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GENERAL INFORMATION

BASIC SKILLS ADVISORY SYSTEM

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

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

Open Curriculum

Some courses are designated as OPEN CURRICULUM (OC) courses. This designation means that specific levels of reading, writing and/or math are not required for successful course completion. Most OC designated courses are activity courses which do not require students to use reading, writing, and/or math skills. Some OC designated courses are entry level reading, writing, and/or math courses. Specific levels of proficiency for enrollment in these courses are not designated because students may begin at their current instructional levels and proceed to higher levels of performance until they reach exit levels for course completion. Some of these courses, however, such as READ 801, ENGL 801, and MATH 811 may require that placement test results and other information be on file prior to the first day of class.

Recommended Basic Skill Level Summary:

- Level 1 Students must be eligible for READ 802/836 and ENGL 800/836
- Level 2 Students must be eligible for READ 420 and ENGL 100
- Level 3 Students must be eligible for ENGL 110
- Math 2 Students must be eligible for MATH 111
- Math 3 Students must be eligible for MATH 110
- Math 4 Students must be eligible for MATH 120 or MATH 122

Level 1

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

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

- ENGL 801/826 (3 units) and READ 801/826 (3 units) *or*
- ENGL 804 (4 units) *or*
- ESL 844 (4 units) and ESL 864 (4 units)

Level 2

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

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

- READ 802/836 (3 units) and ENGL 800/836 (3 units)

Level 3

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

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

READ 420 (3 units) and ENGL 100*

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

Math 2 (M2)

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

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

Math 3 (M3)

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

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

Math 4 (M4)

If a course is designated as MATH 4 or M4, students must be eligible for MATH 120 or 122. This means that students need to demonstrate ability to perform basic algebraic operations successfully.

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

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

CREDIT VALUE

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

CALIFORNIA ARTICULATION NUMBER (CAN)

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

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

634 PRIOR LEARNING ASSESSMENT SEMINAR

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 how to earn college credit for what you have learned outside of college--on a job, at home, in the military, or in the community. You will learn ways to measure, evaluate, and document these learning experiences for units of college credit.

670 COOPERATIVE EDUCATION/WORK EXPERIENCE

(See course description under Cooperative Education section)

672 COOPERATIVE EDUCATION: INTERNSHIP

(See course description under Cooperative Education section)

680 SELECTED TOPICS (DEGREE/CERTIFICATE APPLICABLE, TRANSFERABLE)

Units (Grade Option) 0.5-3; Class Hours: By Arrangement; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: These courses focus on selected topics not covered by regular catalog offerings. Course content and unit credit are determined by the appropriate division in relation to community/ student need and available staff. These innovative, experimental courses may be offered as lecture or lab classes. See semester class schedule for particular offerings. Transfer: CSU.

682 TRAVEL-STUDY COURSES

Units (Grade Option) 1-5; Class Hours: By Arrangement; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: Selected travel-study issues not covered by regular catalog offerings. Course content and unit credit to be determined by the appropriate division in relation to community/student need and available staff. These innovative courses may be offered as seminar, lecture, or lecture/lab classes. See semester schedule for particular offerings. Course content and requirements meet standards of academic rigor required of all TRANSFER level courses, including outside reading and preparation, and strict evaluation. Courses incorporate a travel-study format. Transfer: CSU.

690 RESEARCH PROJECTS

Units 1-3; Class Hours: By Arrangement; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): Two previous courses in the discipline, or concurrent enrollment in the second course, and an overall 3.0 GPA in the department. Description: Research projects in a particular discipline. Content to be arranged with individual faculty member and approved by appropriate Division Dean. No student may enroll in more than two research courses per semester. Transfer: CSU.

695 INDEPENDENT STUDY

Units (Grade Option) 0.5-6 (No more than 3 units per semester); Class Hours: By Arrangement; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: Self-paced, individualized instruction is provided in selected areas to be arranged with an instructor and student and approved by the dean. Varying modes of instruction can be used -- lecture, laboratory, research, skill development, etc. May be repeated for credit up to 6 units. Transfer: CSU.

699 INDEPENDENT SUPERVISED LEARNING LABORATORY

Units 0; Class Hours: By Arrangement; Basic Skills Level: Same as concurrent course; Prerequisite(s): Student must remain concurrently enrolled in course in which projects are assigned. Description: This

course provides supplemental practice and/or instruction in a specific course for all students enrolled. Projects are assigned in the target course in which students are concurrently enrolled. General consultation and supervision are provided by the faculty member in charge.

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

Units (Grade Option) 0.5-3; Class Hours: By Arrangement; Recommended: Eligibility for READ 802, and ENGL 800 or 400; Prerequisite(s): None. Description: These courses focus on selected topics not covered by regular catalog offerings. Course content and unit credit are determined by the appropriate division in relation to community/ student need and available staff. These innovative, experimental courses may be offered as lecture or lab classes. See semester class schedule for particular offerings. Not designed for transfer credit. Units apply toward AA/AS degree or certificate. May be repeated for credit up to 3 units.

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

Units (Grade Option) 0.5-3; Class Hours: By Arrangement; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: Any division may offer 880 courses focusing on selected topics not covered by regular catalog offerings and treating the development of reading and writing skills. Appropriate divisions may also offer non-degree credit experimental courses in reading, writing and/or math skills. Course content and unit credit to be determined by the appropriate division in relation to community/ student need and available staff. These innovative, experimental courses may be offered as lecture or lab classes. See semester schedule for particular offerings. Not designed for transfer credit. Units do not apply toward AA/AS degree nor certificate. May be repeated for credit up to 3 units.

