

GEOGRAPHY

GEOG 100 PHYSICAL ENVIRONMENT (CAN GEOG 2)

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: Introduction to the basic characteristics of maps, the earth's grid, seasons, time zones, weather and climate, soils and vegetation, ocean currents, and landforms. The interrelationship of these basic factors is studied in the regional framework of the entire earth's surface. Transfer: CSU, UC.

GEOG 110 CULTURAL GEOGRAPHY (CAN GEOG 4)

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: Overview of culture within the geographic framework of race, language, religion, political boundaries, population distribution, settlement patterns, and making a living. Also included is an analysis of spatial distribution of the most important parts of human's cultural occupation of the earth. Transfer: CSU, UC.

GEOG 301 INTRODUCTION TO MAP READING FOR GIS

Units (Grade Option) 1; Class Hours: Minimum of 16 lecture/16 lab/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: This course focuses on map reading skills and introducing the many uses of geographic information systems software. Transfer: CSU.

GEOG 302 INTRODUCTION TO GIS AND ARCVIEW

Units (Grade Option) 1; Class Hours: Minimum of 16 lecture/16 lab/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): GEOG 301. Description: This course introduces and provides hands-on instruction in ArcView software for geographic information systems. Transfer: CSU.

GEOG 303 GIS APPLICATIONS

Units (Grade Option) 1; Class Hours: Minimum of 16 lecture/16 lab/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): GEOG 302. Description: Applications of ArcView GIS software. Students will complete projects in an area of their choice. Transfer: CSU.

GEOLOGY

GEOL 100 SURVEY OF GEOLOGY

Units (Grade Option) 3; Class Hours: Minimum of 32 lecture/48 lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: Basic principles of igneous, sedimentary and metamorphic geology are covered in this survey course. Also discussed are rocks, minerals and the origin of the earth, continents and mountains. Field trips may be required. Transfer: CSU, UC.

GEOL 110 GEOLOGICAL HAZARDS

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; 2 five-hour field trips/semester; Recommended: Eligibility for READ 802 or 836, ENGL 800 or 836 or 400, and MATH 111; Prerequisite(s): None. Description: A study of the geological hazards in California and especially in the San Francisco Bay area and how these hazards affect man's social and economic well-being. Topics include earthquakes, landslides and volcanoes. Extensive rock and map studies are included. Two field trips are taken along the San Mateo County coast. Transfer: CSU, UC.

HEALTH SCIENCE

HSCI 100 GENERAL HEALTH SCIENCE

Telecourse: Units 2; Class Hours: Minimum of 32 lecture hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description: Survey of today's most prevalent health problems, including heart disease, cancer, venereal disease, birth control, drug abuse, and emotional disorders. Emphasizes detection, treatment, and prevention of personal and social health problems as well as the promotion of physical and emotional well-being. Transfer: CSU, UC.

HSCI 104 NUTRITION AND PHYSICAL FITNESS

Units 1; Class Hours: Minimum of 16 lecture/8 by arrangement lab hours/semester; Recommended: Eligibility for READ 802 or 836, ENGL 800 or 836 or 400, and MATH 111; Prerequisite(s): None. Description: A comprehensive overview of nutritional components and how they relate to athletic performance and health. Basic physiology and its relationship to diet, muscular performance and total health is explained. Each student completes a comprehensive evaluation of their current diet. Transfer: CSU.

HSCI 105 COMMUNICABLE DISEASE

Units 1; Class Hours: Minimum of 16 lecture/8 by arrangement lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: A comprehensive overview of the cause, transmission, symptoms and prevention of major communicable diseases. Student increase their awareness by taking responsibility for their own health. Transfer: CSU.

HSCI 108 WOMEN'S HEALTH ISSUES

Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, ENGL 800 or 836 or 400, and MATH 111; Prerequisite(s): None. Description: Up-to-date study of how lifestyle choices influence current and future health of women. Role of diet, use of vitamin/mineral supplements, physical fitness, and the female menstrual cycle are studied. Transfer: CSU.

HSCI 430 FIRST AID

Units (Grade Option) 0.5; Class Hours: Minimum of 8 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: This course provides training in basic first aid skills. Upon completion, student may obtain Red Cross First Aid certification. Transfer: CSU, UC*.

HSCI 432 CPR: ADULT, CHILD, INFANT

Units (Grade Option) 0.5; Class Hours: Minimum of 8 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: This course qualifies students with CPR certification for health care providers. Includes instruction pertinent to adult, child and infant CPR. Automated External Defibrillator training is also included. Upon completion student may obtain Red Cross CPR Certification. Transfer: CSU, UC*.

HSCI 665 SPECIAL TOPICS IN HEALTH SCIENCE

Units (Grade Option) 0.5-2.0; Class Hours: Minimum of 8-32 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: This course explores contemporary selected topics or themes as they relate to the health of individuals and society. Transfer: CSU.

HISTORY

HIST 100 HISTORY OF WESTERN CIVILIZATION I (CAN HIST 2) (CAN HIST SEQ A = HIST 100 + 101)

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: A broad overview of the rise and fall of civilizations of the ancient world, the spread of Christianity, Medieval society, the periods of the Renaissance and Reformation, and the discoveries and explorations in early modern times. Transfer: CSU, UC.

HIST 101 HISTORY OF WESTERN CIVILIZATION II (CAN HIST 4) (CAN HIST SEQ A = HIST 100 + 101)

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: Presents a broad survey of events in the Western World from the 16th century to the present. Topics include: the growth of nations; scientific, French, and Industrial Revolutions; imperialism; world wars; rise of totalitarianism; and the post-Cold War world. Completion of HIST 100 is recommended. Transfer: CSU, UC.

HIST 102 HISTORY OF AMERICAN CIVILIZATION

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: This course surveys major movements or “currents” of U. S. History from the colonial settlements to the present. Students examine such “patterns” as liberalism and conservatism, nationalism and sectionalism, internationalism and isolationism, laissez-faire and welfare state in order to build a “framework” for understanding the major social, political, and economic events and personalities as they have influenced American society and the “process” of history. Completion of HIST 100, 201 or 202 is recommended. Transfer: CSU, UC.

HIST 103 WESTERN TRADITION I

Telecourse: Units (Grade Option) 2; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: Covers the rise and decline of the civilization of the ancient world, the rise of Christianity, the growth and decline of Medieval society, the renaissance, and the age of exploration. (May not be taken for credit following HIST 100.) Transfer: CSU.

HIST 201 UNITED STATES HISTORY I (CAN HIST 8) (CAN HIST SEQ B = HIST 201 + 202)

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: The course is a broad survey of U.S. History beginning with a study of Native Americans, the European “discovery” movement, and the English colonization of the Atlantic Coast, and ending with the Civil War and Reconstruction. American institutions and ideals are covered, including the relationships of regions within the United States and with external regions and powers, major ethnic and social groups, within a framework which illustrates the continuity of the American experience and its derivation from other cultures including politics, economics, social and intellectual movements, and geography. Also covered is the U.S. Constitution, and the operation of representative democratic government under it, including political philosophies of the framers, the nature and obligations of U.S. political institutions and processes, and the rights and obligations of citizens. Transfer: CSU, UC.

HIST 202 UNITED STATES HISTORY II (CAN HIST 10) (CAN HIST SEQ B = HIST 201 + 202)

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: This is a broad survey course in U.S. History beginning with the Reconstruction Period, after the Civil War, and moving to the present. American institutions and ideals are covered, including external regions and power, major ethnic and social groups, within a framework which illustrates the continuity of the American experience and its derivation from other cultures including politics, economics, social and intellectual movements, and geography. Also covered is the U.S. Constitution, and its operation of representative democratic government under it, including political philosophies of the framers, the nature and obligations of U.S. political institutions and processes, and the rights and obligations of citizens. Transfer: CSU, UC.

HIST 205 RELIGION IN AMERICA

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: This course is a broad survey of historical religious thoughts and activities in this country. The religious influence on the development of American civilization is studied. Transfer: CSU, UC.

HIST 242 AFRICAN-AMERICAN HISTORY

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: This course addresses the African-American experience in the context of United States history beginning in medieval Africa, continuing through the history of the slave trade, institutionalization of African American slavery and the abolitionist reform movement. The role of African-Americans in the Civil War, Reconstruction years, Jim Crow period, Harlem Renaissance, Depression years and World War II and the “modern civil rights movement” is studied with emphasis on the *means* for change used by various Black and White leaders. Concurrent with a study of “the past,” students will also examine current state and national issues, like the affirmative action debate, which influence Black-White relations in America today. Completion of HIST 201 or 202 is recommended. (Fulfills Associate degree Ethnic Studies requirement.) Transfer: CSU, UC.

HIST 245 RACE, ETHNICITY AND IMMIGRATION IN THE U.S.

Units: (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: This course surveys the social, economic and political histories of the diverse ethnic and cultural groups that make up the U.S., including indigenous peoples, African Americans, European Americans, Asian Americans, Latino Americans, and other groups. Historical constructions of race and the roles of race, ethnicity, and immigration in shaping U.S. culture are examined. (Fulfills Associate degree Ethnic Studies requirement.) Transfer: CSU, UC.

HIST 246 HISTORY OF LATINOS IN THE U.S.

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: Explores the history of Latino peoples living in what is now the United States. Peoples of Mexican, Central American, South American, and Caribbean ancestry are considered. Issues addressed include the formation of Latino communities and identities in the United States, U.S. foreign policy, immigration, and civil rights issues. (Fulfills Associate degree Ethnic Studies requirement.) Transfer: CSU, UC.

HIST 247 WOMEN IN U.S. HISTORY

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: Explores the roles and experiences of women in U.S. History. The course examines women's contributions to the social, political, and economic development of the United States, as well as the challenges to full equality that women have faced. The impact of class, race, ethnicity, and sexuality on women's experience is also considered. Transfer: CSU, UC.

