Oracle Database Administration I-B

1.5 units/2 hours lecture, 3.5 hours by arrangement for 8 weeks. CR/NC option. Prerequisite: Completion of or concurrent enrollment in CIS 69.55A. Recommended: Eligibility for English 100 or 100A.

This class provides students with a thorough understanding and in-depth analysis of Oracle database architecture; an opportunity to study the principles, theory, and implementation of database and account management practices; and the comparison, interpretation, and utilization of audit support features. Topics will include: advanced features of logical and physical aspects of Oracle databases and the comparative functions of each, the evaluation, planning, and creation of databases; the management of database availability and evaluation of concurrent usage; examination and interpretation of memory utilization processes; review and design of user access procedures including account privileges and access; analysis of system security measures; and study and construction of audit procedures. (CSU)

CIS 73.41A Adobe InDesign 1

3 units/2 hours lecture, 3.5 hours by arrangement. CR/NC option. Recommended: Completion of CIS 101A or CIS 105A and eligibility for English 100 or 100A.

An introduction to professional-quality desktop publishing using Adobe InDesign. Student will create graphically-rich layouts with formatted text to create fliers, brochures and newsletters for print and PDF. Topics include InDesign fundamentals, integrating text and graphics, and layout skills. (CSU)

CIS 73.41B Adobe InDesign 2

4 units/3 hours lecture, 3.5 hours by arrangement. CR/NC option. Prerequisite: Completion of CIS 73.41A. Recommended: Eligibility for English 100 or 100A.

Further study of the principles and applications of desktop publishing with Adobe InDesign. Advanced techniques in layout, text formatting, styles, font theory, creating books, tables, and Portable Document Format (PDF) files. (CSU)

CIS 75.35A LiveMotion, Introductory

1.5 units/2 hours lecture, 3.5 hours by arrangement for 8 weeks. CR/NC option. Recommended: Completion of CIS 73.31A and CIS 73.35 in addition to eligibility for English 100 or 100A or equivalent.

An introduction to the understanding and implementation of web-based animation tools. Students will use Adobe LiveMotion to create basic vector-based animations. Students will examine the concepts that make a quality interactive animation, learn the fundamental tools of the software package, and produce high quality animations. (CSU)

CIS 78.11A Telecommunications 1

1.5 units/3 hours lecture for 8 weeks. CR/NC option. Prerequisite: Completion of CIS 101B OR CIS 105B OR CIS 5. Recommended: Eligibility for English 100 or 100A.

This course will provide an eight-week introduction into the electronic transmission of information. The topics include telecommunications theory and history, hardware and software specifications, telephony, data exchange models, teleconferencing, telecommuting, and the Internet. (CSU)

CIS 78.11B Telecommunications - 2

1.5 units/3 hours lecture for 8 weeks. CR/NC option. Prerequisite: Completion of CIS 78.11A. Recommended: Eligibility for English 100 or 100A.

This course follows CIS 78.11A and continues an in-depth introduction into the electronic transmission of information. The topics include T-carriers, multiplexing, errors and error control, standards and protocols, LANs, WANs, data privacy and security, and the Internet. (CSU)

CIS 78.12A Fundamentals of Telecommunications: Analog

1.5 units/3 hours lecture for 8 weeks. CR/NC option. Prerequisite: Completion of CIS 78.11A OR CIS 78.11. Recommended: Eligibility for English 100 or 100A.

This course will provide an eight-week introduction to the fundamentals of analog telecommunications. Topics include the basic components of the Public Switched Telephone Network (PSTN), transmission nodes and paths, exchange switching points, switching systems, analog telecom infrastructure, analog circuits, the Plain Old Telephone System (POTS), signaling systems and integration of voice technologies with digital data technologies. (CSU)

CIS 110.1 Special Topics In Software Update

0.5-1 unit/up to 8 hours lecture for 2 weeks. CR/NC only. Recommended: Eligibility for English 100 or 100A.

This brief but intensive course familiarizes experienced students with the new features of the latest version of various, commonly used software applications.

May be repeated with different topics.

CIS 150.1 Security for Cable and DSL Home Networks

0.5 unit/8 hours lecture for 1 week. CR/NC option. Recommended: Eligibility for English 100 or 100A.

Overview and implementation of security for personal computers connected to the Internet with broadband cable or Digital Subscriber Line (DSL). Topics include privacy, anonymity, communication protocols, file and print sharing, the prevention and detection of intrusion, downloading firewall software and updates from the Internet, developing a security strategy, checking for vulnerability, and other data protection techniques.

CIS 150.2 Email Virus Protection

0.5 unit/8 hours lecture for 1 week. CR/NC option. Recommended: Eligibility for English 100 or 100A.

An overview and implementation of practicing congenial electronic communication to reduce the spread of computer viruses. The sending and receiving of unsolicited e-mail attachments are prime causes of wasted user time and bandwidth resources. Opening infected attachments is the most common form of system compromise. The course illustrates simple procedures for creating a web sites, posting files, and then linking to them with e-mail rather than sending as attachments. (Simple sites for sharing bytes!)

CIS 170.1 Special Topics in Graphics Projects

0.5-3 units/up to 2 hours lecture, 3.5 hours by arrangement for 16 weeks. CR/NC option. Recommended: Completion of CIS 73.31A or CIS 73.35 and eligibility for English 100 or 100A or equivalent.

This class is designed to help participants understand project group dynamics and workflow during graphics project development. Real-world situations in which groups will face creative brainstorming, story boarding, flow charts, and creative briefs in order to complete a project for a client will be used.

Each group will complete an extensive graphics project, which will become part of the students' graphics portfolios.

May be repeated with different topics.

CIS 170.11 Multimedia Graphics Project Production

1 unit/4 hours lecture for 4 weeks. CR/NC option. Recommended: Completion of CIS 73.31A or completion of CIS 73.35 and eligibility for English 100 or 100A.

Students will work alone or in small groups to complete a multimedia graphics project, focusing on web animation applications. This will become part of the students' electronic portfolios.

CIS 175 Font Management

0.5 unit/8 hours lecture for 1 week. CR/NC option. Recommended: Completion of CIS 101A or CIS 105A and eligibility for English 100 or 100A.

Basics of font management. Topics include understanding the difference between PostScript and TrueType fonts, learning new font technologies, using fonts correctly, installing fonts, and managing font utility programs. *May be taken for a total of 2 times.*

CONS 61 Blueprint Reading: Non-Residential

2 units/2 hours lecture. Grade only. Prerequisite: Completion of CONS 270 (or CONS 370 or CONS 82). Recommended: Eligibility for English 100 or 100A.

Language of blueprints and specifications as applied to non-residential construction including: use of scales; drawing symbols and conventions in sketching; interpreting structural, electrical and mechanical documentation; role and work of consultants; drawing content interpretation; specification and code requirement interpretation. (CSU)

New Courses

CONS 71A Materials and Methods of Construction

2 units/2 hours lecture. Grade only. Prerequisite: Completion of CONS 270 (or CONS 370 or CONS 82); OR completion of ARCH 80.2C, and completion of APTECH 90B (or CET 90B). Recommended: ENGL 100 OR 100A; MATH 27.

An investigation of foundation systems, heavy timber construction, wood light frame and metal light frame construction, roofing systems, glass glazing, window and door systems. Includes applications requiring calculations and sketching. (CSU)

CONS 84 Introduction to Construction Contract Administration

3 units/3 hours lecture. Grade only. Prerequisite: Completion of CONS 70B. Recommended: Eligibility for English 100 or 100A.

This course will introduce the student to principles of construction contract administration. Responsibility for acquiring and communicating written and graphic information will be examined in several contexts including: requests for information; project schedules; changes and extra work; payments; and work with subcontractors. (CSU)

CUL 229 Special Event Catering

1-3 units/up to 1.5 hours lecture, 4.5 hours laboratory. Grade only. Prerequisite: Completion of or concurrent enrollment in CUL 250 (or CULT 250); OR completion of DIET 50; OR completion of CUL 50 (or CULT 50).

Professional chef presents the basic knowledge needed to plan, organize, setup, and staff an off-premise catering event. The course will cover client contact; site preview; menu planning; preliminary food preparation; on-site and off-premise food preparation and service.

May be taken for a total of 3 times.

DANCE 11.2 Ballet II

1-2 units/up to 4 hours laboratory. CR/NC option. Recommended: Completion of PE 27.1.

Ballet II will continue the study of basic ballet techniques for students with prior ballet training. This course will include barre work, adagio and allegro sequences, and work on turns. Emphasis will be placed on performance of longer combinations, musicality and changes in dynamics. (CSU/UC)

4 times for credit in any combination of levels.

DANCE 11.4 Ballet IV

1-2 units/up to 4 hours laboratory. CR/NC option. Recommended: Completion of PE 27.2.

This is an advanced level ballet course designed for students who have attained proficiency in intermediate ballet skills and wish to continue their dance experience through advanced level floor, barre, adagio, allegro, pirouettes and, as appropriate, beginning pointe studies. Emphasis will be placed on combining physical virtuosity with individual interpretation and the refinement of expressive skills. This course will include both classical and contemporary ballet techniques as well as the study of ballet in a historical context. (CSU/UC)

4 times for credit in any combination of levels.

DANCE 16.2 Modern Dance II

1-2 units/up to 6 hours laboratory. CR/NC option. Recommended: PE 28.1A.

Modern Dance II will continue the study of basic modern dance techniques and will include warm-up exercises, floor exercises, locomotor progressions and modern dance sequences. The class will also cover basic composition and improvisation. (CSU/UC)

4 times for credit in any combination of levels.

DANCE 16.4 Modern Dance IV

1-2 units/up to 6 hours laboratory. CR/NC option. Prerequisite: Completion of PE 28.2 (or PE 147.2).

Modern Dance IV is an advanced level modern dance class for students who have attained proficiency in beginning and intermediate modern dance skills

and wish to continue their dance experience through advanced level exercises, warm-ups, floor work, movement sequences and combinations. Class will include further exploration of improvisation and composition with strong emphasis on performance quality. This class will emphasize demonstrable knowledge of modern dance in an historical context, i.e. the ability to differentiate both physically and verbally between traditional and contemporary modern dance techniques and between modern dance and other dance forms. (CSU/UC)

4 times for credit in any combination of levels.

DET 191 Advanced Alternative Fuels

3 units/2 hours lecture, 3 hours laboratory. Grade only. Prerequisite: Completion of DET 82 (or DET 71 or DET 61), and completion of DET 89 (or DET 65), and completion of DET 190; OR completion of DET 82 (or DET 71 or DET 61), and completion of AG 89, and completion of DET 190. Recommended: Eligibility for English 100 or 100A.

This course will cover development, implementation, and repair procedures for alternative fuel motors currently being used for commercial applications. The course will focus on bio-diesel, methane, natural gas, and propane fuels. Course examines how motors that are manipulated to operate using these fuels are being utilized in cities, farms, power generation facilities and freight environments.

DET 192 Zero Emissions Solutions

3 units/1.5 hours lecture, 4.5 hours laboratory. Grade only. Prerequisite: Completion of DET 82 (or DET 71 or DET 61), and completion of DET 89 (or DET 65), and completion of DET 190; OR completion of DET 82 (or DET 71 or DET 61), and completion of AG 89, and completion of DET 190. Recommended: Completion of WELD 70A, and completion of MACH 51A, and eligibility for ENGL 100.

This course will cover the history, development, and implementation strategies for ultra low or zero emission technologies soon to be used in commercial applications, including hydrogen cells, vegetable oil bio-fuel motors, hybrid motors, duel fuel motors, and electric motors. Examines how these technologies will be utilized in cities, farms, power generation facilities, and freight environments. Lab activities involve experimentation with and fabrication of alternative fuel components.

ELEC 57.10 Build a Communications Network

1 unit/1 hour lecture. Grade only. Recommended: Completion of ELEC 61; OR completion of ELEC 71A.

A general study in basic concepts and design principles necessary to build an electronic communications network. (CSU)

ELEC 67.1 Microwave Electronics for Telecommunications

1 unit/1 hour lecture. Grade only. Prerequisite: Completion of ELEC 61, and completion of ELEC 61L, and completion of ELEC 90B; OR completion of ELEC 71A, and completion of ELEC 71AL, and completion of ELEC 92.

An introductory course in theory and practice of transmission lines, microwave devices, and microwave circuits. Included are basic use of Smith Chart solutions of transmission line problems, the operation of slotted lines, power meters, attenuators, standing wave meters, chart recorders, and basic single frequency power and voltage standing wave radio analysis. (CSU)

ELEC153.16 Basic Soldering Skills for Electronics

1 unit/1.5 hours lecture, 1.5 hours laboratory for 8 weeks. CR/NC only.

Basic Soldering Skills for electronics students is a training course designed to provide the necessary knowledge and skill to attain proficiency in producing high reliability solder connections. This course is suitable for individuals with no prior knowledge of electronic soldering techniques as well as the advanced electronics student. This course covers approximately ten individual soldering lessons that are based on current industrial, military, and NASA practices. Basic printed-circuit board (PCB) rework techniques as component removal and PCB repair of open traces and lifted pads.

EMC 260 Introduction to Paramedic

0.3 unit/4 hours lecture, 4 hours laboratory for 1 week. Grade only. Prerequisite: None Recommended: Completion of ENGL 100, and completion of ANAT 58, and completion of CSKL 372. Limits on enrollment: State regulation requires EMT-1 certification for entrance into Paramedic Program. This Course builds on EMT-1 knowledge and skills. Course is designed to prepare the student with the basic knowledge and skills necessary to succeed in the Paramedic Academy.

ENGL 12 Children's Literature

3 units/3 hours lecture. CR/NC option. Prerequisite: Eligibility for ENGL 1A. This course will study the history, development, and range of children's literature, from folklore and oral tradition to contemporary stories, illustrated books, poetry, and juvenile novels. Texts will be drawn from many cultures, and they will be analyzed from a variety of critical perspectives. (CSU/UC)

ENVST 40 Environmental Forum

1 unit/1 hour lecture. CR/NC option. Recommended: Eligibility for English 100 or 100A.

A series of lectures and classroom discussions on eight selected topics of environmental concern, and a brief orientation to the field of environmental studies. Lectures are given by Santa Rosa Junior College faculty or prominent invited guests, and topics change from semester to semester. (CSU/UC)

May be repeated with different topics.

HEBREW 1 Elementary Classical Hebrew 1

3 units/3 hours lecture. CR/NC option. Recommended: Eligibility for English 1A or equiv.

The course provides a foundation for reading classical Hebrew through grounding in the grammar, vocabulary and orthography of ancient Hebrew literature. (CSU/UC)

AA/AS area E; IGETC language

HORT 56 Horticultural Enterprise Project

2-4 units/up to 1 hour lecture, 9 hours by arrangement for 16 weeks. CR/NC only. Prerequisite: Completion or concurrent enrollment in HORT 70, or HORT 71, or HORT 72. Recommended: Eligibility for English 100 or 100A.

In consultation with instructor, student will select a specific agricultural/horticultural crop, commodity, or product and develop an enterprise project, using the resources at Shone Farm or other locations (with instructor's consent). Projects involve field experience in production and management techniques, marketing methods, and eventual sale of the chosen agricultural/horticultural crop, commodity, or product. (CSU)

May be taken for a total of 3 times.

HORT 66 Garden Center Operations

1.5 units/3 hours lecture for 9 weeks. CR/NC option. Recommended: Eligibility for ENGL 100A or ENGL 100.

An introductory course in garden center operations, including sales and service strategies, displays and merchandizing, and product knowledge appropriate to the retail garden center. Course includes information on types of retail nurseries, job availability and qualifications, laws/regulations, and professional organizations. (CSU)

HORT 69.1 Introduction to Horticultural Therapy

3 units/3 hours lecture for 16 weeks. Grade only. Recommended: Eligibility for English 100 or 100A.

Introduction to horticultural therapy and its role in human services. This course will provide an overview of the history, philosophy, and application of horticultural therapy when working with seniors, physically challenged individuals, and special education populations. Rehabilitative, medical, and vocational settings will be covered. (CSU)

HORT 69.3 Horticultural Therapy For Special Populations

3 units/3 hours lecture for 16 weeks. Grade only. Recommended: Eligibility for English 100 or 100A.

Students will learn the therapeutic skills necessary to facilitate horticultural activities when working with special populations, such as individuals with disabilities. The major types of horticultural therapy programs will be covered. Documentation, group dynamics, and horticultural activities specific for each setting will be covered. (CSU)

HORT 114 Bulbs and Bulbous Plants: Winter/Spring

1 unit/3 hours lecture for 6 weeks. CR/NC option. Recommended: Completion of ENGL 302.

Identification, growth habits, and environmental needs of bulb forming and related plants. Includes landscape, garden, container, and indoor applications, with an emphasis on winter/spring blooming plants.

May be taken for a total of 2 times.

HORT 150 Basic Gardening Techniques

(Formerly AG 297.12) 1.5 units/3 hours lecture for 8 weeks. CR/NC option.

General gardening practices, including proper soil management, application of fertilizers, watering techniques, and planting preparation.

May be taken for a total of 2 times.

HORT 153 Basic Turf Care

1.5 units/3 hours lecture for 8 weeks. CR/NC option. Recommended: Eligibility for English 100 or 100A.

Introduction to turfgrass care and maintenance, focusing on residential lawns and smaller scale commercial turf areas. Turfgrass varieties; planting methods; cultural practices, including mowing, fertilization and irrigation; disease, weed and pest management; turf maintenance equipment.

HORT 189 Landscape Drainage Basics

1.5 units/3 hours lecture for 8 weeks. CR/NC option.

This course covers common grading, drainage, and erosion control related to residential landscape sites. Discussion includes surface and subsurface systems as well as the basics of residential erosion control methods.

HORT 195.1 LANDCADD: Site Plans

1 unit/2 hours lecture, 3 hours laboratory for 6 weeks. CR/NC option. Prerequisite: Completion of AG 94A. Recommended: Completion of APTECH 56.

Introduction to computer assisted landscape drafting utilizing the LANDCADD software program to produce professional quality landscape site plans. Course covers getting started with LANDCADD, with particular attention given to base plan, building footprints, lot layouts, ramps, steps, and other simple hardscape features.

HORT 195.2 LANDCADD: Planting Plans

1 unit/2 hours lecture, 3 hours laboratory for 6 weeks. CR/NC option. Prerequisite: Completion of AG 94A. Recommended: Completion of APTECH 56.

Introduction to computer assisted landscape drafting utilizing the LANDCADD software program to execute landscape planting plans. Course covers getting started with LANDCADD, with particular attention given to vegetation and pattern lines, plant outlines, shadowing and stippling, locating trees & shrubs, labeling symbols, and using the plant palette & database.

New Courses

HORT 195.3 LANDCADD: Irrigation Plans

1 unit/2 hours lecture, 3 hours laboratory for 6 weeks. CR/NC option. Prerequisite: Completion of AG 94A. Recommended: Completion of APTECH 56.

Introduction to computer assisted landscape drafting utilizing the LANDCADD software program to execute professional quality irrigation plans. Course covers getting started with LANDCADD, with particular attention given to placing irrigation heads, defining zones, placing pipe, drip irrigation, mainline pipe layout/placement, and completing an irrigation plan layout.

HORT 195.4 LANDCADD: Quantity Takeoff

1 unit/2 hours lecture, 3 hours laboratory for 6 weeks. CR/NC option. Prerequisite: Completion of HORT 195.2; OR completion of HORT 195.3. Recommended: Completion of APTECH 56.

Introduction to LANDCADD's new Quantity Takeoff module. Students will use the LANDCADD software program to calculate length, areas of square footage, and volumes, and to generate the bill of materials for a design.

HUMAN 5 World Humanities: Arts, Ideas, Values

3 units/3 hours lecture. CR/NC option. Recommended: Eligibility for English 1A or equiv.

An interdisciplinary approach to the study of the arts, ideas, and values of selected world cultures. The course will focus on the visual arts, drama, music, literature, philosophy and religion within a global context. The course may be taught chronologically or thematically. (CSU/UC)

AA/AS area E; CSU area C2; IGETC area 3B

HUMAN 48.9 Dante and His World

3 units/3 hours lecture. CR/NC option. Recommended: Eligibility for ENGL 100A or ENGL 100.

An introduction to Dante, poet of the medieval world, and his influence. (CSU/UC)

INTDIS 4 Culture & Values in Latin America & the Caribbean

3 units/3 hours lecture. CR/NC option. Recommended: Eligibility for English 1A or equiv.

An interdisciplinary exploration of cultural and intellectual endeavors in both Latin America and the Caribbean. The course will explore the cultural contributions of racial or ethnic groups, focusing on the visual arts, music, drama, film, literature and philosophical/religious thought within a cultural context of the combined area of the Caribbean and Latin America. Materials may be presented either chronologically or thematically. (CSU/UC)

AA/AS area E; CSU area C2; IGETC area 3B

MATH 70 Academic Excellence in Precalculus

1 unit/0.5 hour lecture, 1.5 hours laboratory. CR/NC option. Corequisite: Concurrent enrollment in MATH 27 (or MATH 57).

Critical thinking for mathematics using calculus concepts: cooperative learning study techniques, concept development and use of technology, techniques, concept development and use of technology. (CSU)

MATH 71 Academic Excellence in Calculus

1 unit/0.5 hour lecture, 1.5 hours laboratory. CR/NC option. Corequisite: Concurrent enrollment in MATH 1A.

Critical thinking for mathematics using calculus concepts: cooperative learning/study techniques, concept development and use of technology. (CSU)

NRM 86 Watershed Monitoring and Assessment

2 units/3 hours lecture, 3 hours laboratory for 8 weeks. CR/NC option.

Introduction to the methods and techniques used in measuring, monitoring, and assessing watershed health in North Coast streams. Topics of study include identification of the specific habitat factors limiting fish production,

identification of the critical habitat needs and study methods for developing suitable restoration work plans. (CSU)

NRM 87 Geographic Information Systems Appl in Natural Resources

3 units/3 hours lecture. CR/NC option. Recommended: APTECH 54A (GIS) and working knowledge of IBM (PC) computer systems.

An introduction to the use of Geographic Information Systems (GIS) to analyze and interpret natural resources data, and to solve common conservation problems. Includes a basic introduction to arc view GIS, analysis of habitat loss for endangered species, evaluation of mineral development impacts, watershed analysis, assessing data quality, and environmental analysis of a proposed timber sale. (CSU)

NR 202 Perioperative Nursing Preceptorship

3 units/24 hours by arrangement for 6 weeks. CR/NC only. Prerequisite: Completion of or concurrent enrollment in NR200. Limits on enrollment: Current CA R.N. licensure.

This course is a preceptorship with an experienced perioperative nurse. Clinical sites are arranged in local hospitals in addition to simulated laboratory sessions.

NRV 60B Basic to Intermediate for Part Time Vocational Nursing

6 units/6 hours lecture. Grade only. Prerequisite: Completion of NRV 60A.

The second in a series of theory courses to prepare students to practice vocational nursing. Orem's Self Care Deficit Theory is used as a framework for the study of medical surgical conditions and pharmacology with a focus on care of the pre/postoperative client. This course continues to compare and contrast nursing care systems in a variety of body systems. Acute and chronic care is compared between pediatric and adult clients with the major emphasis on care of the pre/postoperative client. (CSU)

NRV 60BL Basic-Intermediate Clinical for Part Time Vocational Nursing

2 units/6 hours by arrangement. CR/NC only. Prerequisite: Completion of NRV 60AL. Corequisite: Concurrent enrollment in NRV 60B.

This is the second clinical course in the series of the part time program for vocational student nurses. Students are prepared for basic to intermediate levels of clinical experiences. Principles learned in the prerequisite courses and skills lab are applied to the care of patients in the acute medical and surgical settings. Students care for patients with increasingly complex conditions over the course of the semester. The end to include perioperative care as a major focus. a major course is broad (CSU)

NRV 60C Maternal Child for Vocational Nursing Part Time

2 units/12 hours lecture for 3 weeks. Grade only. Prerequisite: Completion of NRV 60B.

Basic concepts of maternity nursing with an emphasis on wellness. Human sexuality and normal development of the reproductive life span. Theory focuses on normal maternal child period for mother, infant and family. Preparation for labor/delivery, postpartum and newborn clinical experience is covered with a theoretical knowledge base of the phases throughout the labor, birth, postpartum and neonatal period. Complications related to labor, postpartum and newborn period are reviewed with common intervention and medical regimens applied. Special problems related to abnormal newborn care of neurologic deficits are covered to prepare for ICFDD experience. Pharmacologic interventions are integrated throughout theory including pain assessment and obstetrical analgesia and anesthesia. (CSU)

NRV 60CL Maternal Child Clinical for Part Time Vocational Nursing

2 units/18 hours by arrangement for 6 weeks. CR/NC only. Prerequisite: Completion of NRV 60BL, and completion of NRV 60C, and completion of NRV 58B. Recommended: Psych 4 is recommended.

Summer maternal child clinical course for vocational nursing part time program. Application of concepts learned in prerequisite and corequisite

theory and skills lab courses. Care of the normal and acute care of the obstetric, neonate, and pediatric clients. An emphasis on normal growth and development process in relationship to any disease processes is emphasized. The family as a whole system of interactions for patient teaching is viewed in culturally sensitive and diverse settings (such as ICFDD, nursery schools and acute maternal child hospital settings.) Orem's self-care deficit theory is the base for applying the nursing process for the assigned clients. (CSU)

NRV 60D Growth & Development Self-Paced for VN Part Time Program

1 unit/2 hours lecture for 9 weeks. Grade only. Recommended: Completion of ENGL 1A. Self-paced theory course for part-time vocational nursing students which will prepare students for work with infants and children. Normal growth and development patterns of all ages are covered with an emphasis on nutrition, safety, patterns of play and recreation, sexuality and problems arising out of family issues related to neglect or abuse. Care of the hospitalized child in relationship to growth & development concerns will prepare students for future work in ambulatory and acute settings. (CSU)

NRV 61 Advanced Vocational Nursing: Teamleading/Acute Gerontology

4 units/4 hours lecture. Grade only. Prerequisite: Completion of NRV 60B. This is one part of advanced level theory for the part time vocational nursing program. Concepts learned in prerequisite theory are integrated into the study of nursing care of severely acute and chronic illness patients in hospitals, ambulatory care, and skilled nursing levels. Health promotion and maintenance are emphasized. Health problems common in the elderly and legal/ethical dilemmas arising in their care are explored. Concepts fundamental to the leadership and delegation roles in the skilled nursing settings are presented. (CSU)

NRV 61L Advanced Med/Surg Clinical for Part Time (Teamleading)

4 units/12 hours by arrangement. CR/NC only. Prerequisite: Completion of NRV 60BL. This is one of two advanced level clinical courses for the part time vocational nursing program. The course prepares students to make the transition from student to entry level practice positions. The principles learned in prerequisite and corequisite theory and skills level courses are applied to care of patients in acute, ambulatory and skilled nursing care settings. A team leadership component is applied. Students are challenged with more complicated and unstable clients in a variety of settings. (CSU)

NRV 62 Advanced Medical/Surgical Nursing: Community Focus

3 units/3 hours lecture. Grade only. Prerequisite: Completion of NRV 60B. This is one part of advanced level theory for the part-time vocational nursing (VN) program. Focus is on care of severely acute & chronic illness clients with a focus on end stage renal, medical and communicable disease. First aid and disaster preparedness are also covered with a focus on leadership skills, the scope of practice, and intravenous therapy. Community health is emphasized with the use of multidisciplinary resources for referral within the community. Orem's self-care deficits leading to the need for supportive, educative and other broad ranged scopes of interventions are utilized in hypothetical scenarios. (CSU)

NRV 62L Advanced Medical/Surgical Clinical & Community Health

4 units/12 hours by arrangement. CR/NC only. Prerequisite: Completion of NRV 60BL. This is one of two advanced level clinical courses for the part-time vocational nursing program. The course prepares students to make the transition from student to entry level practice positions. The principles learned in prerequisite and corequisite theory and skills level courses are applied to the care of patients in acute, ambulatory, dialysis, home care and community health settings. Students are challenged with more complicated and unstable clients in these settings. (CSU)

NRV 63 Preceptorship Theory for Leadership in Part Time VN

1 unit/9 hours lecture for 2 weeks. CR/NC only. Prerequisite: Completion of NRV 61, and completion of NRV 62.

This is the final theory course of the part time vocational nursing program. This course offers the final preparation for leadership and critical thinking skills and conflict resolution required for the entry level graduate nurse. Objectives for the individualized preceptorship clinical rotations are reviewed and theory relative to adult learning, leadership and organizational principles. Entry level concerns and issues including interview skills, resumes and professional organizations are presented. (CSU)

NRV 63L Preceptorship Clinical for Part Time VN Program

2.5 units/20 hours by arrangement for 6 weeks. CR/NC only. Prerequisite: Completion of NRV 61L, and completion of NRV 62L.

This is the final clinical course in the part time vocational nursing program. It is an individualized preceptorship course which offers each student an opportunity to choose and prepare for the role identity of an entry level new graduate vocational nurse. The clinical experiences are a 1:1 mentor/student relationship with faculty guidance throughout. Focus on critical thinking skills, leadership, conflict resolution and priority setting is emphasized. (CSU)

PHARM 153 Dosage Calculations

2 units/2 hours lecture. Grade only. Prerequisite: Completion of CSKL 374 (or CSKL 373B).

Calculation of the correct oral and parenteral dosages of drugs using information from prescriptions or medications orders. Accurate determination of the correct amount of ingredients for the compounding of pharmaceutical products from a prescription or medications order.