ACCOUNTING

ACTG 100 ACCOUNTING PROCEDURES

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, ENGL 800 or 836 or 400, and MATH 111; Prerequisite(s): BUS. 110 or 115. Description: An introduction to basic accounting principles and procedures. The double-entry bookkeeping system is presented also. Transfer: CSU.

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

Units 4-5; Class Hours: Minimum of 64-80 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, ENGL 800 or 836 or 400, and MATH 111; Prerequisite(s): None. Description: An introduction to the fundamentals of a basic accounting system including how to record business transactions, prepare financial statements, and use accounting information in accordance with generally accepted accounting standards. The course includes both theoretical and practical problem-solving learning experiences to help the student develop analytical abilities in using financial data. Recommended for all business major transfer students. Transfer: CSU, UC.

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

Units 4-5; Class Hours: Minimum of 64-80 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): ACTG 121 (4 units) or equivalent. Description:

In this course students prepare financial information used in the planning, organizing, directing, controlling, and decision-making process. Includes managerial accounting concepts, systems for manufacturing business, cost behavior and cost estimating, budgeting, break-even analysis, financial statement analysis, and accounting for not-for-profit organizations. Recommended for all business major transfer students. Transfer: CSU, UC.

ACTG 133 INTRODUCTION TO SPREADSHEETS FOR MANAGERIAL ACCOUNTING

Units (Grade Option) 1; Class Hours: Minimum of 16 lecture/16 lab hours/semester; Recommended: Eligibility for READ 802 or 836, ENGL 800 or 836 or 400, and MATH 120 or 122; Prerequisite(s): None. **Description:** The use of spreadsheets to solve complex managerial accounting problems. Problems include job and process cost accounting, contribution margin analysis as applied to product marketing decisions, cash budgets, capital investment decisions, and alternative choice decisions. Transfer: CSU.

ACTG 171 INDIVIDUAL INCOME TAX PROCEDURES

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. **Description:** An introduction to the use of the internal revenue code including evaluating tax regulations and using other reference materials for preparing individual tax returns. Transfer: CSU.

ACTG 180 PAYROLL AND BUSINESS TAXES

Units (Grade Option) 1.5; Class Hours: Minimum of 24 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): ACTG 100 or 121 (4 units) or equivalent. **Description:** Overview of payroll accounting procedures including state and federal laws and regulations. Also included is an evaluation of California sales tax regulations and requirements for declarations of real and personal property valuation.

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

Units 1.5; Class Hours: Minimum of 24 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): ACTG 100 or 121 (4 units) or equivalent and BUS. 430 or equivalent. **Description:** Development and operation of a computerized accounting system using QuickBooks or QuickBooks Pro including the basic features for a service company. Transfer: CSU.

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

Units 1.5; Class Hours: Minimum of 24 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): ACTG 190. **Description:** Intermediate accounting procedures for the paraprofessionals using QuickBooks and QuickBooks Pro on the computer. Students develop skills in accounts receivable, payroll, accounts payable, and inventory control for a merchandising company. Transfer: CSU.

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

Units (Grade Option) 1; Class Hours: Minimum of 16 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. **Description:** Introduction to the financial accounting features of

QuickBooks® and QuickBooks Pro®. Students learn how to develop an accounting system and gain experience processing information for businesses. Transfer: CSU.

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

Units (Grade Option) 1; Class Hours: Minimum of 16 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 802 or 836, ENGL 800 or 836 or 400, and MATH 110; Prerequisite(s): ACTG 194. **Description:** Introduces students to the complex issues encountered when setting up a company and maintaining the system once the company is set up. More complex financial data input and report generation aspects of QuickBooks Pro® are introduced to enhance students' overall knowledge of many problems encountered with the program. Transfer: CSU.

ANTHROPOLOGY

ANTH 105 PEOPLES AND CULTURES OF THE WORLD

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:** Comparative study of the Eskimo, Bushman of Africa, Mountain People of New Guinea, Pygmy, Yanomamo of Brazil, Peoples of Micronesia and other cultures of the non-industrialized world. Transfer: CSU, UC.

ANTH 110 CULTURAL ANTHROPOLOGY (CAN ANTH 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:** Comparison of human behavior expressed in different cultures, religions, economies, personalities, kinship and families throughout the world. Also included is the analysis of methods and theories of anthropology. Transfer: CSU, UC.

ANTH 125 PHYSICAL ANTHROPOLOGY (CAN ANTH 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:** Overview of the history of life on earth and the evolution of different life forms. Also addressed are the differences and similarities between humans and apes, fossils of and the behavior of human ancestors, the biological similarities and differences between men and women, and sociobiology. Transfer: CSU, UC.

ANTH 180 MAGIC, SCIENCE AND RELIGION

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 cross-cultural study of preliterate societies' beliefs about the nature of reality, and their religious, scientific, and magical practices as a consequence of these beliefs. Primitive techniques for controlling both the natural and the supernatural. Transfer: CSU, UC.

ANTH 350 INTRODUCTION TO ARCHAEOLOGY

Telecourse: *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:* An introductory course on the anthropological study of four million years of human biological evolution and the archaeological study of sociocultural adaptation. ANTH 110 is recommended. Transfer: CSU.