HIST 310 CALIFORNIA HISTORY

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: Survey of major trends in California's growth, including the cultures of native Americans, the Spanish period, the Mexican period, and the development under the United States up to the present. Studied is the constitution of the State of California and early statehood and its relationship to the Federal government and the nature and processes of State and local government under that constitution. Political, economic, social, intellectual, and environmental movements, together with geography are included. Transfer: CSU, UC.

HIST 315 HISTORY OF SAN MATEO COUNTY

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: Survey of the county's development from the pre-Spanish period up to the present. Other topics examined include the natural setting; the Ohlone Indian culture; the Spanish discovery and settlement; the mission-rancho era; the early American period with establishment of county government; advent of lumbering, railroads, and industry; growth of Bayside and Coastside communities, airports, and industrial parks; contemporary social, economic, and political issues such as population shifts, land development, and voting trends. Transfer: CSU.

HIST 421 HISTORY OF THE AMERICAS

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: This course surveys the history of North and South America from the times of the pre-Columbian Indian civilizations through the European conquest and colonization. Transfer: CSU, UC.

HIST 422 MODERN LATIN AMERICA

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: The history of Latin America from independence to the present. Individual countries are studied with an emphasis on political, economic, and social events within countries. The role of the United States is examined, especially in relation to Central America and the Caribbean. Cultural ties that bind Spanish-speaking peoples of the U.S. to Latin America are studied also. (Fulfills Associate degree Ethnic Studies requirement.) Transfer: CSU, UC.

HIST 425 MODERN LATIN AMERICA AND THE CARIBBEAN

Telecourse: Units (Grade Option) 3; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: Examines various aspects of Latin America and the Caribbean. Provides an overview of the Pre-Columbian, Conquest, Colonial, Independence, and post-Independence periods and then develops various themes—sovereignty, race and ethnicity, role of women, revolutions

and revolutionaries, religion, etc.—to give students an understanding of modern Latin America and the Caribbean. (Fulfills Associate degree Ethnic Studies requirement.) Transfer: CSU, UC.

HIST 451 FAR EASTERN CIVILIZATION AND HERITAGE I

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: A broad survey of the historical and cultural development of China and Japan. Emphasis is placed on the religious, philosophical, and artistic development of these countries within the historical context and how, within these traditions, these countries meet the challenge in the present. Attention is also given to the way in which Asian-Americans adjust and identify themselves with their cultural legacy in their new environment. (Fulfills Associate degree Ethnic Studies requirement.) Transfer: CSU, UC.

HIST 452 FAR EASTERN CIVILIZATION AND HERITAGE II

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: Continuation of a broad survey of the cultural achievement of China and Japan from the 13th Century to the present. Emphasis is placed on the old cultural traditions, foreign invasions, influences, and the intended colonialism of foreign countries. Modern political development and nationalism are discussed with an attempt to show their ramifications on contemporary Asian-Americans. (Fulfills Associate degree Ethnic Studies requirement.) Transfer: CSU, UC.

HOME ECONOMICS

(See Fashion Design)

HUMAN SERVICES**HMSV 100 INTRODUCTION TO HUMAN SERVICES**

Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: An introductory course for students interested in a career in Human Services. The course covers the history of Human Services, types of functions of Human Services agencies, careers in Human Services, skills utilized in the Human Services professions, ethics, current trends and issues, human need theory, and self-support techniques for Human Service workers. Transfer: CSU.

HMSV 110 INTRODUCTION TO COUNSELING AND INTERVIEWING

Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: An introduction to the basic skills and techniques of counseling and interviewing. Course covers listening, responding, building trust, questioning, assessment, reflecting strengths, referral, values, and ethics. Designed for professionals and paraprofessionals in Human Services positions and students preparing for a career in Human Services. Transfer: CSU.

HMSV 115 INTRODUCTION TO CASE MANAGEMENT

Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: Basic concepts and skills of case management. Course covers philosophy, ethics, concepts, assessment, documentation, record keeping, plan development, linking to community agencies, services monitoring, and an overview of benefits programs. Designed to provide students with knowledge and skills that can be applied to a variety of Human Services settings. Transfer: CSU.

HMSV 120 PUBLIC ASSISTANCE AND BENEFITS PROGRAM

Units 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: Overview and examination of Public Assistance benefits awarded under state and federal welfare programs. TANF (Temporary Aid to Needy Families), SSI (Social Security Insurance), MediCal, Medicaid, Medicare and Disability Programs are studied and evaluated and their implications for self-sufficiency examined. Students will gain a working knowledge of the various benefit programs available to persons including eligibility requirements, determination and duration. Transfer: CSU.

HMSV 130 EMPLOYMENT SUPPORT STRATEGIES

Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: An introductory course for students preparing to work in Human Service agencies and other settings which assist individuals to secure and maintain employment. Covers the values and principles of employment support services, assessment for work readiness, strength identification, motivation, removing barriers to employment, community training and employment resources, job search and match, job coaching, and support planning. Transfer: CSU.

HMSV 131 JOB DEVELOPMENT

Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: An introduction to the values, theory, skills and practices used by job developers to facilitate successful job placement for persons in need of employment. Covers the values and principles of job development, marketing, developing partnerships with employers, presentation skills, career counseling, vocational assessment, job match, job placement, and job retention. Designed for paraprofessionals currently working in Human Service agencies and students preparing for careers in Human Services. Transfer: CSU.

HMSV 150 REHABILITATION AND RECOVERY

Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: An introduction to the principles and practices involved in providing support services to persons with psychiatric disabilities as they move through the process of rehabilitation and recovery. Covers the theory, values, and philosophy of psycho-social rehabilitation; diagnostic categories and symptoms of mental illnesses; the development of rehabilitative environments and support systems; disabilities management; approaches to service delivery, skills, and ethics. Transfer: CSU.

HMSV 151 CURRENT TRENDS AND ISSUES IN PSYCHO-SOCIAL REHABILITATION

Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400;

Prerequisite(s): None. Description: An overview of the current trends and issues affecting the field of Psycho-social Rehabilitation. Course covers contemporary issues and service delivery trends in rehabilitation as they are applied to a mental health setting. Designed for paraprofessionals currently working in Health and Human Service agencies and students preparing for careers in Human Services. Transfer: CSU.

HMSV 160 SERVING DIVERSE POPULATIONS

Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: A study of how ethnic and cultural differences impact service delivery in the field of Human Services. Focuses on understanding people in the context of their own cultural and ethnic worldview. Provides students with the knowledge, skills and insight necessary to be culturally competent providers. Transfer: CSU

HMSV 161 INFORMATION AND REFERRAL: UNDERSTANDING COMMUNITY RESOURCES

Units 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: An overview of key Human Services resources in San Mateo County. Covers the following resources: emergency, alcohol and drug, children's youth, disabilities, education, employment and training, financial assistance, food programs, health, housing, immigration, legal, seniors, recreation and mental health. Access, eligibility, funding, referral and assessment techniques are examined. May be repeated once for credit. Transfer: CSU

HMSV 262 INTRODUCTION TO FAMILY SUPPORT: BUILDING RESPECTFUL PARTNERSHIPS (Also ECE. 262)

Units 3; Class Hours: Minimum of 48 lecture/8 by arrangement lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: Overview of Family Support programs within Early Childhood Education. Included is a historical perspective, Family Support principles, and effective communication guides between families, childcare providers, teachers, and community agencies. This course is one of two (HMSV 264, other course) for a specialization for Master Teacher on the Child Development Permit matrix. Transfer: CSU.

HMSV 264 THE LIFE CYCLE OF THE FAMILY (Also ECE. 264)

Units 3; Class Hours: Minimum of 48 lecture/8 by arrangement lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: The life cycle of the family bridging individual and family development with cultural and social perspectives. The emphasis is on the diversity within contemporary families and the establishment of family support programs. This course is one of two (HMSV 262, other course) for a specialization for Master Teacher on the Child Development Permit Matrix. Transfer: CSU.

HMSV 265 FAMILY DEVELOPMENT PORTFOLIO, PART I

Units 1.5; Class Hours: Minimum of 24 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: Students create a portfolio demonstrating skills in the following areas: a sustainable route to healthy self reliance, worker self-empowerment, building mutually respectful relationships, communication, and cultural competence. Recommended to be taken in conjunction with HMSV 262.

HMSV 266 FAMILY DEVELOPMENT PORTFOLIO, PART II

Units 1.5; Class Hours: Minimum of 24 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): HMSV 265. Description: Continuation of HMSV 265. Students create a portfolio demonstrating skills in the following areas: ongoing assessment, home visiting, helping families access specialized services, facilitating family conferences, support groups, community meetings, and collaboration. Recommended to be taken in conjunction with HMSV 264.

HMSV 366 PRACTICUM IN EARLY CHILDHOOD EDUCATION (Also ECE. 366)

Units 3; Class Hours: Minimum of 16 lecture/96 lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): 12 units of ECE. or HMSV. Description: This supervised field experience course will focus on the methods and principles of teaching in early childhood classrooms. Emphasis is on the role of the teacher in a developmentally appropriate setting. This course allows students to gain practical, verifiable experience working with children under the supervision of an experienced teacher. Transfer: CSU.

INTERIOR DESIGN**INTD 115 INTRODUCTION TO INTERIOR DESIGN**

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: This course is an examination of the relationship of the built environment with emphasis on the home. Principles and elements of design and color are examined as they relate to the functional and aesthetic aspects of interiors. Students develop skills in critical analysis of existing interiors and create individual solutions through space design projects. Transfer: CSU.

INTD 126 CRITICAL THINKING FOR INTERIOR DESIGNERS

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Corequisite(s): Concurrent enrollment in INTD 699 is highly recommended. Description: Introduces students to the analytical and creative tools designers use to make decisions. Students explore the philosophy of design and the design process through reading design history and practice in hands-on processes of creative expression. The team consultation critique is utilized throughout the course. Transfer: CSU.