PHARM 155 Pharmacology

4 units/4 hours lecture. Grade only. Recommended: Eligibility for ENGL 100A or ENGL 100.

This course introduces the pharmacology technician student to the historical development of the use of medicinal drugs, the basic mechanism of drug action, pharmacokinetics and basic concepts related to the administration of pharmacologic agents. Therapeutic effects of identified groups of drugs, their side effects, interactions and potential error sites are integrated throughout the course. Focus is on selected drug classes.

PHARM 374 Skills for Medication Administration

2 units/2 hours lecture, 1 hour laboratory. Grade only. Prerequisite: Completion of CSKL 373A or CSKL 371 if APS math computational test score is below 23.

Instruction in advanced arithmetic skills designed for Health Science students at Santa Rosa Junior College. Prepares students for success through advanced skills development of operations with fractions, decimals and percents. A study of the metric, household and apothecary systems and learning the ratio/proportion, equation and formula methods of converting. Introduces and develops advanced skills in calculating drug dosages in preparation for safe administration of medications in the health field.

PHIL 11 Introduction to Asian Philosophy

3 units/3 hours lecture. CR/NC option. Recommended: Eligibility for English 1A or equiv.

A philosophical analysis of major ideas in Indian, Chinese, and Japanese philosophy. The course examines these views along with basic tenets of Western philosophy, exploring perspectives on the nature of existence, human destiny, ethics, and socio-political obligation. The course includes an introduction to comparative philosophy from a global perspective. (CSU/UC)

AA/AS areas E, H; CSU area C2; IGETC area 3B

New Courses & Changed Courses

SPCH 65 Overcoming Fear of Public Speaking

1 unit/3 hours lecture for 6 weeks. CR/NC option. Recommended: Eligibility for ENGL 100A or ENGL 100.

Explore the nature, causes and effects of public speaking anxiety. Students will identify the personal factors that affect their anxiety and work on strategies to alleviate those factors. Strategies will include cognitive restructuring, progressive desensitization and stress reduction/relaxation techniques. (CSU)

May be taken for a total of 3 times.

SPCH 183 Promoting Cultural Awareness & Teambuilding in the Workplace

0.5 unit/4 hours lecture for 2 weeks. CR/NC option.

Introductory course provides overview of communication barriers related to cultural differences. It also examines the positive effects diversity can have on teambuilding and productivity in the workplace.

THAR 65 Musical Theatre Techniques

1-3 units/up to 2 hours lecture, 3 hours laboratory. Grade only. Recommended: THAR 10A and/or MUS 1 and/or DANCE 10.

Introduction to musical theatre performance, styles and history through the study and practice of musical scenes from the Broadway stage. Emphasis is placed on the application of vocal techniques, dance movement and characterization to create a convincing performance. Audition skills as they relate to musical theatre will be included. The course culminates in a class performance. (CSU)

May be taken for a total of 2 times.

THAR 77 Introduction to properties

2 units/1 hour lecture, 3 hours laboratory. Grade only.

Introduction to the basic materials, techniques and creative process involved in the design and construction of stage properties. Also an introduction to historical and conceptual aspects of properties design. (CSU)

May be taken for a total of 4 times.

Changed Courses

APE 116.5 Wheelchair Basketball

(Formerly LPE 116.5) 1 unit/3 hours laboratory. CR/NC option.

Introduction to the basic skills, rules, and safety concerns of competitive wheelchair basketball. This course is designed for, but not limited to, wheelchair users.

May be taken for a total of 4 times.

AJ 25 Community Relations

3 units/3 hours lecture. Grade only. Recommended: Eligibility for ENGL 100A or ENGL 100.

The relationship of criminal justice practitioners and the community; casual and symptomatic aspects of community understanding; lack of cooperation and mistrust; study of behavior causes; ways to develop and maintain amicable relationships. Explore and analyze various ethnic groupings to prepare the justice practitioners for their future occupation. (CSU/UC AA/AS areas D, G)

AJ 53 Juvenile Procedures

3 units/3 hours lecture. Grade only. Recommended: Eligibility for ENGL 100A or ENGL 100.

Organization, functions, and jurisdiction of juvenile agencies; the processing and detention of juvenile case disposition; juvenile statutes and court procedure. (CSU)

AJ 55 Criminal Procedures

3 units/3 hours lecture. Grade only. Recommended: Eligibility for ENGL 100.

A comprehensive examination of the origin, development, philosophy, and legal basis of criminal procedures in California. Procedural, statute law, case law, constitutional law and judicial rules governing pre-arrest, arrest, custody, crime charging, motions, applicable rules of discovery and evidence, California grand jury system, pretrial court procedures, adult and juvenile court procedures, verdict, sentencing, and the appellate process. (CSU)

AJ 63 Patrol Procedures

3 units/3 hours lecture. Grade only. Prerequisite: Completion of AJ 50. Recommended: Eligibility for ENGL 100A or ENGL 100.

The course involves an examination of the philosophy, principles, and practices of community policing as well as the responsibilities, techniques and methods of police patrol. Emphasis is placed on strategies designed to engage and assist a community in the development and implementation of solutions to police-related problems. Operations, supervision, professionalism, ethics and leadership within the context of contemporary policing are studied. (CSU)

AG 52 Integrated Pest Management

3 units/2 hours lecture, 3 hours laboratory. CR/NC option. Recommended: Eligibility for ENGL 100A or ENGL 100.

Exploration of major agricultural pests, including insects, weeds, and diseases, and their impact on commercial crops and the landscape. The course focuses on integrated pest management, including cultural, biological, mechanical/physical, and chemical control methods. Course is designed to assist students in preparing for California licensing exams in pest management. (CSU)

AG 53 Soil & Plant Nutrition

3 units/2 hours lecture, 3 hours laboratory. Grade only. Recommended: Eligibility for ENGL 100A or ENGL 100 and completion of AG 78.

Presents the study of soil as a growth medium for plants and a valuable natural resource. Physical, chemical and biological properties of soil; soil-water relationships; organisms, organic matter decomposition and soil ecosystem principles; soil reaction, cation exchange and essential nutrients; synthetic and organic fertilizers; soil conservation and land management principles. Students perform laboratory analyses on their own soil samples. Math calculations include land areas, fertilizer costs, formulations and application rates, percentages, and unit conversions; field trips and soil survey report required. (CSU)

CAN AG 14

AG 75 Agriculture and Wine Business Management

3 units/3 hours lecture. Grade only. Recommended: Eligibility for ENGL 100A or ENGL 100.

This course introduces students to agriculture and wine business management. The diverse aspects of management will be covered including: developing a marketing plan, financial statements, organization, supervising employees, staffing, labor laws and long range planning. Field trips to visit successful managers and business owners will supplement the class studies. (CSU)

AG 111 Therapeutic Riding Program Procedures

(Formerly AG 280.68) 1.5 units/2 hours lecture, 3 hours laboratory for 10 weeks. CR/NC option. Corequisite: Completion of or concurrent enrollment in AG 110. Recommended: Eligibility for English 100 or 100A.

Theory and practical application of the skills necessary to assist in providing a safe, challenging and effective therapeutic riding experience to participants with disabilities. Familiarization with the use of adaptive equipment, saddle/tack fitting and lesson structure. Assessment, selection, handling, training, and management practices of therapy horses.

AG 113 Canine Basics

(Formerly AG 280.85) 1 unit/3 hours lecture for 6 weeks. CR/NC option. Recommended: Eligibility for English 100 or 100A.

Origin, characteristics, adaptation, and contributions of canines in our society. Survey of breeding practices today and resulting impact in canines. Temperament and certain behaviors of breeds that influence the fundamental training of companion dogs. Comparative evaluation based on appearance, type, and pedigree.

AG 125 Composting for Commercial Organic Farming and Gardening

(Formerly AG 297.64) 1 unit/3 hours lecture for 6 weeks. CR/NC option.

Composting is the cornerstone of soil fertility management in all segments of organic agriculture production. Successful composting requires at least a minimum of technical knowledge of soil structures and organic matter decomposition processes. Topics will include these basics and a survey of a variety of composting methods. Focus will be on composting for small commercial fruit, vine and vegetable operations, but the information will be of almost equal importance for dairy farmers or hay producers, as well as for residential and commercial settings. This is an introductory course aimed at the professional or serious student of agriculture.

AG 165A Survey of Equine Science

(Formerly AG 165) 3 units/3 hours lecture. CR/NC option.

A survey of the equine industry including selection, feeding, breeding, handling, and diseases.

AG 165B Equine Management

(Formerly AG 265B) 2 units/3 hours lecture for 12 weeks. CR/NC option. Prerequisite: Completion of Ag 165A (or Ag 265A); OR completion of Ag 25 (or Ag 65). Recommended: Eligibility for English 100 or 100A.

Emphasizing the management aspects of horse husbandry. Fundamentals of equine business operations including taxes, liability, insurance, office machinery and software. Counterskills and proper job behavioral skills will also be covered.

AG 166A Horseshoeing Principles and Practices

(Formerly AG 266A) 3 units/3 hours lecture. CR/NC option. Recommended: Eligibility for ENGL 100A or ENGL 100.

Basic anatomy and physiology of the horse's limbs and feet. Causes, treatment and prevention of common lameness problems, horseshoeing terminology and guidelines for assessing a proper horseshoeing job. May be taken for a total of 2 times.

AG 167.7 Anatomy for Surgical and Dental Assistance

(Formerly AG 280.73) 3 units/3 hours lecture. CR/NC option. Recommended: Eligibility for English 100 or 100A.

This course will cover the anatomy and physiology of major body organs and their functions, as they relate to preparation for surgery, surgery assistance, surgical and dental instruments and packs, anesthesia induction, monitoring and anesthetic machine maintenance, anatomy of the mouth and dental arcade, dental prophylaxis and extractions.

AG 173 Wines of California and Europe

(Formerly AG 270.41) 1.5 units/3.5 hours lecture for 8 weeks. CR/NC option. Prerequisite: Must be age 21 or older. Recommended: Eligibility for English 100 or 100A. Limits on enrollment: Must be age 21 or older.

An introductory examination of the most famous wines of Europe contrasted with their California counterparts. Each week we will examine a different grape or related group of grapes and their expression on both sides of the Atlantic, e.g., California Cabernet Sauvignon and the red wines of Bordeaux. Previous experience with wine is helpful but not necessary.

AG 174 Wine Regions of California

(Formerly AG 270.42) 1.5 units/3.5 hours lecture for 8 weeks. CR/NC option. Prerequisite: Must be age 21 or older. Limits on enrollment: Students must be twenty one years of age or older to enroll.

This class is an investigation of California winegrowing regions outside of Sonoma County. Diverse wine areas beyond Sonoma will be covered including the counties of Napa, Mendocino, Amador, El Dorado, Santa Cruz, Monterey, San Luis Obispo, and Santa Barbara.

AG 176 Sonoma County Appellations

(Formerly AG 281.36) 1.5 units/3.5 hours lecture for 8 weeks. CR/NC option. Prerequisite: Must be age 21 or older. Recommended: Eligibility for ENGL 100A or ENGL 100. Limits on enrollment: Must be age 21 or older.

This class is an investigation of Sonoma County's winegrowing regions. The most important appellations of Sonoma County and the wines they produce will be examined in detail. Sensory evaluation of selected wines from each region will be explored. Sonoma County winery guest presentations and field trips are a major component of this class.

May be taken for a total of 3 times.

AG 177 Wines in the Global Marketplace - Retail Sales

1.5 units/3 hours lecture for 8 weeks. CR/NC option. Prerequisite: Must be age 21 or older. Limits on enrollment: Students may enroll only if they are 21 years or older.

Basic knowledge of global wine sales including product knowledge (tasting), consumer buying trends, and motivation of the consumer. Retailer/wholesaler relationships including what, how, and when to buy and pricing strategies in a global marketplace.

Changed Courses

AG 178 Wine Industry Event Planning

(Formerly AG 270.56) 1.5 units/3.5 hours lecture for 8 weeks. CR/NC option.
An introduction to planning, organizing, and managing wine industry events. Students will gain practical as well as classroom experience by participating in the organization and execution of a major Northern California wine competition and public winetasting.
May be taken for a total of 2 times.

AG 277 Wine Marketing Fundamentals

3 units/3 hours lecture. CR/NC option. Recommended: Eligibility for English 100 or 100A.
Everything you need to know about marketing wine. A practical approach to marketing wine including planning, strategies, public relations, creating an image, working with distributors, building a brand, working with the media, event planning and more. This class explores the length and depths of wine marketing in an interactive way.

ANTHRO 1 Physical Anthropology

3 units/3 hours lecture. CR/NC option. Recommended: Eligibility for ENGL 100A or ENGL 100.
Survey of the human fossil record, primate social behavior and comparative anatomy, genetics, human diversity, and environmental adaptation through evolutionary processes. (CSU/UC)
AA/AS area C; CSU area B2; IGETC area 5B; CAN ANTH 2

ANTHRO 2 Cultural Anthropology

3 units/3 hours lecture. CR/NC option. Recommended: Eligibility for ENGL 100A or ENGL 100.
Exploration of human cultural diversity on a global scale. Comparative analysis of traditions such as kinship, childrearing, religion, magic, political systems, relationship to nature, and language. (CSU/UC)
AA/AS area D; CSU area D; IGETC area 4; CAN ANTH 4

ANTHRO 3 Prehistory & Archaeology

3 units/3 hours lecture. CR/NC option. Recommended: Eligibility for ENGL 100A or ENGL 100.
Introduction to prehistory as a modern anthropological study. Traces the origin, development and change of human cultures from their beginnings to the advent of cities and civilizations. Special attention is given to theory, methods and the goals of modern archaeology. (CSU/UC)
AA/AS area D; CSU area D; IGETC area 4; CAN ANTH 6

ANTHRO 43 Native American Art and Culture

3 units/3 hours lecture, 0.5 hour by arrangement. CR/NC option. Recommended: Eligibility for ENGL 100A or ENGL 100.
Introductory survey emphasizing the interrelationship of art, culture, and the individual artist in numerous Native American cultures. Additional emphasis on the interactions and influences of non-Indian cultures on native art beginning in colonial times and continuing today. (CSU/UC)
AA/AS areas E, G; CSU area C1; IGETC area 3A

ANTHRO 48 Special Topics

3 units/3 hours lecture. CR/NC option. Recommended: Eligibility for English 100 or 100A.
In-depth studies of selected topics of current importance in anthropology. Course emphasis varies at the discretion of instructor. (CSU/UC)
May be repeated with different topics.

APGR 50 Introduction to Typography

3 units/2.5 hours lecture, 1.5 hours laboratory. Grade only. Prerequisite: Completion of or concurrent enrollment in APGR 91.
Development of practical and visual skills for using type in effective graphic

communication. Includes terminology, survey of typefaces, design basics, advanced typography skills and computer production techniques. (CSU)

APGR 51A Introduction to Graphic Design & Production Fundamentals

(Formerly APGR 51) 3 units/2.5 hours lecture, 1.5 hours laboratory. Grade only. Prerequisite: Completion of or concurrent enrollment in APGR 91.
This course provides the graphic design student with introductory history, information, skills, and material relevant to basic graphic design communication. The basic principles of design offset printing and specific problem solving skills are applied for production on the computer. (CSU)

APGR 51B Beginning Graphic Design & Production Fundamentals

(Formerly APGR 52) 3 units/2.5 hours lecture, 1.5 hours laboratory. Grade only. Prerequisite: Completion of APGR 51.
This course provides the graphic design student with the information and practice to create effective visual communications for print in a hands-on environment. The computer will be used as a significant tool for design and production. (CSU)

APGR 51C Intermediate Graphic Design & Production Fundamentals

(Formerly APGR 53A) 3 units/2.5 hours lecture, 1.5 hours laboratory. Grade only. Prerequisite: Completion of APGR 52.
Theory and practice of graphic design in a project oriented atmosphere. Student will be exposed to the design process, four-color process, digital imaging, and production. (CSU)

APGR 51D Advanced Graphic Design & Production Fundamentals

(Formerly APGR 53B) 3 units/2.5 hours lecture, 1.5 hours laboratory. Grade only. Prerequisite: Completion of APGR 53A.
Theory and practice of graphic design in a project oriented atmosphere. Students will learn to apply the design process, advanced typography skills, digital imaging and production to practical design projects for print & web. (CSU)

APGR 52A Introduction to Computer Based Design

(Formerly APGR 91) 3 units/2.5 hours lecture, 1.5 hours laboratory. Grade only.
A basic course in micro computer operations specific to the graphic design field. Emphasis is placed on design, computer skills on the Macintosh platform using graphics software packages, dealing with type in a professional manner, graphic imaging and digital print production. (CSU)

APGR 52B Computer Based Design 2

(Formerly APGR 93) 3 units/2.5 hours lecture, 1.5 hours laboratory. Grade only. Prerequisite: Completion of APGR 91.
An intermediate course in the professional page layout application QuarkXpress and digital imaging program Photoshop, for the graphic designer. Emphasis will be placed on design principles, practical computer skills, and program operations. The student explores the features of QuarkXpress through a variety of design projects including: advertisements, self-promos, menus, forms, and newsletters. (CSU)

APGR 52D Computer Based Design 4

(Formerly APGR 95) 3 units/2.5 hours lecture, 1.5 hours laboratory. Grade only. Prerequisite: Completion of APGR 52C (or APGR 58).
This course will offer advanced techniques for developing high-quality, multi-page documents using QuarkXPress & PhotoShop. Topics covered will include: advanced use of style sheets and master pages, typographic fine tuning, importing and manipulating images, defining spot and process colors, trapping, separating color designs, working with a service bureau and printer. (CSU)

APGR 54.1 Production Techniques in Illustrator

(Formerly APGR 60) 3 units/2 hours lecture, 2 hours laboratory, 1 hour by arrangement. Grade only. Prerequisite: Completion of APGR 91. Recommended: Some design experience and/or experience with Adobe Illustrator; Mac or PC experience.

An intensive course designed to teach the student how to create effective graphic images and produce operative files for print and online production using Adobe Illustrator. (CSU)

May be taken for a total of 2 times.

APGR 54.2 Digital Design Production and Process

(Formerly APGR 59) 3 units/2.5 hours lecture, 1.5 hours laboratory, 1 hour by arrangement. Grade only. Prerequisite: Completion of APGR 91. Recommended: Some design experience and/or FreeHand experience.

An intensive course designed to teach the graphic design student how to create effective graphic images and produce operative files for print production. (CSU)

May be taken for a total of 2 times.

APGR 57 Tools, Methods and Materials

(Formerly APGR 92) 3 units/2.5 hours lecture, 1.5 hours laboratory. Grade only.

A hands-on course concentrating on the application of basic mock-up techniques for the graphic designer. Students will learn how to use a variety of graphic tools, materials, and techniques to create professional quality design projects. Students have an opportunity to learn from demonstration and by application the basic methods of concept sketching, graphic collaging, texture creation, illustration techniques, and mock-up (comprehensive) techniques. (CSU)

APGR 62 Long Publication Production

1.5 units/2 hours lecture, 2 hours laboratory, 1 hour by arrangement for 8 weeks.

Grade only. Recommended: Completion of APGR 91.

This course will offer advanced techniques for producing long publications.

Topics to be covered will include: a systematic approach to creating book layouts, advanced use of style sheets and master pages, table of contents and indexing, generating one publication from numerous files, typographic fine tuning, importing and manipulating images, defining spot and process colors. (CSU)

May be taken for a total of 2 times.

APGR 64 Contemporary Hand-Lettering, Type and Calligraphy

1 unit/1.5 hours lecture, 1.5 hours laboratory for 8 weeks. Grade only.

This course is designed to instruct the student in hands-on application of hand-lettering to include a varied look at the structure of letters from the Roman and Italic calligraphy. Pen and brush innovative techniques are emphasized as they apply to color and paper choices. (CSU)

APGR 65 The Business of Graphic Design

1.5 units/3 hours lecture for 8 weeks. Grade only. Recommended: Prior APGR coursework or experience in the graphic design field.

A course designed to prepare the design student for dealing with the business side of graphics. Provides the information necessary to develop accurate bids, schedule projects, keep accurate records, set up a freelance business, legally understand taxes, and work with clients, vendors and colleagues in a copasetic manner. (CSU)

APGR 68 Commercial Illustration: Digital Imagery

1.5 units/2 hours lecture, 4 hours laboratory for 8 weeks. Grade only. Prerequisite: Completion of or concurrent enrollment in CIS 73.31A (or CIS 83.12A), and completion of or concurrent enrollment in ART 18.2 (or ART 18B), and completion of APGR 91.

Application of basic commercial illustration skills using computer applications. Emphasis on developing and marketing student's personal style through evolution of strong portfolio and knowledge of commercial market(s). (CSU)

APGR 70 Creating the Professional Portfolio

1.5 units/2.5 hours lecture, 1.5 hours laboratory for 8 weeks. Grade only.

Recommended: A body of 10-15 pieces of work completed for portfolio development.

A course designed to prepare the student for portfolio presentations. The student will learn skills needed to create a professional quality portfolio, slide sheet, and digital portfolio. (CSU)

APGR 71 Creativity Techniques for Designers

0.5 unit/1 hour lecture, 1 hour laboratory for 8 weeks. CR/NC only.

A comprehensive class on the use of specific traditional and non traditional techniques for idea development and problem solving in the design process. Focus is on unlocking creative thinking potential and transforming project limitations into innovative solutions. (CSU)

May be taken for a total of 4 times.

APGR 72 Principles of Screen Design

1.5 units/2 hours lecture, 2 hours laboratory, 1 hour by arrangement for 8 weeks.

Grade only. Prerequisite: Completion of CIS 58.51B (or CIS 84.42B), and completion of CIS 73.31A (or CIS 83.12A).

An intensive course that teaches the web site development student how to create effective web sites utilizing typographic and design principles. (CSU)

APGR 74 Applied Design Graphics for the Non-Designer

1 unit/1.5 hours lecture, 0.5 hour laboratory, 1 hour by arrangement for 8 weeks. CR/NC only.

Applied graphics design skills for the non-designer or general interest student. Explores principles of design, page layout, and typography. (CSU)

APGR 75 Interactive Multimedia Design

(Formerly APGR 66) 1.5 units/2 hours lecture, 2 hours laboratory, 1 hour by arrangement for 8 weeks. CR/NC option. Prerequisite: Completion of APGR 91, and completion of APGR 60; OR completion of APGR 59.

Course is an introduction to the principles of successful multimedia design. Students will utilize an industry-standard multimedia application (such as Macromedia Director) to develop successful multimedia projects for CD-ROM and the web. Topics will include: multimedia overview, project development steps, multimedia design principles, incorporating graphics, typography, sound, and video, and converting files for web delivery using shockwave. Familiarity with the World Wide Web and Photoshop is recommended. (CSU)

APTECH 54B Advanced ArcView

(Formerly CEST399.54) 2 units/1 hour lecture, 3 hours laboratory for 16 weeks. Grade only. Prerequisite: Completion of APTECH 54A (or APTECH 54).

An advanced course in the uses of Geographic Information Systems (GIS) using ArcView software. Topics covered are geo-coding, creating and editing shape files, customizing ArcView and Avenue, geo-processing and spatial analysis, tabular database management and advanced layout techniques. (CSU)

ARCH 71A Materials and Methods of Construction

(Formerly CONS 71) 2 units/2 hours lecture. Grade only. Prerequisite: Completion of CONS 270 (or CONS 370 or CONS 82); OR completion of ARCH 80.2C, and completion of APTECH 90B (or CET 90B). Recommended: Completion of MATH 27, and completion of ENGL 100.

An investigation of foundation systems, heavy timber construction, wood light frame and metal light gauge construction, roofing systems, windows, and doors. Includes applications requiring calculations and sketching. (CSU)

Changed Courses

ARCH 83 Residential Drafting/Design Using CAD

(Formerly CONS 83) 3 units/2 hours lecture, 3 hours laboratory, 2 hours by arrangement. Grade only. Prerequisite: Completion of APTECH 56 (formerly ENGR 56, ENGR 22) AND completion of ARCH 56.

Two-dimensional architectural drafting utilizing the AutoCAD Software Program. AutoCAD setup, construction, and editing commands will be emphasized as the student constructs a set of working drawings for a residence. Topics covered include: drawing environment setup, layering, dimensioning, annotation, prototype drawings, layout and editing skills, project design development, working drawing format, construction practices and procedures, and plotting. (CSU)

May be taken for a total of 2 times.

ART 1.1 World Art History to 1500

3 units/3 hours lecture. CR/NC option. Recommended: Eligibility for English 100 or 100A.

History and aesthetic appreciation of World Art to 1500 AD. Includes representative art from Europe, Asia, Africa and the Americas. May be taken independently of Art 1.2. May be used to fulfill requirement for the Fine Arts Certificate. (CSU/UC)

AA/AS areas E, H; CSU area C1; IGETC area 3A

ART 1.2 World Art History Since 1500

3 units/3 hours lecture. CR/NC option. Recommended: Eligibility for English 100 or 100A.

History and aesthetic appreciation of World Art since 1500 AD. Includes representative art from Europe, Asia, Africa and the Americas. May be taken independently of Art 1.1. May be used to fulfill requirement for the Fine Arts Certificate. (CSU/UC)

AA/AS area E; CSU area C1; IGETC area 3A

ART 2.1 Ancient to Renaissance Art History and Appreciation

(Formerly ART 2A) 3 units/3 hours lecture. CR/NC option. Recommended: Eligibility for ENGL 100A or ENGL 100.

History and aesthetic appreciation of Prehistoric, Egyptian, Greek, Roman, Early Christian, and Medieval art. Optional field trip to Bay Area museums. May be taken independently of Art 2.2 and Art 2.3. Required for the Fine Arts Certificate; fulfills Humanities requirement for transfer to CSU system. (CSU/UC)

AA/AS area E; CSU area C1; IGETC area 3A; CAN ART 2; ART 2.1 + ART 2.2 = CAN ART SEQ A

ART 2.2 Renaissance to Modern Art History and Appreciation

(Formerly ART 2B) 3 units/3 hours lecture. CR/NC option. Recommended: Eligibility for ENGL 100A or ENGL 100.

History and aesthetic appreciation of Renaissance, Baroque, and Modern Art. Optional field trip to Bay Area museums. May be taken independently of Art 2.1 and Art 2.3. Required for the Fine Arts Certificate; fulfills Humanities requirement for transfer to CSU system. (CSU/UC)

AA/AS area E; CSU area C1; IGETC area 3A; CAN ART 4; ART 2.1 + ART 2.2 = CAN ART SEQ A

ART 14B Intermediate Painting

1.5-3 units/up to 2 hours lecture, 4 hours laboratory. CR/NC option. Prerequisite: Art 14A or equivalent Recommended: Art 7A, Drawing and Composition I.

A continuation of the basic pictorial problems and challenges begun in Art 14A, introducing a greater variety of subject matter, concepts, and processes. (CSU/UC)

May be taken for a total of 3 units.

ART 33A Beginning Sculpture

3 units/2 hours lecture, 4 hours laboratory. CR/NC option. Recommended: Completion of ART 3 or ART 5.

Beginning sculpture. Emphasis on basic form appreciation using clay, plaster, wood and found materials. Extensive use of visual information will encourage a historical sensitivity to form. Figurative and non figurative experiences will be included. (CAN Art 12) (CSU/UC)

CAN ART 12

ART 33B Intermediate Sculpture

3 units/2 hours lecture, 4 hours laboratory. CR/NC option. Prerequisite: Completion of ART 33A.

Intermediate Sculpture. Emphasis on development of a series of related work. Complexity and scale will be addressed using a variety of materials. Both figurative and non-figurative experiences will be included. (CSU/UC)

ART 80A Computer Animation I

(Formerly ART 80) 1-3 units/up to 2 hours lecture, 4 hours laboratory. CR/NC option. Prerequisite: Completion of ART 18.1 (or ART 18A or ART 18). Recommended: None.

A studio course focusing on the creation of two-dimensional animation using existing animation programs for computers. An introduction to the fourth dimension of time for visual artists. Fundamental concepts of sequencing, modulation, motion control and sound. (CSU)

ART 80B Computer Animation II

1-3 units/up to 2 hours lecture, 4 hours laboratory. CR/NC option. Prerequisite: Art 80A or equivalent preparation.

A studio course focusing on the creation of three dimensional animation. A continuation of Art 80A. Introduction to more complex color and three-dimensional hardware and software. Introduction of web-based animation software. (CSU)

4 times for credit in any combination of levels.

ATHL 11 Men's Varsity Baseball

(Formerly PE 50) 2 units/10 hours laboratory. CR/NC option. Prerequisite: Health and Safety.

Practice for and participation in intercollegiate competition, emphasizing skills, fundamentals and strategies. (CSU/UC)

May be taken for a total of 4 times.

ATHL 11L Baseball Laboratory

(Formerly PE 97) 1-3 units/up to 1 hour lecture, 4 hours laboratory. CR/NC option. Recommended: Currently enrolled in Advanced Baseball or Intercollegiate Baseball.

Limits on enrollment: Zero enrollment

This course is designed for intercollegiate athletes for the development of individual skills and team concepts through film analysis, classroom lecture and practical application. (CSU/UC)

4 times for credit in any combination of levels.

ATHL 13 Men's Varsity Basketball

(Formerly PE 51A) 1 unit/10 hours laboratory for 9 weeks. CR/NC option. Prerequisite: Health and Safety.

Practice for and participation in intercollegiate competition, emphasizing skills, fundamentals and strategies. (CSU/UC)

May be taken for a total of 4 times.

ATHL 14 Women's Varsity Basketball

(Formerly PE 75A) 1 unit/10 hours laboratory for 9 weeks. CR/NC option. Prerequisite: High School Interscholastic participation or advanced level skills.

