

## INTERIOR DESIGN

### INTD 115 INTRODUCTION TO INTERIOR DESIGN

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* An examination of the built environment with emphasis on residential design. The elements and principles of design are examined as they relate to the functional and aesthetic aspects of interior spaces. Students develop skills in critical analysis of interiors and create individual solutions through 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 836, and ENGL 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 PRESENTATION TECHNIQUES I

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): ARCH 110; Corequisite(s): Concurrent enrollment in INTD 699 is highly recommended. Description:* Learn the necessary oral and visual presentation skills needed in the interior design profession. Students explore specialized two dimensional design techniques, including basic and quick sketch, paraline drawings, and one, two, and three point perspectives. Transfer: CSU.

### INTD 129 PRESENTATION TECHNIQUES II (Replaced INTD 146)

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): INTD 128; Corequisite(s): Concurrent enrollment in INTD 699 is highly recommended. Description:* Course focuses on the oral and visual presentation skills students need in the interior design profession. Students explore basic rendering techniques for floor plans, elevations, and perspectives, as well as color rendering of hand drawn and digital images, including a variety of materials and entourage. The oral, visual and written presentation techniques designers use are also included. Transfer: CSU.

### INTD 130 BEGINNING SPACE PLANNING

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): ARCH 110; Corequisite(s): Concurrent enrollment in INTD 699 is highly recommended. Description:* Residential space planning and programming techniques are covered as students master architectural drawing techniques. Emphasis is on the needs of individuals, families, and special groups in the residential setting. Transfer: CSU.

### INTD 147 ADVANCED SPACE PLANNING

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): INTD 115, 130 and ARCH 110; Corequisite(s): Concurrent*

*enrollment in INTD 699 is highly recommended. Description:* Course includes further development of programming, space planning, design development, and problem-solving skills for specialized residential and small non-residential spaces. Human dimensions and special needs of clients are also included. Transfer: CSU.

### INTD 148 COLOR FOR INTERIORS

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None; Corequisite(s): Concurrent enrollment in INTD 699 is highly recommended. Description:* Color and design theories are considered and studied in depth; basic visual elements and principles of design, their properties and relationships; developing sensitivity to, and judgment of, design. Students apply these theories to the use of color in interiors. Transfer: CSU.

### INTD 150 HISTORY OF INTERIORS

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 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: C1.

### INTD 250 PROFESSIONAL PRACTICES

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): INTD 115. 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) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* An overview study of interior lighting as it relates to residential and commercial industry including terminology, lamps, fixtures, lighting, plans, design techniques, codes and energy efficient lighting practices and regulations. Transfer: CSU.

### INTD 270 KITCHEN DESIGN

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): ARCH 110; Corequisite(s): Concurrent enrollment in INTD 699 is highly recommended. Description:* An overview of the basic principles of kitchen design and space layout, including drawing floor plans and elevations to scale. Selection and evaluation of current product and materials are made based on client survey. 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 836, and ENGL 836 or 400; Prerequisite(s): ARCH 110; Corequisite(s): Concurrent enrollment in INTD 699 is highly recommended. Description:* An overview of the basic principles of bath design, including scale floor plans and elevations, bath design concepts, products, and barrier free design. 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 836, and ENGL 836 or 400; Prerequisite(s): INTD 270 and 271 and ARCH 110; Corequisite(s): Concurrent enrollment in INTD 699 is highly recommended. Description:* Course covers kitchen and bath design in greater depth, including theme, universal design, and auxiliary spaces. Students prepare construction documents that include technical information required for the design and submittal of plans for proposed kitchen and bath remodels. Transfer: CSU.

**INTD 278 MARKETING AND SALESMANSHIP FOR INTERIOR DESIGN**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Basic principles of marketing and selling the total design project from inception to completion for presentation to the client. Techniques of approaching a client through all the steps of a design project in sequence and detail is covered with emphasis on how to overcome objections and close a sale. Transfer: CSU.

**INTD 320 ASIAN ART FOR INTERIORS: CHINA AND KOREA****(Also ART 125)**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Broad survey of historic and contemporary Asian art from China and Korea, including the influence of art design from China and Korea, the transfer to the United States and the contribution to interior design from these countries to the United States. (Partially fulfills Associate degree Ethnic Studies requirement.) Transfer: CSU.

**INTD 321 ASIAN ART FOR INTERIORS: JAPAN AND SOUTHEAST ASIA****(Also ART 126)**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Broad survey of historic and contemporary Asian art from Japan and Southeast Asia, including the influence of the artists from Japan and Southeast Asia, their migration to the United States, and their contributions to interior design in their countries and the United States. (Partially fulfills Associate degree Ethnic Studies requirement.) Transfer: CSU.