INTD 128 DESIGN COMMUNICATION

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): ARCH 110. Corequisite(s): Concurrent enrollment in INTD 699 is highly recommended. Description: This course focuses on the visual and oral presentation skills students need in the interior design profession. Students explore specialized, two-dimensional (quick sketch) techniques and model-building with emphasis on interactive models and design concepts. Transfer: CSU.

INTD 130 BEGINNING SPACE PLANNING

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): ARCH 110. Corequisite(s): Concurrent enrollment in INTD 699 is highly recommended. Description: In this course, students master drawing techniques for interior designers. Topics include floor plans, interior elevations, reflected ceiling plans, and architectural lettering. Transfer: CSU.

INTD 146 INTERIOR DESIGN GRAPHICS

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None; Corequisite(s): Concurrent enrollment in INTD 699 is highly recommended. Description: The theory of spatial composition in freehand drawing, rendering, and sketching of interior environmental elements to scale. One and two point perspective and isometric drawings and three-dimensional conceptualization techniques are presented. The mechanical methods of developing working drawings for designs and plans for cabinet-makers, builders, crafts persons, and clients are studied. Transfer: CSU.

INTD 147 ADVANCED SPACE PLANNING

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): INTD 115, ARCH 110 and INTD 130; Corequisite(s): Concurrent enrollment in INTD 699 is highly recommended. Description: This course teaches programming, space planning, schematic design, design development, and problem-solving for residential and non-residential environments. Hidden human dimensions, as well as special needs for accessibility, are incorporated into design solutions. Concurrent enrollment in INTD 126 is recommended. Transfer: CSU.

INTD 150 HISTORY OF INTERIORS

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: The history and design of Western homes, public buildings, churches, interiors, and furniture from ancient Egypt up to the present day are studied. Other topics include awareness of structural and architectural design and the influence of historical periods in today's design. Transfer: CSU.

INTD 250 PROFESSIONAL PRACTICES

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): INTD 115 and 147. Description: This course focuses on professionalism in interior design business ethics and working relationships with related professions. Business practices and business management tools are explored with input from professional designers involved with a variety of different types of practices. Liability, codes, and laws are examined and factored into student projects with both residential and non-residential professional practices. Transfer: CSU.

INTD 260 OVERVIEW OF LIGHTING DESIGN

Units (Grade Option) 2-4 (No more than 2 units per semester); Class Hours: Minimum of 32-64 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: This course teaches how the aesthetics of lighting is integrated with the basic technical information needed to understand light and its relationship to the human being. May be repeated for credit up to 4 units. Transfer: CSU.

INTD 270 KITCHEN DESIGN

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): ARCH 110; Corequisite(s): Concurrent enrollment in INTD 699 is highly recommended. Description: Basic principles of kitchen design and space layout. Students learn to draw floor plans and elevations to scale. Selection and evaluation of current products and materials are made based on client survey. Industry experts serve as guest lecturers and host field trips to local showrooms. Cabinetry, appliances, finish materials, “barrier free” design, and changing family patterns as applicable to today’s kitchen are covered. Transfer: CSU.

INTD 271 BATH DESIGN

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): ARCH 110; Corequisite(s): Concurrent enrollment in INTD 699 is highly recommended. Description: Basic principles of bath design. Drawing scale floor plans, new design concepts, product availability and the use of color culminates in a class project of designing a bathroom. Transfer: CSU.

INTD 276 ADVANCED KITCHEN AND BATH DESIGN

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): INTD 270 and 271 and ARCH 110; Corequisite(s): Concurrent enrollment in INTD 699 is highly recommended. Description: This course covers advanced kitchen and bath design. Students prepare construction documents including technical information required for the design and submittal of plans for proposed kitchens and bath remodels. Transfer: CSU.

INTD 278 MARKETING AND SALESMANSHIP FOR INTERIOR DESIGN

Units (Grade Option) 3; Class Hours: Minimum of 24 lecture/72 lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: Basic principles of marketing and salesmanship are covered using design principles, floor plans, elevation procedures, and agreement and payment schedules for a total presentation to the client. Techniques of approaching a client from inception to completion are covered in sequence and detail with emphasis on how to overcome objections and close a sale. This course is part of the training program for CKD certification examination by NKBA. Transfer: CSU.

INTD 340 FURNITURE, CASEWORK, AND INTERIOR DETAILING

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): ARCH 110, INTD 126, 128, and 130; Corequisite(s): Concurrent enrollment in INTD 699 is highly recommended. Description: A comprehensive analysis of the theory, technical knowledge, and communication skills necessary to depict basic furniture, cabinet, and interior construction details. Design concepts, use of materials and their relationship during fabrication and construction are discussed with emphasis on detailing procedures and techniques. Transfer: CSU.

INTD 350 COMMERCIAL DESIGN I

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): INTD 147; Corequisite(s): Concurrent enrollment in INTD 699 is highly recommended. Description: In this course students learn

how to design multiple-unit commercial spaces such as offices or medical complexes (these designs will have repeatable designs and multiple rooms), using work flow analysis and three-dimensional design (axonometrics, isometrics, and quick sketching perspective). Also included in the course is how to schedule projects, estimate budgets, keep documentation, work with drawings, and keep time/work logs. Concurrent enrollment in INTD 260 or 356 is recommended. Transfer: CSU.

INTD 356 RESIDENTIAL AND COMMERCIAL CONSTRUCTION

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): INTD 147; Corequisite(s): Concurrent enrollment in INTD 699 is highly recommended. Description: In this course students will develop an understanding of basic construction systems and how they relate to interior planning. Building codes, historic preservation, and handicapped restrictions are examined as well as environmental concerns and adaptive reuse. Technical knowledge of building systems (HVAC, plumbing, electrical, etc.) and structure are analyzed also. Concurrent enrollment in INTD 330 or 340 is recommended. Transfer: CSU.

INTD 362 COMPUTER-ASSISTED DRAFTING (CAD) FOR INTERIOR DESIGNERS - ARCHITECTURAL DRAWINGS

Units (Grade Option) 1; Class Hours: Minimum of 16 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None; Corequisite(s): Concurrent enrollment in INTD 699 is highly recommended. Description: Students will use 3D Home Architecture software to create: floor plans, interior elevations, exterior elevations, perspectives, isometric overviews, roof plans, house sections, and multiple levels. Concurrent enrollment in BUS. 430 is recommended. Transfer: CSU.

INTD 363 COMPUTER-ASSISTED DRAFTING (CAD) FOR INTERIOR DESIGNERS - INTERIOR DESIGN DRAWINGS

Units (Grade Option) 1; Class Hours: Minimum of 16 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None; Corequisite(s): Concurrent enrollment in INTD 699 is highly recommended. Description: Students will use 3D Home Interiors software to create interior designs of various surface covers, furnishings, fixtures, and appliances. Transfer: CSU.

INTD 370 CONSTRUCTION ESTIMATING AND RENOVATION

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, ENGL 800 or 836 or 400, and MATH 111; Prerequisite(s): None. Description: This course is an overview of the process of residential renovation and related costs. Topics include tools, materials, scheduling, methods used for construction, and methods of estimating cost. Transfer: CSU.

INTD 450 MATERIALS AND FINISHES

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Corequisite(s): Concurrent enrollment in INTD 699 is highly recommended. Description: In this course the cost, quality, and performance guidelines for selecting materials are presented for both residential and non-residential applications. Students learn how to make wise decisions when purchasing and specifying requirements for fabrics, paints, floor coverings, wall coverings, window coverings, furniture, and accessories. Structural and finishing materials for properties and uses are also covered. Transfer: CSU.

INTD 464 CODES: FIRE, SAFETY, AND BARRIER-FREE DESIGN

Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None; Corequisite(s): Concurrent enrollment in INTD 699 is highly recommended. Description: This course is an overview of the building codes that control and limit interior designs. Other topics include access for persons with disabilities, California Title 24, ANSI A 117.1, model handicapped access code, Fair Housing Act of 1988, and the American Disabilities Act (ADA). Transfer: CSU.

ITALIAN**ITAL 111 ELEMENTARY ITALIAN I (CAN ITAL 2 = ITAL 111 + 112) (CAN ITAL SEQ A = ITAL 111 + 112 + 121 + 122)**

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/32 lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: Study of and practice in the basic forms and patterns of Italian; development of satisfactory pronunciation; learning and using vocabulary of high frequency; reading of simple Italian texts. Students are urged to make extensive use of the listening facilities in the language laboratory. Transfer: CSU, UC*.

ITAL 112 ELEMENTARY ITALIAN II (CAN ITAL 2 = ITAL 111 + 112) (CAN ITAL SEQ A = ITAL 111 + 112 + 121 + 122)

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/32 lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): ITAL 111. Description: Further basic principles of beginning Italian. Conversation, composition, important Italian idiomatic expressions, pronouns, verbs in future and past tense. Students are expected to make extensive use of the listening facilities in the language laboratory. Transfer: CSU, UC*.

ITAL 121 ADVANCED ELEMENTARY ITALIAN I (CAN ITAL 4 = ITAL 121 + 122) (CAN ITAL SEQ A = ITAL 111 + 112 + 121 + 122)

Units 3; Class Hours: Minimum of 48 lecture/32 lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): ITAL 112 or equivalent. Description: Continuation of work begun in ITAL 112, with continued practice in listening, speaking, writing, and reading of more difficult texts. Students are urged to make use of the listening facilities in the language laboratory. Transfer: CSU, UC*.

ITAL 122 ADVANCED ELEMENTARY ITALIAN II (CAN ITAL 4 = ITAL 121 + 122) (CAN ITAL SEQ A = ITAL 111 + 112 + 121 + 122)

Units 3; Class Hours: Minimum of 48 lecture/32 lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): ITAL 121. Description: Further basic principles of Advanced Elementary Italian. Continued practice in listening, speaking, writing, and reading of more difficult texts. Students are urged to make use of the listening facilities in the language laboratory. Transfer: CSU, UC*.