Practice for and participation in intercollegiate competition, emphasizing skills, fundamentals and strategies (CSU/UC)

May be taken for a total of 4 times.

ATHL 15L Basketball Lab

(Formerly PE 70.2) 1 unit/2 hours laboratory. CR/NC option. Prerequisite: Completion of PE 51A (or PE 51 or PE 51M), and completion of PE 75A (or PE 75), and concurrent enrollment in PE 51A (or PE 51 or PE 51M); OR concurrent enrollment in PE 75A (or PE 75).

A field situation for the development of individual skills, team tactics, situational plays and modern offensive and defensive techniques. (CSU/UC)
4 times for credit in any combination of levels.

ATHL 16 Techniques & Theory of Basketball

(Formerly PE 70.1) 1-2 units/up to 2 hours lecture. CR/NC option. Recommended: Eligibility for ENGL 100A or ENGL 100.

Introduction to the fundamental techniques and theories of basketball. Individual offensive and defensive strategies as well as team offensive and defensive strategies. (CSU/UC)

ATHL 17 Men's Varsity Cross Country

(Formerly PE 52) 2 units/10 hours laboratory. CR/NC option. Prerequisite: Health and Safety.

Practice for and participation in intercollegiate competition, emphasizing skills, fundamentals and strategies. (CSU/UC)
May be taken for a total of 4 times.

ATHL 18 Women's Varsity Cross Country

(Formerly PE 55) 2 units/10 hours laboratory. CR/NC option. Prerequisite: Health and Safety.

Practice for and participation in intercollegiate competition, emphasizing skills, fundamentals and strategies. (CSU/UC)
May be taken for a total of 4 times.

ATHL 21 Varsity Football

(Formerly PE 53) 2 units/10 hours laboratory. CR/NC option. Prerequisite: Health and Safety.

Practice for and participation in intercollegiate competition, emphasizing skills, fundamentals and strategies. (CSU/UC)
May be taken for a total of 4 times.

ATHL 22L.1 Defensive Football Laboratory

(Formerly PE 73B) 1-3 units/up to 1 hour lecture, 4 hours laboratory. CR/NC option. Recommended: Currently enrolled in intercollegiate football.

Explanation, organization and development of various basic defensive football theories. Analyzing scouting reports, film reviews. Discussion and practical application of various physical training concepts. (CSU/UC)
May be taken for a total of 4 units.

ATHL 22L.2 Offensive Football Laboratory

(Formerly PE 73A) 1-3 units/up to 1 hour lecture, 4 hours laboratory. CR/NC option. Recommended: Currently enrolled in intercollegiate football. Limits on enrollment: Zero enrollment.

Explanation, organization and development of various basic offensive football philosophies. Analyzing scouting reports, film reviews. Discussion and practical application of various physical training concepts. (CSU/UC)
May be taken for a total of 4 units.

ATHL 24 Varsity Golf

(Formerly PE 54) 2 units/10 hours laboratory. CR/NC option. Prerequisite: Health and Safety.

Practice for and participation in intercollegiate golf matches with the development of individual skills and match strategy. (CSU/UC)
May be taken for a total of 4 times.

ATHL 27 Men's Varsity Soccer

(Formerly PE 62) 2 units/10 hours laboratory. CR/NC option. Prerequisite: Health and Safety.

Practice for and participation in intercollegiate competition, emphasizing skills, fundamentals and strategies. (CSU/UC)
May be taken for a total of 4 times.

ATHL 28 Women's Varsity Soccer

(Formerly PE 63) 2 units/10 hours laboratory. CR/NC option. Prerequisite: Health and Safety.

Practice for and participation in intercollegiate competition, emphasizing skills, fundamentals and strategies. (CSU/UC)
May be taken for a total of 4 times.

ATHL 29L Soccer Lab

(Formerly PE 71.2) 1 unit/2 hours laboratory. CR/NC option. Prerequisite: Completion of Advanced Soccer Corequisite: Concurrent enrollment in Varsity Soccer

A field situation for the development of individual skills, team tactics, dead-ball situations. Systems of play and modern offensive and defensive techniques. (CSU/UC)
4 times for credit in any combination of levels.

ATHL 30 Theory & Analysis of Soccer

(Formerly PE 71.1) 1-2 units/up to 2 hours lecture, 1 hour laboratory. CR/NC option. Recommended: Eligibility for ENGL 100A or ENGL 100.

Explanation, organization and development of various systems of play in soccer. Analyzing coaching problems in offense and along with a review of technique films. Discussion and practical application of various approaches to technical and tactical training for modern soccer. (CSU/UC)
May be taken for a total of 4 units.

ATHL 31 WOMEN'S Varsity Softball

(Formerly PE 89) 2 units/10 hours laboratory. CR/NC option. Prerequisite: Health and Safety.

Practice for and participation in intercollegiate competition, emphasizing skills, fundamentals and strategies. (CSU/UC)
May be taken for a total of 4 times.

ATHL 31L Softball Lab

(Formerly PE 79) 1-3 units/up to 1 hour lecture, 4 hours laboratory. CR/NC option. Recommended: Currently enrolled in Women's Varsity or Intercollegiate Softball. Limits on enrollment: Zero enrollment

This course is designed for intercollegiate athletes for the development of individual skills and team concepts through film analysis, classroom lecture and practical application. (CSU/UC)
4 times for credit in any combination of levels.

ATHL 33 Men's Varsity Swimming & Diving

(Formerly PE 64) 2 units/10 hours laboratory. CR/NC option. Prerequisite: Health and Safety.

Practice for and participation in intercollegiate competition, emphasizing skills, fundamentals and strategies. (CSU/UC)
May be taken for a total of 4 times.

ATHL 34 Women's Varsity Swimming & Diving

(Formerly PE 90) 2 units/10 hours laboratory. CR/NC option. Prerequisite: Health and Safety.

Practice for and participation in intercollegiate competition, emphasizing skills, fundamentals and strategies. (CSU/UC)
May be taken for a total of 4 times.

Changed Courses

ATHL 37 Men's Varsity Tennis

(Formerly PE 65) 2 units/10 hours laboratory. CR/NC option. Prerequisite: Health and Safety.

Practice for and participation in intercollegiate competition, emphasizing skills, fundamentals and strategies. (CSU/UC)

May be taken for a total of 4 times.

ATHL 38 Women's Varsity Tennis

(Formerly PE 91) 2 units/10 hours laboratory. CR/NC option. Prerequisite: Health and Safety.

Practice for and participation in intercollegiate competition, emphasizing skills, fundamentals and strategies. (CSU/UC)

May be taken for a total of 4 times.

ATHL 41 Men's Varsity Track & Field

(Formerly PE 66) 2 units/10 hours laboratory. CR/NC option. Prerequisite: Health and Safety.

Practice for and participation in intercollegiate competition, emphasizing skills, fundamentals and strategies. (CSU/UC)

May be taken for a total of 4 times.

ATHL 42 Women's Varsity Track & Field

(Formerly PE 67) 2 units/10 hours laboratory. CR/NC option. Prerequisite: Health and Safety.

Practice for and participation in intercollegiate competition, emphasizing skills, fundamentals and strategies. (CSU/UC)

May be taken for a total of 4 times.

ATHL 45 Women's Varsity Volleyball

(Formerly PE 93) 2 units/10 hours laboratory. CR/NC option. Prerequisite: Health and Safety.

Practice for and participation in intercollegiate competition. Development of individual skills, game strategies and systems, and team interaction will be emphasized. (CSU/UC)

May be taken for a total of 4 times.

ATHL 45L Volleyball Lab

(Formerly PE 96) 1-3 units/up to 1 hour lecture, 4 hours laboratory. CR/NC option. Recommended: Currently enrolled in Advanced Volleyball or Intercollegiate Volleyball.

Limits on enrollment: Zero enrollment

This course is designed for intercollegiate athletes for the development of individual skills and team concepts through film analysis, classroom lecture and practical application. (CSU/UC)

4 times for credit in any combination of levels.

ATHL 50 Men's Varsity Water Polo

(Formerly PE 68) 2 units/10 hours laboratory. CR/NC option. Prerequisite: Health and Safety.

Practice for and participation in intercollegiate competition, emphasizing skills, fundamentals and strategies. (CSU/UC)

May be taken for a total of 4 times.

ATHL 51 Women's Varsity Water Polo

(Formerly PE 57) 2 units/10 hours laboratory. CR/NC option. Prerequisite: Health and Safety.

Practice for and participation in intercollegiate competition, emphasizing skills, fundamentals and strategies. (CSU/UC)

May be taken for a total of 4 times.

ATHL 54 Varsity Wrestling

(Formerly PE 69) 2 units/10 hours laboratory. CR/NC option. Prerequisite: Health and Safety.

Practice for and participate in intercollegiate competition, emphasizing skills, fundamentals and strategies (CSU/UC)

May be taken for a total of 4 times.

ATHL 90 Intercollegiate Physical Fitness

(Formerly PE 11) 1-2 units/up to 4 hours laboratory. CR/NC option.

Aerobic and anaerobic training combined with flexibility activities, designed to enhance sport performance, cardiovascular endurance and muscular strength. (CSU/UC)

4 times for credit in any combination of levels.

AUTO 109 BAR Update Training

(Formerly AUTO 399.6) 0.5 unit/8 hours lecture for 1 week. CR/NC option. Limits on enrollment: Possession of a BAR (Bureau of Automotive Repair) Basic Area Smog Tech license or prior completion of a BAR certified clean air car course required.

Bureau of Automotive Repair (BAR) smog check update training. Includes viewing of Bureau of Automotive Repair (BAR) instructional video and completion of open book test. A passing test score qualifies student to renew the Smog Check license. Students must obtain Smog Check Manual Revision 6 and become familiar with all sections before coming to class.

Course exempt from repeat provisions.

BIO 25 Marine Biology

4 units/3 hours lecture, 3 hours laboratory. CR/NC option. Recommended: Eligibility for English 100 or 100A.

Introduction to biological oceanography, natural history, taxonomy and ecology of major plant and animal groups of the world's oceans with emphasis on the Pacific Coast of North America. (CSU/UC)

AA/AS area C; CSU areas B2, B3; IGETC area 5B, lab

BIO 60 Biology of Marine Mammals

(Formerly BIO 30) 4 units/3 hours lecture, 3 hours laboratory. CR/NC option. Recommended: Eligibility for English 100 or 100A.

Introduction to the biology, natural history, evolution, behavior, anatomy, physiology and population ecology of the marine mammals, including whales, dolphins, pinnipeds, otters, manatees and dugongs. (CSU)

AA/AS area C; CSU areas B2, B3

BIO 61 Endangered Wildlife of the World

(Formerly BIO 48.1) 3 units/3 hours lecture, 0.5 hour by arrangement for 16 weeks. CR/NC option. Recommended: Eligibility for ENGL 100A or ENGL 100.

Survey of endangered birds and mammals of the world, emphasizing the human-induced biodiversity decline and its ecological consequences.

Conservation management programs by government agencies and private organizations are covered. (CSU/UC)

BIO 71.9 Coast Redwood Ecology and Management

(Formerly BIO 81.9) 1-2 units/up to 3 hours lecture, 6 hours by arrangement for 8 weeks. CR/NC option. Recommended: Eligibility for English 100 or 100A.

Biology, ecology and management of Coast Redwood, including vegetation, wildlife and conservation of the Coast Redwood Forest Type. (CSU)

May be taken for a total of 2 times.

BIO 310 Supplement to Introductory Biology

(Formerly BIO 48.41) 1 unit/1.5 hours lecture for 12 weeks. CR/NC option. Corequisite: Concurrent enrollment in BIO 10.

This twelve week course is designed to augment course material for those students enrolled in Biology 10 who have not taken biology, reentry students, and those who have had difficulties in understanding biological concepts.

Discussion of biological topics designed to augment Biology 10 by means of

development of critical topics and the complex biological concepts. Topics included are introductory chemistry, cell biology, molecular genetics, and transmission genetics.

BOTANY 61 Living Among The Oaks

(Formerly BIO 40.7) 1 unit/3 hours lecture, 5 hours by arrangement for 4 weeks. CR/NC option. Recommended: Eligibility for English 100 or 100A.

The biology of oaks with emphasis on the problems and management of native oaks in wildland and urban environments. Includes issues of regeneration, pests and diseases, wildlife and economic values, landscape and construction considerations. (CSU)

May be taken for a total of 2 times.

BAD 53 Introduction to Solving Business Problems w/Spreadsheets

1.5 units/2 hours lecture, 3.5 hours by arrangement for 8 weeks. CR/NC option.

Recommended: Eligibility for ENGL 100A or ENGL 100.

This course is designed to introduce the student to the use of computer spreadsheet programs in solving business problems and improving the decision-making process. They will learn to create models applicable to the functional areas of finance and accounting, sales and marketing, management and human resources. In the process, a broad range of spreadsheet skills will be developed. Previous experience with computer spreadsheets is not required. (CSU)

BBK 53.2 QuickBooks Level 2

(Formerly BBK 85.6) 1.5 units/2 hours lecture, 3 hours laboratory for 8 weeks. CR/NC option. Recommended: Completion of BBK 53.1 or equivalent knowledge.

Advanced applications of QuickBooks accounting software for the office professional. Topics include setting up company books, preparing journal entries, creating reports, budgeting, advanced payroll features, tracking tax information, estimating job costing, maintaining data, solving problems and year end closing procedures. (CSU)

BMG 52 Written Communication in Organizations

3 units/3 hours lecture. CR/NC option. Recommended: Eligibility for ENGL 100A or ENGL 100.

Present written information and ideas clearly with accurate business/organizational format while encouraging goodwill in letters, e-mails, memos, proposals and reports. Prepare written materials for the employment process. (CSU)

BMG 53 Oral Communication in Organizations

3 units/3 hours lecture. Grade only. Recommended: Eligibility for ENGL 100A or ENGL 100.

Develop speaking skills to effectively and confidently deliver oral presentations in organizational settings. Analyze audiences, research topics, and prepare and deliver presentations. (CSU)

AA/AS area B

BMG 54 Quantitative Skills/Math

3 units/3 hours lecture. Grade only. Recommended: Successful completion of standard 1st year HS algebra course.

Quantitative methods and their uses for solving organizational problems. Development of skills in mathematics, quantitative analytical tools, financial calculations and analysis, statistics and presentation of data in a managerial context. (CSU)

BMG 61 Skills for Managers

1.5 units/8 hours lecture, 0.8 hour by arrangement for 3 weeks. CR/NC option.

Recommended: Eligibility for English 100 or 100A.

This course provides knowledge, skills and tools for students to refine their

professional management effectiveness. Topics include your role set for managing others, getting started, managing yourself within the framework of time, focusing on results, getting results, and managing effectively. (CSU)

BMG 62.2 Meetings Management

0.5 unit/4 hours lecture, 0.4 hour by arrangement for 2 weeks. CR/NC only.

Recommended: Eligibility for English 100 or 100A.

Develop knowledge and skills in assessing the need for a meeting, planning a meeting, agenda, and process flow, leading a meeting using facilitative skills, and providing for note-taking, evaluating, and follow-up. (CSU)

BMG 62.3 Work Groups

1 unit/8 hours lecture, 0.8 hour by arrangement for 2 weeks. CR/NC option.

Recommended: Eligibility for ENGL 100.

This course will enable students to determine characteristics of effective team leadership and participation after analyzing stages of group development and group roles, and examining strategies for creating and maintaining high-performance teams. (CSU)

BMG 63.3 Management Ethics

0.5 unit/4 hours lecture, 0.4 hour by arrangement for 2 weeks. CR/NC only.

Recommended: Eligibility for English 100 or 100A.

This course provides the knowledge, skills, and tools for enhancing ethical behavior of management. Topics include identifying, creating, and enforcing ethical standards. (CSU)

BMG 64.2 Human Resource Responsibilities

1 unit/8 hours lecture, 0.8 hour by arrangement for 2 weeks. CR/NC option.

Recommended: Eligibility for English 100 or 100A.

Identify human resource issues from a manager's perspective, including compensation systems, types of employee benefits, safety requirements, and safety violations. (CSU)

BMG 64.3 Employee Performance

1.5 units/8 hours lecture, 0.8 hour by arrangement for 3 weeks. CR/NC option.

Recommended: Eligibility for English 100 or 100A.

Effectively manage the performance of employees through evaluation and documentation according to legal guidelines. Conduct employee appraisals, provide coaching and counseling, create reward systems, demonstrate progressive discipline, and examine the grievance process. (CSU)

BMG 66.1 Decision Making

1 unit/8 hours lecture, 0.8 hour by arrangement for 2 weeks. CR/NC option.

Recommended: Eligibility for English 100 or 100A.

This course provides the knowledge, skills, and tools to solve organizational problems and to make effective decisions. Topics include selecting problems, using the rational decision-making process, selling the solution, and determining your own decision-making style. (CSU)

BMG 67.3 Mediation by Managers

0.5 unit/4 hours lecture, 0.4 hour by arrangement for 2 weeks. CR/NC option.

Recommended: Eligibility for English 100 or 100A.

Mediation of disputes by a manager. Topics include mediation versus arbitration, linking disputants' positions to an organization's goals, designing a plan, conducting the process, composing and evaluating a mediated settlement agreement. (CSU)

Changed Courses

BMG 78.61 The Supervisor as a Trainer

(Formerly BMG 58.61) 1 unit/3 hours lecture, 0.3 hour by arrangement for 6 weeks. CR/NC option. Recommended: Eligibility for English 100 or 100A.

This course provides supervisors with specific skills in training others. Any supervisor can learn how to analyze, develop and present effective training. (CSU)

BMG 78.125 Negotiation Skills to Produce Win-Win Outcomes

1 unit/8 hours lecture for 2 weeks. CR/NC option.

Course focuses on the three main stages of negotiation: Preparation, Bargaining and Reaching Agreement. The course covers 35 specific negotiating skills. (CSU)

BMG 90.1 Management and Coordination of Electronic Office Systems

1 unit/3 hours lecture for 6 weeks. CR/NC only.

The Office Manager coordinates the electronic office systems of which the effectiveness hinges on the compatibility of the electronic office system which includes computers, software, printers, modems, telephones and faxes. Purchasing and leasing options, technical support and staff training are also important elements of the system. (CSU)

BMK 55 Promotions Management & Marketing Communications

(Formerly BMK 58.23) 3 units/2 hours lecture, 3 hours by arrangement. CR/NC option. Recommended: Eligibility for ENGL 100A or ENGL 100.

To gain "real world" field marketing experience, students work with select local and national companies to design and implement an on-campus promotion. Students form an "agency team" and are assigned a working budget to fulfill a custom designed promotion that is entirely their own. Through this course, students earn valuable hands-on experience with recognizable companies. Automobiles, food and beverage, music and film are some of the potential product categories represented. (CSU)

BOT 59.2A Records and Information Management

2 units/2 hours lecture. Grade only. Recommended: Eligibility for ENGL 100A or ENGL 100.

Study and application of filing rules for manual and computerized records systems. Practical work covering alphabetic, numeric, geographic, and subject filing systems and procedures including selection of equipment and supplies. (CSU)

BOT 59.2B Managing Time and Materials

2 units/2 hours lecture. Grade only. Prerequisite: Completion of or concurrent enrollment in BOT 59.2A. Recommended: Eligibility for ENGL 100A or ENGL 100.

Organization and storage of a variety of materials for quick retrieval including electronic documents and effective management of time to ensure high productivity. (CSU)

BOT 59.4 International Business Practices

(Formerly BOT 87.9) 3 units/3 hours lecture, 2 hours by arrangement. CR/NC option. Recommended: Eligibility for ENGL 100 and completion of BOT 73.10A or equivalent.

Designed to provide students with an understanding of the global marketplace. Students will learn how to interact with foreign business people and identify/compare cultural differences. Emphasis will be on business practices and procedures. Topics include: review of world geography, international trade, cultures and behaviors, cultural communications, currencies and exchange, the Euro, international travel, technological impacts, mail and shipping services and careers in international business. (CSU)

BOT 73.12C Advanced Microsoft Word

(Formerly BOT 79.7) 1.5 units/2 hours lecture, 3 hours laboratory for 8 weeks. CR/NC option. Recommended: BOT 73.12B or equivalent knowledge.

Designed for the office professional or other serious personal computer user. Emphasizes use of advanced desktop publishing features, creation of advanced tables and use of Microsoft Graph, advanced mail merge, and design of advanced macros. (CSU)

BOT 73.16A Microsoft Publisher - Level 1

(Formerly BOT 86.76) 1.5 units/2 hours lecture, 3 hours laboratory for 8 weeks. CR/NC option.

Course designed to help the office professional utilize Microsoft Publisher to create professional desktop publishing publications. Topics include: Using the Help system; creating advertising flyers; designing newsletters; preparing tri-fold brochures; creating monthly calendars; using Pack and Go; and exploring printing functions. (CSU)

BOT 73.16B Microsoft Publisher - Level 2

(Formerly BOT 86.85B) 1.5 units/2 hours lecture, 3 hours laboratory for 8 weeks. CR/NC option. Prerequisite: BOT 73.16A, MS Publisher Level 1, or equivalent knowledge.

Utilize MS Publisher to convert a brochure to a Web site; customize business cards and letterhead; use mail merge to create mailing labels; generate business invoices, work schedules, weekly time reports and memos; and use object linking and embedding of a MS Excel worksheet with a Publisher publication. (CSU)

BOT 85 Special Topics in Legal Procedures

0.5-3 units/up to 3 hours lecture. CR/NC option. Prerequisite: As appropriate to each topic. Corequisite: As appropriate to each topic. Recommended: As appropriate to each topic. Completion of ENGL 100A or ENGL 100.

A variety of courses designed to meet specific training needs of law office professionals. Each course carries a title related to the subject matter to be covered. (CSU)

BOT 85.1 Legal Professions

1 unit/16 hours lecture for 1 week. CR/NC option. Recommended: Eligibility for English 100 or 100A.

A survey course introducing the field of law and its various occupations. Topics include: overview of legal professions; professional organizations; legal terminology; duties and responsibilities of personnel; review of the legal system and the court structure. (CSU)

BOT 154.2 Customer Services Skills for Business

(Formerly BOT 87.25) 0.5 unit/8 hours lecture for 1 week. CR/NC option.

Quality customer service is the foundation upon which an organization's success and profits are built. This course will especially help the front-line employee acquire specific skills in dealing effectively with customers and clients to gain new business and retain business relationships.

BOT 154.3 Business Etiquette

(Formerly BOT 87.27) 0.5 unit/8 hours lecture for 1 week. CR/NC option.

A refresher course for those rules of etiquette for which you do not have clarity or you have forgotten. Learn about business dining etiquette, running a meeting, co-worker relationships, and general business courtesy.

BOT 154.4 Time Management Skills

(Formerly BOT 87.28) 0.5 unit/8 hours lecture for 1 week. CR/NC option.

Acquire skills in dealing effectively with time management principles and techniques, electronic innovations, productivity at the workstation and traveler tips. Each student will complete an action plan.

BOT 154.5 Ethical Issues in the Business Office

(Formerly BOT 87.29) 0.5 unit/8 hours lecture for 1 week. CR/NC option.
This course will help students recognize and think through ethical issues when they arise in the office environment. The honesty, integrity and good will of those who work in an organization set the stage for effective and profitable results.

BOT 162.12 Turbo Tax

(Formerly BOT 299.26) 0.5 unit/8 hours lecture for 1 week. CR/NC only. Recommended: Knowledge of the keyboard and ability to key by touch method.
Designed for tax preparation for individual/small business. Useful for basic tax preparation.
May be taken for a total of 4 times.

BOT 162.26 Microsoft Word - Tables

(Formerly BOT 86.26) 0.5 unit/4 hours lecture for 2 weeks. CR/NC only. Recommended: Knowledge of basic Microsoft Word.
An overview of the Table features in the Microsoft Word processing package. Designed for the office professional or other serious personal computer user with a basic understanding of Word for Windows. Emphasizes using Word to organize information into columns and rows without using tab settings.
May be taken for a total of 4 times.

BOT 163.1 Email Writing

0.5 unit/8 hours lecture for 1 week. CR/NC option.
Learn how to summarize a message in a sentence or two, use proper grammar and punctuation, determine email protocol, and use the rules of etiquette and professionalism.

BOT 165.3 Effective Email

0.5 unit/8 hours lecture for 1 week. CR/NC only.
Intro course designed to provide instruction on the basics of electronic mail and an overview of email features. Emphasizes Internet access and addresses, sending, and receiving email messages, and managing email folders. Recommend Windows and mouse experience. (Formerly BOT 86.64).
May be taken for a total of 4 times.

BOT 165.4 Creating a Web Page Using Microsoft Word

(Formerly BOT 86.66) 0.5 unit/8 hours lecture for 1 week. CR/NC only.
Course designed to create a web page using Microsoft Word software. Designed for the office professional or other serious personal computer user. Emphasizes the layout and design of a web page using Word software.
May be taken for a total of 4 times.

BOT 173.1C Self-paced Microsoft Word Level 3

(Formerly BOT 170.4) 0.5 unit/1.5 hours laboratory. CR/NC option. Recommended: Completion of BOT 173.1B or equivalent knowledge.
Individualized instruction in advanced features: creating table of contents and index, recording and running macros, and password protecting documents with Microsoft Word for Windows. Open-entry/open-exit course that allows students to work at their own pace. Approximately 24 hours to complete.
May be taken for a total of 2 times.

BOT 173.2C Self-paced Microsoft Excel Level 3

(Formerly BOT 170.5) 0.5 unit/24 hours laboratory. CR/NC option. Recommended: Completion of BOT 173.2B or equivalent knowledge.
Individualized instruction in advanced features of working with spreadsheets, including templates, data validation, complex tables, multiple workbooks, analysis tools, macros and forms with Microsoft Excel for Windows. Open-entry/open-exit course that allows students to work at their own pace.
May be taken for a total of 2 times.

BOT 174.2 Self-paced Developing Resumes and Cover Letters

(Formerly BOT 299.18) 0.5 unit/2 hours laboratory. CR/NC option.
Self-paced course that allows the student to work at his/her own pace in developing a professional resume and an effective cover letter. Topics include developing a well-written attractive resume emphasizing abilities, accomplishments, and work history; and developing a cover letter describing qualifications and skills. Takes 24 hours to complete.
May be taken for a total of 2 times.

BOT 174.4 Business Writing

(Formerly BOT 86.58) 0.5 unit/8 hours lecture for 1 week. CR/NC option. Recommended: Eligibility for ENGL 302.
Review of the basics of spelling, punctuation and usage. Presentation of tips to write more effectively: using active voice, avoiding cliches, eliminating jargon, reducing wordiness, and writing to the reader's point of view. Students will evaluate sample letters and memos and write business letters and memos.

BOT 175 Self-Paced Introduction to World Wide Web

(Formerly BOT 299.36) 0.5 unit/1.5 hours laboratory. CR/NC option.
Self-paced instruction using a browser to navigate/surf the World Wide Web. Beginning level course designed for the general user. Topics include: toolbars, menus, searches, saving and printing.
May be taken for a total of 2 units.

BOT 310.5A Basic Microsoft Word

(Formerly BOT 310.5) 0.5 unit/8 hours lecture for 1 week. CR/NC only.
Introductory course at a basic level designed to provide an overview of MS Word—a word processing program. Designed for senior citizens with little or no Windows experience. Emphasizes using MS Word to produce memos and letters. (Formerly BOT 299.49)
May be taken for a total of 4 times.

BOT 310.5B Basic Microsoft Word for Mature Adults Level 2

(Formerly BOT 399.22) 0.5 unit/4 hours lecture for 2 weeks. CR/NC only. Prerequisite: Completion of BOT 310.5.
A continuation of Basic Microsoft Word for mature adults. This course explores additional features used in formatting and editing documents. Topics include text alignment, bullets and numbering, line spacing, indents, cut and paste, copy and paste, find and replace.
May be taken for a total of 4 times.

BOT 312.1 Self-paced Spelling Review

(Formerly BOT 299.14) 0.5 unit/24 hours laboratory for 1 week. CR/NC option. Recommended: Ability to type by touch.
Individualized instruction to provide a review of spelling.
May be taken for a total of 2 times.

BOT 312.2 Self-paced Grammar Review

(Formerly BOT 299.15) 0.5 unit/24 hours laboratory for 1 week. CR/NC option.
Individualized instruction to provide a review of the basic principles of English grammar. Topics covered include noun functions and plurals, compound and possessive nouns, capitalization, pronouns, pronoun/antecedent agreement, verb types and parts, verbals, subject-verb agreement, adjectives, adverbs, prepositions, and conjunctions. Takes 24 hours to complete.
May be taken for a total of 2 times.

Changed Courses

BOT 312.3 Self-paced Punctuation, Capitalization and Number Review

(Formerly BOT 299.16) 0.5 unit/24 hours laboratory for 1 week. CR/NC option.

Individualized instruction to provide a review of punctuation and capitalization skills and the proper use of numbers.

May be taken for a total of 2 times.

BOT 329.11 Beginning Microsoft Word On Demand

(Formerly BOT 329.1A) 0.3 unit/1 hour laboratory for 15 weeks. CR/NC option.

Students select the features that they want to learn about Word to build upon their knowledge and meet their needs. Course allows students to focus on specific beginning Word features such as basic editing, customizing documents, creating and formatting tables, and storing and organizing documents.

May be taken for a total of 4 times.

BOT 329.12 Intermediate Microsoft Word On Demand

(Formerly BOT 329.1B) 0.3 unit/1 hour laboratory for 15 weeks. CR/NC option.