ANTH 360 INDIANS OF NORTH 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: Overview of life-ways of North American Indian cultures in different geographical areas of North America. Emphasis is placed on cross-cultural comparisons of cultural and social phenomena including religious and world view systems, subsistence systems, and political systems. (Fulfills Ethnic Studies Requirement.) Transfer: CSU, UC.

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

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: Comparison of middle American civilization as developed through cultures such as Olmec, Zapotec, Mixtec, Maya, Toltec, and Aztec. Emphasis is placed on the analysis and evaluation of the developing Middle America, the impact of the Spanish conquest, the emergence of the mestizo, and the cultural influences still present. (Fulfills Ethnic Studies requirement.) Transfer: CSU, UC.

ARCHITECTURE**ARCH 110 BASIC ARCHITECTURAL DRAWING**

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: Beginning program of planning and design for the family dwelling. Emphasis on architectural blueprint reading, floor plan design, home orientation, construction, local building codes, sketching and instrument drawing.

ART**ART 100 ART OF THE WESTERN WORLD**

Telecourse: *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:* "Art of the Western World" traces the Western tradition in the visual arts from ancient Greece to the present day. Chronologically introducing the societies, values, and ideals that gave birth to Western Art, it explores the connection between great works and the environment that stimulated their creation. Not intended for Art majors. Transfer: CSU.

ART 101 HISTORY OF ART I (CAN ART 2) (CAN ART SEQ A = ART 101 + 102 + 103)

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 historical development of the visual arts from prehistory to the end of the middle ages, with an emphasis on architecture and sculpture. Themes to be developed include the discovery of materials and techniques, the

evolution of architectural principles, conceptualism, idealism versus realism, how religious values are reflected in art, and the political uses of art. Transfer: CSU, UC.

ART 102 HISTORY OF ART II**(CAN ART 4) (CAN ART SEQ A = ART 101 + 102 + 103)**

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 historical development of the visual arts from the Proto-Renaissance to the end of the 17th century, with an emphasis on painting. Themes to be developed include classical revival, a comparison of Renaissance style north and south of the Alps, a comparison of Renaissance style among the important art centers of Italy, humanism, the influence of the Reformation, the evolution of perspective, the evolution of the nude figure, and lives of the artists. Transfer: CSU, UC.

ART 103 HISTORY OF ART III**(CAN ART SEQ A = ART 101 + 102 + 103)**

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 historical development of the visual arts from the 18th century to the present, with an emphasis on painting. Themes to be developed include: art and revolution, historicism, the impact of industrialization and urbanism on the arts, the democratization of art, a comparison of official and avant-garde art, art criticism, the influence of photography, the relationships between American and European art, new materials and techniques, lives of the artists. Transfer: CSU, UC.

ART 125 ASIAN ART FOR INTERIORS: CHINA AND KOREA

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. 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 Ethnic Studies requirement.) Transfer: CSU.

ART 126 ASIAN ART FOR INTERIORS: JAPAN AND SOUTHEAST ASIA

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. 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 Ethnic Studies requirement.) Transfer: CSU.

ART 127 ASIAN ART FOR INTERIORS: JAPAN, INDIA, AND THE PHILIPPINES

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. 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 Ethnic Studies requirement.) Transfer: CSU.

ART 148 COLORS FOR 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; Corequisite(s): Concurrent enrollment in INTD 699, two hours per week minimum. Description: Basic color theories are applied to the visual control of interior space. Relationship and the effect of color as light and color as pigment on textiles, surface, and structural materials are examined. Students apply design attributes which affect the use of interior color composition to effect design solutions. Transfer: CSU.

ART 201 FORM AND COMPOSITION I

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None; Description: The fundamentals of representational composition, with emphasis on the individual and combined use of line, mass, shape, color (value only), and space organization. Students complete both drawing and painting projects. Transfer: CSU, UC.

ART 202 FORM AND COMPOSITION II

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): ART 201. Description: An intermediate course in composition, ART 202 emphasizes the creative use of subject matter and the development of compositional versatility. Diverse media is used. Transfer: CSU, UC.

ART 204 DRAWING I (CAN ART 8)

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description: This fundamental course in drawing emphasizes perception development through specific drawing exercises to develop an orderly approach, a disciplined perception, and an increased attention span. Dry media, pencil, charcoal and Conte crayon are used. Transfer: CSU, UC.

ART 205 DRAWING II

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): ART 204. Description: Using mixed media, ART 205 continues development of student's visual perception and technique, emphasizing direct response to visual stimuli and personal interpretation of subject matter. Transfer: CSU, UC.

ART 206 FIGURE DRAWING AND PORTRAITURE

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/48 lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): ART 201 or 204. Description: This drawing class is a study of the human figure in which emphasis is placed on the underlying structure of the figure. Portraiture is covered as it relates to the representation of the head and body to reveal characterization. Transfer: CSU, UC.

ART 207 LIFE DRAWING

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): ART 201 or 204; Description: This course is a study of the human figure through the application of various drawing concepts. Perceptual sensitivity and compositional exploitation of the subject are emphasized. Transfer: CSU, UC.

ART 214 COLOR

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description: Consideration of color, theory, and practice. Relationship of color and form as applied to contemporary painting and design. Transfer: CSU, UC.

ART 221 PAINTING I (CAN ART 10)

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): ART 201 or 204. Description: This is a structured course in painting with projects emphasizing continuity of student experience, orderly approach, and increased sophistication in means and mode of expression. Field trips may be required. Transfer: CSU, UC.