ITAL 801 CONVERSATIONAL ITALIAN I

Units (Grade Option) 2; Class Hours: Minimum of 48 lecture hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description: A basic course in conversational Italian, with attention to pronunciation. (This course does not fulfill language requirement at California State Universities or at the University of California.) Units do not apply toward AA/AS or BA degree requirements.

ITAL 802 CONVERSATIONAL ITALIAN II

Units (Grade Option) 2; Class Hours: Minimum of 48 lecture hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): ITAL 801. Description: Further work in basic grammar idioms, and pronunciation. (This course does not fulfill language requirement at California State Universities or at the University of California.) Units do not apply toward AA/AS or BA degree requirements.

ITAL 803 CONVERSATIONAL ITALIAN III

Units (Grade Option) 2; Class Hours: Minimum of 48 lecture hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): ITAL 802. Description: Further work with dialect and variation in Italian by means of drill, recitation, and reading. (This course does not fulfill language requirement at California State Universities or at the University of California.) Units do not apply toward AA/AS or BA degree requirements.

ITAL 804 CONVERSATIONAL ITALIAN IV

Units (Grade Option) 2; Class Hours: Minimum of 48 lecture hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): ITAL 803. Description: Further advanced work with dialect and variation in Italian by means of drill, recitation, and reading. (This course does not fulfill language requirement at California State Universities or at the University of California.) Units do not apply toward AA/AS degree.

JAPANESE**JAPN 111 ELEMENTARY JAPANESE I**

Units 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: This course presents a study of the basic patterns of Japanese in oral expression, reading, and written forms. Transfer: CSU.

LEARNING CENTER

The Learning Center offers self-paced courses and integrates technological resources and learning assistance services in the Tutorial Center, the Computer Center, the Math, Writing and ESL Multi-Media Skills Center, the MESA program and the Learning Achievement Center. The self-paced courses, many of which utilize computer-assisted and individualized instruction, focus on the improvement of specific skills, and can be completed whenever the Center is open. For more information, please visit the Learning Center in Building 5, Room 105, below the cafeteria, or call (650) 306-3348.

LCTR 100 EFFECTIVE TUTORING

Units (Grade Option) 0.5; Class Hours: Minimum of 8 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: This course explores a variety of strategies for improving peer tutoring. Assignments focus on developing communication and study skills, course specific tutoring expertise, and techniques for working with students from diverse cultural backgrounds, students who have learning disabilities, and students with physical limitations, as well as students at academic risk. Transfer: CSU.

LCTR 110 TEACHING/TUTORING PRACTICUM

Units (Credit/No Credit) 1.0-3.0; Class Hours: Minimum of 48-144 by arrangement lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): LCTR 100, or comparable training and experience. Description: This course provides supervised teaching/tutoring experience for students interested in pursuing education as a profession or in enhancing their teaching/tutoring experience. Students explore in depth teaching/tutoring strategies, including mentoring, for providing instruction/supplemental instruction in individual/small group learning environments in the Learning Center or in a community service context. Transfer: CSU.

LCTR 120 LITERACY TUTORING IN THE COMMUNITY

Units (Credit/No Credit) 1; Class Hours: Minimum of 12 lecture/24 by arrangement lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): None. Description: This course explores a variety of strategies for developing and implementing literacy tutoring in the community working with adults, youths, children and families. Discussion and practice focuses on communication skills, specific tutoring techniques and strategies for working with individuals from diverse cultural backgrounds, as well as with students who are academically "at risk." Transfer: CSU.

LCTR 138 FUNDAMENTALS OF THE RESEARCH PAPER

Units 1; Class Hours: Minimum of 48 by arrangement lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: This Macintosh-based course guides students through preparation for the process of researching and writing a research paper. The course takes the student through five stages, from an introduction to the types of research papers through documentation, including library use and three methods of documentation. The course may be taken either as preparation for future research paper assignments, or in conjunction with a current research assignment in another class. Transfer: CSU.

LCTR 139 THE RESEARCH PAPER FROM A TO Z

Units 2; Class Hours: Minimum of 96 by arrangement lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: This Macintosh-based course guides students through the entire process of researching and writing a research paper. The course takes the student through nine stages, from an introduction to the types of research papers through final revisions, including library use and three methods of documentation. The course may be taken either as preparation for future research paper assignments, or in conjunction with a current research assignment in another class. Transfer: CSU.

LCTR 140 PROFESSIONAL WRITING

Units 2; Class Hours: Minimum of 96 by arrangement lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): None. Description: This Macintosh-based course gives instruction and practice for writing in various professional capacities. Starting with the stages of the writing process and consideration of audience, the assignments proceed through the most important formats for professional writing, including instructions, proposals and formal reports. Transfer: CSU.

LCTR 151 ALLIED HEALTH SCIENCE VOCABULARY

Units 1; Class Hours: Minimum of 48 by arrangement lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: This self-paced allied health science vocabulary course focuses on the mastery of more than one hundred roots and affixes from which thousands of words used in medical

science terminology are derived. Instruction is aided by audiotapes which assist the student with pronunciation, and computer-assisted assignments based on the mastery learning approach. Transfer: CSU.

LCTR 400 REPORT PREPARATION AND EDITING

Units (Credit/No Credit) 0.5-3 (Maximum of 1 unit per semester); Class Hours: Minimum of 24-48 by arrangement lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description: This course provides individualized instruction in using Learning Center computer software, such as Microsoft Works, to prepare and edit reports. Students may complete written assignments for other courses while taking this course. Transfer: CSU.

LCTR 410 BUSINESS WATCH

Units (Credit/No Credit) 0.5-2; Class Hours: Minimum of 24-96 by arrangement lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: This course is a video-based, business-oriented language development program involving integrated practice in listening comprehension, reading, vocabulary development and writing, based on business segments originally presented by network television on ABC TV News. Transfer: CSU.

LCTR 440 MATH WITHOUT FEAR

Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, ENGL 800 or 836 or 400, and MATH 111; Prerequisite(s): None. Description: This course develops students' self-confidence and metacognitive skills in learning mathematics; it builds problem-solving skills in mathematics and/or in other courses which require the application of mathematical skills. Transfer: CSU.

LCTR 698 SUPERVISED TUTORING/ACADEMIC ASSISTANCE

Units 0; Class Hours: By arrangement; Prerequisite(s): Concurrent enrollment in course in which tutorial assistance is being provided. Description: Under the supervision of the Director the Learning Center, students receive academic assistance such as tutoring or computerized supplemental instruction in areas of academic need. Students receive computerized supplemental instruction in assignments or tutoring by tutors who have demonstrated competence in specific subject, skill and/or discipline and who have successfully completed a tutor training course.

LCTR 806 SELF-PACED ESL

(Replaced ESL 806)

Units (Credit/No Credit) 1-3; Class Hours: Minimum of 8-24 lecture/24-72 lab hours/semester; Prerequisite(s): None. Description: College-bound students enrolled in this self-paced laboratory course use software, audio, video and print material to learn to read, write, listen to and speak English as a second language. Offered at the off-campus learning centers, this course is designed for students who want to study English at flexible times at their own pace. Units do not apply toward AA/AS degree. May be repeated for credit up to 3 units.

LCTR 807 ENGLISH SKILLS FOR THE WORKPLACE

(Replaced ENGL 807)

Units (Credit/No Credit) 1-6; Class Hours: Minimum of 48-288 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description: This course contains six self-paced modules for the study of the vocabulary skills, reading skills, listening and speaking skills, and writing skills necessary to communicate about workplace topics. Through

video, audio, print and software materials, the student learns to communicate effectively about management, personal development, standard written forms, team work, customer service, and problem solving time management. Units do not apply toward AA/AS degree. May be repeated for credit up to 6 units.

LCTR 808 ENGLISH SKILLS FOR OCCUPATIONAL TRAINING

(Replaced ENGL 808)

Units (Credit/No Credit) 1-4; Class Hours: Minimum of 48-192 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. **Description:** This course contains four self-paced modules for the study of the vocabulary skills, reading skills, listening and speaking skills, and writing skills necessary to succeed in occupational training programs. Through video, audio, print and software materials, the student learns the linguistic skills necessary to succeed in training for clerical occupations, electronic assembly and repair, nursing assistance and computer training. Units do not apply toward AA/AS degree. May be repeated for credit up to 4 units.

LCTR 810 STUDY SKILLS

Units (Credit/No Credit) 1; Class Hours: Minimum of 48 by arrangement lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. **Description:** Through the use of computer programs, students learn to apply study skills including improved time management, efficient textbook reading and note taking, to develop memory and concentration techniques, and to demonstrate test taking efficiency. Units do not apply toward AA/AS degree.

LCTR 820 BASIC SPELLING MASTERY

Units (Credit/No Credit) 1; Class Hours: Minimum of 48 by arrangement lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. **Description:** Students are provided with computer-assisted instruction in spelling commonly misspelled words. The course focuses on basic mastery of common phonetic spelling patterns, commonly misunderstood spelling rules, the appropriate use of affixes, and understanding etymologies. Units do not apply toward AA/AS degree.

LCTR 821 ADVANCED SPELLING MASTERY

Units (Credit/No Credit) 1; Class Hours: Minimum of 48 by arrangement lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. **Description:** Students are provided with computer-assisted instruction in spelling commonly misspelled words, at a higher level than LCTR 820. The course focuses on mastery of common phonetic spelling patterns, commonly misunderstood spelling rules, the appropriate use of affixes, and understanding etymologies. Units do not apply toward AA/AS degree.

LCTR 822 GRAMMAR TROUBLE SPOTS

Units (Credit/No Credit) 1; Class Hours: Minimum of 48 by arrangement lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. **Description:** This Macintosh-based course helps students recognize and correct the most common errors in punctuation, sentence structure, and grammar. The course takes the student through ten troublesome areas with explanations, examples, and exercises. The course is recommended for students at any level whose writing would benefit from a focused review of these common "trouble spots." Units do not apply toward AA/AS degree.