**INTD 322 ASIAN ART FOR INTERIORS: JAPAN, INDIA, AND THE****PHILIPPINES (Also ART 127)**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Broad survey of historic and contemporary Asian art from Japan continued, India, the Philippines, and Persia, including the influence of the artists from Japan, India, the Philippines,

and Persia, their migration to the United States, and their contributions to interior design in their countries and the United States. (Partially fulfills Associate degree Ethnic Studies requirement.) 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 836, and ENGL 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 836, and ENGL 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 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 836, and ENGL 836 or 400; Prerequisite(s): INTD 147; Corequisite(s): Concurrent enrollment in INTD 699 is highly recommended. Description:* 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. 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 836, and ENGL 836 or 400; Prerequisite(s): None; Corequisite(s): Concurrent enrollment in INTD 699 is highly recommended. Description:* Students 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 CBOT 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 836, and ENGL 836 or 400; Prerequisite(s): None; Corequisite(s): Concurrent enrollment in INTD 699 is highly recommended. Description:* Students 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 836, ENGL 836 or 400, and MATH 110 or 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 400 GREEN/SUSTAINABLE DESIGN CONCEPTS**

*Units (Grade Option) 2; Class Hours: Minimum of 32 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None; Corequisite. Description:* An overview of the environmentally responsible design, building practices and systems, and materials with an emphasis on residential construction and interiors. Transfer: CSU.

**INTD 450 MATERIALS AND FINISHES**

*Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 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 836, and ENGL 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, ANSIA 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 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Study of and practice in the basic forms and patterns of Italian; development of satisfactory pronuncia-

tion; 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 836, and ENGL 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 836, and ENGL 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 836, and ENGL 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\*. (IGETC: 6)

**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 836, and ENGL 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 836, and ENGL 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 836, and ENGL 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 836, and ENGL 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 836, and ENGL 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 836, and ENGL 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 836, ENGL 836 or 400, and MATH 110 or 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**

*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**

*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**

*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 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

(See courses under English, Literature and Reading)

## MANAGEMENT

### MGMT 100 INTRODUCTION TO BUSINESS MANAGEMENT

*Telecourse: Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 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 836, and ENGL 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 836, and ENGL 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 836, and ENGL 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 836, and ENGL 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 836, and ENGL 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 222 FINANCIAL BUDGETING AND CONTROL

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836, ENGL 836 or 400, and MATH 110 or 111; Prerequisite(s): None. Description:* An introduction to financial budgeting for managers. Budgetary planning topics include program budgeting, forecasting, purchasing/materials management, capital planning, program appraisal, and decision-making. Activity-based budgeting and a step-by-step guide to budget preparation are also included. Transfer: CSU.

### MGMT 235 TECHNIQUES OF SUPERVISION

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

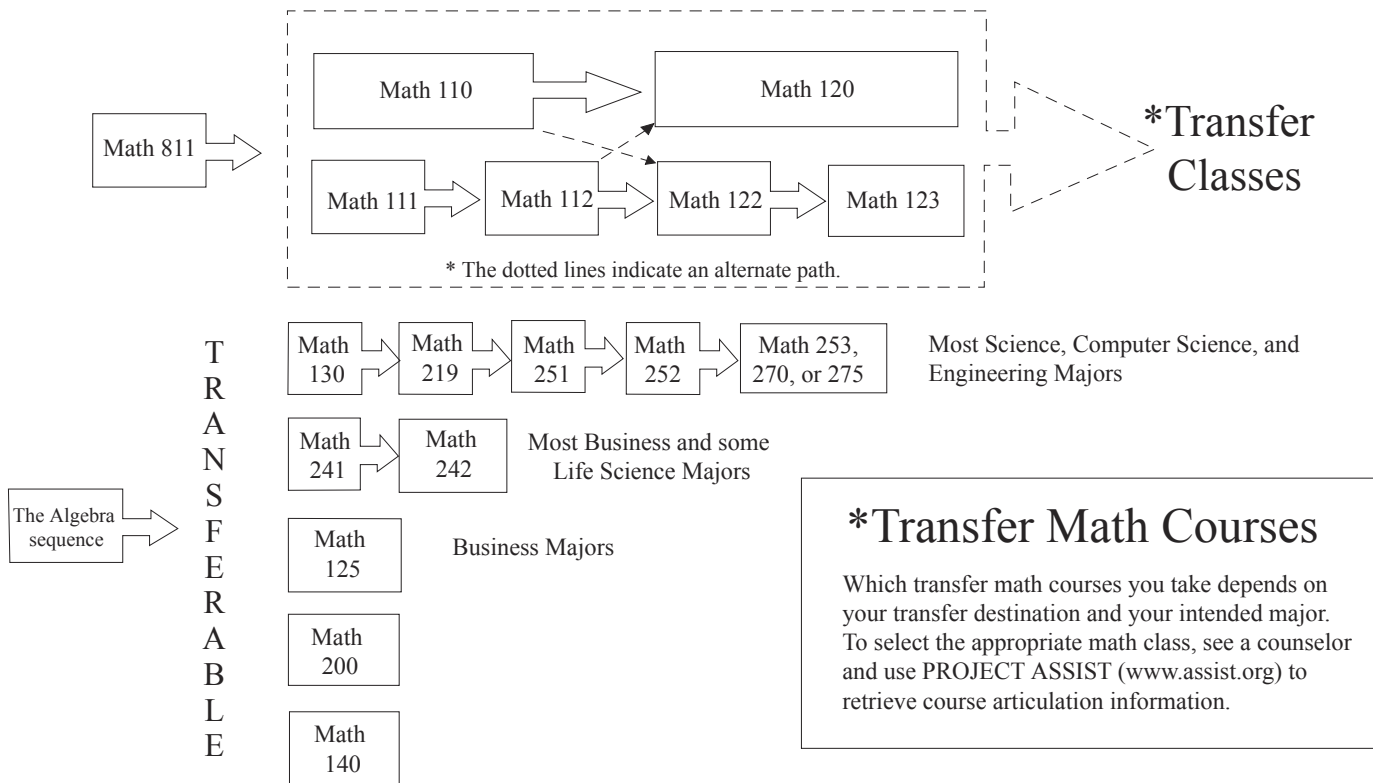
*Questions regarding the equivalency of college preparatory mathematics beginning with elementary algebra, taken in elementary or secondary school, should be referred to the Division Dean.*

