

## Course Descriptions

### General Information

#### BASIC SKILLS ADVISORY SYSTEM

A Basic Skill Advisory refers to the recommended skill level in reading, writing, and/or mathematics which is needed before enrolling in a course. In order to succeed in most courses, students need to demonstrate at specific levels reading and writing skills and, for some courses, perform mathematical operations before enrolling. Designating these basic skill levels informs students at which minimum levels they need to perform before enrolling in the target courses.

Basic skill levels are recommended rather than mandatory, but students are strongly encouraged to adhere to them and follow the advice of their counselor. Counselors use placement test results and other information to determine whether a student needs to raise his/her skill levels before enrolling in a target course.

#### Open Curriculum

Some courses are designated as OPEN CURRICULUM (OC) courses. This designation means that specific levels of reading, writing and/or math are not required for successful course completion. Most OC designated courses are activity courses which do not require students to use reading, writing, and/or math skills. Some OC designated courses are entry level reading, writing, and/or math courses. Specific levels of proficiency for enrollment in these courses are not designated because students may begin at their current instructional levels and proceed to higher levels of performance until they reach exit levels for course completion. Some of these courses, however, such as READ 826, ENGL 826, and MATH 811 may require that placement test results and other information be on file prior to the first day of class.

#### Recommended Basic Skill Level Summary:

Level 1 Students must be eligible for READ 836, and ENGL 836 or ESL 400

Level 2 Students must be eligible for READ 420 and ENGL 100

Level 3 Students must be eligible for ENGL 110

Math 2/3 Students must be eligible for MATH 110 or 111

Math 4 Students must be eligible for MATH 120 or MATH 122

#### Level 1

If a course has the designation Level: 1, students need to demonstrate ability to read and write at the 9th grade level.

In order to demonstrate proficiency at this level, students may attain appropriate Reading and English Placement Test scores or they may complete successfully the following combinations of reading and writing courses to reach this level:

ENGL 826 (3 units) and READ 826 (3 units) or

ENGL 804 (4 units) or

ESL 844 (4 units) and ESL 864 (4 units)

#### Level 2

If a course is designated LEVEL: 2, students need to demonstrate ability to read and write at the 11th grade level.

In order to demonstrate proficiency at this level, students may attain appropriate Reading and English Placement Test scores or they may complete successfully the following combinations of reading and writing courses to read at this level:

READ 836, and ENGL 836 or ESL 400

#### Level 3

If a course is designated LEVEL: 3, students need to demonstrate ability to read and write at the college level.

In order to demonstrate proficiency at this level, students may attain appropriate Reading and English Placement Test scores or they may complete successfully the following combination of reading and writing courses to read at this level:

READ 420 (3 units) and ENGL 100\*

\*If ENGL 100 is a COURSE PREREQUISITE for a particular course, students must take the course. An appropriate English Placement Test score does not apply in this case.

#### Math 2/3 (M2) (M3)

If a course is designated as MATH 2 or M2, students must be eligible for MATH 111. This means that students need to demonstrate the ability to perform basic arithmetic operations successfully. MATH 111 and 112 cover elementary algebra offered in two semesters.

In order to demonstrate proficiency at the M2 level, students may attain an appropriate Placement Test score in math or they may complete successfully MATH 811 (Pre-algebra).

If a course is designated as MATH 3 or M3, students must be eligible for MATH 110 which covers elementary algebra in one semester. This means that students need to demonstrate the ability to perform basic arithmetic operations successfully.

In order to demonstrate proficiency at the M3 level, students may attain an appropriate Placement Test score in math or they may complete successfully MATH 811 (Pre-algebra).

#### Math 4 (M4)

If a course is designated as MATH 4 or M4, students must be eligible for MATH 121 or 122. This means that students need to demonstrate ability to perform basic algebraic operations successfully.

In order to demonstrate proficiency at the M4 level, students may attain an appropriate Placement Test score in math or they may take MATH 110 or MATH 111 and 112.

Note: If any of the math courses specified above are designated as PRE-REQUISITES for a particular course(s), students must take the courses specified. Appropriate Placement Test scores in Math do not apply in this case.