LCTR 831 SENTENCE COMBINING ON THE MACINTOSH

Units (Credit/No Credit) 1; Class Hours: Minimum of 48 by arrangement lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s):

None. **Description:** This Macintosh-based course helps students develop their ability to write clear, correctly punctuated sentences. While suitable for ENGL 826 students, the course is especially recommended for students whose writing could benefit from a more sophisticated understanding of the English sentence. Units do not apply toward AA/AS degree.

LCTR 832 PARAGRAPH WRITING ON THE MACINTOSH

Units (Credit/No Credit) 1; Class Hours: Minimum of 48 by arrangement lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. **Description:** This Macintosh-based course helps students write well organized and well developed paragraphs. The course takes the student through eleven paragraph types, covering the following rhetorical modes: narration, description, persuasion, and eight expository modes. Hidden questions, or prompts, guide students in developing content and organization. Appropriate transitional devices are suggested for each kind of paragraph. Units do not apply toward AA/AS degree.

LCTR 833 SENTENCE DIAGRAMMING

Units (Credit/No Credit) 1; Class Hours: Minimum of 48 by arrangement lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. **Description:** This self-paced Macintosh-based course teaches correct sentence structure through diagramming, enabling students to visualize the parts of a sentence and their relationships to the whole. Covering simple to compound-complex sentences, it benefits all students needing sentence review. Designed to supplement coursework in ENGL 826, 836 and 100. Units do not apply toward AA/AS degree.

LCTR 840, 841, 842, 843 VOCABULARY IMPROVEMENT I, II, III, IV

Units (Credit/No Credit) 1; Class Hours: Minimum of 48 by arrangement lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. **Description:** This workbook-based series of four vocabulary courses helps students build and improve vocabulary skills while teaching 150-300 basic words in each course. The courses give abundant practice and reinforcement by checkpoint tests through an intensive words-in-context approach. This is supplemented by matching words and definitions, concluding with chapter and unit exams using words in context and assessing word definitions with antonyms and synonyms. Prior to enrolling, students should take a short pre-test at the Learning Center to determine course in which to enroll. Units do not apply toward AA/AS degree.

LCTR 850 READING AND WRITING FOR THE WORKPLACE

Units (Credit/No Credit) 1; Class Hours: Minimum of 48 by arrangement lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. **Description:** This self-paced course covers reading and writing skills for success in the workplace. The course covers an awareness of expectations of a new job, how to identify employers' expectations, and the importance of effective communication skills. Units do not apply toward AA/AS degree.

LCTR 851 READING AND WRITING FOR THE WORKPLACE: STARTING A NEW JOB

Units (Credit/No Credit) 1; Class Hours: Minimum of 48 by arrangement lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. **Description:** This self-paced course offers instruction and practice in applying reading and writing skills to materials commonly found in the workplace. The course covers work-related reading skills, such as how to locate and interpret the key information needed to perform a job well; workplace vocabulary, such as understanding confusing technical terms; and a skills section to practice basic elements and components of reading and study skills. Units do not apply toward AA/AS degree.

LCTR 852 READING AND WRITING FOR THE WORKPLACE: COMMUNICATING WITH CO-WORKERS

Units (Credit/No Credit) 1; Class Hours: Minimum of 48 by arrangement lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. **Description:** This self-paced course describes how to communicate effectively in the workplace, how to be aware of verbal and nonverbal messages, and how one can organize messages to meet the needs of co-workers. The course covers listening, speaking, reading, writing, and dealing with visual and nonverbal information. Units do not apply toward AA/AS degree.

LCTR 853 READING AND WRITING FOR THE WORKPLACE: COMMUNICATING WITH SUPERVISORS

Units (Credit/No Credit) 1; Class Hours: Minimum of 48 by arrangement lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. **Description:** This self-paced course offers strategies for communicating effectively with supervisors: oral, written, visual, and nonverbal. The course describes and illustrates techniques for communicating with supervisors and how this differs from communicating with co-workers. Units do not apply toward AA/AS degree.

LIBRARY SCIENCE**LIBR 100 INTRODUCTION TO INFORMATION RESEARCH**

Units (Grade Option) 1; Class Hours: 48 lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): None. **Description:** This one unit self-paced course offers an introduction to the basic concepts and tools used in information research. Techniques for approaching the research process using critical thinking and information competence skills are presented. Prepares students in any major for information research at four-year colleges and universities. Transfer: CSU, UC*.

LIBR 120 INFORMATION COMPETENCY

Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): None. **Description:** This self-paced course teaches students, who are concurrently enrolled in designated courses in various disciplines, information competency skills: how to find, critically evaluate and use information resources in a variety of formats (including text and online). Students will learn these skills by learning how to complete the steps of a research process, including: topic selection, identifying search terms, choosing databases, developing search strategy and evaluating and citing sources. Transfer: CSU, UC*.

LITERATURE**LIT. 101 MODERN LITERATURE**

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for ENGL 110; Prerequisite(s): None. **Description:** Study of selected fiction, poetry, and drama of the 20th Century. Lectures, discussions, related reading, writing of critical papers. Transfer: CSU, UC.

LIT. 105 THE BIBLE AS LITERATURE

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Prerequisite(s): ENGL 100. **Description:** This course introduces the student to the Bible as a work of literature by providing a study of the significant writings of the Old and New Testaments and of the Apocrypha. The course focuses particularly on these works as being characteristic of the culture and literary genres considered. Transfer: CSU, UC.

LIT. 111 THE SHORT STORY

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Prerequisite(s): ENGL 110. **Description:** Designed to help the student understand short stories, perhaps the most popular form of prose fiction today. Careful analysis of short stories as a means of developing in the student a critical method for the evaluation of the short story form. Transfer: CSU, UC.

LIT. 142 GREAT PLAYS: CLASSICAL AND RENAISSANCE (Also DRAM 142)

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Prerequisite(s): ENGL 100. **Description:** Study of the greatest plays and playwrights from classical Greece through the Elizabethan era in England. Principles underlying dramatic literature in each period are related to dominant social, intellectual, and artistic forces, measuring the student's own beliefs and values against those of characters of other times and places. Play attendance may be required. Transfer: CSU, UC.

LIT. 143 GREAT PLAYS: MODERN ERA (Also DRAM 143)

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Prerequisite(s): ENGL 100. **Description:** Study of the great plays and playwrights from the 17th century to the present. Principles underlying dramatic literature in each period are related to dominant social, intellectual and artistic forces, measuring the student's own beliefs and values against those of characters of other times and places. Play attendance may be required. Transfer: CSU, UC.

LIT. 144 HISTORY AND DEVELOPMENT OF THE AMERICAN MUSICAL (Also DRAM 144)

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. **Description:** The development of the American musical theater from its European roots through vaudeville, revues, etc., to the modern concept musical. The course explores how musical theater of the period reflects the social and cultural trends in American society. The structural components of musical theater, as well as significant contributions to this unique American theatrical form, receive major focus. Transfer: CSU, UC.

LIT. 151 INTRODUCTION TO SHAKESPEARE I (Also DRAM 151)

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Prerequisite(s): ENGL 100. **Description:** Study of representative plays of Shakespeare. A chronological sequence of plays, from each of the phases of Shakespeare's creativity, is covered. Some discussion of Shakespeare's life and times and some discussion of his poetry are included, although the plays are the main focus of the course. Transfer: CSU, UC.

LIT. 152 INTRODUCTION TO SHAKESPEARE II (Also DRAM 152)

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Prerequisite(s): ENGL 100. **Description:** Study of selected plays of Shakespeare. Some discussion of Shakespeare's life and times and some discussion of his poetry is included, although his plays are the main focus of the course. Plays covered are different than those in LIT. 151 and are not selected on a chronological basis. Transfer: CSU, UC.

LIT. 191 CHILDREN'S LITERATURE

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL

800 or 836 or 400; *Prerequisite(s)*: None. **Description**: Designed to give practical experience in presenting stories and poetry to children from pre-school age through young adult. To acquaint the teacher assistant, teacher, library aide, and librarian with the history of literature for children and the outstanding authors and illustrators of children's books. Development of resource files. Transfer: CSU.

LIT. 192 CHILDREN'S LITERATURE II

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for ENGL 110; Prerequisite(s): LIT. 191. **Description**: This course addresses the influences of children's literature upon the lives of adults; it enables students to become more fully acquainted with the current writers, the books, the controversies, and the trends in the field, and to develop further skill in the evaluation and selection of children's literature. It emphasizes the scope and impact of children's literature and pursue deeper study of significant books in the field. Transfer: CSU.

LIT. 200 MAJOR FIGURES IN AMERICAN LITERATURE

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Prerequisite(s): ENGL 100. **Description**: Study of the writings of some of the major figures in American literature. Intensive reading, lectures, discussion, papers. Transfer: CSU, UC.

LIT. 231 SURVEY OF ENGLISH LITERATURE I

(CAN ENGL 8) (CAN ENGL SEQ B = LIT. 231 + 232)

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Prerequisite(s): ENGL 110. **Description**: Study of the typical works of major English writers from Chaucer to the end of the 18th Century. Discussions, lectures, writing of critical essays. Transfer: CSU, UC.

LIT. 232 SURVEY OF ENGLISH LITERATURE II

(CAN ENGL 10) (CAN ENGL SEQ B = LIT. 231 + 232)

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Prerequisite(s): ENGL 110. **Description**: Study of the typical works of major English writers from the Restoration to the Victorian period. Discussions, lectures, writing of critical essays. Transfer: CSU, UC.

LIT. 233 SURVEY OF ENGLISH LITERATURE III

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Prerequisite(s): ENGL 110. **Description**: Study of major English writers of the 20th century, including Woolf, Eliot, Yeats, and Huxley. Discussions, lectures, writing of critical essays. Transfer: CSU, UC.