### MATH 110 ELEMENTARY ALGEBRA

*Units (Grade Option) 5; Class Hours: Minimum of 80 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 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.

# The Algebra Sequence



## 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 836, and ENGL 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 836, and ENGL 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 836, and ENGL 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

Units 5; Class Hours: Minimum of 80 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 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 122 INTERMEDIATE ALGEBRA I

Units 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 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 836, and ENGL 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**

Units 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 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: B4, UC. (IGETC: 2)

**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 836, and ENGL 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: B4.

**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 836, and ENGL 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: B4, 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 836, and ENGL 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 836, and ENGL 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: B4, UC. (IGETC: 2)

**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 836, and ENGL 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: B4, UC\*. (IGETC: 2)

**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 836, and ENGL 836 or 400; Prerequisite(s): MATH 120 or 123, or appropriate score on District math placement test and other measures as appropriate. **Description:** The first class in a two semester calculus sequence designed for business, social science, technology, and life science majors. Topics include a review of functions, the derivative, applications of the derivative, and an introduction to the integral. Transfer: CSU: B4, UC\*. (IGETC: 2)

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

Units 3; Class Hours: Minimum of 48 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): MATH 130 and 241. **Description:** The second half of a two-semester calculus sequence designed for business, social sciences, technology, and life sciences majors. Topics include the integral, techniques of integration, multivariable calculus, and differential equations. Transfer: CSU, UC\*. (IGETC: 2)

**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 836, and ENGL 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: B4, UC\*. (IGETC: 2)

**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\*. (IGETC: 2)

**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. (IGETC: 2)

**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 836, and ENGL 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. (IGETC: 2)

**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. (IGETC: 2)

**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.

## MEDICAL ASSISTING

**MEDA 100 INTRODUCTION TO MEDICAL ASSISTING**

Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. **Description:** Duties and responsibilities of a medical assistant, transcriptionist, and billing specialist in a physician's office, clinic, hospital or other medical facility. Emphasizes desirable personality traits and human relationships as well as medical ethics, specialties in the medical field, and office maintenance. Transfer: CSU.

**MEDA 110 BASIC MEDICAL TERMINOLOGY**

Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. **Description:** Introduction to the development of a medical vocabulary that includes medical abbreviations and symbols through the study of the principles of word construction and word analysis, with emphasis on spelling and pronunciation. Transfer: CSU.

**MEDA 111 INTERMEDIATE MEDICAL TERMINOLOGY**

Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): MEDA 110. **Description:** Continuation of MEDA 110. Intermediate development of medical vocabulary through the study of the principles of word construction and word analysis, with emphasis on spelling/pronunciation, diagnosis, disease process, pathology and their interrelationship with body systems. Transfer: CSU.

**MEDA 115 MEDICAL WORD PROCESSING**

Units 3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): CBOT 415 or equivalent skill level. **Description:** Training in production typing of medical letters, reports, and forms using the computer. Transfer: CSU.