**CREDIT VALUE**

The credit value of each course in semester units is indicated just under the title. A semester unit of credit is equivalent to one hour of the student's time per week in lecture for semester length courses with two hours per week in study and preparation, or three hours per week in laboratory or activity courses.

**CALIFORNIA ARTICULATION NUMBER (CAN)**

The California Articulation Number (CAN) identifies some of the transferable lower division, introductory courses commonly taught within each academic discipline on college campuses. The system assures students that CAN courses on one participating campus will be accepted in lieu of the comparable CAN course on another participating campus. Counselors will provide interested students with a list of participating institutions.

The CAN system is new and growing and designed to facilitate student transfer between and among public institutions of higher education in the State of California. CAN numbers are listed parenthetically after the course descriptions in the listing of courses.

**DESCRIPTIONS**

All courses and curricula listed in this catalog will not necessarily be offered during 2006-2007. Courses are offered at the College's discretion in accordance with its determination of educational needs and available resources. Courses may be added, canceled, or combined when circumstances warrant. Note: Courses listed as transferable may or may not be acceptable to a specific transfer institution to meet the requirements of a major. Consult with a counselor before planning your program.

The following courses have been approved for all instructional departments:

**670 COOPERATIVE EDUCATION/WORK EXPERIENCE**

(See course description under Cooperative Education section)

**672 COOPERATIVE EDUCATION: INTERNSHIP**

(See course description under Cooperative Education section)

**680-689 SELECTED TOPICS (DEGREE/CERTIFICATE APPLICABLE, TRANSFERABLE)**

*Units (Grade Option) 0.5-3; Class Hours: By Arrangement; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* These courses focus on selected topics not covered by regular catalog offerings. Course content and unit credit are determined by the appropriate division in relation to community/student need and available staff. These innovative, experimental courses may be offered as lecture or lab classes. See semester class schedule for particular offerings. Transfer: CSU.

**690 RESEARCH PROJECTS**

*Units 1-3; Class Hours: By Arrangement; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Two previous courses in the discipline, or concurrent enrollment in the second course, and an overall 3.0 GPA in the department; Prerequisite(s): None. Description:* Research projects in a particular discipline. Content to be arranged with individual faculty member and approved by appropriate Division

Dean. No student may enroll in more than two research courses per semester. Transfer: CSU.

**695 INDEPENDENT STUDY**

*Units (Grade Option) 0.5-6 (No more than 3 units per semester); Class Hours: By Arrangement; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Self-paced, individualized instruction is provided in selected areas to be arranged with an instructor and student and approved by the dean. Varying modes of instruction can be used – lecture, laboratory, research, skill development, etc. May be repeated for credit up to 6 units. Transfer: CSU.

**879 SELECTED TOPICS (DEGREE/CERTIFICATE APPLICABLE, NON-TRANSFERABLE)**

*Units (Grade Option) 0.5-3; Class Hours: By Arrangement; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* These courses focus on selected topics not covered by regular catalog offerings. Course content and unit credit are determined by the appropriate division in relation to community/ student need and available staff. These innovative, experimental courses may be offered as lecture or lab classes. See semester class schedule for particular offerings. Not designed for transfer credit. Units apply toward AA/AS degree or certificate. May be repeated for credit up to 3 units.

**880 OTHER SELECTED TOPICS (NON-DEGREE/NON-CERTIFICATE APPLICABLE, NON-TRANSFERABLE)**

*Units (Grade Option) 0.5-3; Class Hours: By Arrangement; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Any division may offer 880 courses focusing on selected topics not covered by regular catalog offerings and treating the development of reading and writing skills. Appropriate divisions may also offer non-degree credit experimental courses in reading, writing and/or math skills. Course content and unit credit to be determined by the appropriate division in relation to community/ student need and available staff. These innovative, experimental courses may be offered as lecture or lab classes. See semester schedule for particular offerings. Not designed for transfer credit. Units do not apply toward AA/AS degree nor certificate. May be repeated for credit up to 3 units.