LIT. 251 WOMEN IN LITERATURE

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for ENGL 110; Prerequisite(s): None. **Description**: This course explores women writers' views of women and men in short stories, novels, poetry, drama, and film. The class discusses literature beginning with the ancient Greeks up to contemporary feminist writers, comparing men and women writers on similar themes. Transfer: CSU, UC.

LIT. 252 WOMEN WRITERS: MULTICULTURAL PERSPECTIVES

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Prerequisite(s): ENGL 100. **Description**: This course presents an overview of the literary history of women writers, selecting from, in different semesters, African American, Native American, Asian American, and Hispanic groups, and then concentrates in depth on selected writers and works. The focus is both on the written contributions as well as the

social and political situations of American ethnic women writers. (Fulfills Associate degree Ethnic Studies requirement.) Transfer: CSU, UC.

LIT. 266 BLACK LITERATURE

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for ENGL 110; Prerequisite(s): None. **Description**: Historical and literary survey of Afro-American literature emphasizing principal authors and their works from the 19th century to the present. Lectures and discussions based on readings of poetry, short stories, novels and drama; written reports. (Fulfills Associate degree Ethnic Studies requirement.) Transfer: CSU, UC.

LIT. 301 MASTERPIECES OF CLASSICAL AND EUROPEAN LITERATURE I

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): None. **Description**: Selections from the literature of ancient Greece through Renaissance Europe are read, analyzed, discussed and enjoyed. Group work, oral reports, papers. Transfer: CSU, UC.

LIT. 302 MASTERPIECES OF CLASSICAL AND EUROPEAN LITERATURE II

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): None. **Description**: Study of selected European novels, short stories, and plays from the 17th century to the present. Reading, analysis, and discussions; written reports, oral readings, and lectures. Transfer: CSU, UC.

LIT. 370 READINGS IN LITERATURE OF THE LATINO IN THE UNITED STATES

Units 3; Class Hours: Minimum of 48 lecture hours/semester; Prerequisite(s): ENGL 100. **Description**: A survey in English of literary contributions of Latino writers in the United States, this course studies the historical, sociopolitical, and cultural concerns of Latinos in the United States as these appear in novels, short stories, and poetry. These works provide a glimpse into the struggle for self-identity and self-determination and into the forces that interact in the course of this struggle and give the reader a glance into the magical world of different perspectives of reality. LIT. 370 requires writing of essays dealing with the materials covered. (Fulfills Associate degree Ethnic Studies requirement.) Transfer: CSU, UC.

LIT. 371 MEXICAN-AMERICAN LITERATURE

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. **Description**: Study of literature written in English by Mexican-Americans. Emphasis is placed upon contemporary stories, poems, and essays. (Fulfills Associate degree Ethnic Studies requirement.) Transfer: CSU, UC.

LIT. 372 MYTH AND FOLKLORE OF LA RAZA

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. **Description**: Study of the folk literature of Mexican and Mexican-American peoples, with special emphasis on their effect on contemporary values. (Fulfills Associate degree Ethnic Studies requirement.) Transfer: CSU, UC.

LIT. 373 LATIN AMERICAN LITERATURE IN TRANSLATION

Units 3; Class Hours: Minimum of 48 lecture hours/semester; Prerequisite(s): ENGL 100. Description: Innovative and influential, Latin American literature vividly portrays life and mores of our neighboring countries to the south. This course samples greater and lesser-known works, revealing the literary trends and characteristics that have earned world recognition. The literature provides the background for an understanding of the cultural experiences and concerns of the Latino in this country. Material in a variety of genres is presented. (Fulfills Associate degree Ethnic Studies requirement.) Transfer: CSU, UC.

LIT. 375 NATIVE-AMERICAN LITERATURE

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Prerequisite(s): ENGL 100. Description: A study of the great epics and myths, the lyrical and narrative poetry, the oratory, and the contemporary works in prose and poetry of the American Indian from pre-Conquest times to the present. (Fulfills Associate degree Ethnic Studies requirement.) Transfer: CSU, UC.

LIT. 431 MYTHOLOGY

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for ENGL 110; Prerequisite(s): None. Description: Introductory survey of mythology and its relations to ritual with emphasis on classical Mediterranean culture. Reading, discussion, exams, and papers. Transfer: CSU, UC.

LIT. 441 FILM STUDY AND APPRECIATION I

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: Study of significant motion pictures from the early 1900s to the 1940s as an art form with emphasis on structure of film and the technique of film making. Screening of films followed by discussion and/or written analysis relating to appreciation and understanding of film as a communicative medium. Transfer: CSU, UC.

LIT. 442 FILM STUDY AND APPRECIATION II

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: Study of selected representative films (1940s to the present) from all over the world. Emphasis is on the rhetoric of cinema directors' styles, and history of film. Objective: to understand film as an art and as a communicative medium. Transfer: CSU, UC.

LIT. 445 INTRODUCTION TO FILM STUDIES

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Prerequisite(s): ENGL 100. Description: Introduction to Film Studies acquaints students with the major techniques and genres employed by national and international filmmakers. The language of film is studied and applied to a variety of classic narrative films. Transfer: CSU.

MANAGEMENT**MGMT 100 INTRODUCTION TO BUSINESS MANAGEMENT**

Telecourse: Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: Study of the principal functions of modern management, including planning, organizing, staffing, controlling, and decision making. Transfer: CSU.

MGMT 204 MANAGING EMPLOYEES EFFECTIVELY

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: Study of the effective techniques used to manage human resources in the workplace. Globalization of work and its implications, workforce diversity, reengineering work process for improved productivity, total quality management, and continuous improvement methods are covered also. Transfer: CSU.

MGMT 206 LEGAL ASPECTS OF PERSONNEL MANAGEMENT

Units (Grade Option) 2; Class Hours: Minimum of 32 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: Topics include laws affecting discriminatory practices: age, vocational rehabilitation, pregnancy, Americans with Disabilities Act, sexual harassment, family and medical leave, relevant executive order, the role of the EEOC, and providing a response to an EEO charge. Transfer: CSU.

MGMT 208 INTERVIEWING, HIRING, EVALUATING, AND TERMINATING EMPLOYEES

Units (Grade Option) 2; Class Hours: Minimum of 32 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: This course is an overview of effective techniques used for interviewing, hiring, evaluating, and terminating employees. Other topics include job descriptions, job specifications, recruiting, and reference checking. Transfer: CSU.

MGMT 215 MANAGEMENT OF HUMAN RESOURCES

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: Introductory course on the personnel function. Topics include selection and placement, wage and salary procedures, affirmative action programs, performance appraisals, training, and staff development. Transfer: CSU.

MGMT 220 ORGANIZATIONAL BEHAVIOR

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: This course is an overview of work and organizational behavior and individual behavior. Topics include motivation, fundamentals of communication, leadership and power, group dynamics, decision making concepts, managing organizational conflict, organization change, impact of computer technology, and international aspects of organization behavior. Transfer: CSU.

MGMT 235 TECHNIQUES OF SUPERVISION

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: Introduction to effective techniques of supervision in the work place. Topics include good management techniques, group dynamics, small group behavior, leadership, creativity, and effective communications in the workplace. Transfer: CSU.

MGMT 304 PROPERTY MANAGEMENT

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: Study of the skills needed to manage property efficiently. Topics covered include resident relations and effective communications, office procedures, occupancy

and budget goals, monitoring staff, property appearance, and agency compliance. Transfer: CSU.

MATHEMATICS

A normal sequence of mathematics courses at Cañada College is shown in the diagram on page 70. A student who qualifies for a particular mathematics course is eligible for any course lower in the sequence. If the student has not taken a mathematics course during the previous two years, it is strongly recommended that the student enroll in a course below the one for which he/she would normally be eligible. In general, eligibility of an incoming freshman for a mathematics course is determined by an evaluation of his/her transcript and scores on the District mathematics placement test.

Questions regarding the equivalency of college preparatory mathematics beginning with elementary algebra, taken in elementary or secondary school, should be referred to the Division Dean.

MATH 110 ELEMENTARY ALGEBRA

Units (Grade Option) 5; Class Hours: Minimum of 80 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): MATH 811, or appropriate score on District math placement test and other measures as appropriate. Description: This is the first course in a 2-part series covering elementary and intermediate algebra. Topics include the real number system, linear equations, linear inequalities, graphing, systems of equations, integer exponents, polynomials, factoring, proportions, rational expressions, and problem solving. Students who complete this course with a C or better are advised to enroll in MATH 120.

MATH 111 ELEMENTARY ALGEBRA I

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): 3 units of MATH 811, or appropriate score on District math placement test and other measures as appropriate. Description: This course is equivalent to the first half of MATH 110. Topics include the real number system, linear equations, linear inequalities, graphing, and systems of equations. Students who complete this course with a C or better are advised to enroll in MATH 112.

MATH 112 ELEMENTARY ALGEBRA II

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): MATH 111. Description: This course is equivalent to the second half of MATH 110 and is a continuation of MATH 111. Topics include integer exponents, polynomials, factoring, proportions, and rational expressions. Students who complete this course with a C or better are advised to enroll in MATH 122.

MATH 115 GEOMETRY

Units 5; Class Hours: Minimum of 80 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): MATH 110 or 112, or appropriate score on District math placement test and other measures as appropriate. Description: This course is a study of the properties of plane and solid figures, using formal logic and the real number system. Some non-Euclidean, projective and topological elements are included.

MATH 120 INTERMEDIATE ALGEBRA

(Previously MATH 121)

Units 5; Class Hours: Minimum of 80 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): MATH 110 or 112, or appropriate score on District math placement test and other measures as appropriate. Description: This is the second course in a 2-part series covering elementary and intermediate algebra and is a continuation of MATH 110. Topics include a review of equations, absolute value, lines and graphs, functions, rational exponents, radical expressions and equations, quadratic equations and graphs, exponential functions, and logarithmic functions. Additional topics may include conic sections and systems of equations.