ART 222 PAINTING II

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): ART 221. Description: Student awareness to optical potential of the painted surface is developed. Acrylics, oil paint or other media are employed to encourage individual expression. Field trips may be required. Transfer: CSU, UC.

ART 229 LANDSCAPE PAINTING

Units (Grade Option) 2; Class Hours: Minimum of 24 lecture/24 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): ART 201 or 204 or equivalent. Description: This is a studio course in painting, with emphasis on working outdoors directly from nature. Students will study the basics of composition, color, light, and manipulation of space as pertains to the landscape. May be repeated for credit up to three times. Transfer: CSU, UC.

ART 231 WATERCOLOR I

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): ART 201 or 204. Description: Study of transparent and opaque watercolor technique applied to landscape, figure, and still life. Both basic and experimental techniques are emphasized. Field trips may be required. Transfer: CSU, UC.

ART 232 WATERCOLOR II

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): ART 231. Description: Advanced study of transparent and opaque watercolor techniques applied to landscape, figure and still life. Both basic and experimental techniques are emphasized. Field trips may be required. Transfer: CSU, UC.

ART 234 PRINTMAKING I

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): ART 204. Description: Introduction to printmaking, involving processes of relief printing and intaglio. Transfer: CSU, UC.

ART 235 PRINTMAKING II

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): ART 234. Description: The student will choose from the types of printing listed in ART 234 for concentrated work. Transfer: CSU, UC.

ART 301 DESIGN

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description: This course presents the fundamentals of non-objective two-dimensional organization through the use of concept (idea) as the point of departure. The separate and combined use of line, shape, color, texture, and space organization are exploited in the course projects. Transfer: CSU, UC.

ART 303 COLOR DESIGN

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/48 lab hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): ART 214 or 301. Description: This course is designed for the student who wishes to deal with the basic concepts of color and/or design beyond the primary level in a series of personalized projects. ART 303 may replace ART 222 for students emphasizing applied design. May be repeated for credit up to three times. Transfer: CSU, UC.

ART 314 INTRODUCTION TO COMPUTER GRAPHICS

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/48 lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: This course provides an introduction to typography and graphic layout/design fundamentals, as well as digital desktop publishing skills and other computer graphic uses. As this is a fine arts course, students are encouraged to generate their own creative content for publication, as well as to design it. Participation in collaborative design processes with writers and organizations on or off-campus, as well as with classmates, is encouraged. Transfer: CSU.

ART 320 PERSPECTIVE

Units 3; Class Hours: Minimum of 48 lecture hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description: Development of skills in freehand perspective applied to Fine Art and Commercial Art areas. Problems will involve one and two point perspective, and reverse and creative perspective. Not offered as a substitute for mechanical or architectural drafting. Transfer: CSU, UC.

ART 325 DIGITAL PAINTING

Units (Grade Option) 3; Class Hours: Minimum of 64 lecture/32 lab/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): ART 201 or 204. Description: Using Macintosh and personal computers and Meta Creations Fractal Painter as the primary medium, this fine arts course uses the computer as a tool for artistic expression. Concepts and techniques of traditional painting are covered along with the software program. Some painting and computer knowledge are desirable. ART 314 and 221 are recommended. May be repeated for credit up to 9 units. Transfer: CSU, UC.

ART 351 BASIC BLACK AND WHITE PHOTOGRAPHY (CAN ART 18)

Units 3; Class Hours: Minimum of 32 lecture/32 lab/16 by arrangement hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): ART 356 or equivalent. Description: An introductory course in black and white photography. Ownership of a 35mm camera and basic understanding of its controls are a prerequisite. Students learn to develop and print their own black and white film. Students must supply their own 35mm camera, film, and paper. Transfer: CSU, UC.

ART 356 INTRODUCTION TO 35mm PHOTOGRAPHY

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. Description: An introductory course in the use and handling of 35mm cameras and their related accessories. The course will present a thorough analysis of the operation of 35mm cameras, including f/stops, shutter speeds, interchangeable lenses, films available, and accessories for better photographs. Although no previous knowledge of cameras is necessary, students will need to have access to a 35mm adjustable camera to complete the required assignments. Transfer: CSU.

ART 357 INTRODUCTION TO COLOR PHOTOGRAPHY

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): ART 356. Description: The course investigates the ingredient COLOR in its relationship to both photographic visualization and composition, exploring how color photographic materials "work" and how they translate reality into a final image. Students will need to have access to a 35mm adjustable camera to complete the required assignments. Transfer: CSU.

ART 359 INTRODUCTION TO PHOTOGRAPHIC COMPOSITION

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): ART 356. Description: Photographic composition is studied to give photographers an understanding of the basic principles of design and visualization as they pertain to the field of photography. Both established masters in the medium and work submitted by students are analyzed. Students will need to have access to a 35mm adjustable camera and possess understanding of camera operations to complete class assignments. Transfer: CSU.

ART 361 DIGITAL VIDEO

Units (Grade Option) 3; Class Hours: Minimum of 32 lecture/16 lab/32 by arrangement hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): ART 314. Description: This course covers the creation of short videos utilizing desktop video software. Techniques for the effective use of transitions, titles, story line, and artistic creativity are covered. Also covered are video file formats, digital video cameras, and digitizing analog video. The student is expected to produce a short video piece as a final project for transferring to VHS tape, compact disk, or publishing on the WEB. Transfer: CSU.