## ACCOUNTING

### ACTG 100 ACCOUNTING PROCEDURES

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, ENGL 836 or ESL 400, and MATH 110 or 111; Prerequisite(s): None. Description:* Introduction to basic accounting principles and procedures. The accounting equation is utilized to record business transactions in journal form to create worksheets, trial balances, income statements, and balance sheets. Successful completion of BUS. 110 or 115 is recommended. Transfer: CSU.

### ACTG 121 FINANCIAL ACCOUNTING (CAN BUS 2) (CAN BUS SEQ A = ACTG 121 + 131)

*Units 4; Class Hours: Minimum of 64 lecture hours/semester; Recommended: Eligibility for READ 836, ENGL 836 or ESL 400, and MATH 110 or 111; Prerequisite(s): None. Description:* Introduction to the fundamentals of basic accounting including how to record business transactions, prepare financial statements, and use accounting information in accordance with generally accepted accounting standards. The course includes both theoretical and practical problem-solving learning experiences to help the student develop analytical abilities in using financial data. Recommended for all business major transfer students. Transfer: CSU, UC.

### ACTG 131 MANAGERIAL ACCOUNTING (CAN BUS 4) (CAN BUS SEQ A = ACTG 121 + 131)

*Units 4; Class Hours: Minimum of 64 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): ACTG 121. Description:* Prepare financial information used in the planning, organizing, directing, controlling, and decision-making process. The course includes managerial accounting concepts, systems for manufacturing business, cost behavior and cost estimating, budgeting, break-even analysis, financial statement analysis, and discussion of ethical issues related to Business. Recommended for all business major transfer students. Transfer: CSU, UC.

### ACTG 133 INTRODUCTION TO SPREADSHEETS FOR MANAGERIAL ACCOUNTING

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture/16 lab hours/semester; Recommended: Eligibility for READ 836, ENGL 836 or ESL 400, and MATH 120 or 122; Prerequisite(s): None. Description:* The use of spreadsheets to solve complex managerial accounting problems. Problems include job and process cost accounting, contribution margin analysis as applied to product marketing decisions, cash budgets, capital investment decisions, and alternative choice decisions. Transfer: CSU.

### ACTG 171 INDIVIDUAL INCOME TAX PROCEDURES

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* An introduction to the use of the internal revenue code including evaluating tax regulations and using other reference materials for preparing individual tax returns. Transfer: CSU.

### ACTG 180 PAYROLL AND BUSINESS TAXES

*Units (Grade Option) 1.5; Class Hours: Minimum of 24 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): ACTG 100 or 121 (4 units) or equivalent. Description:* Overview of payroll accounting procedures including state and federal laws and regulations. Also included is an evaluation of California sales tax regulations and requirements for declarations of real and personal property valuation.

### ACTG 190 QUICKBOOKS® AND QUICKBOOKS PRO® FOR THE PARAPROFESSIONAL I

*Units 1.5; Class Hours: Minimum of 24 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): ACTG 100 or 121 (4 units) or equivalent, and CBOT 430 or equivalent. Description:* Development and operation of a computerized accounting system using QuickBooks or QuickBooks Pro including the basic features for a service company. Transfer: CSU.

### ACTG 192 QUICKBOOKS® AND QUICKBOOKS PRO® FOR THE PARAPROFESSIONAL II

*Units 1.5; Class Hours: Minimum of 24 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): ACTG 190. Description:* Intermediate accounting procedures for the paraprofessionals using QuickBooks and QuickBooks Pro on the computer. Students develop skills in accounts receivable, payroll, accounts payable, and inventory control for a merchandising company. Transfer: CSU.

### ACTG 194 QUICKBOOKS® AND QUICKBOOKS PRO® FOR THE SMALL BUSINESS PERSON I

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Introduction to the financial accounting features of QuickBooks® and QuickBooks Pro®. Students learn how to develop an accounting system and gain experience processing information for businesses. Transfer: CSU.

### ACTG 196 QUICKBOOKS® AND QUICKBOOKS PRO® FOR THE SMALL BUSINESS PERSON II

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, ENGL 836 or ESL 400, and MATH 110 or 111; Prerequisite(s): ACTG 194. Description:* Introduces students to the complex issues encountered when setting up a company and maintaining the system once the company is set up. More complex financial data input and report generation aspects of QuickBooks Pro® are introduced to enhance students' overall knowledge of many problems encountered with the program. Transfer: CSU.