Students select the features that they want to learn about Word to build upon their knowledge and meet their needs. Course allows students to focus on specific intermediate Word features such as applying different formatting features, creating and formatting newspaper columns, inserting and editing pictures, using the drawing toolbar, and creating and modifying headers and footers.

May be taken for a total of 4 times.

BOT 329.13 Advanced Microsoft Word On Demand

(Formerly BOT 329.1C) 0.3 unit/1 hour laboratory for 15 weeks. CR/NC option.

Students select the features that they want to learn about Word to build upon their knowledge and meet their needs, allowing them to focus on specific advanced Word features: adding page borders, footnotes, and endnotes to documents, using master documents, using advanced navigational tools like hyperlinks and bookmarks, inserting MS Excel tables and charts.

May be taken for a total of 4 times.

BOT 329.16 Beginning Microsoft Excel On Demand

(Formerly BOT 329.2A) 0.3 unit/1 hour laboratory for 15 weeks. CR/NC option.

Students select the features that they want to learn about Excel to build upon their knowledge and meet their needs, allowing them to focus on specific beginning Excel features: applying formatting features to an Excel worksheet, using templates and creating hyperlinks, performing calculations using formulas.

May be taken for a total of 4 times.

BOT 329.17 Intermediate Microsoft Excel On Demand

(Formerly BOT 329.2B) 0.3 unit/1 hour laboratory for 15 weeks. CR/NC option.

Students select the features they want to learn about Excel to build upon their knowledge and meet their needs. Course allows students to focus on specific intermediate Excel features such as manipulating columns and rows, changing page and print settings, using functions, creating and modifying charts and objects.

May be taken for a total of 4 times.

BOT 329.18 Advanced Microsoft Excel On Demand

(Formerly BOT 329.2C) 0.3 unit/1 hour laboratory for 15 weeks. CR/NC option.

Students select the features they want to learn about Excel to build upon their knowledge and meet their needs. Course allows students to focus on specific advanced Excel features such as applying advanced editing options, securing and auditing worksheets and workbooks, using conditional formatting, and using Hlookup and Vlookup functions.

May be taken for a total of 4 times.

CHLD 68 Issues in Diversity

(Formerly CHLD 68) 3 units/3 hours lecture. CR/NC option. Recommended: Eligibility for ENGL 100A or ENGL 100. Completion of CHLD 10 (formerly CHLD 50) or CHLD 110.1 and CHLD 110.2.

This course is designed for students to compare and analyze the dynamic interactions of race, culture, gender and class as they relate to the education of children from diverse populations. Students will recognize and contrast cultural and historical perspectives of various cultural groups to increase understanding, knowledge, attitudes and skills for educating children in a pluralistic society. Students will learn to recognize and confront barriers that interfere with their ability to work effectively with a diverse population of children and families. (CSU)

AA/AS areas D, G; CSU area D

CHLD 114 Sensitive Issues in Early Childhood

(Formerly CHLD 262.5) 1 unit/3 hours lecture for 6 weeks. CR/NC option.

An introductory course dealing with delicate and often difficult issues that occur in human life that impact child development. These topics include death and dying, children with special needs, sex and sexuality, self-acceptance, issues of diversity, child abuse, divorce, blended families, and stepparenting. This course is designed for child development students, parents, people in the helping professions, and people who work with families and children.

CHLD 210 Curriculum and Guidance for Children in Mixed Age Settings

(Formerly CHLD 262.9) 1.5 units/2 hours lecture for 12 weeks. CR/NC only.

Recommended: Familiarity with computers and the Internet.

An online course for family child care providers exploring issues and challenges of providing care for multi-age groups of children. The course will focus on identifying and meeting the needs of children from age 2 to 12 years old enrolled in the same family child care home.

CHLD 211 Creating Learning Environments in the Family Child Care Home

(Formerly CHLD 262.8) 1.5 units/2 hours lecture for 12 weeks. CR/NC only.

Recommended: Familiarity with computers and the Internet.

An online course exploring appropriate and creative learning environments for young children in Family Child Care homes.

CHLD 212 Creating Partnerships with Family Child Care Homes & Parents

(Formerly CHLD 262.7) 1.5 units/2 hours lecture for 12 weeks. CR/NC only.

Recommended: Familiarity with computers and the Internet.

An online course investigating issues, techniques, resources, and strategies for establishing successful working relationships between family child care providers and the families of the children in their care.

CHLD 213 Business Aspects of Operating a Family Child Care Home

(Formerly CHLD 262.6) 1.5 units/2 hours lecture for 12 weeks. CR/NC only.

Recommended: Familiarity with computers and the Internet.

An online course covering successful operation of family child care homes. Focuses on business aspects, skills for effective management and professional growth.

CSKL 307 Essay Writing Workshop

3.5 units/3 hours lecture, 2 hours by arrangement. CR/NC option. Prerequisite: None. Corequisite: None. Recommended: Qualifying English placement test score (305) with Writing Sample score of 5 or below or completion of CSKL 306.

Intensive, individualized instruction, support, and practice in essay writing. Designed to improve student success in English and content classes. Focuses on development of ideas, structure, style, mechanics, and essay test techniques. (CR/NC option)

CSKL 374 Skills for Medication Administration

(Formerly CSKL 373B) 2 units/2 hours lecture, 1 hour laboratory. Grade only. Prerequisite: Completion of CSKL 373A or CSKL 371 if APS math computational test score is below 23.

Instruction in advanced arithmetic skills designed for Health Science students at Santa Rosa Junior College. Prepares students for success through advanced skills development of operations with fractions, decimals and percents. A study of the metric, household and apothecary systems and learning the ratio/proportion, equation and formula methods of converting. Introduces and develops advanced skills in calculating drug dosages in preparation for safe administration of medications in the health field.

CHW 50 Introduction to Community Health Work

1 unit/3 hours lecture for 6 weeks. Grade only.

This course is designed to give an overview of the role of Community Health Outreach Workers and the philosophy of Community Health Work. It will look at how CHWs have contributed to health care in the United States and the world. Discussions with local community health workers and other health professionals, a field trip to a community agency, and 4 hours of shadowing a CHW will be included. (CSU)

CHW 51 Outreach Techniques and Strategies

(Formerly CHW 52A) 3 units/3 hours lecture. Grade only. Corequisite: Concurrent enrollment in CHW 51L (or CHW 52AL). Recommended: Eligibility for ENGL 100A or ENGL 100.

This course will provide techniques and strategies for community health outreach workers to provide services to medically underserved people in their Sonoma County communities and health care agencies. Focus will include improving communications, solving problems and managing conflicts, identifying community health concerns, practicing outreach strategies for diverse communities, exchanging and reporting health information, and helping people find needed health services. (CSU)

CHW 53 Community Health Education

3 units/3 hours lecture. Grade only. Prerequisite: None Corequisite: None Recommended: Eligibility for ENGL 100A or ENGL 100.

Community health worker students will observe and practice health education program planning, promotion, delivery, and evaluation. Health promotion and client self-care techniques will be studied. Community organizing, networking, and client advocacy will also be examined. (CSU)

CIS 11 Data Structures and Algorithms

4 units/3 hours lecture, 5 hours by arrangement. Grade only. Prerequisite: Completion of CIS 10B. Recommended: Eligibility for Engl 1A or equivalent.

Intended as a second course for those pursuing computer programming. Topics include software engineering principles, the development of efficient algorithms, the design and selection of appropriate data structures, and an overview of computer science. Numerous programs are written in a suitable high-level language. Required for the Programmer certificate. Appropriate for those pursuing a four-year degree in computer science. (CSU/UC)
CAN CSCI 24

CIS 20A C Programming

4 units/3 hours lecture, 5 hours by arrangement. Grade only. Recommended: Eligibility for Eng 1A or equivalent.

Problem solving in the C programming language. Intended for students with programming experience in a language other than C or C++. Elements and structures operators, functions and operating environment. (CSU/UC)
CAN CSCI 16

CIS 22 Assembly Language Programming

(Formerly BDP 22) 4.5 units/3 hours lecture, 5 hours by arrangement. Grade only. Prerequisite: Completion of CIS 10B. Recommended: Eligibility for English 100 or 100A.

Introductory computer architecture and techniques of assembly language programming as they apply to the Intel family of microprocessors. Topics include theory and concepts of virtual memory, pipelines, caches, and multitasking, IA-32 hardware architecture (bus, memory, stack, I/O, interrupts), design of structured assembly language code, use of software interrupts, survey arithmetic notations (binary, hexadecimal, floating-point, binary-coded decimal), input/output, and disk processing concepts. (CSU/UC)

CAN CSCI 10

CIS 50.71 Introduction to UNIX

3 units/2 hours lecture, 3.5 hours by arrangement. CR/NC option. Recommended: Completion of CIS 51.13 or CIS 51.11 and eligibility for ENGL 100A or ENGL 100.

Designed for the serious computer user. This course will introduce the student to the basic concepts of the UNIX operating system. Completion of the course will provide a good basic working knowledge of: essential UNIX commands, login and logout sequences, setting passwords, UNIX E-mail, fundamentals of the vi editor; piping and redirection; security and process control, the Kernel, File System, UNIX shell programming, X Windows, and basic system administration. (CSU)

CIS 51.21 UNIX System Administration

(Formerly CIS 84.36A) 3 units/2 hours lecture, 2 hours laboratory, 1.5 hours by arrangement. CR/NC option. Prerequisite: Completion of CIS 50.71; OR completion of CIS 84.12B. Recommended: Eligibility for English 100 or 100A.

System administrators typically manage user logins, monitor system activity and security, administer file systems, devices, and network services. The course teaches how to install and maintain the software and hardware for the system. This includes hardware configuration, reconfiguration of the kernel, networking, and system maintenance. (CSU)

CIS 51.52 Microsoft Windows 2000 Professional

(Formerly CIS 84.39A) 1.5 units/2 hours lecture, 2 hours laboratory, 1.5 hours by arrangement for 8 weeks. CR/NC option. Prerequisite: Completion of CIS 51.14 or CIS 51.18 AND CIS 51.15 or CIS 58.81A. Recommended: Eligibility for English 100 or 100A.

A detailed understanding of Windows 2000 Professional. Topics include theory, concepts and implementation of installation methods, file systems, profiles and policies, security, protocols, internetworking, remote access, printing, and troubleshooting. Prepares students for MCSE Certification Test. (CSU)

CIS 51.53 Microsoft Windows 2000 Server

(Formerly CIS 84.38A) 1.5 units/2 hours lecture, 2 hours laboratory, 1.5 hours by arrangement for 8 weeks. CR/NC option. Prerequisite: Completion of CIS 51.14 or CIS 51.18 AND CIS 51.15 or CIS 58.81A. Recommended: Eligibility for English 100 or 100A.

Designed to provide students with a comprehensive understanding of Microsoft Windows 2000 Server and to prepare students to handle server administration. Focuses on theory, concepts and implementation of selecting server and client hardware, installing and configuring a server, setting up and managing network printing services, establishing remote access services, interoperating on a network, setting up for the Internet, monitoring and tuning a server, and troubleshooting problems. (CSU)

Changed Courses

CIS 51.54 Implementing/Administering Windows 2000 Directory Services

3 units/2 hours lecture, 2 hours laboratory, 1.5 hours by arrangement for 16 weeks. CR/NC option. Prerequisite: Completion of or concurrent enrollment in CIS 84.38A. Recommended: Eligibility for English 100 or 100A.

This course is designed for the information system (IS) professionals who need to install, configure, administer, monitor, and troubleshoot Microsoft Windows 2000 Active Directory, or who plan to take the related Microsoft Certified Professional exam 70-217, Implementing and Administering a Microsoft Windows 2000 Directory Services Infrastructure. (CSU)

CIS 54.35 Active Server Pages for Web Databases

(Formerly CIS 84.25) 3 units/2 hours lecture, 3.5 hours by arrangement. CR/NC option. Prerequisite: Completion of CIS 10A (formerly CIS 10, BDP 10) OR CIS 16A (formerly CIS 16, BDP 16, BDP 57) and CIS 58.51B and CIS 69.31 (formerly CIS 82.21) OR CIS 69.51. Recommended: Eligibility for English 100 or 100A.

An advanced course in the Microsoft technology of Active Server Pages. For students who wish to learn a state-of-the-art server side scripting language and integrate the power of a relational database into a web site. This is an ideal language for building e-commerce sites. Students will create an ASP project. Visual Basic Script will be the scripting language in all programming assignments. (CSU)

CIS 58.51A Creating Web Pages 1 - HTML

(Formerly CIS 84.42A) 1.5 units/2 hours lecture, 3.5 hours by arrangement for 8 weeks. CR/NC option. Recommended: Completion of CIS 101A or CIS 105A; and eligibility for English 100 or 100A or equivalent.

A beginning hands-on introduction to using a Hypertext Mark-up Language (HTML) to design Web pages which will be displayed on the World Wide Web. Students will use HTML to create web pages that have the following elements: text in various size and colors, links, lists, background color and patterns, interlaced and transparent graphics, tables, and mailtos. Principles of color, line and design as they apply to screen presentations will be included. (CSU)

CIS 58.52 XML - An Introduction for Web Developers

3 units/2 hours lecture, 3.5 hours by arrangement. CR/NC option. Prerequisite: Completion of CIS 58.51B (or CIS 84.42B). Recommended: Knowledge of computer programming and completion of ENGL 100A or 100.

This course introduces students to the Extensible Mark-up Language, XML. Students will learn how XML can be used to define industry specific Internet mark-up languages such as HTML (Hypertext Markup Language) and HDML (Handheld Device Mark-up Language). Students will be given projects requiring research, implementation and deployment of valid XHTML web pages created with XML applications which are linked to Cascading Style Sheets. The course is designed for students who wish to learn about advanced internet publishing technologies. (CSU)

CIS 58.53A Web Graphics Projects

(Formerly CIS 84.43A) 1.5 units/2 hours lecture, 3.5 hours by arrangement for 8 weeks. CR/NC option. Prerequisite: Completion of CIS 58.51A (formerly CIS 84.42A) with a grade of "C" or better and completion of CIS 73.31A (formerly CIS 83.12A) with a grade of "C" or better. Recommended: APGR 72 and eligibility for ENGL 100A or ENGL 100.

Students will create the graphical elements for Web sites. These elements will be created for mock clients provided by instructor. All graphical elements will be loaded onto the web and displayed within a web page created using HTML. Web graphic elements covered in this course include: Web site mock-ups, color palettes, background images or colors, text as a graphic, and navigational graphics. Students will optimize digitized photos and clipart using various web formats and compression methods. Slicing images for the web will be introduced. (CSU)

CIS 58.53B Advanced Web Graphics Projects

(Formerly CIS 84.43B) 1.5 units/2 hours lecture, 3.5 hours by arrangement for 8 weeks. CR/NC option. Prerequisite: Completion of or concurrent enrollment in CIS 58.53A (or CIS 84.43A). Recommended: Eligibility for English 100 or 100A.

Students will expand on the skills learned in Web Graphics Projects course, where they created Web site layouts for 2 clients provided by their instructor. The students will now incorporate the following elements into the mock ups: logo, photos, collage, rollover, remote followers, ad banners, and animation. Advanced techniques in slicing will be presented. Student will create images for their client web sites and sample images from templates. HTML concepts for formatting body text through the use of CSS code and using nested tables to display site elements will be included. (CSU)

CIS 58.61A Beginning Microsoft Front Page

(Formerly CIS 84.50A) 1.5 units/2 hours lecture, 3.5 hours by arrangement for 8 weeks. CR/NC option. Prerequisite: Completion of CIS 101B, 105B, or CIS 5. Recommended: Eligibility for English 100 or 100A.

A beginning hands-on course which focuses on using Microsoft FrontPage to create and manage professional-quality Internet or Intranet sites without programming. Students will use Microsoft FrontPage to plan, design, manage, and publish web sites on the World Wide Web. (CSU)

CIS 58.62A Dreamweaver, Beginning

(Formerly CIS 84.54A) 1.5 units/2 hours lecture, 3.5 hours by arrangement for 8 weeks. CR/NC option. Prerequisite: Completion of CIS 58.51A (or CIS 84.42A). Recommended: Eligibility for English 100 or 100A.

A hands-on course that focuses on learning Macromedia's Dreamweaver. Dreamweaver is a high end, professional web authoring tool used to create professional websites. Previous knowledge of HTML, site structure, and site uploading to an ISP is essential. The emphasis will be on learning the beginning skills such as tools, palettes, and commands. Topics include new site creation, editing and maintenance of an existing site, image, text and PDF insertion and using tables and layers. (CSU)

CIS 58.62B Dreamweaver, Intermediate

(Formerly CIS 84.54B) 1.5 units/2 hours lecture, 3.5 hours by arrangement for 8 weeks. CR/NC option. Prerequisite: Completion of or concurrent enrollment in CIS 84.54A. Recommended: Eligibility for English 100 or 100A.

An intermediate hands on course that focuses on using Macromedia Dreamweaver to create professional websites. The emphasis will be on learning the intermediate skills of the Dreamweaver program, such as tracing, cascading style sheets, templates, libraries, frames, forms, and behaviors. (CSU)

CIS 58.65A Adobe GoLive, Introductory

(Formerly CIS 84.57A) 1.5 units/2 hours lecture, 3.5 hours by arrangement for 8 weeks. CR/NC option. Prerequisite: Completion of CIS 101B or CIS 105B or CIS 5. Recommended: Eligibility for English 100 or 100A.

A beginning course in the principles and skills of web design, using the Adobe GoLive to create a website without HTML programming. Students will use GoLive web-authoring tools to plan, design and create a website. The student will understand the basic structure of a website and publishing techniques. (CSU)

CIS 58.81A Cisco Networking 1

(Formerly CIS 84.81A) 3 units/2 hours lecture, 2 hours laboratory, 1.5 hours by arrangement. Grade only. Recommended: Completion of CIS 51.15 and eligibility for ENGL 100A or ENGL 100.

First semester of Cisco's Networking Academy curriculum. Topics include Basic networking, OSI model and TCP/IP protocol. (CSU)

CIS 66 Management Information Systems

3 units/3 hours lecture, 1 hour by arrangement. Grade only. Recommended: Eligibility for ENGL 1A or equivalent AND completion of 1 yr of HS algebra OR Math 150A OR BMG 54 or equivalent AND completion of CIS 5 (formerly BDP 5, BDP 51) all with a grade of 'C' or better.

An examination of the use of information systems to support the management activities of an organization. Topics include: the fundamentals of hardware, software, database management, data communications, transaction processing information systems, decision support systems, information reporting systems, office automation, networks, expert systems, and systems analysis and design. Case studies and several software packages will be utilized to illustrate the principals covered. Required for the computer programmer and the Microcomputer Systems Specialist certificates. (CSU) CAN BUS 6

CIS 69.31 Microsoft Access

(Formerly CIS 82.21) 3 units/2 hours lecture, 3.5 hours by arrangement. CR/NC option. Recommended: Eligibility for ENGL 100A or ENGL 100 and completion of CIS 101B (or CIS 81.1B) is strongly recommended.

An introduction to Microsoft Access emphasizing its use as a general purpose relational database management system. Topics include how to design, create, update, modify, select, and report from a database using the Access objects: tables, queries, forms, pages, and reports. (CSU)

CIS 69.53 Structured Query Language

(Formerly CIS 82.25) 1.5 units/2 hours lecture, 3.5 hours by arrangement for 8 weeks. CR/NC option. Prerequisite: Completion of CIS 69.31 (formerly CIS 82.21) OR CIS 69.51 (formerly CIS 82.15) with a grade of 'C' or better. Recommended: Eligibility for English 100 or 100A.

This course is designed for the student who has experience with a database management program such as Access or FileMaker Pro and wants to learn Structured Query Language (SQL), the common language of client server database management. The course includes concepts and practice. (CSU)

CIS 69.54A Oracle SQL Fundamentals

(Formerly CIS 69.54) 1.5 units/2 hours lecture, 3.5 hours by arrangement for 8 weeks. CR/NC option. Prerequisite: Completion of or concurrent enrollment in CIS 69.53 (or CIS 82.25). Recommended: Eligibility for English 100 or 100A.

This class will provide students with an introduction to applications development and database administration using Oracle. Topics will include an introduction to Structured Query Language (SQL) and Perl/Structured Query Language (PL/SQL), relational database design, and database administration topics such as permissions, objects, roles, networking, constraints and database integrity. (CSU)

CIS 73.31 Introductory and Intermediate Adobe Photoshop

3 units/2 hours lecture, 3.5 hours by arrangement. CR/NC option. Recommended: Completion of CIS 101A or CIS 105A or CIS 5 is strongly recommended. Eligibility for ENGL 100A or ENGL 100.

This course covers the beginning and intermediate skills of image production and manipulation in Adobe Photoshop for graphics users of all kinds. Topics include using the toolbox, painting and editing, selection fundamentals, working with type, working with scanned images, masks, filters, layers, channels, paths, and applying strokes and fills. This course also examines digital water marking, special effects with type, and plug-in filters. It does not cover the principles of art, design or professional graphics production work. It is the equivalent of the combination of both CIS 73.31A and CIS 73.31B. Not open to students who have taken CIS 73.31B with a grade of 'C' or better. (CSU)

CIS 73.31C Photoshop Advanced Concepts

(Formerly CIS 83.12C) 4 units/3 hours lecture, 3.5 hours by arrangement. CR/NC option. Prerequisite: Completion of CIS 73.31B (or CIS 83.12B); OR completion of CIS 73.31. Recommended: Eligibility for English 100 or 100A.

This course for the Photoshop-experienced student explores Photoshop's advanced features in depth. Successful completion of this course prepares students for the Adobe Photoshop Certified Expert exam. (CSU)

CIS 73.33 Painter

(Formerly CIS 83.13A) 1.5 units/2 hours lecture, 3.5 hours by arrangement for 8 weeks. CR/NC option. Prerequisite: Completion of CIS 105A (or CIS 81.5A or BDP 81.5A); OR completion of CIS 5 (or BDP 5 or BDP 51); OR completion of CIS 101A or higher (CIS1). Recommended: Completion of CIS 73.11 (formerly CIS 82.3) or CIS 82.2A (formerly BDP 82.2A) and eligibility for ENGL 100A or ENGL 100.

An introductory class in Painter designed for the general computer user. This course explores the basic techniques of painting, including use of palettes, brushes, and paper textures. Topics such as selections, paths, masks, clones and layers are also introduced. (CSU)

CIS 73.35 Adobe Illustrator 1

(Formerly CIS 83.14) 1.5 units/2 hours lecture, 3.5 hours by arrangement for 8 weeks. CR/NC option. Recommended: Completion of CIS 101A or CIS 105A or previous computer experience, CIS 73.11 (82.3) and eligibility for ENGL 100A or ENGL 100.

A beginner's introduction to the popular drawing program, Adobe Illustrator. This course studies the creation and formatting of basic vector objects and type. It introduces the Pen tools, Pathfinder, transformations, and layers. (CSU)

CIS 73.36 More Graphics with Adobe Illustrator 2

(Formerly CIS 83.14B) 1.5 units/2 hours lecture, 3.5 hours by arrangement for 8 weeks. CR/NC option. Prerequisite: Completion of or concurrent enrollment in CIS 73.35 (or CIS 83.14). Recommended: Eligibility for English 100 or 100A.

Further exploration of Adobe Illustrator for the beginner. This course includes importing raster graphics, tracing, type formatting, custom-sized documents, additional vector transformations, customizing fill patterns and brushes and the gradient mesh tool. (CSU)

CIS 73.39A Adobe Illustrator Web Graphics 1

(Formerly CIS 83.14C) 1 unit/2 hours lecture, 2 hours by arrangement for 6 weeks. CR/NC option. Prerequisite: Completion of CIS 73.36 (or CIS 83.14B), and completion of CIS 58.51A (or CIS 84.42A). Recommended: Eligibility for English 100 or 100A.

Using Adobe Illustrator to produce web graphics. This course explores the creation of PDF, GIF, JPEG, and Flash files. Topics include working with web safe colors, pixel support in Illustrator, creating image maps, using the Save for Web menu and transforming blends into animations. (CSU)

CIS 75.11A Digital Video Post-Production Techniques 1

1.5 units/2 hours lecture, 3.5 hours by arrangement for 8 weeks. CR/NC option. Prerequisite: Completion of CIS 73.31A (or CIS 83.12A); OR completion of CIS 73.31. Recommended: Eligibility for English 100 or 100A.

This introductory class will teach video fundamentals: pixels and scan lines, frame rates, fields, time-code, audio sampling rates, compression and the various video formats. All of this leads up to a clear demonstration of the process of digitizing video accurately and outputting the best product. Students will learn many of the extensive repertoires of powerful tools for sophisticated editing and compositing contained in video post-production software. (CSU)

Changed Courses

CIS 75.11B Digital Video Post-Production Techniques 2

1.5 units/2 hours lecture, 3.5 hours by arrangement for 8 weeks. CR/NC option. Prerequisite: Completion of CIS 75.11A. Recommended: Eligibility for English 100 or 100A.

This course focuses on the advanced features of video post-production software. Students will explore editing and special effects techniques, which include trimming, sound effects tracks, various visual effects, filters, advanced compositing, mattes, and keying. Students will create a final project utilizing these skills. (CSU)

CIS 75.31A Intro to Web-Based Animation with Flash

(Formerly CIS 84.56A) 3 units/2 hours lecture, 3.5 hours by arrangement. CR/NC option. Recommended: Completion of CIS 73.31A, CIS 58.51A and either CIS 84.62A or CIS 84.54A, and eligibility for ENGL 100A or ENGL 100.

An introduction to the use and implementation of Web-based animation tools. Students will use Macromedia Flash to create basic vector-based animations, examine the concepts that make a quality interactive animation, complete a thorough exploration of the tools, introduce and utilize basic ActionScripting, and produce animations. (CSU)

CIS 75.31B Intermediate Concepts and Action Scripting with Flash

3 units/2 hours lecture, 3.5 hours by arrangement. CR/NC option. Prerequisite: Completion of CIS 75.31A (or CIS 84.56A). Recommended: Eligibility for English 100 or 100A.

This class will focus on intermediate and advanced topics in Flash including: All aspects of ActionScripting; using preload movies to improve playback; creating 3D animation sequences; controlling sound, text and movie clips with Flash; and creating a web site incorporating the elements learned throughout the class. (CSU)

CIS 130.1 FTP and File Attachments

(Formerly CIS 84.62A) 0.5 unit/8 hours lecture for 1 week. CR/NC only. Recommended: Completion of CIS 101A or CIS 105A and eligibility for English 100 or 100A.

Designed for the telecommunications novice, this course guides students through the steps needed to download and upload Internet files. Topics include compression and decompression, attaching files to an email, file transfer protocol (FTP), and virus prevention.

CIS 150.31 Windows for Macintosh Users

(Formerly CIS 84.96) 0.5 unit/4 hours lecture for 2 weeks. CR/NC only. Recommended: Completion of CIS 105A and eligibility for English 100 or 100A.

A simple introduction to the Windows operating system for Macintosh users. This course converts basic Mac desktop skills to the PC for work in a cross-platform environment. Topics range from getting started on a PC, converting to a two-button mouse and window management to using the taskbar, working with Windows Explorer and file management. Additional features include converting Mac documents to PC, font issues, and printer management.

CIS173.21A Introduction to Adobe Acrobat

1.5 units/2 hours lecture, 2 hours laboratory, 1.5 hours by arrangement for 8 weeks. CR/NC option. Prerequisite: Completion of CIS 101A; OR completion of CIS 105A (or CIS 81.5A or BDP 81.5A); OR completion of CIS 5 (or BDP 5 or BDP 51); OR completion of CIS 81.5 (or BDP 81.5). Recommended: Eligibility for English 100 or 100A.

This course teaches students how to create, optimize, and use PDF (Portable Document Format) to publish, share and distribute electronic documents. Adobe Exchange, Reader, PDF Writer, Distiller, and Catalog will be introduced.

CIS 173.40 Illustrator Exploration

(Formerly CIS 83.21A) 0.5 unit/4 hours lecture for 2 weeks. CR/NC only. Recommended: Completion of CIS 101A or CIS 105A and eligibility for English 100 or 100A or equivalent.

A quick overview for the graphics novice of creating vector graphics using Adobe Illustrator including a brief introduction to creating and modifying shapes and type.

CIS 173.50 Adobe InDesign Exploration

(Formerly CIS 83.15A) 0.5 unit/4 hours lecture for 2 weeks. CR/NC only. Recommended: Completion of CIS 65.51 or CIS 73.37 (formerly CIS 83.8) and eligibility for ENGL 100 or ENGL 100A.

A quick tour of Adobe InDesign for desktop publishing. Introduces modern techniques for combining text and graphics into multiple page layouts for print and PDF. Compares Adobe InDesign with PageMaker and Quark.

CONS 60 Blueprint Reading: Residential

(Formerly CONS 270) 2 units/2 hours lecture. Grade only. Recommended: Eligibility for English 100 or 100A.

Language of blueprints and specifications as applied to residential construction including: use of scales, drawing symbols and conventions in sketching, interpretation of drawing content, specifications, and code requirements. (CSU)

CONS 70A Introduction to Project Organization and Management

(Formerly CONS 70) 1.5 units/1.5 hours lecture. Grade only. Recommended: Eligibility for English 100 or 100A.

Introduction to organization and management of construction projects, including principles of contracts, estimating, bidding and scheduling. Project management cycle and responsibilities of participants will be explained. (CSU)

CONS 91 Architecture and Construction Workplace Skills

(Formerly APTECH 92) 1.5 units/1.5 hours lecture. Grade only. Recommended: Eligibility for ENGL 100.