MATH 121 INTERMEDIATE ALGEBRA

(Became MATH 120)

MATH 122 INTERMEDIATE ALGEBRA I

Units 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): MATH 110 or 112, or appropriate score on District math placement test and other measures as appropriate. Description: This course is equivalent to the first half of MATH 120. Topics include a review of equations, absolute value, lines and graphs, functions, rational exponents, radical expressions and equations, and quadratic equations. Students who complete this course with a C or better should enroll in MATH 123.

MATH 123 INTERMEDIATE ALGEBRA II

Units 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): MATH 122. Description: This course is equivalent to the second half of MATH 120 and is a continuation of MATH 122. Topics include composition of functions, inverse functions, exponential functions, and logarithmic functions. Optional topics include the conic sections and nonlinear systems.

MATH 125 ELEMENTARY FINITE MATHEMATICS (CAN MATH 12)

Units 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): MATH 120 or 121 or 123, or appropriate score on District math placement test and other measures as appropriate. Description: This is an introduction to finite mathematics with attention to set theory, counting theory, probability, systems of equations, vector and matrix theory, inequalities and linear programming. Transfer: CSU, UC.

MATH 130 ANALYTICAL TRIGONOMETRY (CAN MATH 8)

Units 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): MATH 115, and 120 or 121 or 123, or appropriate score on District math placement test and other measures as appropriate. Description: This course covers trigonometric functions of real numbers and angles, their graphs and periodicity; reduction formulas; functions of multiple angles; identities and equations; radian measure; inverse functions, logarithms and exponents, solution of triangles; complex numbers and De Moivre's theorem. Transfer: CSU.

MATH 140 MATHEMATICS FOR GENERAL EDUCATION (CAN MATH 2)

Units 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): MATH 120 or 121 or 123, or appropriate score on District math placement test and other measures as appropriate. Description: This course fulfills the general education requirements in mathematics, and is designed for majors with no specific math requirement. The goal is to develop in students an appreciation for the beauty and utility of mathematics. Topics can include logic, problem solving, probability, statistics, geometry, mathematics of finance, systems of numeration, mathematical modeling, and computers. Transfer: CSU, UC.

MATH 150 MATHEMATICS FOR ELEMENTARY SCHOOL TEACHERS

Units 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): MATH 115 and 120. Description: This course is intended for future elementary school teachers. Topics covered include elementary set theory, numeration, number systems and operations, and elementary number theory, with emphasis on problem solving. Transfer: CSU, UC.

MATH 200 ELEMENTARY PROBABILITY AND STATISTICS (CAN STAT 2)

Units 4; Class Hours: Minimum of 64 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): MATH 120 or 121 or 123, or appropriate score on District math placement test and other measures as appropriate. Description: This course presents the basic concepts underlying statistical methods and covers descriptive statistics, probability, probability distributions, hypothesis testing, estimates and sample sizes, correlation and regression, chi-square tests, analysis of variance, and nonparametric statistics. Computer analysis of statistical data is integrated into the course. Applications of statistics to business, life sciences and other areas are included. Transfer: CSU, UC.

MATH 219 PRE-CALCULUS COLLEGE ALGEBRA/TRIGONOMETRY (CAN MATH 16)

Units 5; Class Hours: Minimum of 80 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): MATH 130, or appropriate score on District math placement test and other measures as appropriate. Description: Unification of college algebra and analytical trigonometry based on the function concept. Topics include: properties of the real number system, inequalities, theory of equations, complex numbers, logarithmic and exponential functions, matrices, binomial theorem, sequence inverse functions. Transfer: CSU, UC*.

MATH 241 APPLIED CALCULUS I (CAN MATH 30) (CAN MATH SEQ D = MATH 241 + 242)

Units 5; Class Hours: Minimum of 80 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): MATH 120 or 121 or 123, or appropriate score on District math placement test and other measures as appropriate. Description: This is the first of two calculus classes that are designed for business, life science, or other majors that don't require the more rigorous engineering calculus. Topics include a review of functions from algebra, an introduction to periodic functions, an introduction to limits, the derivative, and applications of the derivative. Transfer: CSU, UC*.

MATH 242 APPLIED CALCULUS II (CAN MATH 32) (CAN MATH SEQ D = MATH 241 + 242)

Units 5; Class Hours: Minimum of 80 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): MATH 241. Description: This is the second half of a two-semester calculus sequence that is designed for business, social sciences, technology, and life sciences majors. Topics include an introduction to the integral, integration, multivariable functions, and differential equations. Transfer: CSU, UC*.

MATH 251 ANALYTICAL GEOMETRY AND CALCULUS I (CAN MATH 18) (CAN MATH SEQ B = MATH 251 + 252) (CAN MATH SEQ C = MATH 251 + 252 + 253)

Units 5; Class Hours: Minimum of 80 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): MATH 219 or appropriate score on District math placement test and other measures as appropriate. Description: This course is an introduction to calculus and analytic geometry including limits, continuity of functions, definition of differentiation, derivation of formulas, applications, anti-differentiation and the fundamental theorem of calculus. Transfer: CSU, UC*.

MATH 252 ANALYTICAL GEOMETRY AND CALCULUS II (CAN MATH 20) (CAN MATH SEQ B = MATH 251 + 252) (CAN MATH SEQ C = MATH 251 + 252 + 253)

Units 5; Class Hours: Minimum of 80 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): MATH 251. Description: This course is the second in a series of calculus and analytic geometry. This course covers the Fundamental Theorem of Calculus, antiderivatives, integral applications and techniques, power series and infinite series topics such as series testing and analysis of Taylor and power series. Transfer: CSU, UC*.

MATH 253 ANALYTICAL GEOMETRY AND CALCULUS III (CAN MATH 22) (CAN MATH SEQ C = MATH 251 + 252 + 253)

Units 5; Class Hours: Minimum of 80 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): MATH 252. Description: This course is the third in a series of calculus and analytic geometry. This is the calculus of multivariable functions. The course covers topics in vectors, partial derivatives, double and triple integrals, line integrals and vector analysis theory such as Green's, Stokes', and Gauss' Theorems. Transfer: CSU, UC.

MATH 268 DISCRETE MATHEMATICS

Units (Grade Option) 4; Class Hours: Minimum of 64 lecture hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): MATH 251. Description: Covers topics in discrete mathematics with particular emphasis on computer science applications. Includes logic, sets, functions and relations mathematical induction, recursion, Boolean algebra, elementary number theory, probability, algebraic structures, statistics, graphs, counting and combinatorics. Transfer: CSU, UC*.

MATH 270 LINEAR ALGEBRA

Units 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): MATH 252. Description: Application of vectors and matrices to systems of linear equations, linear transformations, eigenvectors and eigenvalues, vector spaces and inner products. Transfer: CSU, UC.

MATH 275 ORDINARY DIFFERENTIAL EQUATIONS (CAN MATH 24)

Units 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): MATH 252. Description: Applications involving differential equations and analytical, graphical and numerical solutions of linear differential equations and systems of linear differential equations, power-series solutions of nonlinear differential equations, and solution of linear differential equations with constant coefficients by Laplace Transforms. Transfer: CSU, UC.

MATH 811 PRE-ALGEBRA

Units (Grade Option) 1-3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description: Covers the fundamental processes in arithmetic: reading mathematical notation, translating words into symbols, and properties of the real number system. May be repeated for credit up to 3 units. Units do not apply toward AA/AS degree.

MUSIC**MUS. 100 FUNDAMENTALS OF MUSIC**

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/16 lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: This introductory course is designed to develop literacy with the traditional musical symbol system and basic vocal or keyboard competence with rhythm, scales, intervals, triads, and articulation markings. The course is suggested as a preliminary course to MUS. 101 and 131 and is suggested for the elementary classroom teacher and the amateur musician. Units do not apply toward a music major degree. Transfer: CSU, UC*.

MUS. 101, 102, 103, 104 MUSICIANSHIP I, II, III, IV

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/16 lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): MUS. 102, 103 and 104 require the previous level. Description: This series of courses covers music notation, keys, key signatures, intervals, sight reading and ear training from beginning through advanced levels. Some pianistic ability is desirable for level I. Transfer: CSU, UC.

MUS. 131, 132 HARMONY I, II

Units 3; Class Hours: Minimum of 48 lecture/16 lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): MUS. 132 requires MUS. 131. Description: Study of chords and their relation to each other, in order to develop the ability to harmonize melodies on paper or at the keyboard is the focus of this course. MUS. 131 and 132 carry the student from simple triads through and including chords of the dominant seventh. MUS. 131 is usually taken concurrently with MUS. 101 and 103. Some piano ability is essential for level I. Transfer: CSU, UC.

MUS. 202 MUSIC APPRECIATION (CAN MUS 8)

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/16 lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: Music 202 is a lecture course covering the development of Western art music from its beginnings to the present day. Emphasis is placed on aspects of music such as rhythm, counterpoint, form, harmony, and developmental techniques, and history which can assist the listener to understand and appreciate art

music. Directed weekly listening in the library and attendance at three (minimum) live concerts of classical music are required. This course is for non-music majors, as well as music majors. Transfer: CSU, UC.

MUS. 301, 302, 303, 304 PIANO I, II, III, IV

Units (Grade Option) 2; Class Hours: Minimum of 32 lecture/16 lab/48 by arrangement lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): MUS. 302, 303 and 304 require the previous level. Description: These applied music courses stress the basics of piano playing from beginning through advanced levels. Students are taught the foundations of piano technique, to read music, to play musically, and to expand their repertoire. For those with no music literacy, concurrent or previous enrollment in MUS. 100 is recommended if enrolling in level I. MUS. 304 may be repeated for credit. Transfer: CSU, UC.