ART 362 DIGITAL PHOTOGRAPHY

Units (Grade Option) 3; Class Hours: Minimum of 32 lecture/48 lab/32 by arrangement hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): Basic MAC or PC skills. Description: An introduction to the theory and technology of electronic/digital photography. Exploration of the electronic dark room and instruction in digital image photography with Adobe PhotoShop. May be repeated once for credit. Transfer: CSU.

ART 368 WEB DESIGN I

Units (Grade Option) 3; Class Hours: Minimum of 32 lecture/16 lab/32 by arrangement hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): ART 314. Description: This course teaches the fundamentals of creating a website through a mixture of hands-on exercises, lecture, and demonstration.

Topics include site layout principles, a discussion of HTML, color and image preparation, for the web, browser compatibility, graphic user interface design, usability and internet ethics and copyright issues. Students build a basic website following accepted design layout standards. The class focuses on Dreamweaver®, but also uses Adobe Photoshop®, ImageReady® and a basic demonstration of Flash®. Transfer: CSU.

ART 369 WEB DESIGN II

Units (Grade Option) 3; Class Hours: Minimum of 32 lecture/16 lab/32 by arrangement hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): ART 368.
Description: Students learn advanced concepts and techniques to create elaborate and visually appealing websites. User centered design, graphic user interface customization, Internet ethics, and copyright issues are taught as well as a review of basic color, layout and typography theory and practice. Some HTML, JavaScript, and CGI concepts are demonstrated to incorporate some basic interactivity. This course is taught using Macromedia Dreamweaver®, Adobe Photoshop® and ImageReady®. Other software may be utilized. Transfer: CSU.

ART 370 MULTIMEDIA FUNDAMENTALS

Units (Grade Option) 3; Class Hours: Minimum of 32 lecture/16 lab/32 by arrangement hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None.
Description: This course covers the history and development of multimedia. Students learn about new technologies, digital copyright issues, industry trends, job niches, content creation, and the creative process. The importance of graphic design in the creation of multimedia and the development of a creative and successful portfolio that takes advantage of different tools and media. Transfer: CSU.

ART 372 DIGITAL ILLUSTRATION

Units (Grade Option) 3; Class Hours: Minimum of 32 lecture/16 lab/32 by arrangement hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): ART 314.
Description: This course teaches the fundamentals of digital illustration with Adobe Illustrator, through a mixture of hands on exercises, lecture, and demonstration. Topics include design, layout, typography, and color principles, vector graphics versus raster graphics and project preparation for print. By the end of the class the student will have finished at least five different kinds of projects ranging from promotional posters and business cards, to bottle labels and restaurant menus. Transfer: CSU.

ART 376 DIGITAL IMAGING I

Units (Grade Option) 3; Class Hours: Minimum of 32 lecture/16 lab/32 by arrangement hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): ART 314.
Description: An introduction to the theory and technology of digital imaging. Students work with digital images using Adobe Photoshop®. Students work with image correction tools and learn the toolset necessary to create and manipulate digital photographs, scanned images, and those files created directly in the computer. Students' images become part of a basic portfolio. Transfer: CSU.

ART 377 DIGITAL IMAGING II

Units (Grade Option) 3; Class Hours: Minimum of 32 lecture/16 lab/32 by arrangement hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): ART 376.
Description: Utilizing Adobe Photoshop's advanced capabilities, the student builds on their basic skills in creating and manipulating digital images. Students work with image correction tools, digital painting

and advanced special effects. This work leads to the development of a portfolio of images of high quality both for print and for the screen. Transfer: CSU.

ART 378 DIGITAL PAGE LAYOUT

Units (Grade Option) 3; Class Hours: Minimum of 32 lecture/16 lab/32 by arrangement hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): ART 314.
Description: This is an introductory course in page layout for graphic design, using computers to design and layout text and graphics for publication. Through projects and assignments, students integrate sound design principles and desktop publishing skills. Both Macintosh and Windows environments are supported. Transfer: CSU.

ASTRONOMY

ASTR 100 INTRODUCTION TO ASTRONOMY

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 ASTR 699.
Description: Survey of modern astronomy, including the study of the planets, stars and galaxies. Emphasis on the place of man in the universe and the possibilities of life on other worlds. Quasars, pulsars, black holes, the space program, and the beginning and the end of the universe are discussed. Transfer: CSU, UC.

ASTR 101 ASTRONOMY LABORATORY

Units (Grade Option) 1; Class Hours: Minimum of 48 lab hours/semester; Recommended: Eligibility for READ 802 or 836, ENGL 800 or 836 or 400, and MATH 120 or 122; Prerequisite(s): Completion of or concurrent enrollment in ASTR 100.
Description: Introduces techniques of investigation and problem solving in astronomy as a means of understanding the universe and man's place in the universe. The identification of constellations, planets, stars and features of the moon; the use of telescopes to locate and identify double stars, galaxies, clusters and nebulae; the use of astronomical computer software to locate and demonstrate the movement of astronomical objects are covered. Transfer: CSU, UC.

BIOLOGICAL SCIENCES

BIOL 100 INTRODUCTION TO THE LIFE 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: Study of the nature of the physical and chemical aspects of life, the concepts of cellular biology, life as it exists on earth today, plant and animal interrelationships and interdependencies, and the role of humans in the world of living things. Transfer: CSU, UC*.