Development of basic construction-related writing and graphic representation skills. Introduction to personal and project time management principles and to a problem solving process. Includes exploration of career options in the industry. (CSU)

CFS 311 Partnership in Parenting

(Formerly CFS 302.11) 1 unit/2.5 hours lecture for 9 weeks. CR/NC option.

Course is required for Sonoma Co. residents interested in becoming foster or adoptive parents. Topics include child protective services and court system, working with children who have been traumatized, building positive interactions with birth parents, sharing information with social workers and parents, helping them return home or move to another placement.

May be taken for a total of 2 times.

COUN 80 Understanding the Transfer Process

(Formerly GUID 80) 0.5-3 units/up to 3 hours lecture. CR/NC option. Recommended: Eligibility for ENGL 100A or ENGL 100 or ESL 314 or equivalent.

Introduction to the transfer research process designed for planning long term educational and career goals. Evaluating universities, transfer requirements, application process, degrees offered, housing, financial aid, scholarships and supportive services. (CSU)

May be taken for a total of 3 times.

DANCE 2 Survey of Dance History

(Formerly PE 40) 3 units/3 hours lecture. Grade only. Recommended: Eligibility for English 100 or 100A.

Introduction to the world of dance. Survey of its history, its cultural and religious significance and its comparison to other (in terms of related) forms of expression in primitive society, ancient cultures, medieval and Renaissance Europe. Development of ballet, modern dance and contemporary forms, and the relationship of their elements of style and composition to those of concurrent art forms of music, art, literature. (CSU/UC)

AA/AS area E; CSU area C1; IGETC area 3A

DANCE 3.1 Dance Composition I

(Formerly PE 25.1) 1-2 units/up to 1 hour lecture, 2 hours laboratory. CR/NC option. Recommended: Completion of PE 22, and completion of PE 27.1, and completion of PE 28.1.

Introduction to the study and application of basic techniques of solo and group dance compositions. (CSU/UC)

4 times for credit in any combination of levels.

DANCE 3.2 Dance Composition II

(Formerly PE 25.2) 2 units/1 hour lecture, 2 hours laboratory. CR/NC option. Recommended: Completion of PE 28.2.

Study and application of more advanced techniques of choreography with emphasis on more complex choreographic problems including dance compositions for trios, quartets and larger groups. (CSU/UC)

4 times for credit in any combination of levels.

DANCE 4 Rhythmic Analysis

(Formerly PE 23) 1 unit/2 hours laboratory. CR/NC option. Recommended: Completion of PE 22.

Study of the form and dynamics of rhythm and tempo. Exploration of rhythmic devices for application to choreography. Basic skills of dance accompaniment. (CSU/UC)

4 times for credit in any combination of levels.

DANCE 10 Introduction to Dance Movement

(Formerly PE 22) 1-2 units/up to 4 hours laboratory. CR/NC option.

Introductory class of basic dance movements designed for the student with no prior knowledge of dance. Recommended as a prerequisite for all dance and gymnastics classes. (CSU/UC)

4 times for credit in any combination of levels.

DANCE 11.1 Ballet I

(Formerly PE 27.1) 1-2 units/up to 4 hours laboratory. CR/NC option. Recommended: Completion of PE 22.

Basic techniques and principles of ballet. (CSU/UC)

4 times for credit in any combination of levels.

DANCE 11.3 Ballet III

(Formerly PE 27.2) 1-2 units/up to 4 hours laboratory. CR/NC option. Recommended: Completion of PE 27.1.

Continuation of fundamentals of technique and principles of ballet. Emphasis is on body knowledge, analysis of movement and physical development as elements of the art form. May include a performance in a dance concert. (CSU/UC)

4 times for credit in any combination of levels.

DANCE 13.1 Jazz Dance I

(Formerly PE 30.1A) 1-1.5 units/up to 3 hours laboratory. CR/NC option. Recommended: Completion of PE 22.

Introduction to the study of jazz dance techniques including warm-up exercises, isolations, floor stretches and strengthening. This course includes

jazz steps "across the floor" and short jazz dance combinations. (CSU/UC) 4 times for credit in any combination of levels.

DANCE 13.2 Jazz Dance II

(Formerly PE 30.1B) 1-1.5 units/up to 3 hours laboratory. CR/NC option. Recommended: Completion of PE 30.1A.

This course, designed for students with some previous dance experience, continues the study of basic jazz dance techniques including warm-up exercises, isolations, floor stretches and strengthening. This course will also include steps "across the floor" and short jazz dance combinations. (CSU/UC)

4 times for credit in any combination of levels.

DANCE 13.3 Jazz Dance III

(Formerly PE 30.2) 1-2 units/up to 4 hours laboratory. CR/NC option. Recommended: Completion of PE 27.1, and completion of PE 30.1B.

For students who wish to continue their jazz experience and broaden their scope in technique including warm-up exercises, isolations, intermediate footwork and jazz movements, intermediate jazz techniques, more intricate jazz dance combinations and compositions. May include a performance in a dance concert. (CSU/UC)

4 times for credit in any combination of levels.

DANCE 13.4 Jazz Dance IV

(Formerly PE 30.3) 1-2 units/up to 4 hours laboratory. CR/NC option. Recommended: Completion of PE 27.2, and completion of PE 30.2.

This course is for serious and skilled jazz dance students who wish to intensify and continue their dance experience. Emphasis will be placed on broadening the dancers' scope with respect to advanced concepts of alignment and placement, increased sight-reading of movement, and longer, more complicated dance combinations presented at a faster pace. This course will include warm-up exercises, isolations, advanced footwork and multiple turns, with extensive development of neuromuscular coordination and performance of advanced dance combinations. Selected students may have the opportunity to perform in the annual dance concert. (CSU/UC)

4 times for credit in any combination of levels.

DANCE 14 Lyrical Jazz Dance

(Formerly PE 58) 1-2 units/up to 4 hours laboratory. CR/NC option. Recommended: Completion of PE 27.1, and completion of PE 30.1B.

The lyrical style of jazz draws from ballet and modern techniques while maintaining the attitude and style of jazz dance. This class will follow a jazz dance format including center warm-ups, across the floor sequences and combinations, with the choreographic focus on interpretation of the mood of the music or the lyrics of songs. May include a possible performance in a dance concert. (CSU/UC)

4 times for credit in any combination of levels.

DANCE 16.1 Modern Dance I

(Formerly PE 28.1) 1-2 units/up to 4 hours laboratory. CR/NC option. Recommended: Completion of PE 22.

Modern dance is a class in expressive dance covering basic dance technique, movement sequences, improvisation and composition. (CSU/UC)

4 times for credit in any combination of levels.

Changed Courses

DANCE 16.3 Modern Dance III

(Formerly PE 28.2) 1-2 units/up to 4 hours laboratory. CR/NC option. Recommended: Completion of DANCE 16.2.

A class for dance students who wish to continue their dance experience through more technically challenging exercises, increasing complexity of movement sequences, further exploration of improvisation and composition, and by focusing on performance skills. May include a performance in a dance concert. (CSU/UC)

4 times for credit in any combination of levels.

DANCE 18.1 Tap Dance I

(Formerly PE 29.1) 1 unit/2 hours laboratory. CR/NC option. Recommended: Completion of PE 22.

Beginning course in tap dance: basic terminology, skills, fundamentals and tap dance combinations. (CSU/UC)

4 times for credit in any combination of levels.

DANCE 18.3 Tap Dance III

(Formerly PE 29.2) 1 unit/2 hours laboratory. CR/NC option. Recommended: Completion of PE 29.1.

Intermediate course in tap dance for students wishing to work towards greater proficiency in performing basic steps and combinations. Beginning exercises in tap dance composition. May include a possible performance in a dance concert. (CSU/UC)

4 times for credit in any combination of levels.

DANCE 21.1 Hip Hop/Funk I

(Formerly PE 59.1) 1-2 units/up to 4 hours laboratory. CR/NC option. Recommended: Completion of PE 22.

This course will introduce students to the fundamentals of the hip hop/funk dance style. The students will learn the fundamentals of today's dances that are commonly used in music videos. Classes will include warm-up exercises, isolations, floor stretches and strengthening specific to the hip hop/funk style of dance. This will also include locomotor movements practiced across the floor and short dance combinations. (CSU/UC)

4 times for credit in any combination of levels.

DANCE 21.3 Hip Hop/Funk III

(Formerly PE 59.2) 1-2 units/up to 4 hours laboratory. CR/NC option. Recommended: Completion of PE 59.1.

This course will allow students to continue their exposure and participation with hip hop/funk experiences on an intermediate level, incorporating intermediate styles and choreography which are most commonly used in music videos. The students will broaden their scope of intermediate techniques. (CSU/UC)

4 times for credit in any combination of levels.

DANCE 27 Dance Performance

(Formerly PE 31.2) 1-2 units/up to 4 hours laboratory. CR/NC option. Recommended: Completion of PE 25.1, and completion of PE 27.1, and completion of PE 28.1, and completion of PE 30.1A.

A class for dance students to develop performance skills and participate in a dance concert. (CSU/UC)

4 times for credit in any combination of levels.

DANCE 28 Choreography for Performance

(Formerly PE 31.3) 1-2 units/up to 4 hours laboratory. CR/NC option. Recommended: Completion of PE 25.1, and completion of PE 31.2.

A dance class for students to develop their own choreography and perform their compositions in the concert or studio concert. (CSU/UC)

4 times for credit in any combination of levels.

DANCE 29 Dance Ensemble

(Formerly PE 31.4) 1-2 units/up to 4 hours laboratory. CR/NC option. Prerequisite: Completion of PE 27.2 (or PE 146.2); OR completion of PE 28.2 (or PE 147.2); OR completion of PE 30.2 (or PE 149.2). Recommended: Completion of or concurrent enrollment in PE 25.1.

The Advanced Dance Ensemble is designed to provide the student with practical performing and possibly teaching experience. The students will develop their own choreography and perform both student and instructor compositions in a variety of venues within the college and community setting. (CSU/UC)

4 times for credit in any combination of levels.

DANCE 35 Improvisation

(Formerly PE 60) 1 unit/2 hours laboratory. CR/NC option. Recommended: Completion of PE 28.1.

Dance Improvisation is a dance class for dancers at all levels of technique that focuses on exploration of the aesthetic dance elements of space, time and energy through guided individual movement experiences and structured duet and group improvisations. (CSU/UC)

4 times for credit in any combination of levels.

DANCE 37.1 Ballroom Dance I

(Formerly PE 32.1) 1 unit/2 hours laboratory. CR/NC option. Recommended: Completion of PE 22.

This course establishes a solid foundation in social dance technique with an introduction to the basic skills of the following ballroom dances: foxtrot, waltz, swing, and cha cha. (CSU/UC)

4 times for credit in any combination of levels.

DANCE 37.3 Ballroom Dance III

(Formerly PE 32.2) 1 unit/2 hours laboratory. CR/NC option. Recommended: Completion of PE 32.1.

A continuation of the fundamentals of social ballroom dance. Presentation of skills, technique and step patterns of greater complexity in foxtrot, waltz, cha cha and swing. Introduction of the basis skills and patterns of rumba, samba, tango, and Viennese waltz. May include performance in a dance concert. (CSU/UC)

4 times for credit in any combination of levels.

DANCE 40 Introduction to Folk Dance

(Formerly PE 26.1) 1 unit/2 hours laboratory. CR/NC option. Recommended: Completion of PE 22.

The study of basic rhythms, movements, and step patterns while learning a beginning folk dance repertoire. (CSU/UC)

4 times for credit in any combination of levels.

DANCE 41 International Folk Dance

(Formerly PE 83) 1 unit/2 hours laboratory. CR/NC option. Recommended: Completion of PE 26.1.

The study of folk dances representing ethnic cultures from around the world; ability to assess differences between the dances. (CSU/UC)

4 times for credit in any combination of levels.

DANCE 42 Greek Folk Dance

(Formerly PE 87) 1 unit/2 hours laboratory. CR/NC option. Recommended: Completion of PE 26.1.

Designed for students to learn a repertoire of folk dances from Greece. (CSU/UC)

4 times for credit in any combination of levels.

DANCE 43 Balkan Folk Dance

(Formerly PE 86) 1 unit/2 hours laboratory. CR/NC option. Recommended: Completion of PE 26.1.

The study of folk dances with complex rhythms from the Balkans with emphasis on differentiating regional folk dance styles. (CSU/UC)

4 times for credit in any combination of levels.

DANCE 44 Israeli and Middle Eastern Dance

(Formerly PE 88) 1 unit/2 hours laboratory. CR/NC option. Recommended: Completion of PE 26.1.

A class designed to teach folk dance elements unique to the different ethnic groups in Israel and the Middle East. (CSU/UC)

4 times for credit in any combination of levels.

DET 81 Preventive Maintenance and Inspection

(Formerly DET 68) 3 units/5 hours lecture, 3 hours laboratory for 8 weeks. Grade only. Recommended: Completion of DET 80.

The study of preventive maintenance and inspection practices as related to vehicles and machinery. Preventive maintenance program design and vehicle and machinery compliance inspections are practiced. Students will work with area businesses in this class. (CSU)

DET 85 Heavy Duty Chassis & Undercarriage Systems

(Formerly DET 67) 3 units/4 hours lecture, 8 hours laboratory for 8 weeks. Grade only. Prerequisite: Completion of DET 80 (or DET 60). Recommended: Completion of DET 60.

The study of heavy-duty chassis and undercarriage systems including steering, braking, and suspension systems. Practical application of repair and maintenance procedures related to steering, braking, and suspension systems. (CSU)

May be taken for a total of 2 times.

DET 86 Practical Applications

(Formerly DET 72) 4 units/2 hours lecture, 18 hours laboratory for 8 weeks. Grade only. Prerequisite: Completion of DET 80 (or DET 60), and completion of DET 84 (or DET 63), and completion of DET 68, and completion of DET 82 (or DET 71 or DET 61).

The practical application of previous Diesel Equipment Technology course skills to customer repair work. Students will make repairs to vehicles and machinery as per customer repair orders. Classroom study will relate to specific repairs in progress, customer relations and career entry readiness. (CSU)

May be taken for a total of 2 times.

DET 165 Lift Truck Operator Certification

0.5 unit/7 hours lecture, 2 hours laboratory for 1 week. Grade only. Limits on enrollment: Requires a valid drivers license.

Lift truck operator certification course which includes study of the regulations, pre-shift inspections, and written and driving tests in accordance with OSHA standards.

Course exempt from repeat provisions.

DIET 253 Annual Update in Diet Technology

(Formerly DIET 353) 0.5 unit/1 hour lecture for 8 weeks. CR/NC option.

Experts present information on current topics of interest to those working in the fields of Nutrition and Diet Technology. Emphasis on long term care and/or school food service. Contact department for list of speakers.

Course exempt from repeat provisions.

DRD 350 Introduction to the Sciences

(Formerly LSCI 350) 3 units/3 hours lecture. CR/NC only.

An introduction to the concepts and vocabulary of physical and biological sciences designed for students with special learning needs.

May be taken for a total of 2 times.

DRD 360 Learning, Thinking and Study Skills

(Formerly LGD 360) 0.5-3 units/up to 3 hours lecture. CR/NC option.

A course in learning how to learn. Students explore their own learning styles and experiment with a variety of study techniques. Topics include: learning styles, time management, concentration, and memory, preparing for exams, notetaking, using the library, and campus resources.

May be taken for a total of 2 times.

DRD 361 Introduction to Career Development

(Formerly DRD 361A) 0.5-3 units/up to 3 hours lecture. CR/NC option.

Career planning and job search techniques for students who are uncertain about their educational and vocational goals. Personal interests, values, and personality testing; overview of labor market trends; disability management and strategies for career planning; and individualized assistance in job search techniques.

May be taken for a total of 2 times.

ECON 1A Principles of Economics

3 units/3 hours lecture. CR/NC option. Recommended: Eligibility for Engl. 1A or equivalent and Math 150A or equivalent.

An introduction to economic concepts and principles of economic analysis; foundations of economic life; environmental issues and external costs; national income and employment; business cycles; money and banking; monetary and fiscal policy; economic growth and stability; public finance. Emphasis on macroeconomics. (CSU/UC)

AA/AS area D; CSU area D; IGETC area 4; CAN ECON 2

ECON 1B Principles of Economics

3 units/3 hours lecture. CR/NC option. Prerequisite: Econ 1A. Recommended: Eligibility for ENGL 1A or equivalent and MATH 150B or equivalent.

A continuation of the principles of economic analysis; business organization and finance, combinations and regulation; price theory and resource allocation; agriculture; income distribution and poverty; labor economics; international trade and finance; the world's poorer economies and alternative economic systems. Emphasis is on microeconomics. (CSU/UC)

IGETC area 4; CAN ECON 4

ELEC 53.14 Basic Rotating Machinery for Maintenance Technicians

(Formerly ELEC299.43) 2 units/4 hours lecture for 8 weeks. Grade only.

Recommended: Completion of ELEC299.42.

Basics of rotating machinery including both DC and AC motors and generators. Includes three phase and single phase rotating machinery. (CSU)

ELEC 88.81 Computer Hardware

(Formerly ELEC 299.7) 1.5 units/3 hours lecture for 8 weeks. CR/NC option.

A fundamental introduction to computer hardware. Content includes identification and operation of components on the motherboard, and internal and external peripheral devices of PC's. Includes disassembly and reassembly of a PC by each student. Information is presented on metric prefixes, units used in computer terminology, number systems (decimal, binary, and hexadecimal), with emphasis placed upon general computer operation and maintenance. (CSU)

ELEC 88.82 Advanced Computer Hardware/A+

(Formerly ELEC 299.8) 1.5 units/3 hours lecture for 8 weeks. CR/NC option.

Prerequisite: Completion of ELEC 299.7.

The theory and operation of individual peripheral devices. Configuration and upgrading of components and memory. Basic electrical tests. Cable construction and soldering. Fundamentals of networking. Basic diagnostic tests. (IBM compatible standards will be used). (CSU)

Changed Courses

ELEC188.21 Linear Circuit Review 1

(Formerly ELEC299.20) 1.5 units/3 hours lecture for 8 weeks. Grade only.
Refresher course for in-service technicians or technicians who lack recent work experience. Power supply rectification and filtering, BJT and FET amplifier configurations and biasing.

ELEC188.22 Linear Circuit Review 2

(Formerly ELEC299.21) 1.5 units/3 hours lecture for 8 weeks. Grade only.
Recommended: Completion of ELEC299.20.
Refresher course for in-service technicians or technicians who lack recent work experience. Operational amplifier characteristics and applications will be evaluated. Op-amp circuits include amplifiers, comparators, filters, oscillators, power supply regulators, and protection circuits.

ELEC 191 Introduction to Electronic Mathematics

(Formerly ELEC 91) 3 units/3 hours lecture, 1 hour by arrangement. Grade only.
Recommended: 1st yr. HS algebra or MATH 150A with grade of "C" or better or equivalent coursework.
Literal numbers, fundamental algebraic processes, equations, electronic units, special products and factoring, fractions, fractional equations, right triangle trigonometry, and simultaneous equations.

EMC 265 Mobile Intensive Care Nursing

(Formerly NR 265) 3 units/6 hours lecture for 10 weeks. Grade only. Prerequisite: None
Limits on enrollment: RN licensure.
Designed to prepare the experienced registered nurse working in a base hospital emergency department to evaluate medical and trauma emergencies in the pre-hospital setting. Application to scientific and nursing principles allows the student to direct paramedics, via radio, to perform advanced life support (ALS) procedures. Approved by the Coastal Valleys Emergency Medical Services and meets partial fulfillment of requirements for certification as an MICN.

EMC 270A Emergency Medical Technician - Paramedic Didactic

14 units/16 hours lecture, 8 hours laboratory for 20 weeks. Grade only. Prerequisite: Completion of EMC 260, and completion of ANAT 58, and completion of EMC 275.1 (or HLC 275B). Recommended: Eligibility for English 1A; Completion of CSKL372. Limits on enrollment: California EMT-1 Certificate; Current CPR for Health Care Providers; Ability to lift, carry and balance in excess of 125 pounds. Current immunizations in accordance with standard guidelines.
Course designed to meet California State Health and Safety Code training requirements for emergency medical technician-paramedic. Students are able to apply the principles of anatomy, physiology, pathophysiology, clinical symptoms and diagnosis as they pertain to pre-hospital emergency medical care of the sick and injured. The first course leading to state certification as an EMT-paramedic.

EMC 270B Emergency Medical Technician - Paramedic Clinical

8 units/25 hours by arrangement for 8 weeks. Grade only. Prerequisite: Successful completion of EMC 270A.
Application of skills in the clinical setting to include, but not be limited to, the emergency department and various specialty units. Student will demonstrate knowledge & skills related to anatomy, physiology, pathophysiology, clinical symptoms and diagnosis as they pertain to pre-hospital emergency medical care of the sick and injured. This is the second course designed to give students the clinical experience required for certification as an EMT-paramedic in California.

EMC 270C Emergency Medical Technician - Paramedic Field Internship

10 units/42 hours by arrangement for 12 weeks. Grade only. Prerequisite: Completion of EMC 270B; OR prior qualification for EMC 270C.
Application of skills in the field setting while working on an approved advanced life support ambulance. Student will demonstrate knowledge and

skills related to anatomy, physiology, pathophysiology, clinical symptoms and diagnosis as they pertain to pre-hospital emergency medical care of the sick and injured. This is the third course designed to give students the field experience required for certification as an EMT-paramedic in California.

EMC 274 Emergency Medical Technician Lecture/Lab

(Formerly HLC 274) 5 units/3 hours lecture, 3 hours laboratory, 3 hours by arrangement. Grade only. Prerequisite: EMC 290 or equivalent; current certification in CPR. Recommended: Eligibility for ENGL 100A or ENGL 100.
Basic level course primarily designed to meet the California State Department of Health lecture requirements for the emergency medical technician who functions on an operational ambulance. Students are able to apply principles of anatomy, physiology and communications as they relate to the assessment of the sick and injured and rendering pre-hospital basic life support. Students will apply the above knowledge to develop manipulative skills necessary to the practice of an EMT. Students must be 18 years of age by course completion to be eligible for the State Dept of Health certification. Students are not permitted to take FIRE 208.1 concurrently with this course.

EMC 274.1 Emergency Medical Technology Refresher

(Formerly EMC 275R) 0.5-2 units/up to 16 hours lecture for 2 weeks. Grade only. Prerequisite: None Recommended: Eligibility for English 100 or equivalent. Limits on enrollment: EMT-1 certificate, current or expired no more than 4 years. Current CPR card for Health Care Providers.
Refresher course designed to update the knowledge and skills on the EMT-1 in compliance with the requirements as outlined by the State of California Administration Code. Basic principles learned as an EMT(1) are used in the exploration and solving of problems encountered in the pre-hospital setting. *Course exempt from repeat provisions.*

EMC 275.1 Basic Arrhythmia Recognition Course

(Formerly HLC 275B) 2 units/3 hours lecture for 11 weeks. Grade only. Recommended: Eligibility for English 100 or 100A.
Application of basic principles of cardiac anatomy and physiology to recognize basic heart arrhythmias. Designed for health and allied care personnel who assume responsibility for cardiac monitoring in the pre-hospital and hospital setting.

EMC 275.2 Advanced Cardiac Life Support

(Formerly HLC 275C) 0.5 unit/2 hours lecture, 6 hours laboratory for 2 weeks. CR/NC only. Prerequisite: None Limits on enrollment: Course adheres to the American Heart Association standards that participants are physicians, RN or paramedics actively involved or required by law to be certified as advance life support provider.
Designed for nursing, medical, para-medical or allied health personnel whose daily occupation demands proficiency and certification in the knowledge of advance cardiac life support skills. Student is able to analyze life threatening cardiac emergencies and apply advanced principles of cardiac and respiratory anatomy and physiology. Curriculum adheres to the American Heart Association Advance Cardiac Life Support standards.

ENGR 10 Introduction to the Engineering Profession

1.5 units/2.4 hours lecture for 10 weeks. CR/NC option. Recommended: Eligibility for ENGL 100A; OR eligibility for ENGL 100.
Non-mathematical introduction to the field of engineering. Students research and discuss the role of engineering and technology in society, and the expectations and experiences of engineers in academia & industry. Group activities, assignments, and interaction are emphasized. Course focuses on information technology as a way to assist in making informed decisions about career paths, majors, and schools. Course also includes information regarding engineering transfer requirements and coursework expectations. Job hunting skills such as networking, resume writing, and interviewing are explored. A short oral presentation will be required. Field trips and guest speakers augment student information gathering. (CSU/UC)

ENGR 16 Electric Circuits & Devices

4 units/3 hours lecture, 3 hours laboratory. Grade only. Prerequisite: PHYS 4C completed or in progress and MATH 2B completed or in progress. Fundamental principles of engineering circuit analysis and an introduction to the theory and use of common electronic devices. Subjects covered include node and loop analysis, circuit simplification techniques, natural and forced response, op amp behavior and circuits, semiconductor theory and behavior, transistor biasing, modeling, small signal analysis, and digital circuits. Mathematical concepts reviewed and applied include: matrices and determinants, binary and hexadecimal numbers, Fourier and Laplace transforms, complex numbers and phasors. Lab will be selected from those topics in the above list not duplicated in the Physics 4C (Electricity and Magnetism). Students are required to have a graphing calculator. (CSU/UC) CAN ENGR 6

ENGR 25 Engineering Graphics and Design

3 units/2.5 hours lecture, 1.5 hours laboratory. Grade only. Prerequisite: MATH 27 (formerly MATH 57) with a grade of 'C' or better. Recommended: Completion of APTECH 56. Basic principles of engineering graphics including: orthographic projection, descriptive geometry, and geometric tolerancing are introduced with an emphasis on solutions to mechanical and civil engineering problems in three dimensional space. AutoCAD coverage emphasizes 3D solid modeling, but includes 2D commands and working drawings in a project and oral presentation format. Engineering group design processes are introduced and applied using design contests. (CSU/UC) CAN ENGR 2

ENGR 34 Statics

3 units/3 hours lecture. Grade only. Prerequisite: Phys 4A. A vectorial treatment of the principles of statics with application to engineering problems and an emphasis on common engineering computational tools. Students are required to have a graphing calculator. (CSU/UC) CAN ENGR 8

ENGL 1A Reading & Composition

4 units/4 hours lecture. Grade only. Prerequisite: Completion of ENGL 100B or higher (V8); OR completion of ENGL 100. Critical reading and discussion of works in various literary forms. Composition predominantly of reasoned and reflective prose. Content and emphasis of particular sections specified in the English Department's course description bulletin "A Hundred Doors" issued every year. (CSU/UC) AA/AS area A; CSU area A2; IGETC area 1A; CAN ENGL 2; ENGL 1A + ENGL 1B = CAN ENGL SEQ A

ENGL 1B Literature and Composition

3 units/3 hours lecture. Grade only. Prerequisite: Completion of Engl 1A with a grade of 'C' or better. An introduction to literature that emphasizes critical reading, discussion and analytic writing about works representative of fiction, poetry, drama, and literary criticism. The content of particular sections is specified in the English Department's course description bulletin, A HUNDRED DOORS, available online or in the English office each semester. (CSU/UC) AA/AS area E; CSU area C2; IGETC area 3B; CAN ENGL 4; ENGL 1A + ENGL 1B = CAN ENGL SEQ A

ENGL 2 Introduction to the Novel

3 units/3 hours lecture. CR/NC option. Prerequisite: Completion of ENGL 1A or higher (V8); OR prior qualification for ENGL 2. Elements of the novel form: narration, point of view, structure, plot, character, and metaphorical language, as well as themes introduced through reading and discussion of outstanding novels. (CSU/UC) AA/AS area E; CSU area C2; IGETC area 3B; CAN ENGL 18

ENGL 3 Introduction to Poetry

3 units/3 hours lecture. CR/NC option. Prerequisite: Completion of ENGL 1A or higher (V8). Study of the nature, variety and significance of poetry: a studious pursuit of what makes poems work, why they are valued, and how to enjoy them fully. (CSU/UC) AA/AS area E; CSU area C2; IGETC area 3B; CAN ENGL 20

ENGL 7 Introduction to the Short Story

3 units/3 hours lecture. CR/NC option. Prerequisite: Completion of ENGL 1A or higher (V8); OR prior qualification for ENGL 7. An introduction to the genre of the short story, including the elements of the form: narration, point of view, character, plot and metaphorical language. (CSU/UC) AA/AS area E; CSU area C2; IGETC area 3B

ENGL 15 Women in Literature

3 units/3 hours lecture. CR/NC option. Prerequisite: Eligibility for Engl 1A or equivalent. Study of the tradition of women writing fiction, poetry and drama. While focusing on women in the western literary tradition, attention will be paid to work from other cultures. Approach will be interdisciplinary, with reference to history, sociology, psychology and art. Study will include examination of the place of women in literary history, and the role of changing models of literary criticism. (CSU/UC) AA/AS area E; CSU area C2; IGETC area 3B

ENGL 22 Ethnic Diversity in American Literature

3 units/3 hours lecture. CR/NC option. Prerequisite: Completion of ENGL 1A or equivalent. A study of ethnic literature in America. Reading, discussion and analysis of trends in the literature of three of the following United States ethnic groups: Native American, European American, Asian American, African American, Latino/a American. Readings will depend on the ethnic traditions selected by the instructor for the given semester but will consist of works from a variety of literary genres: nonfiction, fiction, poetry, drama and prose. The course will emphasize the cultural issues that shape each ethnic literature, as well as its special contributions to the overall American mix. (CSU/UC) AA/AS areas E, G; CSU area C2; IGETC area 3B

ENGL 25 Introduction to Language Study

3 units/3 hours lecture. CR/NC option. Prerequisite: Eligibility for ENGL 1A or equivalent. Study of the nature and structure of language; language and the mind; child language acquisition; language in its social setting; language and culture; language change; applications of the science of linguistics. (CSU/UC) AA/AS area E; CSU area C2; IGETC area 3B

ENGL 27 Introduction to Shakespeare

3 units/3 hours lecture. CR/NC option. Prerequisite: Completion of ENGL 1A or higher (V8). Appreciation of Shakespeare based on a reading of representative plays and selected sonnets. (CSU/UC) CSU area C2; IGETC area 3B

ENGL 30.2 American Literature from 1865 to the Present

(Formerly ENGL 30B) 3 units/3 hours lecture. CR/NC option. Prerequisite: Completion of ENGL 1A or higher (V8). Significant writers and their works from 1865 to present, including both a thematic and a historical approach to the literature of the period. (CSU/UC) AA/AS area E; CSU area C2; IGETC area 3B; CAN ENGL 16; ENGL 30.1 + ENGL 30.2 = CAN ENGL SEQ C

Changed Courses

ENGL 31 African American Arts and Literature

3 units/3 hours lecture. CR/NC option. Prerequisite: Completion of ENGL 1A.