**MEDA 120 CLINICAL PROCEDURES I**

Units 4; Class Hours: Minimum of 48 lecture/48 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): BIOL 130 and MEDA 110. **Description:** Examination room techniques, asepsis and sterilization procedures, laboratory procedures and specimen collection, and electrocardiograms (Extra supplies may be required). Transfer: CSU.

**MEDA 121 CLINICAL PROCEDURES II**

Units 4; Class Hours: Minimum of 48 lecture/48 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): MEDA 120. **Description:** Administering medications, injections and venipuncture, eye and ear lavage, electroencephalograms, removal of sutures and staples, bandaging and dressings, and other examination and clinical procedures. (Extra supplies may be required). Transfer: CSU.

**MEDA 140 MEDICAL TRANSCRIPTION: BASIC**

*Units 3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): MEDA 110 and 115. Description:* Machine transcription of patient medical chart progress notes, history and physicals, letters, consultations, surgical and autopsy reports, and discharge summaries utilizing computers. Course includes analyzing, editing, proper documentation, and compliance requirements. BIOL 130 is recommended. Transfer: CSU.

**MEDA 141 MEDICAL TRANSCRIPTION: ADVANCED**

*Units 3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): MEDA 140. Description:* Intensive transcription using computers, of hospital-type medical reports including history and physical examinations, surgeries, discharge summaries, and radiologic and nuclear medicine reports. MEDA 190 and BIOL 130 are recommended. Transfer: CSU.

**MEDA 150 MEDICAL OFFICE PROCEDURES**

*Units 3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): completion of or concurrent enrollment in MEDA 100 and 110. Description:* Fundamental office procedures applied to the medical field. Decision-making, setting priorities, finding information, coping with interruptions, and producing under pressure in medical office simulations. Transfer: CSU.

**MEDA 160 MEDICAL INSURANCE PROCEDURES**

*Units 3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): CBOT 415 or equivalent. Description:* Covers Blue Cross, Blue Shield, Medicare, Medi-Cal, Worker's Compensation and other insurance programs. Coding resources used in claims preparation. Billing and bookkeeping methods using the computer. Transfer: CSU.

**MEDA 161 ICD (International Classification of Diseases)-9-CM (Clinical Modification) BEGINNING CODING**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Development of nomenclature and classification of diseases. Basic coding principles of diseases and symptoms according to ICD-9-CM with emphasis on the coding of medical records. Use of indexes, sequencing of code numbers, and preparation of documents to increase competency. May be repeated once for credit. Transfer: CSU.

**MEDA 162 ICD (International Classification of Diseases)-9-CM (Clinical Modification) INTERMEDIATE CODING**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): MEDA 161. Description:* Intermediate principles and philosophy of coding logic according to ICD-9-CM. Emphasizes the use of UHDDS, source documents, multiple coding, sequencing, V codes, tables, neoplasms, and mental disorders. Transfer: CSU.

**MEDA 163 ICD (International Classification of Diseases)-9-CM (Clinical Modification) ADVANCED CODING**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): MEDA 162. Description:* Advanced principles and philosophy of coding logic according to ICD-9-CM. Emphasizes diseases by body systems, complications, injuries, and adverse effects of drugs. Transfer: CSU.

**MEDA 164 CPT (Current Procedural Terminology) BEGINNING CODING**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Basic coding principles of medical procedures according to Current Procedural Terminology (CPT). Use of CPT, modifiers, appendices, and preparation of documents. Transfer: CSU.

**MEDA 165 CPT (Current Procedural Terminology) INTERMEDIATE CODING**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): MEDA 164. Description:* Continuation of MEDA 164. Intermediate principles and philosophy of coding logic according to CPT (Current Procedural Terminology). Emphasizes the understanding of terms and processes. Transfer: CSU.

**MEDA 166 CPT (Current Procedural Terminology) ADVANCED CODING**

*Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): MEDA 165. Description:* Continuation of MEDA 165. Advanced principles and philosophy of coding logic according to CPT (Current Procedural Terminology). Emphasizes the understanding of terms and process. Transfer: CSU.

**MEDA 190 INTRODUCTION TO PHARMACOLOGY**

*Units 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Designed for medical assistants, medical transcribers and other allied health professionals includes recognition and identification of commonly used drugs; classification of drugs according to action; modes of administration of drugs; and care and storage of drugs according to regulations of the Food and Drug Administration (FDA). Transfer: CSU.

**MEDA 801 COMPUTERIZED MEDICAL BILLING/MEDICAL ASSISTING EXAM PREPARATION**

*Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Recommended: Eligibility for READ 836, and ENGL 836 or 400; Prerequisite(s): None. Description:* Preparation for Medisoft or Medical Manager, or UB 92, or Medical Assisting certification testing offered by various organizations. May be repeated twice for credit.