BIOL 103 NATIVE PLANTS AND WILDFLOWERS

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: Study of the native ferns, trees, shrubs and wild flowers of San Mateo County. Mainly fieldwork, designed to allow the student to acquire skills in collection and identification of the flora of any region. Transfer: CSU.

BIOL 110 PRINCIPLES OF BIOLOGY

Units 4; Class Hours: Minimum of 48 lecture/48 lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: An introductory lecture/lab course designed for the non-biological sciences major and recommended for the lab science transfer requirement. Emphasis is placed on the following basic principles, stressing their applicability to all five biological kingdoms: biological perspective and thought; history, development, and methods of study; organisms and their environments, structure, interactions, energy exchange and life processes; continuity through time, reproduction, heredity, diversification and evolution. Transfer: CSU, UC.

BIOL 130 HUMAN BIOLOGY

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 biological principles utilizing the human body as a model. Emphasis on major body systems of the human body as well as topics of heredity and human development. Transfer: CSU, UC.

BIOL 225 BIOLOGY OF ORGANISMS (CAN BIOL SEQ A = BIOL 225 + 230)

Units 5; Class Hours: Minimum of 48 lecture/96 lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): BIOL 110 or high school biology with a grade of B or better. Description: This course is designed for biology majors and emphasizes the classification and bio-diversity of living organisms. The study includes the structure and function of advanced plants and vertebrate animals. Emphasis is also placed on the ecology of populations and biotic communities in today's world. Transfer: CSU, UC.

BIOL 230 INTRODUCTION TO CELL BIOLOGY (CAN BIOL SEQ A = BIOL 225 + 230)

Units 4; Class Hours: Minimum of 48 lecture/48 lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): CHEM 192, 210, 220 or equivalent. Description: This course is designed for biology majors and provides an introduction to life functions at the cellular level. The course covers the cellular level of structure and the macromolecular architecture of the cell, the functional processes of cellular energetics, chemical regulation, photochemical activities, molecular genetics, recombinant DNA, and genetic engineering. Transfer: CSU, UC.

BIOL 240 GENERAL MICROBIOLOGY (CAN BIOL 14)

Units 4; Class Hours: Minimum of 48 lecture/48 lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): CHEM 192, 210 or 410 or equivalent, and either BIOL 110 or 130 or equivalent. Description: Introduction to microbial life in nature, the molecular and biochemical characteristics of microorganisms, and the techniques and procedures used by microbiologists. Emphasis is placed on those microbes that play an important role in human daily life, especially those that cause disease. Laboratory emphasizes isolation, cultivation and identification of bacteria. Transfer: CSU, UC.

BIOL 250 HUMAN ANATOMY (CAN BIOL 10) (CAN BIOL SEQ B = BIOL 250 + 260)

Units 4; Class Hours: Minimum of 48 lecture/48 lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): BIOL 110 OR 130; Corequisite(s): Concurrent enrollment in BIOL 699. Description: Designed to familiarize students

with the structure of the human body as demonstrated through laboratory study and dissection of the human cadaver. Intended for students in allied health areas such as nursing, radiologic technology, physical therapy, dental hygiene and physical education. This course is an elective for pre-dental, pre-medical and pre-veterinary students. Transfer: CSU, UC.

BIOL 260 INTRODUCTION TO PHYSIOLOGY (CAN BIOL 12) (CAN BIOL SEQ B = BIOL 250 + 260)

Units 5; Class Hours: Minimum of 48 lecture/96 lab hours/semester; Recommended: Eligibility for READ 420 and ENGL 100; Prerequisite(s): BIOL 110 or 130 or 225 or 250 or 230 or 240 or the equivalent; high school chemistry or CHEM 192 or 410 or 210 or the equivalent; Corequisite(s): Concurrent enrollment in BIOL 699. Description: This course is designed to familiarize the student with the functions of the organs and systems of the human body. Recommended for students of Radiologic Technology, Nursing, Physical Therapy, Physical Education, Psychology and other related fields. Transfer: CSU, UC.

BIOL 310 NUTRITION (CAN FCS 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: Overview of scientific principles of nutrition and interrelationships of metabolism, nutritional requirements through life cycles, and health hazards of nutritional imbalance. Emphasis is placed on evaluating the nutritional content of foods, analyzing diets and food advertising, and learning to use scientifically recognized nutrition references and consumer information publications. Transfer: CSU, UC.

BUSINESS/OFFICE TECHNOLOGY

(See also courses in Computer Information Science and Systems, Management, and Real Estate)

BUS. 100 SURVEY OF BUSINESS

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: Introduction to American business practices in the global environment including such topics as economics, ethics, entrepreneurship, organizational development, management, customer/enterprise relations, information management, accounting, securities, and financial institutions. Transfer: CSU, UC.

BUS. 101 HUMAN RELATIONS IN BUSINESS

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: Broad overview of the basic psychological principles operating in family, social, and business relationships. Other topics examined are perception, self-image, self-management, prejudice, creativity, and resistance to change. Recommended for all business majors. (Qualifies as CEU credits for nurses.) Transfer: CSU.

BUS. 103 INTRODUCTION TO BUSINESS INFORMATION SYSTEMS (CAN BUS 6)

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): None. Description: Overview of business computer systems including hardware, software, flow-charting, and programming in BASIC. Introductory units on the microcomputer and software packages (spreadsheets, word processing, database, and

DOS commands) used in business are analyzed also. This course is designed to meet the requirements of the transfer business major. Transfer: CSU.