Reading, discussion and writing about significant African-American writers and artists and their works from slave period to present. Both a thematic and historical approach to the literature and arts including folk tales, slave narratives, political essays, spirituals, poetry, plays, cinema, music, art, biographies, and novels. (CSU/UC)

AA/AS areas G, E; CSU area C2; IGETC area 3B

ENGL 33 Chicano/Chicana Arts & Literature

3 units/3 hours lecture. CR/NC option. Prerequisite: Completion of Engl 1A with a "C" or better.

An introductory survey of contemporary and traditional literature, drama, cinema, art, and music created by those identified as Chicanas/Chicanos. (CSU/UC)

AA/AS areas E, G; CSU area C2; IGETC area 3B

ENGL 44.1 European Literature from the Ancient through the Renaissance

(Formerly ENGL 44A) 3 units/3 hours lecture. CR/NC option. Prerequisite: ENGL 1A with grade of "C" or better.

Study in translation of a number of the great masterpieces of European Continental literature from Homer to the Renaissance. (CSU/UC)

AA/AS area E; CSU area C2; IGETC area 3B

ENGL 44.2 European Literature from 17th C. to the Present

(Formerly ENGL 44B) 3 units/3 hours lecture. CR/NC option. Prerequisite: Completion of ENGL 1A or higher (V8).

Reading and discussion of works of great European Continental authors from the Seventeenth Century to the Present (CSU/UC)

AA/AS area E; CSU area C2; IGETC area 3B

ENGL 46.1 Survey of English Literature

(Formerly ENGL 46A) 3 units/3 hours lecture. CR/NC option. Prerequisite: Completion of ENGL 1A.

Reading and discussion of important works from the British Isles in the period between Beowulf and Johnson, analyzing the meaning, style, and relevance of these works, and the importance of their authors in literary history. (CSU/UC)

AA/AS area E; CSU area C2; IGETC area 3B; CAN ENGL 8; ENGL 46.1 + ENGL 46.2 = CAN ENGL SEQ B

ENGL 46.2 Survey of English Literature

(Formerly ENGL 46B) 3 units/3 hours lecture. CR/NC option. Prerequisite: Completion of ENGL 1A.

Reading and discussion of important works from the British Isles from the Romantic period to the present, analyzing the meaning, style, and relevance of these works and the importance of their authors in literary history. (CSU/UC)

AA/AS area E; CSU area C2; IGETC area 3B; CAN ENGL 10; ENGL 46.1 + ENGL 46.2 = CAN ENGL SEQ B

ENGL 80 Small Publications Workshop

3 units/2 hours lecture, 3 hours laboratory. CR/NC option. Recommended: Completion of ENGL 100B or ENGL 100.

Workshop in creating a "small press" book or magazine from the first stages of developing and editing material through the final details of print production. Students will work on the Santa Rosa Junior College community annual, First Leaves, and individual projects. (CSU)

ENGL 100 College Reading and Writing

4 units/4 hours lecture. Grade only. Prerequisite: Qualifying English placement scores; or completion of ENGL 302 or 100A.

This AA/AS degree-applicable course is designed to develop skills to the level required for success in ENGL 1A and other transfer-level courses. Formerly ENGL 100B.

AA/AS area A

ENGL 305 Development of College Reading and Writing

(Formerly ENGL 355) 3.5 units/3 hours lecture, 2 hours laboratory. CR/NC option.

Prerequisite: Qualifying English placement scores; OR completion of CSKL 350E (or ENGL 350 or ENGL 107).

Development of academic and vocational reading, writing, and information competency skills necessary for college work. This course is designed to develop skills to the levels required for success in Engl 302 (Improvement of College Reading and Writing) and Engl 100 (College Reading and Writing), an AA/AS degree-applicable course.

ESL 308 Beginning ESL Intensive

9 units/9 hours lecture. CR/NC only. Recommended: Qualifying English Placement Test score; limited to non-native speakers of English.

A beginning communicative grammar, reading, and writing course introducing students to language skills necessary for survival in everyday social, academic, and employment situations. Taught in an intensive format. May be taken for a total of 2 times.

ESL 308A Beginning ESL Part 1

4.5 units/4.5 hours lecture. CR/NC only. Recommended: Qualifying English Placement Test score; limited to non-native speakers of English.

A beginning communicative grammar, reading and writing course introducing students to language skills necessary for survival in everyday social, academic, and employment situations. This course is part 1 of the ESL 308 curriculum. May be taken for a total of 2 times.

ESL 308B Beginning ESL Part 2

4.5 units/4.5 hours lecture. CR/NC only. Prerequisite: Qualifying English Placement Test score or completion of ESL 308A with Credit; limited to non-native speakers of English.

A beginning communicative grammar, reading and writing course introducing students to language skills necessary for survival in everyday social, academic, and employment situations. This course is part two of the ESL 308 curriculum. May be taken for a total of 2 times.

ESL 309CP Beginning ESL Oral Communication

3 units/3 hours lecture. CR/NC only. Recommended: Qualifying ESL Placement Test score (308A or higher). Limited to non-native speakers of English.

A beginning-level oral communication course designed to improve those listening, speaking (including fluency and accuracy) and pronunciation skills needed for successful interaction in social, academic and workplace environments. May be taken for a total of 4 times.

ESL 310 Low Intermediate ESL Intensive

(Formerly ENGL 310) 9 units/9 hours lecture. CR/NC option. Prerequisite: Qualifying English Placement Test score or completion of ESL 308 or ESL 308B with Credit; limited to non-native speakers of English.

A high-beginning/low-intermediate communicative grammar, reading and writing course emphasizing the further development of those language skills required for survival in everyday social/academic/employment situations. Taught in an intensive format. May be taken for a total of 2 times.

ESL 310A Low Intermediate ESL Part 1

(Formerly ENGL 310A) 4.5 units/4.5 hours lecture. CR/NC option. Prerequisite: Qualifying English Placement Test score or completion of ESL 308 or ESL 308B with Credit; limited to non-native speakers of English.

A high beginning/low-intermediate communicative grammar, reading, and writing course emphasizing the further development of those skills required for survival in everyday social/academic/employment situations. This course is part one of the ESL 310 curriculum.

May be taken for a total of 2 times.

ESL 310B Low Intermediate ESL Part 2

(Formerly ENGL 310B) 4.5 units/4.5 hours lecture. CR/NC option. Prerequisite: Qualifying English Placement Test score or completion of ESL 310A (formerly ENGL 310A) with Credit; limited to non-native speakers of English.

A high-beginning/low intermediate communicative grammar, reading and writing course emphasizing the further development of those language skills required for survival in everyday social/academic/employment situations. This course is part two of the ESL 310 curriculum.

May be taken for a total of 2 times.

ESL 310SPL English as a Second Language - Beginning Spelling

(Formerly ESL 399.1) 1.5 units/1.5 hours lecture. CR/NC option. Limits on enrollment: Limited to non-native speakers of English; ESL multiple measure assessment at the 308 level or above.

A beginning level elective designed to teach basic spelling skills. Introduces ESL students to techniques which increase basic spelling skills. Presents spelling patterns through listening and writing practice. Focuses on spelling rules for short and long vowel sounds, difficult consonant sounds, and silent letters. Introduces the English-English dictionary for use in improving spelling and pronunciation.

May be taken for a total of 4 times.

ESL 311CP Low Intermediate ESL Oral Communication

3 units/3 hours lecture. CR/NC option. Prerequisite: Completion of ESL 308 with "credit" or qualifying ESL Placement Test score (ESL 310). Limits on enrollment: Limited to non-native speakers of English.

A low-intermediate oral communication course designed to improve those listening, speaking, and pronunciation skills needed for successful interaction in social, academic and workplace environments.

May be taken for a total of 4 times.

ESL 312 Intermediate ESL Grammar/Writing

(Formerly ENGL 312) 6 units/6 hours lecture. CR/NC option. Prerequisite: Completion of ESL 310 (formerly ENGL 310, ENGL 110) or ESL 310B (formerly ENGL 310B) with Credit or qualifying English Placement Test score; limited to non-native speakers of English.

A low-intermediate/intermediate communicative grammar and writing course focusing on grammatical structures and functions of increasing complexity, as well as basic writing strategies for academic and vocational purposes.

May be taken for a total of 2 times.

ESL 313R Intermediate ESL Reading

(Formerly ENGL 313R) 3 units/3 hours lecture. CR/NC option. Prerequisite: Completion of ESL 310 (formerly ENGL 310, ENGL 110) or ESL 310B (formerly ENGL 310B) with Credit or qualifying English Placement Test score; limited to non-native speakers of English.

Designed to introduce the student to reading and vocabulary for school, the workplace and everyday life.

May be taken for a total of 6 units.

ESL 314 High Intermediate ESL Grammar/Writing

(Formerly ENGL 314) 6 units/6 hours lecture. CR/NC option. Prerequisite: Completion of ESL 312 (formerly ENGL 312, ENGL 112) with a grade of "C" or better. Credit or qualifying English Placement Test score. Limited to non-native speakers of English.

A high-intermediate communicative grammar and writing course focusing on more advanced grammatical structures and functions, as well as writing strategies for academic and vocational purposes. Emphasis on tense usage, subordination/coordination of sentences and an introduction to the topic sentence and supporting detail.

May be taken for a total of 2 times.

ESL 315CP Intermediate ESL Oral Communication

3 units/3 hours lecture. CR/NC option. Prerequisite: ESL 311CP with "credit" or C or better grade, or qualifying ESL Placement Test score (ESL 312). Limits on enrollment: Limited to non-native speakers of English.

A high-intermediate oral communication course designed to improve those listening, speaking, and pronunciation skills needed for successful interaction in social, academic and workplace environments.

May be taken for a total of 4 times.

ESL 315R High Intermediate ESL Reading

(Formerly ENGL 315R) 3 units/3 hours lecture. CR/NC option. Prerequisite: ESL 313R (formerly ENGL 313R) with a grade of "C" or better. Credit or a qualifying English Placement Test. Limited to non-native speakers of English.

Designed to further develop reading, vocabulary and study skills for students' academic and employment needs.

May be taken for a total of 6 units.

ESL 316 Low Advanced ESL Grammar/Writing

(Formerly ENGL 316) 6 units/6 hours lecture. CR/NC option. Prerequisite: Completion of ESL 314 (formerly ENGL 314, ENGL 114) with a grade of "C" or better. Credit or qualifying English Placement Test score. Limited to non-native speakers of English. Recommended: BGN 350.01A (formerly BOT 299.3) or BGN 350.01B.

A high intermediate writing and grammar course reviewing paragraph writing and emphasizing an introduction to the essay, including prewriting techniques, writing, revising and editing. Review of intermediate and advanced grammar structures and punctuation.

May be taken for a total of 2 times.

ESL 317R Low Advanced ESL Reading

(Formerly ENGL 317R) 3 units/3 hours lecture. CR/NC option. Prerequisite: ESL 315R (formerly ENGL 315R & ENGL 115R) with a grade of "C" or better. Credit or qualifying English Placement Test score. Limited to non-native speakers of English.

Development of college-level reading skills with particular focus on comprehension, vocabulary and rate.

May be taken for a total of 8 units.

ESL 331 English as a Second Language in Child Development

(Formerly ESL 399.5) 1.5 units/1.5 hours lecture. CR/NC option. Prerequisite: Assignment by ESLPT score at 310-level or above; completion with "CR" of ESL 308 or ESL 308B. Corequisite: None.

Development of English speaking, listening, reading, and writing skills needed for students wishing to study or work in the early childhood education field.

FIRE 256 Trench Rescue

(Formerly FIRE299.40) 0.5 unit/8 hours lecture, 8 hours laboratory for 1 week. CR/NC only.

This course is designed to train fire service personnel in hands-on application of the techniques necessary to safely effect a rescue from an excavation or trenching cave-in. Topics include: Critical considerations while responding to trenching emergencies; evaluation of cave in scenes; basic life support procedures and temporary protection for victims; specialized tool usage; shoring techniques; and below grade rescue safety procedures.

Course exempt from repeat provisions.

Changed Courses

FIRE 257 Driver Operator I-A

(Formerly FIRE299.57) 2 units/24 hours lecture, 16 hours laboratory for 1 week. CR/NC only. Prerequisite: Fire 208.1 or equivalent fire service experience. Limits on enrollment: Must have a valid California State drivers license. Students are required to drive fire apparatus under a variety of conditions necessitating a drivers license as a minimum.

Provide fire service personnel with the knowledge of the laws and requirements that pertain to emergency vehicle operation. Utilize the techniques and knowledge learned to demonstrate various driving skills.

FIRE 258 Driver Operator 1B

(Formerly FIRE299.63) 2 units/24 hours lecture, 16 hours laboratory for 1 week. CR/NC only. Prerequisite: Completion of FIRE 208.1.

This is a State certified (FSTEP) course that provides specific training in fire fighting pump operations. Upon satisfactory completion, the student will receive a certificate from the State Fire Marshalls Office.

FIRE 259 I-200 Basic Incident Command System

(Formerly FIRE399.10) 0.5 unit/12 hours lecture for 1 week. CR/NC only. Recommended: Eligibility for English 100 or 100A.

Basic ICS reviews the ICS organization, basic terminology, and common responsibilities. This course will enable students to work in a support role at an incident or event, or to support an incident from an off-site location. The student will learn the principles, features, and organizational development of ICS. This State Certified course prepares the student for Fire Officer and Chief Officer Certification.

FIRE 260 I-300 Intermediate Incident Command System

(Formerly FIRE399.11) 1 unit/20 hours lecture, 4 hours laboratory, 3 hours by arrangement for 1 week. CR/NC only. Recommended: Eligibility for ENGL 100A or ENGL 100. Completion of FIRE 259.

Intermediate ICS expands on details of the organization and operations of ICS. The student will receive information on management of resources, duties of positions, air operations organization, and provide examples of how the essential principles are used in incident and event planning.

FDNT 10 Elementary Nutrition

3 units/3 hours lecture. Grade only. Recommended: Completion of ENGL 100B or ENGL 100 and eligibility for GSKL 371 or equivalent.

Introduction to the basic principles of nutrition and the relationship of the human diet to health and lifestyle related diseases. Descriptions of individual nutrients, optimal daily intakes, and food sources. Discussions of factors that influence nutrient bioavailability, results of nutrient deficiencies and excesses, consumer nutrition food issues, reliable sources of food and nutrition information. (CSU/UC)

AA/AS area C; CSU area E; CAN FCS 2

FDNT 61 Nutrition Issues

1 unit/1.5 hours lecture for 12 weeks. CR/NC option. Recommended: Eligibility for ENGL 100A or ENGL 100.

Current concepts and controversies. The changing American diet and its relation to longevity and quality of life. Safety and nutrition value of processed foods and government agencies responsible for food safety. A critical evaluation of U.S. dietary goals, health foods, and food advertising. Includes three-day computer analysis of nutrient intake. (CSU)

FREN 3 Intermediate French-Part I

4 units/4 hours lecture, 2 hours by arrangement. Grade only. Prerequisite: Three years of high school French or FREN 2. Recommended: Eligibility for English 1A or equiv.

Speaking, reading and writing with discussion and essays to assure control of linguistic and cultural principles. Review of first-year linguistic and cultural content. (CSU/UC)

AA/AS area E; CSU area C2; IGETC area 3B; CAN FREN 8; FREN 3 + FREN 4 = CAN FREN SEQ B

HLC 60 Medical Terminology

3 units/3 hours lecture. CR/NC option. Recommended: Eligibility for ENGL 100.

Basic medical terminology relevant to anatomy, pathology, diagnostic procedures, treatments, drug classifications, and abbreviations. Focus is on basic structure of medical terms and the ability to analyze and synthesize parts of words. Ability to utilize principles of medical word building is emphasized. (CSU)

HIST 4.2 History of Western Civilization from 1648

(Formerly HIST 4B) 3 units/3 hours lecture. CR/NC option. Recommended: Eligibility for English 1A or equiv.

History of Western Civilization is an exciting introductory survey of European history from 1648 to the present. The course includes the study of the Scientific Revolution, the Enlightenment, the French Revolution and Napoleon, the Industrial Revolution, the causes and impact of World War I, the rise of communism and Stalin, the rise of fascism and Hitler, the causes and impact of World War II, the collapse of communism, and the challenge of the global economy on contemporary Europe. (CSU/UC)

AA/AS area E; CSU area C2; IGETC area 3B; CAN HIST 4; HIST 4.1 + HIST 4.2 = CAN HIST SEQ A

HIST 8.1 History of the Americas to 1880

3 units/3 hours lecture. CR/NC option. Recommended: Eligibility for English 1A or equiv.

Development of the Western Hemisphere during colonial times with emphasis on Latin America: pre-Columbian setting, European backgrounds, exploration and discovery, colonial institutions and revolutionary era. (CSU/UC)

CSU area D; IGETC area 4

HIST 8.2 History of the Americas from 1880

3 units/3 hours lecture. CR/NC option. Recommended: Eligibility for English 1A or equiv.

Development of the Western Hemisphere from revolutionary origins to present time with emphasis on Latin America: organizing the new nations; political, economic, social and cultural forces; international ties that bind the hemisphere together. Special attention to contemporary Latin America. (CSU/UC)

CSU area D; IGETC area 4

HIST 17.2 History of the United States from 1877 to Present

(Formerly HIST 17B) 3 units/3 hours lecture. CR/NC option. Recommended: Eligibility for English 1A or equiv.

History of the United States from the Reconstruction Era to present. (CSU/UC)

AA/AS areas F, D; CSU areas D, F1; IGETC area 4; CAN HIST 10; HIST 17.1 + HIST 17.2 = CAN HIST SEQ B

HIST 18.1 Hist of Women & Social Chng in the US Thru Reconstruction

3 units/3 hours lecture. CR/NC option. Recommended: Completion of ENGL 1A.

An in-depth social historical study of the political, economic, cultural, and social developments in the U.S. from the perspective of the American woman--her experience, roles, achievements, and contributions --from the Pre-Colonial Period to the Reconstruction era. (CSU/UC)

AA/AS areas F, D; CSU areas D, F1; IGETC area 4

HIST 18.2 History of Women & Social Chng in the US from Reconstruction

3 units/3 hours lecture. CR/NC option. Recommended: Eligibility for English 1A or equiv.

An in-depth social historical study of the political, economic, cultural, and social developments in the U.S. from the perspective of the American woman

her experience, roles, achievements, and contributions from Reconstruction through the present. (CSU/UC)

AA/AS areas F, D; CSU areas D, F1; IGETC area 4

HIST 20 History of the US Since 1945

(Formerly HIST 17.3) 3 units/3 hours lecture. CR/NC option. Recommended: Eligibility for English 1A or equiv.

Study of American political, social, and economic history since 1945 within the context of the U.S. as both an affluent society and the dominant world power after World War II. Main themes will include the Cold War and anticommunist crusades, the civil rights movement, Vietnam, the New Left and 60's counterculture, the Great Society and decline of liberalism, feminism, Watergate, deindustrialization and economic crisis in the 70's, environmentalism, the second Cold War and nuclear arms race roles, the rise of neo-conservatism and the Reagan legacy. Lecture, video, small group discussion. (CSU/UC)

AA/AS area D; CSU area D; IGETC area 4

HIST 21 Race, Ethnicity and Gender in American Culture

3 units/3 hours lecture. CR/NC option. Recommended: Eligibility for English 1A or equiv.

An examination of the interrelated roles of race, ethnicity and gender in shaping political and cultural institutions in the United States. From pre-Columbian times to the present, the course will explore and analyze the experiences, contributions, and interconnectedness of African, Asian, European, Latino and Native American peoples. (CSU/UC)

AA/AS areas F, G; CSU areas D, F1; IGETC area 4

HIST 22 History of California

3 units/3 hours lecture. CR/NC option. Recommended: Eligibility for English 1A or equiv.

A survey of California history from the precolonial period to the present with emphasis on the Native cultures, colonial era, the Gold Rush and statehood, urbanization and labor struggles, conflict over land, water, and natural resources, the Depression, World War II, suburbanization and post-war prosperity, the new social movements of the 60's and challenges of continuing growth and declining resources at centuries end. The course will emphasize California as a 'cultural crossroads' and will examine the distinctive contributions and interaction between European, Asian, Latino, African, and Native American peoples. Special attention is given to how political power and social inequality is shaped by race, gender, class, and ethnicity in different periods of the state's history. (CSU/UC)

AA/AS areas D, G; CSU area D; IGETC area 4

HIST 33 History of Mexico

3 units/3 hours lecture. CR/NC option. Recommended: Eligibility for English 1A or equiv.

Study of Mexican social, political and economic history from the pre-Columbian era to the present. (CSU/UC)

AA/AS area D; CSU area D; IGETC area 4

HORT 50.1 Introduction to Horticultural Science

(Formerly AG 90) 1.5 units/3 hours lecture for 9 weeks. CR/NC option. Recommended: Eligibility for ENGL 100A or ENGL 100.

Introduction to horticulture with an emphasis on the basics of plant growth and development, plant descriptions and classification, plant propagation, soils, fertilizers, and water management. This is the first half of a two-part series exploring (1) horticulture as an applied science and (2) horticultural careers. (CSU)

HORT 55.1 Plant Materials: Summer

(Formerly AG 95.1) 1.5 units/2 hours lecture, 3 hours laboratory for 8 weeks. CR/NC option. Recommended: Eligibility for ENGL 100A or ENGL 100.

Identification, growth habits, culture and ornamental use of landscape and indoor plants adapted to California climates. Includes an introduction to plant taxonomic system and botanical nomenclature. Emphasis on plants listed in the current California Association of Nurserymen (CAN) and Associated Landscape Contractors of America (ALCA) Certification Tests Plant Lists. Presents those plants best observed and studied in the summer of the year through field lectures on SRJC grounds and at other locations. (CSU)

HORT 55.2 Plant Materials: Fall

1.5 units/2 hours lecture, 3 hours laboratory for 8 weeks. CR/NC option. Recommended: Eligibility for ENGL 100A or ENGL 100.

Identification, growth habits, culture and ornamental use of landscape and indoor plants adapted to California climates. Includes an introduction to plant taxonomic system and botanical nomenclature. Emphasis on plants listed in the current California Association of Nurserymen (CAN) and Landscape Contractors of America (ALCA) Certification Tests Plant Lists. This course presents those plants best observed and studied in the fall season of the year through field lectures on SRJC grounds and at other locations. (CSU)

HORT 55.3 Plant Materials: Winter/Spring

(Formerly AG 95.2) 3 units/2 hours lecture, 3 hours laboratory. CR/NC option. Recommended: Completion of HORT 55.1 or 55.2. Eligibility for ENGL 100A or ENGL 100.

Identification, growth habits, culture and ornamental use of landscape and indoor plants adapted to California climates. Emphasis on plants listed in the current California Association of Nurserymen (CAN) and Association of Landscape Contractors of America (ALCA) Certification Tests Plant Lists. Presents those plants best observed and studied in the winter/spring of the year through field lectures on SRJC grounds and at other locations. (CSU)

HORT 70 Plant Propagation

(Formerly AG 92.1) 3 units/2 hours lecture, 3 hours laboratory. Grade only. Recommended: Eligibility for ENGL 100A or ENGL 100 and completion of AG 51.

Introduction to commercial practices of plant propagation by seed (sexual) and vegetative (asexual) methods. Seed collection, storage and treatment; seed sowing and germination requirements; cuttings, layering, grafting/budding techniques; propagation structures and materials; overview of micropropagation techniques; variety selection and plant patent laws. This course emphasizes current industry methods but also will benefit the serious home enthusiast. Students evaluate various propagation methods with a plant species of their choice. (CSU)

CAN AG 10

HORT 71 Nursery Production

(Formerly AG 92.2) 3 units/2 hours lecture, 3 hours laboratory. Grade only. Recommended: Eligibility for English 100 or 100A.

Production and cultural care of commercial container grown and field grown nursery operations. A study of crop scheduling, growing media, watering, fertilization, post harvest handling, marketing and sales. (CSU)

HORT 72 Greenhouse Production

(Formerly AG 92.3) 3 units/2 hours lecture, 3 hours laboratory. Grade only.

Analysis, description, and operation of greenhouses and other structures and facilities as they relate to floriculture. Included are: (A) Relationships of light, temperature, moisture, aeration, humidity, and fertility of floricultural crops; (B) Identification and investigation of major greenhouse grown crops including foliage plants, flowering potted plants, bedding plants, cut flowers, color and specialty crops; (C) Planning and implementing several cropping plans for floriculture plants and products. (CSU)

Changed Courses

HORT 73 Cut Flowers: Field Grown Production for Sonoma County

(Formerly AG 297.44) 1 unit/3 hours lecture for 6 weeks. CR/NC option.

Recommended: Eligibility for English 100 or 100A.

Field grown cut flower and foliage production in Sonoma County. Topics include crop selection, propagation, planting, irrigation, fertigation, pest control, harvesting, pre- and post-harvest treatments; marketing of fresh and dried materials. (CSU)

HORT 80 Landscape Practices

(Formerly AG 93) 3 units/2 hours lecture, 3 hours laboratory. CR/NC option.

Recommended: Eligibility for ENGL 100A or ENGL 100.

This course prepares students to evaluate and improve the function and aesthetic value of public and private landscapes by applying appropriate maintenance techniques. Topics include planting, pruning, watering, soil fertility, pest management, weed control, proper use and care of hand tools, and landscape maintenance business practices. (CSU)

HORT 81 Turfgrass Management

(Formerly AG 96) 3 units/2 hours lecture, 3 hours laboratory. CR/NC option.

Recommended: Eligibility for ENGL 100A or ENGL 100.

Introduction to commercial practices of turfgrass management, focusing on larger scale turf facilities including parks, golf courses and sports fields. Identification, characteristics and selection of turfgrass varieties; planting methods; cultural practices, including mowing, fertilization and irrigation; disease, weed and pest management; turf maintenance equipment; turf industry careers and professional organizations. (CSU)

HORT 82 Introduction to Arboriculture

(Formerly AG 97) 3 units/3 hours lecture. CR/NC option. Prerequisite: Completion of AG 90; OR completion of AG 51; OR completion of BOTANY 10. Recommended: Eligibility for English 100 or 100A.

Ecological approaches to the selection, planting, establishment and maintenance of trees and woody plants in the landscape. Includes sections on tree structure and function, environmental factors affecting plant growth, basic soil science, managing nutritional needs, water management, pruning for structural development and safety, current pruning standards, hazard tree assessment and risk management, diagnosing pest problems and health care management emphasizing non-pesticide methods, and basic concepts of tree appraisal. Field lectures on the SRJC campus and other locations are also included. (CSU)

HORT 91.1 Landscape Construction: Wood

(Formerly AG 91A) 1.5 units/2 hours lecture, 3 hours laboratory for 8 weeks. CR/NC option. Recommended: Eligibility for ENGL 100A or ENGL 100.

Introduction to the field of landscape contracting, including the Contractor's Law Book and cost estimating and bidding procedures. Course includes hands-on experience with tools, materials, and methods used in the construction of wood landscape features such as fences, gates, retaining walls, decks, and steps. Projects are designed to develop the skills necessary for successful performance on the C-27 landscape contractors licensing exam. (CSU)

HORT 91.2 Landscape Construction: Concrete & Masonry

1.5 units/2 hours lecture, 3 hours laboratory for 8 weeks. CR/NC option.

Recommended: Eligibility for ENGL 100A or ENGL 100.

Introduction to the field of landscape contracting, including the Contractor's Law Book, cost estimating, and bidding procedures. Hands-on experience with tools, materials, and methods used in the construction of simple concrete and masonry landscape features, such as walks, patios, raised planters, and retaining walls. Discussion and construction projects to include brick, concrete pavers, poured concrete, and concrete block. Projects designed to equip students with skills necessary for successful performance on C-27 landscape contractors licensing exam. (CSU)

HORT 92.1 Landscape Irrigation

(Formerly AG 91B) 3 units/2 hours lecture, 3 hours laboratory. CR/NC option.

Recommended: Completion of AG 78.

Prepares students to design, install, and maintain a water efficient landscape irrigation system. Topics include basic hydraulics, component identification and terminology, system layout, pipe sizing, and types of valves, heads, and controllers. (CSU)

HORT 92.2 Low Volume Landscape Irrigation

(Formerly AG 297.72) 1.5 units/3 hours lecture for 8 weeks. CR/NC option.