MUS. 305, 306, 307, 308 KEYBOARD HARMONY I, II, III, IV

Units (Grade Option) 2; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): MUS. 306, 307 and 308 require the previous level. Description: This series of beginning through advanced courses gives students hands-on keyboard proficiency in performing the harmonic theory studied in MUS. 131, 132, 133, and 134. The courses reinforce their aural perception of harmonic progressions, provide instruction for transposition, and lay the foundation for improvisation at the keyboard. Some pianistic ability is desirable for level I. Transfer: CSU, UC.

MUS. 371, 372, 373, 374 GUITAR I, II, III, IV

Units (Grade Option) 1; Class Hours: Minimum of 48 lecture/lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): Possession of a guitar. MUS. 372, 373 and 374 require the previous level. Description: These courses cover basic techniques of playing the guitar from beginning through advanced levels. Group and individual attention are included. Transfer: CSU, UC.

MUS. 450 JAZZ BAND

Units 1; Class Hours: Minimum of 48 lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): Demonstration of ability by audition. Description: This course provides for the study of all phases of big band jazz. Performance is required. Demonstration of proficiency is a prerequisite. Transfer: CSU, UC.

MUS. 461, 462, 463, 464 INSTRUMENTAL ENSEMBLE I, II, III, IV

Units 1; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): MUS. 461 requires demonstration of ability by audition. MUS. 462, 463 and 464 require the previous level. Description: These course are a Brass, String, and Woodwind ensemble. Performance is required. Transfer: CSU, UC.

MUS. 476 CHOIR

Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): Student must be able to match pitch vocally. Description: This course is the study and performance of choral literature for accompanied and unaccompanied chorus. The repertoire includes "popular" contemporary styles. Performances are required. Field trips may be required. May be repeated for credit up to 3 times. Transfer: CSU, UC.

MUS. 486 COLLEGE SINGERS

Units 1; Class Hours: Minimum of 80 lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): Previous choral experience and demonstrated ability by audition. Description: This is an advanced ensemble specializing in the performance of choral literature for small choruses. The repertoire includes both traditional and contemporary styles. Performances are required. Field trips may be required. May be repeated for credit up to 3 times. Transfer: CSU, UC.

MUS. 490 PENINSULA CANTARE I

Units (Grade Option) 1; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): Previous choral experience and demonstrated ability through auditions. Description: Rehearsal and performance of oratorios and other choral literature is the content of this course. Performance is required. May be repeated for credit up to 3 times. Transfer: CSU, UC.

MUS. 491 PENINSULA CANTARE II

Units 0.5; Class Hours: Minimum of 24 lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): Previous choral experience and ability demonstrated by audition. Description: This course focuses on rehearsal and performance of oratorios and other choral literature at a more advanced level than MUS. 490. Participation in performances is required. May be repeated for credit up to 3 times. Transfer: CSU, UC.

NATURAL SCIENCES**NSCI 100 INTRODUCTION TO NATURAL SCIENCES**

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: This course is an overview of the natural sciences, emphasizing the geology and natural history of San Mateo County. Descriptive material is taken from biological, geological and environmental sciences. Field trips supplement lecture material. Transfer: CSU, UC*.

OCEANOGRAPHY**OCEN 100 OCEANOGRAPHY**

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: Chemical and biological history of the oceans, currents, waves, tides and coastal processes are studied in this course. Origin and evolution of the oceans and ocean basins with emphasis on recent discoveries in continental drift and sea floor spreading are included. Transfer: CSU, UC.

OFFICE TECHNOLOGY

(See Business/Office Technology)

PALEONTOLOGY**PALN 110 ANCIENT LIFE AND PAST ENVIRONMENTS**

Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: An introductory ecological approach to the changing parade of life and ancient environments through the past 3.5 billion years of Earth history. Included are collecting, preparing, analyzing and interpreting a fossil marine fauna. Transfer: CSU, UC.

PARALEGAL**LEGL 249 INTRODUCTION TO THE LEGAL SYSTEM**

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): None. Description: The role of a paralegal, an overview of the U.S. legal system, and an introduction to the substantive areas of law taught in the paralegal program. Transfer: CSU.

LEGL 250 LEGAL RESEARCH AND WRITING

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for ENGL 110; Prerequisite(s): LEGL 249 or concurrent enrollment in LEGL 249. Description: The student is introduced to reading and briefing legal cases and the principles of legal writing. Students also learn the differences between 1) primary and secondary sources, 2) title and court records, and 3) county, state, and specialization law libraries, and specialized libraries. Other topics included in the course are organization and management of an office law library, cite checking, and preparation of bibliographies. Transfer: CSU.

LEGL 251 TORTS

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): LEGL 249. Description: Study of the various torts that make up the substantive law of torts. The topics included are the basis of tort liability, the elements of actionable torts, remedies, and procedures. Transfer: CSU.

LEGL 252 CIVIL LITIGATION AND TRIAL PREPARATION

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): LEGL 249. Description: Introduction to the basis of trial practice and civil litigation procedures. Students learn how to prepare pleadings and motions, complete discovery and fact investigations, identify pretrial considerations, preserve facts and prepare for trial, and complete post-trial motions and appeals. Transfer: CSU.

LEGL 253 ESTATE ADMINISTRATION

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): LEGL 249. Description: Examines the fundamental principles involved in the legal process of estate planning and probating an estate. The basic law of wills and the preparation of all pleadings and documents customarily used in planning and probating an estate are included also. Transfer: CSU.

LEGL 254 FAMILY LAW

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): LEGL 249; Corequisite(s): Concurrent enrollment in LEGL 699, two hours per week minimum. Description: Legal principles applicable to the marriage contract and analyze problems arising from the marital relationship. Other topics include the examination of property rights, support obligations, and child custody. Transfer: CSU.

LEGL 255 CORPORATIONS AND BUSINESS ENTITIES

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): LEGL 249 or concurrent enrollment in LEGL 249. Description: Basic orientation to business organizations involving sole proprietorships and partnerships. Procedures followed for qualifying a foreign corporation in California are discussed as well. Transfer: CSU.

LEGL 256 REAL PROPERTY LAW

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): LEGL 249 or concurrent enrollment in LEGL 249. Description: In this course, emphasis is placed on the relationships between buyer and seller of real estate and between landlord and tenant. The role of the legal assistant in the analysis and solution of legal problems and in the preparation of documents is also discussed. Transfer: CSU.

LEGL 257 BANKRUPTCY

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): LEGL 249 or concurrent enrollment in LEGL 249. Description: Overview of the bankruptcy court, administration of bankrupt estates by receivers and trustees, and the preparation of voluntary cases. Students learn to apply the analytical skills needed to assist attorneys in preparing bankruptcy petitions and other documents. Transfer: CSU.

LEGL 260 ADVANCED LEGAL RESEARCH AND WRITING

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): LEGL 249 and 250. Description: Students develop and refine legal research and writing skills by preparing a series of projects which include legal documents for court cases filed by attorneys. Included is the efficient use of law libraries. Transfer: CSU.

LEGL 262 PARALEGALISM AND STUDY OF LEGAL ETHICS

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for ENGL 110; Prerequisite(s): LEGL 249. Description: Major aspects and issues of the paralegal profession, skills of a paralegal, and legal ethics. Topics include new careers in law, paralegal employment, the regulation of paralegals, legal analysis, interviewing, investigation in a law office, and formal and informal advocacy with administrative agencies. Transfer: CSU.

LEGL 264 CONTRACTS

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): LEGL 249. Description: Study of the theory and practice of contract law. Students will learn to create contracts and identify contract breaches provided for by law. Transfer: CSU.

LEGL 268 ADMINISTRATIVE LAW

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): LEGL 249. Description: Fundamentals of the administrative law system--how it developed, what it is intended to do, and how it works. Federal cases; issues in administrative law such as those that apply to tax, welfare, and environmental law; workers' compensation and social security are examined also. Transfer: CSU.

LEGL 270 ENVIRONMENTAL LAW

Units (Grade Option) 2; Class Hours: Minimum of 32 lecture hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): LEGL 249 or concurrent enrollment. Description: Fundamentals of environmental law including ecological considerations, common law origin of environmental regulations, implementing environmental policy, and the constitutional basis for environmental regulatory statutes. Transfer: CSU.

LEGL 274 ADVANCED FAMILY LAW PROJECTS

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for ENGL 110; Prerequisite(s): LEGL 254; Corequisite(s): Concurrent enrollment in LEGL 699, two hours per week minimum. Description: Overview of the skills needed to prepare documents and forms commonly found in family law (divorce) matters. Potential examples are petitions, responses, orders to show cause, responsive declarations, income and expense declarations, pretrial statements, disclosure statements, discovery judgments, marital settlement agreements, and support calculations. Transfer: CSU.

LEGL 276 COMPUTERS IN THE LAW

Units (Grade Option) 2; Class Hours: Minimum of 32 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): None. Description: This survey course provides an overview of the ways in which law firms and libraries increasingly use the Internet as an integral part of their daily work. The primary emphasis is on the legal information and research sources available through the World Wide Web. Other topics include transactional use of the Internet, as in corporate registrations and securities filings, and law firm intranets. Transfer: CSU.

LEGL 282 PARALEGAL CAREER FORUM

Units (Credit/No Credit) 0.5; Class Hours: Minimum of 8 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: First-hand information on the paralegal profession from experts in various legal specialties. Also included in the course are discussions of local, state, and national issues facing the paralegal profession.

LEGL 350 PARALEGAL ISSUES: LEGAL UPDATES

Units (Grade Option) 1-3; Class Hours: Minimum of 16-48 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: Overview of the laws passed during a calendar year. Legal updates are offered during the spring semester in family law, probate/estate administration, and litigation/discovery. A review of statutes enacted by the Legislature in the preceding year which become effective during the current year is included also. May be repeated for credit up to 3 units. Transfer: CSU.