BUS. 108 BUSINESS WRITING AND PRESENTATION METHODS

Units (Grade Option) 1-3; Class Hours: Minimum of 16-48 lecture/32 lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): BUS. 430. Description: Overview of business writing principles used for letters, memorandums, and reports. Other topics include writing e-mail notes, designing business presentations, and using computer word processing and presentation software packages. Transfer: CSU.

BUS. 110 BUSINESS ARITHMETIC

Units (Grade Option) 1-3; Class Hours: Minimum of 16-48 lecture hours/semester; Basic Skills Level: Open Curriculum; Prerequisite(s): None. Description: Review of basic arithmetic skills--addition, subtraction, multiplication, division, fractions, and decimals. Problem-solving skills are developed in the use of basic arithmetic operations applied to business problems. Units do not apply toward AA/AS degree. Open entry/Open Exit. May be repeated for credit up to 3 units.

BUS. 115 BUSINESS MATHEMATICS

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): BUS. 110. Description: This is an introductory course in business mathematics. Students perform calculations and analysis involving taxes, discounts, negotiable instruments, periodic payments, compensation methods, inventory pricing, depreciation, and present value. Transfer: CSU.

BUS. 128 CORPORATE MEETING AND EVENT 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): None. Description: This course covers skills needed to plan, cost and manage corporate group meetings, conference and special events. The course includes: setting goals and objectives, setting meeting timelines, site selection, negotiating contracts, budgets and financial management, liability and risk management, developing a program that works, ordering food and beverage, selecting speakers and audio-visual needs. Transfer: CSU.

BUS. 131 MONEY 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: This course is an overview of managing money. Topics examined include financial planning, saving and borrowing money, real estate and security investments, estate planning, and income tax preparation. Transfer: CSU.

BUS. 132 STOCK AND BOND INVESTING

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 introduction to financial investing. Topics covered include goal setting, risk evaluation, asset allocation, the basics of investing in the stock and bond markets (both domestic and foreign), mutual funds, money managers, retirement plans, and how taxes impact investment decisions. Transfer: CSU.

BUS. 134 INTRODUCTION TO FINANCIAL 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): None. Description: A survey of several critical areas of financial planning including time value of money, insurance, investments, taxes, retirement, and estate planning. Financial issues that are of concern in a complex and changing environment are discussed also. Transfer: CSU.

BUS. 136 BUSINESS FINANCE

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: An introductory course covering financial markets and instruments. The role of managing finances and financial decision making for securing financing is covered also. Transfer: CSU.

BUS. 138 MORTGAGE LENDING

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: Overview of procedures and requirements used by financial institutions for mortgage lending. Topics covered include single-family home ownership, lending guidelines, deeds and titles, loan insurance, and refinancing. Transfer: CSU.

BUS. 149 INTRODUCTION TO BUSINESS TRAVEL 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: This course is an overview of business travel services. Topics include business travel behaviors, various travel products including domestic and international suppliers, business travel budgets, internal and external sales distribution channels, business and economics, and the political implications of dealing with vendors. Transfer: CSU.

BUS. 150 SMALL BUSINESS 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): BUS. 100 or previous business experience. Description: Introduces the methods used for starting and managing a small business. Analysis and comparison of opportunities and hazards of operating a small business. Transfer: CSU.

BUS. 170 SALESMANSHIP FUNDAMENTALS

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: The role of advertising in our economic life, with emphasis on advertising methods and media. Transfer: CSU.

BUS. 180 MARKETING

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: Sales and marketing principles used by modern business, including evaluation and methodologies for implementation of these principles for promoting the sales of consumer goods and services. Strategies of sales and marketing procedures used to conduct multi-phased sales and marketing campaigns for large and small business are covered also. Transfer: CSU.

BUS. 182 TECHNIQUES OF SALES PROMOTION

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: Techniques and procedures of modern business promotion, including market research and survey procedures, identifying market segments, and planning and conducting a business promotion. Transfer: CSU.

BUS. 184 MERCHANDISING

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 the structure of the retail industry. Other topics include fashion versus basic goods, nationally distributed products, products for exclusive distribution, and the wholesale marketplace. Transfer: CSU.

BUS. 186 RETAIL 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: Introduction to retail management including inventory performance and financial aspects of retail, planning, purchasing, and pricing retail inventories, reports used to evaluate sales and inventory performance, and fundamental store designs. Transfer: CSU.

BUS. 201 BUSINESS LAW (CAN BUS 12)

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 laws applicable to business institutions and their operation. Topics also covered are sources of law, agencies for enforcement and court procedures, California law applicable to contracts and agency relationships, crimes, and torts. Transfer: CSU, UC.

BUS. 211 ETHICS IN BUSINESS

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: Ethics in the business world including the social contract, the relationship between ethics and laws, corporations and social responsibilities, bribery, environmental issues, and cultural differences in business practice. Transfer: CSU.

BUS. 395 GETTING STARTED IN BUSINESS

Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hour/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: Designed to assist in starting a new business or growing a current business faster, in evaluating a business idea, and in organizing a business by studying important business principles developed by international business consultants. Transfer: CSU.

BUS. 396 DEVELOPING A BUSINESS PLAN

Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hour/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: Learn how to design, develop, and implement the most important tool for a successful business--the business plan. Transfer: CSU.