Recommended: Eligibility for ENGL 100A or ENGL 100 and completion of AG 78.

Introduction to the design, installation, and maintenance of low volume irrigation systems. Topics include plant water requirement calculations, selection/characteristics of various types of emission devices, run time calculations, California Irrigation Management Information System (CIMIS), and other Evapo-transpiration (ET) data. (CSU)

HORT 94A Landscape Drafting

(Formerly AG 94A) 1.5 units/2 hours lecture, 3 hours laboratory for 8 weeks. CR/NC option. Recommended: Eligibility for ENGL 100A or ENGL 100.

Recommended: Eligibility for ENGL 100A or ENGL 100.

Introduction to basic landscape drafting techniques for producing plan view scale drawings, construction details, and elevation views. Topics include: professional lettering styles; line quality; use of graphic symbols for landscape, hardscape, and irrigation features; and reprographic methods. Drafting equipment required. (CSU)

HORT 94B Landscape Design

1.5 units/2 hours lecture, 3 hours laboratory for 8 weeks. CR/NC option. Prerequisite:

Completion of or concurrent enrollment in AG 94A. Recommended: Eligibility for ENGL 100A or ENGL 100, and completion of HORT 55.1 or HORT 55.2 or HORT 55.3.

Introduction to basic landscape design principles and techniques for producing a landscape plan. Includes steps and sequence in the design process; design themes, principles, and elements; historical influences; plant selection and usage; and client-designer relations. Drafting equipment required. (CSU)

HORT 94C Landscape Design Applications

(Formerly AG 94B) 3 units/2 hours lecture, 3 hours laboratory. CR/NC option.

Prerequisite: Completion of HORT 94B, and completion of AG 95.1 (or AG 95A); OR completion of HORT 55.2; OR completion of AG 95.2 (or AG 95B). Recommended: Eligibility for ENGL 100A or ENGL 100.

Further development of skills and techniques introduced in HORT 94A and 94B. Application of design principles and the design process to various types and styles of residential and small commercial projects. Drafting equipment required. Field trip required. (CSU)

May be taken for a total of 2 times.

HORT 100 Basic Plant Propagation

(Formerly AG 297.15) 1.5 units/3 hours lecture for 9 weeks. CR/NC option.

Plant propagation applications for home and commercial uses including seed, cuttings, layering, budding/grafting. Students will gain hands-on propagation experience.

HORT 110 Unique Trees for Northern California

(Formerly AG 297.40) 1.5 units/3 hours lecture for 9 weeks. CR/NC option.

Recommended: Eligibility for English 100 or 100A.

This course will introduce and identify trees that are not often used in Sonoma County, but are well suited for landscape use in our climatic zones. It will stress identification of the trees, their particular environmental requirements, and their landscape usage and potential.

Changed Courses

HORT 111 Unique Shrubs, Vines, and Groundcovers for No. California

(Formerly AG 297.41) 1.5 units/3 hours lecture for 9 weeks. CR/NC option.

Recommended: Eligibility for English 100 or 100A.

This course will introduce and identify shrubs, vines, and groundcovers that are not often used in Sonoma County, but are well suited for landscape use in our climatic zones. It will stress plant identification, environmental requirements, and landscape usage and potential.

HORT 112 Perennials for Sonoma County

(Formerly AG 297.3) 1.5 units/3 hours lecture for 9 weeks. CR/NC option.

Recommended: Eligibility for English 100 or 100A.

This course will introduce and identify perennials that are well suited for landscape use in Sonoma County. It will stress identification of perennials, their particular environmental requirements, and their landscape usage and potential.

HORT 113 Bulbs and Bulbous Plants: Summer/Fall

(Formerly AG 297.61F) 1 unit/3 hours lecture for 6 weeks. CR/NC option.

Recommended: Eligibility for English 100 or 100A.

Identification, growth habits, and environmental needs of bulb forming and related plants. Includes landscape, garden, container, and indoor applications, with an emphasis on summer/fall blooming plants.

HORT 120A Herbs: Their Culture and Use

(Formerly AG 90.1) 1.5 units/3 hours lecture for 8 weeks. CR/NC option.

Recommended: Eligibility for English 100 or 100A.

Propagation, cultivation and uses of herbs; planning and planting an herb garden, uses of herbs, including culinary, medicinal and household; harvesting; drying and crafts involving herbs.

HORT 120B Medicinal Plants

(Formerly AG 297.73) 1.5 units/3 hours lecture for 8 weeks. CR/NC option. Prerequisite:

Completion of AG 90.1. Recommended: Eligibility for English 100 or 100A.

The propagation, cultivation, and uses of medicinal herbs. Topics include planning and planting a medicinal herb garden, harvesting, drying, medicine making, and the beneficial uses of many medicinal herbs.

HORT 121A Beginning Bonsai Culture

(Formerly AG 90.2) 1.5 units/3 hours lecture for 8 weeks. CR/NC option.

Introduction to bonsai styles, training methods, pruning, and maintenance. Topics include selection of bonsai plants, containers, and special tools.

HORT 121B Intermediate Bonsai Culture

(Formerly AG 297.2B) 1 unit/3 hours lecture for 6 weeks. CR/NC option. Prerequisite:

Completion of AG 90.2. Recommended: Eligibility for English 100 or 100A.

This course covers bonsai practices for intermediate level students, including the following styles: Windswept, Raft, Cascade, and Bunjin. Additional topics include techniques for collecting bonsai in the wild, maintenance, repotting, and root pruning. Students will be expected to have prior familiarity with basic bonsai principles and techniques.

HORT 140 Fruit Tree Selection and Planting

(Formerly AG 297.1) 1.5 units/3 hours lecture for 8 weeks. CR/NC option.

Fruit tree selection, planting, and care for small orchard or home garden. Includes desirable varieties, pruning and training methods, and pest management.

HORT 151 Pruning Ornamentals

(Formerly AG 297.11) 1.5 units/3 hours lecture for 8 weeks. CR/NC option.

Recommended: Eligibility for English 100 or 100A.

A guide to pruning trees, shrubs, vines & perennials. Discussion of basic plant shapes & how plants grow as the foundation for the benefits of pruning. Basic pruning methods and procedures. Correct tool use and maintenance.

HORT 160 Container Gardening

(Formerly AG 297.19) 1 unit/2 hours lecture for 8 weeks. CR/NC option.

Container gardening for the general student or avid gardening enthusiast. Topics include the advantages of container gardening, media considerations, plant selection and cultural requirements.

HORT 165 Gardening Business Basics

(Formerly AG 297.38) 1 unit/3 hours lecture for 6 weeks. CR/NC option.

Recommended: Completion of ENGL 302, and completion of CSKL 375; OR completion of CSKL 371; OR completion of CSKL 372.

Overview of landscape business practices, geared to residential and light commercial sites including: selling products and services, obtaining clients, work scheduling, planning for profit, pricing materials, bidding and estimating, basic bookkeeping and billing, licenses and permits, and operation of a small gardening business.

HORT 171 Integrated Pest Management in the Horticulture Industry

(Formerly AG 297.39) 1.5 units/3 hours lecture for 8 weeks. CR/NC option.

Recommended: Eligibility for English 100 or 100A.

The IPM concept and its application in various horticultural settings for those who work, or intend to work, in the landscape, interiorscape, nursery or turf fields of horticulture. Reviews categories and characteristics of plant pests and diseases, prevention practices, and plant tolerance levels.

HORT 180 Water Conserving Landscapes

(Formerly AG 297.36) 1 unit/3 hours lecture for 6 weeks. CR/NC option.

Processes and practices for conserving water in the landscape including plant selection and placement, soil preparation and maintenance, and watering methods.

HORT 182 Introduction to Garden and Landscape Irrigation Systems

(Formerly AG 297.51) 1 unit/3 hours lecture for 6 weeks. CR/NC option.

Introduction to sprinkler & drip irrigation systems for residential landscapes. Introduces basic components and their applications, controller programming, and troubleshooting and repairing common problems. Non-technical approach presents the basic operation of residential irrigation systems.

HORT 185 Small Landscape Equipment

(Formerly AG 297.16) 1.5 units/2 hours lecture, 3 hours laboratory for 8 weeks. CR/NC option.

This course prepares students to select, operate, and maintain common small landscape maintenance power equipment. Includes hands-on practice with various pieces of equipment.

HORT 190 Design Basics for the Landscape

(Formerly AG 297.14) 1.5 units/3 hours lecture for 8 weeks. CR/NC option.

Basic principles of landscape design as well as practical considerations and selection of materials.

Changed Courses

HR 60 Human Resource Management

(Formerly BMG 64) 3 units/3 hours lecture. CR/NC option. Recommended: Eligibility for English 100 or 100A.

What a professional needs to know about Human Resource administration: Federal and state regulations (EEO, OSHA, ERISA, etc.) labor relations, wage and salary administration, employee benefits and services and other personnel matters. An opportunity to build skills handling grievances, disciplining, discharging, interviewing and performance appraisals. (CSU)

HUMAN 4.1 Western Culture: Arts, Ideas, and Values

3 units/3 hours lecture. CR/NC option. Recommended: Eligibility for English 1A or equiv.

An interdisciplinary approach to the study of the arts, ideas, and values of Western culture. The course will focus on the visual arts, drama, music, literature, philosophy and religion within a cultural context. The course will cover ancient Mesopotamia, ancient Egypt, ancient Greece, Rome, the Middle Ages, and the Renaissance. (CSU/UC)

AA/AS area E; CSU area C2; IGETC area 3B

HUMAN 4.2 Western Culture: Arts, Ideas, and Values

3 units/3 hours lecture. CR/NC option. Recommended: Eligibility for English 1A or equiv.

An interdisciplinary approach to the study of the arts, ideas, and values of Western culture. The course will focus on the visual arts, drama, music, literature, philosophy, and religion within a cultural context. The course will cover the Baroque, Neoclassical, Romantic, Modern, and Postmodern periods (1600 to today). (CSU/UC)

AA/AS area E; CSU area C2; IGETC area 3B

HUMAN 7 Introduction to the Humanities

(Formerly HUMAN 30) 3 units/3 hours lecture. CR/NC option. Recommended: Completion of ENGL 100A or ENGL 100.

An introduction to the humanities focusing on the visual arts, drama, film, music, dance, literature, and philosophy/religion as forms of human expression. Emphasis will be on understanding and appreciating a variety of cultural expressions within their cultural context. The course may be taught thematically or may focus on a specific period of time. (CSU/UC)

AA/AS area E; CSU area C2; IGETC area 3B

HUMAN 10.2 Prophetic & New Testament Literature

(Formerly HUMAN 10B) 3 units/3 hours lecture. CR/NC option. Recommended: Eligibility for English 100 or 100A.

A critical and historical exploration of Old Testament prophetic literature and the development of the New Testament with emphasis on the quest of the historical Jesus, Paul and the growth of the Early Church. (CSU/UC)

AA/AS area E; CSU area C2; IGETC area 3B

HUMAN 48 Special Topics in Humanities

3 units/3 hours lecture. CR/NC option. Recommended: Eligibility for English 1A or equiv.

Recurrent themes and issues relating to the humanities as expressed in the visual and performing arts, literature, philosophy, and religion. Topics vary. (CSU/UC)

May be repeated with different topics.

LIR 50 Information Literacy for Research Projects

(Formerly LIBSC 50) 1 unit/2 hours lecture for 16 weeks. CR/NC option. Recommended: Completion or concurrent enrollment in ENGL 100A, 100B or 100.

Apply information literacy research methods, processes and strategies for preparing papers and essays. Develop search strategies in print; gather

electronic and Internet resources; evaluate information on a focused topic; organize ideas for written form; and use an appropriate citation and bibliographic style. (CSU)

AA/AS area 1

MA 65 Pharmacology & Administration of Medications

3 units/2 hours lecture, 3 hours laboratory. Grade only. Prerequisite: Completion of HLC 60, ANAT 58, and MA 61 (or MSR 61) Corequisite: Concurrent enrollment in MA 62 (or MSR 62B), MA 63A, and concurrent enrollment in MA 63AL. Recommended: Eligibility for ENGL 100, & MA 60 or 6 months experience in a medical office.

Principles, preparation & administration of medications by oral, intradermal, subcutaneous, and intramuscular routes. Basic math review for dosage calculations. Lab includes return demonstration by students. Drugs are identified by clinical use, mechanism of action, side effects, & adverse reactions. (CSU)

MUS 9 Jazz Appreciation

(Formerly MUS 51) 3 units/3 hours lecture. CR/NC option.

Lecture survey of jazz focussing on an understanding of its essential musical elements, its evolution, and the cultural contributions of African Americans. Special attention is given to the study of standard jazz forms, stylistic differences, and analysis of live and recorded performances. (CSU/UC)

AA/AS areas E, G; CSU area C1; IGETC area 3A

NRM 12 Introduction to Environmental Conservation

(Formerly NRM 10) 3 units/3 hours lecture. CR/NC option. Recommended: Eligibility for English 1A or equiv.

An introductory course in the management principles and techniques of forests and other wildland resources as related to the needs of society for wood, water, forage, recreation and wilderness. Emphasis on general principles and contemporary issues affecting the management of the nation's renewable natural resources. (CSU/UC)

AA/AS areas C, H; CSU areas B2, E

NRM 88 Watershed Ecology and Restoration

(Formerly NRM 280.25) 3 units/2 hours lecture, 3 hours laboratory. CR/NC option. Recommended: Eligibility for English 100 or 100A.

An introduction to the methods, techniques, and tools used to restore and enhance watershed health. (CSU)

NR 75A Fundamentals of Professional Nursing

11.5 units/6.5 hours lecture, 15 hours laboratory. Grade only. Prerequisite: Admission to the ADN program; completion of WEOC 99 or CI 52 (50 hrs), HS chemistry or CHEM 60; ANAT 1, PHYSIO 1, and HLC 55, MICRO 5 or MICRO 60; completion of, or concurrent enrollment in, FDNT 62; completion of physical exam form; required health documentation listed in application packet; current CPR card; malpractice insurance. Recommended: Completion of ENGL 100B or ENGL 100 is required for certificate; recommend taking prior to beginning program.

Concepts fundamental to professional nursing; nursing process, professionalism, basic physiological, psychosocial, and developmental needs and basic nursing skills are included in this course. Concepts from the basic sciences, anatomy, physiology and microbiology are applied throughout the course. Application of theoretical knowledge is guided by Orem's Self-Care Deficit Model. A number of teaching/learning strategies are incorporated in a variety of settings: classroom, skills laboratory and client-care settings providing students an opportunity to use the nursing process. (CSU)

NR 200 Perioperative Nursing for Professional Practice

3 units/8.5 hours lecture for 6 weeks. CR/NC only. Limits on enrollment: Current CA R.N. licensure; or concurrent enrollment in NR 75D

The focus of this course is the exploration of major concepts related to the practice of professional nursing in a perioperative setting. The course is designed for licensed R.N. or R.N. student in a program that will lead to eligibility to take the NCLEX-RN examination.

NR 201 Introduction to Perioperative Nursing Skills

0.5 unit/5 hours by arrangement for 5 weeks. CR/NC only. Corequisite: Concurrent enrollment in NR 200.

This course gives the licensed R.N. or R.N. student an opportunity to apply basic skills and concepts utilized in the perioperative setting by the professional nurse. Perioperative clinical areas within a hospital setting are used as a simulated laboratory.

NRV 51 Fundamentals and Basics of Nursing

8 units/8 hours lecture. Grade only. Prerequisite: Completion of FDNT 62, and completion of CSKL 374 (or CSKL 373B), and completion of HLC 60, and completion of ANAT 58, and completion of PHYSIO 58. Recommended: Completion of NRA 51.1 and eligibility for ENGL 1A.

This is the first in a series of theory courses which prepares students to practice vocational nursing. Orem's Self-Care Deficit Theory is used as a framework for the study of nursing fundamentals, nursing process, basic pharmacology, medication administration, and standard nursing and medical care for a variety of common disease states. The course compares and contrasts nursing care systems employed in health maintenance, acute illness, chronic illness and rehabilitation. Adapting standard nursing care to meet the needs of the elderly is also a focus. (CSU)

NRV 51L Fundamentals and Basic Clinical Experience

6 units/18 hours by arrangement. CR/NC only. Corequisite: NRV 51 (Fundamentals Theory) & NRV 58A (Fundamentals Skills Lab) Limits on enrollment: Admission to the program.

This is the first clinical course in the VN full time program. Fundamental principles learned in co-requisite theory and skills courses are applied in the care of patients in acute/sub-acute medical-surgical, respite day health and adaptive physical education settings. Mental & spiritual health concepts and socio-cultural aspects are explored as they apply to individually assigned patients. (CSU)

NRV 52.1 Intermediate Vocational Nursing

(Formerly NRV 52A) 8 units/8 hours lecture. Grade only. Prerequisite: Completion of NRV 51.

This is one of two intermediate level theory courses in the Full Time Vocational Nursing Program. The two primary foci of the course are the care of adult patients with increasingly complex problems and the integration of pediatric conditions related to each of the body systems. Concepts related to normal growth and development are integrated into the content. Pathological processes of selected disease states are explored with an emphasis on care of the perioperative patient. (CSU)

NRV 52.1L Intermediate Clinical for Vocational Nursing

(Formerly NRV 52AL) 4 units/12 hours by arrangement. CR/NC only. Prerequisite: Completion of NRV 51L. Corequisite: Concurrent enrollment in NRV 52A, and concurrent enrollment in NRV 58B.

This is one of two intermediate level clinical courses, which prepares students to practice vocational nursing. Principles learned in prerequisite and corequisite theory and skills courses are applied to the care of patients in acute medical-surgical settings. Compared with the first clinical course, students care for patients with more complicated medical conditions, who are less clinically stable. Students' focus is broadened to include more aspects of patient care. Perioperative care is a major focus of the course. (CSU)

NRV 52.2 Maternal-Child Health Nursing

(Formerly NRV 52B) 2 units/2 hours lecture. Grade only. Prerequisite: Completion of NRV 51.

Basic concepts of maternal and child health nursing with an emphasis on wellness. Theory focuses on normal perinatal period for mother, infant and family as a system. Deviations from norms are presented in all aspects of the

perinatal period for mother and infant with common interventions and medical/nursing regimens. Normal growth and development for infants through adolescent period in all aspects of nutrition, safety and expectations. (CSU)

NRV 52.2L Maternal-Child Health Nursing Clinical

(Formerly NRV 52BL) 2 units/6 hours by arrangement. CR/NC only. Prerequisite: Completion of NRV 51L. Corequisite: Concurrent enrollment in NRV 52B, and concurrent enrollment in NRV 58B. Recommended: Psych 4.

Second semester maternal child course for full time vocational nursing program. Application of concepts learned in prerequisite and corequisite theory and skills lab courses. Care of the normal and acute care of the obstetric, neonate, and pediatric clients. An emphasis on normal growth and development process in relationship to disease is emphasized. The family as a whole system of interactions for patient teaching and the administration of culturally sensitive care is applied to diverse clinical settings (i.e. nursery school, clinics, hospitals and intermediate residential care facilities). Orem's self-care deficit theory is the base for applying the nursing process for assigned clients. (CSU)

NRV 53 Advanced Vocational Nursing Theory

8 units/8 hours lecture. Grade only. Prerequisite: Completion of NRV 52A.

This is the advanced level theory course in the Full Time Vocational Nursing program. Concepts learned in prerequisite theory courses are integrated in the study of nursing care for severely acute and chronic illness patients in hospitals, ambulatory care, home care, residential skilled and community health settings. Health promotion and maintenance are emphasized. Health problems common in the elderly and legal/ethical dilemmas arising in their care are explored. Concepts fundamental to the leadership and delegation roles are presented. Community health and illness prevention are studied. (CSU)

NRV 53L Advanced Vocational Nursing Clinical

6.5 units/19.5 hours by arrangement. CR/NC only. Prerequisite: Completion of NRV 52AL. Corequisite: Concurrent enrollment in NRV 53, and concurrent enrollment in NRV 58C.

This is the advanced level clinical course for the full time vocational nursing program which includes a 120 hour preceptorship component in the final six weeks of the semester. The course prepares students to make the transition from student vocational nurse to entry-level practice. The principles learned in prerequisite and corequisite theory and skills level courses are applied to care of patients in acute, home care and skilled nursing settings with a team leadership component. Students are challenged with more complicated and unstable clients in a variety of settings. There is a community health focus which includes visits and reports on agencies in our community that can be used for referrals from a variety of settings (CSU)

NRV 58A Fundamental Skills Lab for Vocational Nursing

1 unit/3 hours by arrangement. CR/NC only. Limits on enrollment: Admission to the program.

Demonstration and supervised practice of basic nursing skills based on scientific principles and correlated with concepts from theory. Planning and implementing basic patient care are practiced in a simulated clinical setting. Relationships between these concepts and nursing skills relevant to steps in the nursing process; assessment, planning, implementing, evaluation and documentation are practiced. Students demonstrate competent skill performance in a simulated clinical setting. (CSU)

Changed Courses

NRV 58B Intermediate Skills Lab for Vocational Nursing Students

1 unit/3 hours by arrangement. CR/NC only. Prerequisite: Completion of NRV 58A.
Demonstration and supervised practice of intermediate skills based on scientific principles and concepts from theory. Planning and implementing intermediate patient care are done in the simulated clinical setting relevant to steps in the nursing process: assessment, planning, implementing, evaluation and documentation. Students will practice and demonstrate skills in the lab setting prior to the assignment of these skills in the clinical setting. (CSU)

NRV 58C Advanced Skills Lab for Vocational Nursing

0.5 unit/2.5 hours by arrangement for 11 weeks. CR/NC only. Prerequisite: Completion of NRV 58B.
Demonstration and supervised practice of advanced vocational nursing skills of scientific principles & concepts from corequisite theory. Planning & implementing advanced patient care in a simulated clinical setting relevant to steps in the nursing process: assessment, planning, implementing, evaluating and documenting. Students will demonstrate competent skills prior to use in clinical settings. Course includes the reinforcement of previously learned skills. Skills such as trach care, complex wound care, leadership & IV therapy within VN scope are demonstrated. (CSU)

PHIL 3 Critical Thinking

3 units/3 hours lecture. CR/NC option. Recommended: Eligibility for ENGL 100A or ENGL 100.

Practical reasoning, argumentation and the analysis of language as useful tools for making reasonable decisions about what to do and believe. (CSU/UC)

AA/AS area B; CSU area A3

PHIL 4 Introduction to Symbolic Logic

3 units/3 hours lecture. CR/NC option. Recommended: Concurrent enrollment or completion of ENGL 100; concurrent enrollment or completion of MATH 150A.

An introduction to modern symbolic logic from Statement Logic (SL) through first order Predicate Logic (PL) plus identity. The course explores the relationship between modern symbolic logic and developments in analytic philosophy. Areas of possible content include the relation between logic and computer systems. (CSU/UC)

AA/AS area B; CAN PHIL 6

PHIL 5 Critical Thinking/Writing

3 units/3 hours lecture. CR/NC option. Prerequisite: Completion of ENGL 1A.

The application of the principles of critical thinking to the writing of argumentative essays. Critical reasoning skills are presented and practiced in the context of the construction and the critique of numerous written, extended arguments. (CSU/UC)

AA/AS area B; CSU area A3; IGETC area 1B

PHIL 6 Introduction to Philosophy

3 units/3 hours lecture. CR/NC option. Recommended: Eligibility for English 1A or equiv.

An inquiry into truth and value through studies of the philosophers. Stresses philosophical problems or philosophical themes and issues or methods of philosophical inquiry. Attempts to guide the student's understanding of philosophy's role in personal and social life. (CSU/UC)

AA/AS area E; CSU area C2; IGETC area 3B; CAN PHIL 2

PHIL 7 Contemporary Moral Issues

3 units/3 hours lecture. CR/NC option. Recommended: Completion of ENGL 100B or ENGL 100.

An introduction to ethics that focuses on modern and classical moral

theories and their application to selected contemporary moral issues such as euthanasia, abortion, animal rights, and privacy. (CSU/UC)

AA/AS area E; CSU area C2; IGETC area 3B; CAN PHIL 4

PHIL 8 Comparative Religion

3 units/3 hours lecture. CR/NC option. Recommended: Eligibility for English 1A or equiv.

Study of the philosophies underlying the major Eastern and Western religions and the interrelationships between those philosophies. (CSU/UC)

AA/AS areas E, H; CSU area C2; IGETC area 3B

PHIL 12 Environmental Philosophy

3 units/3 hours lecture. CR/NC option. Recommended: Eligibility for English 1A or equiv.

An exploration of various philosophical views about what makes the natural environment worth valuing and an examination of how those philosophies apply to selected environmental issues or problems. (CSU/UC)

AA/AS areas E, H; CSU area C2; IGETC area 3B

PHIL 20 History of Western Philosophy: Ancient & Medieval

(Formerly PHIL 20.1) 3 units/3 hours lecture. CR/NC option. Recommended: Eligibility for English 1A or equiv.

History of Western philosophy from classical Greek philosophy to Descartes, concentrating on Socrates, Plato and Aristotle. (CSU/UC)

AA/AS area E; CSU area C2; IGETC area 3B; PHIL 20 + PHIL 21 = CAN PHIL SEQ A; CAN PHIL 8

PHIL 21 History of Western Philosophy: Modern

(Formerly PHIL 20.2) 3 units/3 hours lecture. CR/NC option. Recommended: Eligibility for English 1A or equiv.

History of Western philosophy from the Renaissance to the twentieth century. (CSU/UC)

AA/AS area E; CSU area C2; IGETC area 3B; PHIL 20 + PHIL 21 = CAN PHIL SEQ A; CAN PHIL 10

PHYED 1 Foundations of Physical Education & Sport

(Formerly PE 20) 3 units/3 hours lecture. Grade only. Recommended: Eligibility for English 100 or 100A.

Overview of the Physical Education and sport profession and allied fields of study. The prospective major will have an understanding of professional preparation requirements and education. (CSU/UC)

CAN KINE 2

PHYED 2 Sports Officiating Fall

(Formerly PE 21A) 2-3 units/up to 2 hours lecture, 2 hours laboratory. Grade only.

Rules and interpretations; necessary mechanics to effectively officiate either an individual or team sport. Practical experience required in intramurals, interscholastic and intercollegiate athletics. (CSU/UC)

PHYED 3 Sports Officiating Spring

(Formerly PE 21B) 2-3 units/up to 2 hours lecture, 2 hours laboratory. Grade only.

Rules, rule interpretation; necessary mechanics to effectively officiate either an individual or team sport. Practical experience required in intramurals and intercollegiate athletics. (CSU/UC)

PHYED 4 Introduction to Techniques of Athletic Training

(Formerly PE 72) 3 units/3 hours lecture, 1 hour laboratory. Grade only.

Recommended: Eligibility for ENGL 100A or ENGL 100.

Procedures, methodologies, and techniques in the care and prevention of athletic injuries with hands on application of prophylactic taping, rehabilitation, conditioning, prevention of injury and therapeutic equipment. (CSU/UC)

Changed Courses

PHYED 11 Non-Swimmer

(Formerly PE 2.1) 1 unit/2 hours laboratory. CR/NC option.
Physical and mental adjustment to water. (CSU/UC)
4 times for credit in any combination of levels.

PHYED 12.1 Beginning Swimmer

(Formerly PE 2.2) 1-2 units/up to 4 hours laboratory. CR/NC option.
Basic water safety skills and knowledge leading to safe practices while in, on or about the water. (CSU/UC)
4 times for credit in any combination of levels.

PHYED 12.2 Intermediate Swimmer

(Formerly PE 2.3) 1-2 units/up to 4 hours laboratory. CR/NC option. Recommended: Completion of PE 2.2.
Opportunity to learn the elements of good swimming skills. (CSU/UC)
4 times for credit in any combination of levels.

PHYED 12.3 Advanced Swimmer

(Formerly PE 2.4) 1-2 units/up to 4 hours laboratory. CR/NC option. Recommended: Completion of PE 2.3.
Advanced techniques in swimming, leading to increased stroke proficiency and endurance. (CSU/UC)
4 times for credit in any combination of levels.

PHYED 13.1 Aquatic Fitness

(Formerly PE 1.1) 1-2 units/up to 4 hours laboratory. CR/NC option. Recommended: Completion of PE 2.3.
Progressive program in swimming presented as a carry over activity in later adult life (CSU/UC)
4 times for credit in any combination of levels.

PHYED 13.3 Advanced Aquatic Fitness

(Formerly PE 1.3) 1-2 units/up to 4 hours laboratory. CR/NC option. Recommended: Completion of PE 1.1.
Aggressive program of physical fitness through swimming and dryland activity. (CSU/UC)
4 times for credit in any combination of levels.

PHYED 16 Aquatic Calisthenics

(Formerly PE 4) 1-2 units/up to 4 hours laboratory. CR/NC option.
Water exercise taking advantage of water pressure, water resistance and buoyancy. (CSU/UC)
4 times for credit in any combination of levels.

PHYED 17 Deep Water Running

(Formerly PE 61) 1-2 units/up to 4 hours laboratory. CR/NC option. Recommended: Completion of PE 2.2.
Deep water running and exercises for improving fitness, cross training, water safety, and rehabilitation. Workout composition, proper body mechanics, aquatics rehabilitation skills, and water safety skills will be presented. (CSU/UC)
4 times for credit in any combination of levels.

PHYED 18 Springboard Diving

(Formerly PE 5) 1-2 units/up to 4 hours laboratory. CR/NC option. Recommended: Completion of PE 2.3.
Basic springboard diving skills using one and three meter diving boards. (CSU/UC)
4 times for credit in any combination of levels.