## ANTHROPOLOGY

### ANTH 110 CULTURAL ANTHROPOLOGY (CAN ANTH 4)

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Comparison of human behavior expressed in different cultures, religions, economies, personalities, kinship and families throughout the world. Also included is the analysis of methods and theories of anthropology. Transfer: CSU: DSI, UC. (IGETC: 4)

### ANTH 125 PHYSICAL ANTHROPOLOGY (CAN ANTH 2)

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Explores the field of Biological Anthropology emphasizing the evolution of the human species. Topics include: human heredity, mechanisms of evolutionary change, human variation, and the reconstruction of the fossil record and comparative studies of our closest biological relatives, the living monkeys and apes. Transfer: CSU: B2, UC. (IGETC: 5B)

### ANTH 126 PHYSICAL ANTHROPOLOGY LABORATORY

*Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): Completion of, or concurrent enrollment in ANTH 125. Description:* Laboratory designed to become familiar with the methods of the science of biological anthropology while investigating topics in laboratory and field situations. Topics covered in the course: the scientific method, biological variation and forces of evolution, human osteology and variation, comparative osteology of primates, and fossil evidence for human evolution. Field trips may be required. Transfer: CSU.

### ANTH 200 ETHNOGRAPHIC FILM

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): None. Description:* Introduction to the use of film and photography by anthropologists as a research tool through viewing films depicting different cultures from around the world. Students are expected to analyze a variety of peoples from various ethnic groups in differing cultural contexts as to their contributions to the world community without prejudice or ethnocentrism. Transfer: CSU.

### ANTH 351 INTRODUCTION TO ARCHAEOLOGY AND WORLD PREHISTORY

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): None. Description:* Introduction to the theories, concepts, and methods employed by the archaeologist in the study of human history and pre-history. The diverse evolution of cultural systems are emphasized. The challenges and achievements of non-literate and traditional cultures, diverse communities, and social classes over time are also explored. Field trips may be required. Transfer: CSU.

### ANTH 352 FIELD EXPERIENCE IN ARCHAEOLOGY

*Units (Grade Option) 0.5-9.0; Class Hours: Minimum of 24-432 lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): Completion of, or concurrent enrollment in ANTH 351. Description:* A hands-on introduction to archaeological field methods, covering practical aspects of how to identify and investigate isolated artifact finds, particular sites and features, and entire landscapes. Covering survey, excavation techniques, and/or lab analysis, basic approaches to sampling, mapping and navigation, stratigraphic excavation, artifact and feature recording, and recovery methods. May be repeated for credit 3 times up to 9 units. Transfer: CSU.

### ANTH 360 INDIANS OF NORTH AMERICA

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Overview of life-ways of North American Indian cultures in different geographical areas of North America. Emphasis is placed on cross-cultural comparisons of cultural and social phenomena including religious and world view systems, subsistence systems, and political systems. (Fulfills Associate degree Ethnic Studies requirement.) Transfer: CSU: DSI, UC. (IGETC: 4)

### ANTH 370 OLMEC, MAYA, AZTEC PEOPLE AND CULTURES OF MEXICO AND CENTRAL AMERICA

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Comparison of middle American civilization as developed through cultures such as Olmec, Zapotec, Mixtec, Maya, Toltec, and Aztec. Emphasis is placed on the analysis and evaluation of the developing Middle America, the impact of the Spanish conquest, the emergence of the mestizo, and the cultural influences still present. (Fulfills Associate degree Ethnic Studies requirement.) Transfer: CSU: DSI, UC. (IGETC: 4)

## ARCHITECTURE

### ARCH 110 BASIC ARCHITECTURAL DRAWING

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or ESL 400; Prerequisite(s): None. Description:* Beginning program of planning and design for the family dwelling. Emphasis on architectural blueprint reading, floor plan design, home orientation, construction, local building codes, sketching and instrument drawing. Transfer: CSU.