PHYED 19.1 Beginning Water Polo

(Formerly PE 3.1) 1-2 units/up to 4 hours laboratory. CR/NC option. Recommended: Completion of PE 2.3.
Introductory and survey course in the sport of water polo. (CSU/UC)
4 times for credit in any combination of levels.

PHYED 19.2 Intermediate Water Polo

(Formerly PE 3.2) 1-2 units/up to 4 hours laboratory. CR/NC option. Recommended: Completion of PE 3.1.
Intermediate to advanced skills in various offensive and defensive techniques of water polo. (CSU/UC)
4 times for credit in any combination of levels.

PHYED 20 Synchronized Swimming

(Formerly PE 2.5) 1.5 units/3 hours laboratory. CR/NC option. Recommended: Completion of PE 2.3.
An introduction into the basic concepts of synchronized swimming. (CSU/UC)
4 times for credit in any combination of levels.

PHYED 21 Lifeguard Training

(Formerly PE 6) 2.5-3 units/up to 2 hours lecture, 2 hours laboratory. CR/NC option. Recommended: Completion of PE 2.4.
To provide students with the skills and knowledge needed to prevent and respond to aquatic emergencies to help sustain life, reduce pain, and minimize the consequences of injury or sudden illness until more advanced medical help can arrive. This course adheres to American Red Cross standards and meets the first aid, CPR and aquatic training requirements as specified by code to be a lifeguard in the State of California. (CSU/UC)
CAN KINE 12
4 times for credit in any combination of levels.

PHYED 22 Water Safety Instructor

(Formerly PE 7) 2.5-3 units/up to 2 hours lecture, 2 hours laboratory. CR/NC option. Recommended: Completion of PE 6.
Advanced techniques and methods of teaching swimming and water safety skills leading to American Red Cross WSI certificate. Students must be 17 years old by the end of the course. Instructor Candidate Training, a Red Cross prerequisite for this course, will be taught as part of the course. (CSU/UC)
CAN KINE 10
4 times for credit in any combination of levels.

PHYED 27.1 Beginning Aerobic Dance

(Formerly PE 15.1) 1-2 units/up to 4 hours laboratory. CR/NC option. Recommended: Completion of PE 22.
The main focus of this class is physical activity designed to increase cardiovascular/respiratory fitness and enhance body awareness. Movement patterns to music will be presented emphasizing aerobic conditioning and muscle toning. The instructor will select from a variety of aerobic activities including dance movements, free exercise movements, jogging, and exercising with steps, bands, and free weights, etc. (CSU/UC)
4 times for credit in any combination of levels.

PHYED 27.2 Intermediate Aerobic Dance

(Formerly PE 15.2) 1-2 units/up to 4 hours laboratory. CR/NC option. Recommended: Completion of PE 15.1.
Designed for students to continue to develop cardiovascular/respiratory fitness, through more complex and greater intensity movement patterns set to music. The class will also include muscle toning and stretching. The instructor will select from a variety of aerobic activities including dance movements, free exercise movements, jogging, and exercising with steps, bands, and free weights, etc. (CSU/UC)
4 times for credit in any combination of levels.

Changed Courses

PHYED 28.1 Beginning Step Aerobics

(Formerly PE 8.1) 1-2 units/up to 4 hours laboratory. CR/NC option.

This class involves Bench Stepping, an aerobic activity designed to increase cardiovascular/respiratory fitness, improve muscular strength and endurance, and enhance body awareness. Basic step patterns and movement combinations choreographed to music will be presented. (CSU/UC)
4 times for credit in any combination of levels.

PHYED 28.2 Intermediate Step Aerobics

(Formerly PE 8.2) 1-2 units/up to 4 hours laboratory. CR/NC option.

Intermediate aerobic bench stepping is designed to increase cardiovascular/respiratory fitness, improve muscle strength and endurance and enhance body awareness. Intermediate and advanced level step combinations and various movement patterns choreographed to music will be presented. (CSU/UC)
4 times for credit in any combination of levels.

PHYED 31.1 Beginning Body Conditioning

(Formerly PE 9.1) 1-2 units/up to 4 hours laboratory, 40 hours by arrangement. CR/NC option.

Designed to achieve a basic level of physical fitness through exercise, stretching activities and aerobic activities. Emphasis on cardiovascular pulmonary fitness, aerobic conditioning and lower flexibility. (CSU/UC)
4 times for credit in any combination of levels.

PHYED 31.2 Intermediate Body Conditioning

(Formerly PE 9.2) 1-2 units/up to 4 hours laboratory. CR/NC option.

Designed to achieve an intermediate level of total body fitness. Emphasis on cardiovascular-pulmonary fitness, aerobic conditioning and total body strength and flexibility. (CSU/UC)
4 times for credit in any combination of levels.

PHYED 31.3 Advanced Body Conditioning

(Formerly PE 9.3) 1-2 units/up to 4 hours laboratory. CR/NC option.

Designed to achieve an advanced level of physical fitness through a detailed program of exercise. Emphasis on cardiovascular-pulmonary fitness, aerobic conditioning and total body musculature conditioning. (CSU/UC)
4 times for credit in any combination of levels.

PHYED 32 Body Mechanics

(Formerly PE 10) 1-2 units/up to 4 hours laboratory. CR/NC option.

Provides student with "way of life through movement". (CSU/UC)
4 times for credit in any combination of levels.

PHYED 33 Pilates Mat

(Formerly PE 92) 1-2 units/up to 4 hours laboratory. CR/NC option.

This class is designed for individuals of all fitness levels, dancers and athletes who want to increase overall movement efficiency, correct muscle imbalances, increase core strength and develop the mind/body connection during movement. Students will be introduced to principles of proper alignment, strength, flexibility, balance and coordination through mat exercises that have evolved from the original techniques developed by fitness pioneer, Joseph H. Pilates. Deep breathing is used to facilitate smooth and efficient movement, promote sufficient oxygen circulation and enhance kinesthetic awareness. (CSU/UC)
4 times for credit in any combination of levels.

PHYED 37.1 Beginning Weight Training

(Formerly PE 14.1) 1-2 units/up to 4 hours laboratory. CR/NC option.

Resistance exercises through the use of: nautilus weight machines, plate

loaded nautilus weight machines, basic free weight use of bars, barbells and dumbbells, to develop muscular fitness. (CSU/UC)
4 times for credit in any combination of levels.

PHYED 37.2 Intermediate Weight Training

(Formerly PE 14.2) 1-2 units/up to 4 hours laboratory. CR/NC option. Recommended: Completion of PE 14.1.

In-depth exposure to nautilus machines, dumbbells, barbells related to repetition and resistance. (CSU/UC)
4 times for credit in any combination of levels.

PHYED 38.1 Beginning Weight Lifting

(Formerly PE 13) 1-2 units/up to 4 hours laboratory. CR/NC option.

Development of body with use of weights. (CSU/UC)
4 times for credit in any combination of levels.

PHYED 38.2 Intermediate Weight Lifting

(Formerly PE 13.2) 1-2 units/up to 4 hours laboratory. CR/NC option. Recommended: Completion of PE 13.

This is an Intermediate Power Lifting course with an emphasis on technique, safety, correction and improvement. (CSU/UC)
4 times for credit in any combination of levels.

PHYED 38.3 Advanced Weight Lifting

(Formerly PE 13.3) 1-2 units/up to 4 hours laboratory. CR/NC option. Recommended: Completion of PE 13.2.

Advanced Power Lifting course with an emphasis on proper technique, safety concerns, improvement of strength, muscle size and testing. (CSU/UC)
4 times for credit in any combination of levels.

PHYED 48 Selected Topics in Physical Education

(Formerly PE 48) 1-3 units/up to 2 hours lecture, 2 hours laboratory. CR/NC option.

Intensive study or practice of a topic in Physical Education of current interest selected by the Physical Education Department and presented by an instructor specializing in that area. (CSU/UC)
May be repeated with different topics.

PHYED 49 Special Studies in Physical Education

(Formerly PE 49) 1-3 units/up to 3 hours lecture, 6 hours by arrangement. Grade only. Prerequisite: Application to Department. Recommended: Eligibility for ENGL 100A or ENGL 100.

Seminars or individual conferences by arrangement to provide for independent study and enriched academic experience. (CSU/UC)
Independent study including 49 and 98 courses - 6 unit total.

PHYED 50 Teaching Aides

(Formerly PE 82) 1-2 units/up to 4 hours laboratory. CR/NC option. Recommended: Eligibility for ENGL 100A or ENGL 100.

Teaching techniques for physical education tutors. Student will assist faculty in a classroom environment for a semester. (CSU)
Independent study including 49 and 98 courses - 6 unit total.

PHYED 51 Fitness/Health Assessment

(Formerly PE 94) 1 unit/2 hours laboratory. CR/NC option.

An individual functional fitness assessment for health and fitness components. Students receive test interpretation and personal exercise program guidelines. (CSU)
May be taken for a total of 4 units.

PHYED 52 Fitness for Living

(Formerly PE 95) 2 units/1 hour lecture, 3 hours laboratory. Grade only. Recommended: Eligibility for ENGL 100B or ENGL 100.

Knowledge of physical fitness, benefits, training principles, appropriate exercise and health practices with application to lifelong health and exercise habits. Includes lecture, laboratory, exercise, and physical fitness tests. (CSU)

PHYED 56 Competition & Motivation for Sport - Team Concepts

(Formerly PE 74A) 3 units/3 hours lecture. CR/NC option. Recommended: Eligibility for ENGL 100A or ENGL 100.

Introduction to the psychological, motivational, competitive and physical dimensions of sport. Survey for the athlete and coach to facilitate maximum performance. No UC Credit if taken after Spring 1990. (CSU)

PHYED 57 Competition & Motivation for Sport - Individual

(Formerly PE 74B) 3 units/3 hours lecture. CR/NC option. Recommended: Eligibility for ENGL 100A or ENGL 100.

Psychological dimensions of sport and athletic performance. Survey of sport, self and society. No UC credit if taken after Spring 1990. (CSU)

PHYED 58 Intro to Leadership Principles, Team Building & Coaching

(Formerly PE 76) 3 units/3 hours lecture. CR/NC option.

An introduction to successful leadership principles, skills and philosophies, coaching effectiveness and team-building dynamics. (CSU)

PHYED 59 Psychological Aspects of Sport

(Formerly PE 77) 3 units/3 hours lecture. CR/NC option. Recommended: Eligibility for ENGL 100A or ENGL 100.

Foundation of psychological aspects of the subdiscipline of sports psychology. Theoretical and applied teaching skills will be covered in an interactive format. (CSU)

PHYED 63 Application of Sports Medicine (Athletic Training)

(Formerly PE 85.1) 2 units/1 hour lecture, 2 hours laboratory. CR/NC option. Recommended: Eligibility for English 100 or 100A.

This course will provide the student with a lab setting & the opportunity to apply the principles of Athletic Training. It will include pre- & post- practice techniques, injury management methodologies and pre- & post- competition procedures. This course partially fulfills the requisites and requirements of the National Athletic Trainers Association Certification. (CSU)
May be taken for a total of 8 units.

PHYED 64 Principles of Wilderness Injuries

(Formerly PE 84.1) 2 units/16 hours lecture, 30 hours laboratory for 1 week. CR/NC option.

The course will provide the student with a unique opportunity and exposure to study and identify wilderness injuries common to back country travel. Emphasis will be placed on management of acute injuries sustained in a wilderness environment. (CSU)

PHYED 65 Principles of Wilderness Illnesses

(Formerly PE 84.2) 2 units/16 hours lecture, 30 hours laboratory for 1 week. CR/NC option.

The course will provide the student with a unique opportunity and exposure to study and identify wilderness injuries common to back country travel. Emphasis will be placed on management of acute illnesses sustained in a wilderness environment. (CSU)

PHYED 66 Personal Safety & Self Defense

(Formerly PE 81) 1 unit/2 hours laboratory. CR/NC option.

Instruction in personal safety and assault prevention with an emphasis on physical and psychological aspects of personal defense. Physical defensive tactics and techniques are included. (CSU/UC)
4 times for credit in any combination of levels.

PHYED 67.1 Beginning Fencing

(Formerly PE 16.1) 1-2 units/up to 4 hours laboratory. CR/NC option.

Fundamentals of French foil weapon with emphasis in basic footwork, attacks, parries, bladework, and bout experience. (CSU/UC)
4 times for credit in any combination of levels.

PHYED 67.2 Intermediate Fencing

(Formerly PE 16.2) 1-2 units/up to 4 hours laboratory, 4 hours by arrangement. CR/NC option. Recommended: Completion of PE 16.1.

Continuation of fundamentals with advanced use of foil from on guard position through attacks, parries, ripostes to combination of skills and match experiences. (CSU/UC)
4 times for credit in any combination of levels.

PHYED 67.3 Advanced Fencing

(Formerly PE 16.3) 1 unit/2 hours laboratory. CR/NC option. Recommended: Completion of PE 16.2.

Students will learn advanced skills and techniques of foil fencing. Students will learn advanced strategies for competition, individual lesson skills, both giving and taking, and advanced refereeing skills in bouts using competitive electric scoring. (CSU/UC)
4 times for credit in any combination of levels.

PHYED 68.1 Beginning Sabre

(Formerly PE 12.1) 1 unit/2 hours laboratory. CR/NC option.

Student will learn techniques in beginning sabre fencing within the context of the tradition of arms including honor, sportsmanship and proper deportment. Precise movements, rules and judging bouts in a manner unique to sabre will be presented in a format in which the student learns the actions in the context of combat. (CSU/UC)
4 times for credit in any combination of levels.

PHYED 68.2 Intermediate Sabre

(Formerly PE 12.2) 1 unit/2 hours laboratory. CR/NC option. Recommended: Completion of PE 12.1.

Students will learn intermediate skills and techniques of sabre fencing. Students will learn precise movements, rules and judging bouts using competitive electric scoring. (CSU/UC)
4 times for credit in any combination of levels.

PHYED 68.3 Advanced Sabre

(Formerly PE 12.3) 1 unit/2 hours laboratory. CR/NC option. Recommended: Completion of PE 12.2.

Students will learn advanced skills and techniques of sabre fencing. Students will learn advanced strategies for competition, individual lesson skills, both giving and taking, and advanced refereeing skills in bouts using competitive electronic scoring. (CSU/UC)
4 times for credit in any combination of levels.

Changed Courses

PHYED 69.1 Beginning Dueling Sword (Epee)

(Formerly PE 21.1) 1 unit/2 hours laboratory. CR/NC option.

Students will learn techniques in beginning dueling sword (epee) fencing within the context of the tradition of arms including honor, sportsmanship and proper deportment. Precise movements, rules and judging bouts in a manner unique to sabre will be presented in a format in which the student learns the action in the context of combat. (CSU/UC)

4 times for credit in any combination of levels.

PHYED 69.3 Advanced Dueling Sword (Epee)

(Formerly PE 21.3) 1 unit/2 hours laboratory. CR/NC option. Recommended: Completion of PE 21.1.

Students will learn intermediate skills and techniques of dueling sword (epee) fencing. Students will learn precise movements, rules and judging bouts using competitive electric scoring. (CSU/UC)

4 times for credit in any combination of levels.

PHYED 70.1 Beginning Judo

(Formerly PE 17.1) 1 unit/2 hours laboratory. CR/NC option.

A beginning self-defense course in Judo with emphasis on fundamentals of throwing and mat techniques. (CSU/UC)

4 times for credit in any combination of levels.

PHYED 70.2 Intermediate Judo

(Formerly PE 17.2) 1 unit/2 hours laboratory. CR/NC option. Recommended: Completion of PE 17.1.

A progressive course designed for the continuing Judo student. Focus on advanced techniques and history of Judo in America. (CSU/UC)

4 times for credit in any combination of levels.

PHYED 70.3 Advanced Judo

(Formerly PE 17.3) 1 unit/2 hours laboratory. CR/NC option. Recommended: Completion of PE 17.2.

A progressive course designed for the advanced Judo student. Competitive and self defense aspects of Judo, and increased fitness levels will be offered. (CSU/UC)

4 times for credit in any combination of levels.

PHYED 71.1 Beginning Karate

(Formerly PE 18.1) 1-1.5 units/up to 3 hours laboratory. CR/NC option.

A beginning level self defense course that develops the body, mind and spirit through training that uses the arms and legs as weapons. Training includes Karate basics, kata and sparring as well as various conditioning exercises that develop speed, power, reaction and flexibility. Each course will emphasize a selected style including Japanese Shotokan, Okinawan Shito and Korean Taekwondo. (CSU/UC)

4 times for credit in any combination of levels.

PHYED 71.2 Intermediate Karate

(Formerly PE 18.2) 1-1.5 units/up to 3 hours laboratory. CR/NC option.

Recommended: Completion of PE 18.1.

A intermediate level self defense course that develops the body, mind and spirit through training that uses the arms and legs as weapons. Training includes Karate basics, kata and sparring as well as various conditioning exercises that develop speed, power, reaction and flexibility. Each course will emphasize a selected style including Japanese Shotokan, Okinawan Shito and Korean Taekwondo. (CSU/UC)

4 times for credit in any combination of levels.

PHYED 72.1 Beginning Boxing

(Formerly PE 78) 1-2 units/up to 4 hours laboratory. CR/NC option.

Beginning Boxing is a course designed to challenge/build cardiovascular efficiency, muscular strength, endurance, coordination, agility, balance, fitness, and flexibility. Students will be introduced to basic boxing fundamentals. (CSU/UC)

4 times for credit in any combination of levels.

PHYED 73.1 Beginning Wrestling

(Formerly PE 19.1) 1-2 units/up to 4 hours laboratory. CR/NC option.

A progressive program in wrestling designed to teach the basic skills of scholastic and freestyle wrestling. (CSU/UC)

4 times for credit in any combination of levels.

PHYED 73.3 Advanced Wrestling

(Formerly PE 19.3) 1-2 units/up to 4 hours laboratory. CR/NC option. Recommended: Completion of PE 19.1.

Progressive program in wrestling designed to teach advanced skills of scholastic, freestyle and Greco-Roman wrestling. (CSU/UC)

4 times for credit in any combination of levels.

PHYED 76.1 Beginning Archery

(Formerly PE 33.1) 1 unit/2 hours laboratory. CR/NC option.

Elective physical education course providing student with an introduction to archery fundamentals; designed to meet skill, comprehension and attitude objectives. (CSU/UC)

4 times for credit in any combination of levels.

PHYED 76.2 Intermediate Archery

(Formerly PE 33.2) 1 unit/2 hours laboratory. CR/NC option. Recommended:

Completion of PE 33.1.

Designed to fulfill the desires of those students who wish to pursue the art and skills of archery beyond those offered in a beginning class. (CSU/UC)

4 times for credit in any combination of levels.

PHYED 77.1 Beginning Badminton

(Formerly PE 34.1) 1-2 units/up to 4 hours laboratory. CR/NC option.

Introduction to the sport activity of badminton with emphasis on fundamental skills and strategies as well as court etiquette. (CSU/UC)

4 times for credit in any combination of levels.

PHYED 77.2 Intermediate Badminton

(Formerly PE 34.2) 1-2 units/up to 4 hours laboratory. CR/NC option. Recommended:

Completion of PE 34.1.

Designed to offer students the opportunity to further their mastery of badminton with emphasis on refinement of skills and strategy through both singles and doubles play. (CSU/UC)

4 times for credit in any combination of levels.

PHYED 77.3 Advanced Badminton

(Formerly PE 34.3) 1-2 units/up to 4 hours laboratory. CR/NC option. Recommended:

Completion of PE 34.2.

Advanced exposure to the sport activity of badminton with emphasis on refinement and strategic use of skills through competitive play. (CSU/UC)

4 times for credit in any combination of levels.

PHYED 78.1 Beginning Golf

(Formerly PE 35.1) 1 unit/2 hours laboratory. CR/NC option.

Introduction to the game of golf, its fundamental skills, strategies, rules and etiquette. (CSU/UC)

4 times for credit in any combination of levels.

Changed Courses

PHYED 78.2 Intermediate Golf

(Formerly PE 35.2) 1 unit/2 hours laboratory. CR/NC option. Recommended: Completion of PE 35.1.

Designed for the intermediate student to develop their skills by use of concentrated drills with (mid and long) irons and woods; challenge shots. (CSU/UC)

4 times for credit in any combination of levels.

PHYED 78.3 Advanced Golf

(Formerly PE 35.3) 1 unit/4 hours laboratory for 10 weeks. CR/NC option. Recommended: Completion of PE 35.2.

Advanced skills of golf assimilating practical situations of practice that would occur on a golf course. Short game: 80-60-40 yd wedge shots, putting/chipping/pitch sand bunker shots (green side up and down). Driving range work, all clubs, mental aspects of course management, and goal cards. (CSU/UC)

4 times for credit in any combination of levels.

PHYED 79 Pickleball

(Formerly PE 24.1) 1 unit/2 hours laboratory. CR/NC option.

The course will emphasize the skills, techniques, game strategies and rules that make up the game of Pickleball. Students will receive test interpretation and competition in singles and doubles play. (CSU/UC)

4 times for credit in any combination of levels.

PHYED 80.1 Beginning Tennis

(Formerly PE 37.1) 1-2 units/up to 4 hours laboratory. CR/NC option.

An elective physical education course designed to provide the student with an introduction of fundamental skills involved in the game of tennis. Also to teach the rules and basic strategies related to game play. (CSU/UC)

4 times for credit in any combination of levels.

PHYED 80.2 Intermediate Tennis

(Formerly PE 37.2) 1-2 units/up to 4 hours laboratory. CR/NC option. Recommended: Completion of PE 37.1.

Advanced skills and team play. (CSU/UC)

4 times for credit in any combination of levels.

PHYED 80.3 Advanced Tennis

(Formerly PE 37.3) 1-2 units/up to 4 hours laboratory. CR/NC option. Recommended: Completion of PE 37.2.

Advanced technique of fundamentals, tactics and strategies associated with competitive tennis. Special emphasis placed on drills and competitive play situations. Tournament play optional. (CSU/UC)

4 times for credit in any combination of levels.

PHYED 81.1 Beginning Track & Field

(Formerly PE 38.1) 1 unit/2 hours laboratory. CR/NC option.

Fundamentals of running, hurdling, jumping and throwing. (CSU/UC)

4 times for credit in any combination of levels.

PHYED 81.2 Intermediate Track & Field

(Formerly PE 38.2) 1 unit/2 hours laboratory. CR/NC option. Recommended: Completion of PE 38.1.

In-depth study of running, jumping, throwing and hurdling emphasizing the latest techniques and training methods. (CSU/UC)

4 times for credit in any combination of levels.

PHYED 81.3 Advanced Track & Field

(Formerly PE 38.3) 1-2 units/up to 4 hours laboratory. CR/NC option. Recommended: Completion of PE 38.2.

Progressive program designed to teach advanced techniques in running, jumping, throwing and hurdling. (CSU/UC)

4 times for credit in any combination of levels.

PHYED 86.1 Beginning Baseball

(Formerly PE 41.1) 1 unit/2 hours laboratory. CR/NC option.

Develops beginning individual and group skills and techniques of baseball. (CSU/UC)

4 times for credit in any combination of levels.

PHYED 86.2 Intermediate Baseball

(Formerly PE 41.2) 1-2 units/up to 4 hours laboratory. CR/NC option.

Develops intermediate individual and group skills and concepts of team play. Emphasis on participation through drills and game play. (CSU/UC)

4 times for credit in any combination of levels.

PHYED 86.3 Advanced Baseball

(Formerly PE 41.3) 1-2 units/up to 4 hours laboratory. CR/NC option.

A progressive program of advanced techniques and strategies in baseball. Specialized time devoted to videotaping and film analysis for individual development. (CSU/UC)

4 times for credit in any combination of levels.

PHYED 87.1 Beginning Basketball

(Formerly PE 42.1) 1-2 units/up to 4 hours laboratory. CR/NC option.

Introductory techniques of basketball. (CSU/UC)

4 times for credit in any combination of levels.

PHYED 87.2 Intermediate Basketball

(Formerly PE 42.2) 1-2 units/up to 4 hours laboratory. CR/NC option. Recommended: Completion of PE 42.1.

Designed to develop intermediate individual skills and concepts of team play. Emphasis on participation through drills and game play. (CSU/UC)

4 times for credit in any combination of levels.

PHYED 87.3 Advanced Basketball

(Formerly PE 42.3) 1-2 units/up to 4 hours laboratory. CR/NC option. Prerequisite: Completion of PE 42.2 (or PE 116.2).

In depth lecture and laboratory study of individual offensive techniques, defensive skills and game strategies of men's and women's basketball. Serves as technique course in coaching for physical education or recreation majors and prepares potential varsity players physically and mentally for intercollegiate competition. (CSU/UC)

4 times for credit in any combination of levels.

PHYED 88 Flag Football

(Formerly PE 43) 1 unit/2 hours laboratory. CR/NC option.

Touch football with emphasis on team play. (CSU/UC)

4 times for credit in any combination of levels.

PHYED 89 Football Passing Game

(Formerly PE 44) 1 unit/2 hours laboratory. CR/NC option.

Fundamentals of the football passing and kicking game, both from an offensive and defensive position. Types of pass action, defense coverages and kicking fundamentals. (CSU/UC)

May be taken for a total of 4 units.

Changed Courses

PHYED 90 Softball

(Formerly PE 46) 1 unit/2 hours laboratory. CR/NC option.

Instructional drills combined with class competition to develop individual skills as well as team offense and defense. Rules and strategies of game comparing slow and fast pitch. (CSU/UC)
4 times for credit in any combination of levels.

PHYED 92.1 Beginning Soccer

(Formerly PE 45.1) 1-2 units/up to 4 hours laboratory. CR/NC option.

Laws of the game, team strategy, as well as fundamental skill necessary to play the game. (CSU/UC)
4 times for credit in any combination of levels.

PHYED 92.2 Intermediate Soccer

(Formerly PE 45.2) 1-2 units/up to 4 hours laboratory. CR/NC option.

A basic understanding of the game of soccer, including the laws of the game, fundamental skills, team tactics and positional coaching necessary to play the game. (CSU/UC)
4 times for credit in any combination of levels.

PHYED 92.3 Advanced Soccer

(Formerly PE 45.3) 1-2 units/up to 4 hours laboratory. CR/NC option. Recommended: Completion of PE 45.2.

A complete knowledge of the game of soccer, including excellent physical conditioning and skills, along with a thorough knowledge of team tactics and systems of play. (CSU/UC)
4 times for credit in any combination of levels.

PHYED 93 Mini Soccer

(Formerly PE 47) 1-2 units/up to 4 hours laboratory. CR/NC option.

Skills and techniques related to mini (indoor) soccer. (CSU/UC)
4 times for credit in any combination of levels.

PHYED 96.1 Beginning Volleyball

(Formerly PE 39.1) 1-2 units/up to 4 hours laboratory. CR/NC option.

Presentation of basic volleyball fundamentals, participation in match play and rules for the game. Basic individual skills, team techniques, and game strategies will be emphasized. (CSU/UC)
4 times for credit in any combination of levels.

PHYED 96.2 Intermediate Volleyball

(Formerly PE 39.2) 1 unit/2 hours laboratory. CR/NC option. Recommended: Completion of PE 39.1.

Presentation of intermediate level volleyball skills, participation in match play, and a review of the rules of the game. Improvement of individual skills, team techniques, and game strategies will be emphasized. Enjoyment of the sport of volleyball. (CSU/UC)
4 times for credit in any combination of levels.

PHYED 96.3 Advanced Volleyball

(Formerly PE 39.3) 1-2 units/up to 4 hours laboratory. CR/NC option. Recommended: Completion of PE 39.1.

Theory and practice of power volleyball. Advanced techniques of tactics in tournament competition. Drills and practice, intensive review of rules; tournament play optional. (CSU/UC)
4 times for credit in any combination of levels.
attendance and completion of the course objectives. (CSU)

RADT 62BL Clinical Experience V

9 units/27 hours by arrangement. Grade only. Prerequisite: RADT 62AL

Performance for competency evaluation of radiographic procedures in assigned radiology departments under the supervision of a registered radiologic technologist. Students draw upon principles of anatomy, patient care, radiation protection, and radiographic technique in the practice of patient positioning. Clinical experience is gained through attendance and completion of the course objectives. (CSU)

RADT 64 Patient Care in Medical Imaging

3 units/3 hours lecture. Grade only. Prerequisite: Admission to Radiologic Technology program or possession of licensure as a radiologic technologist. Corequisite: RADT 61A, 61AL, 64L and 60.

This course provides students with basic concepts of patient care, including consideration for the physical and psychological needs of the patient and family. Routine and emergency patient care procedures, infection control, and the role of the radiologic technologist in patient education. (CSU)

SPCH 1A Introduction to Speech

3 units/3 hours lecture. CR/NC option. Recommended: Eligibility for Engl 1A.

The study of public speaking. Improves student's ability to prepare, organize and deliver a speech and to evaluate critically various forms of communication. (CSU/UC)

AA/AS area B; CSU area A1; IGETC area 1C; CAN SPCH 4

Deleted Courses

AG 295.2 Shrubs, Vines, Groundcovers

CIS 12A COBOL Programming

CIS 12B Advanced COBOL Programming

CIS 61.11 Lotus 1-2-3

CIS 65.31 WordPerfect

CIS 69.11 dBASE

DNA 57 Clinical Dental Assisting

DNA 257 Dental Insurance

EMC 233 Non-Traditional First Responder

ENGL 100A Reading Improvement

ENGL 100B Writing Improvement

ENGL 357 Basic/Developmental Composition

PE 51B Men's Varsity Basketball

PE 75B Women's Varsity Basketball