BUS. 397 DEVELOPING TOOLS TO CREATE A MARKETING PLAN

Units (Grade Option) 1; Class Hours: Minimum of 16 lecture hour/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: Learn about marketing and advertising tools, including the Internet, and get ready to start your own business; talk to entrepreneurs, identify your target customers and position your company for success. Transfer: CSU.

BUS. 398 SMALL BUSINESS RESOURCE LAB

Units (Credit/No Credit) 0.5-3.0; Class Hours: Minimum of 24-96 lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: Learn to start and operate a small business successfully from consulting sessions located at the Small Business Resource Center. Work at your own pace to evaluate your business idea, develop a business plan, marketing plan, financial plan, and much more. Open entry/Open Exit. May be repeated for credit up to 3 units. Transfer: CSU.

BUS. 399 SMALL BUSINESS DEVELOPMENT CENTER TRAINING

Units (Grade Option) 1-5; Class Hours: Minimum of 16 lecture hour/semester per unit; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: Describes the skills needed to become successful business owners. The following topics are covered also: 1) laws governing small businesses, 2) managing a business, 3) regulations and permits for a business, 4) selecting business site(s), and 5) using Quicken software to manage the finances of a business. May be repeated for credit up to 5 units.

BUS. 415 BEGINNING COMPUTER KEYBOARDING

Units (Grade Option) 1.5; Class Hours: Minimum of 24 lecture/32 lab 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 correct keyboarding techniques using the alphabetic and numeric keys on the computer. Computer software is used to aid in developing a minimum speed of 25 words per minute. Instruction for using the 10-key calculator and/or the 10-key pad of the computer is included also. Transfer: CSU.

BUS. 416 PROCEDURES FOR WORKING IN AN OFFICE

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): BUS. 474. Description: This course covers skills needed to work in an office. Topics include the automated/electronic office, time and stress management, office ethics and environment, career planning, records management, telephone techniques, and composing and transcribing letters. Spring semester only. Transfer: CSU.

BUS. 417 SKILL BUILDING

Units (Credit/No Credit) 1.5-3; Class Hours: Minimum of 24 lecture/32 by arrangement lab hours/semester per 1.5 units; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): BUS. 415. Description: This course provides individualized, self-paced instruction to improve accuracy and develop keyboarding (typing) speed. Diagnostic tests are given to assess skill levels. May be repeated for credit up to 3 units. Transfer: CSU.

BUS. 419 ON-SITE MANAGEMENT

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:** Learn how to effectively manage the multiple priorities and needs of a group during a corporate meeting or incentive award program. Students learn how to set up registration, how to manage last-minute budget busting costs, skills for effective time management, crisis management, problem solving, and managing difficult attendees. Transfer: CSU.

BUS. 422 HELP DESK

Unit 1.5; Class Hours: Minimum of 24 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): BUS. 430. **Description:** Introduces students to the functions of Help Desk in the technical support setting. The Help Desk roles and responsibilities, processes and procedures, tools and technologies, and performance measures are explored in detail. In addition the course emphasizes the combination of technical, business, and personal skills important to Help Desk personnel. Transfer: CSU.

BUS. 425 BASIC DOS

Units (Grade Option) 1.5; Class Hours: Minimum of 24 lecture/32 lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): BUS. 431. **Description:** Introductory course covering the use of DOS (Disk Operating System) for the computer. Internal and external DOS commands are covered also. Transfer: CSU.

BUS. 426 ADVANCED DOS

Units (Grade Option) 1.5; Class Hours: Minimum of 24 lecture/32 lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): BUS. 425. **Description:** Intermediate and advanced commands of DOS including batch files, pipes and filters, menus, and hard disk management. Editing and other methods of creating batch files, organizing a hard disk, tailoring your system, and creating menus are covered also. Transfer: CSU.

BUS. 430 COMPUTER APPLICATIONS, PART I

Units (Grade Option) 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:** Introduction to the use of PCs including the basic features of Windows, word processing, and presentation graphics using Microsoft Office. BUS. 415 is recommended. Transfer: CSU.

BUS. 431 COMPUTER APPLICATIONS, PART II

Units (Grade Option) 1.5; Class Hours: 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 learn the basic features of spreadsheets, database applications, and methods of integration using Microsoft Office. BUS. 430 is recommended. Transfer: CSU.

BUS. 435 SPREADSHEETS

Units (Grade Option) 1-3; Class Hours: Minimum of 16-48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. **Description:** Students plan and build worksheets using formulas and functions to solve business problems. The course covers charting, using multiple worksheets, solver, data tables, using and analyzing list data, using What-If Analysis, Pivot Tables, scenario management and macros, and managing workbooks. Integration with other Windows applications included. Open entry/Open Exit. May be repeated for credit up to 3 units. Transfer: CSU.

BUS. 436 DATABASE MANAGEMENT

Units (Grade Option) 1-3; Class Hours: Minimum of 16-48 lecture/32 lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. **Description:** The use of Microsoft Access to build databases, to establish data entry screens, and to produce business reports. Other topics include relational databases, macros, file operations, and database management. Open entry/Open Exit. May be repeated for credit up to 3 units. Transfer: CSU.

BUS. 438 DESKTOP PUBLISHING: USING PAGEMAKER

Units (Grade Option) 1-3; Class Hours: Minimum of 16-48 lecture/32 lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): BUS. 430 and 431 or equivalent; and keyboard 40 wpm. **Description:** This course is an overview of desktop publishing as used in offices. Students will use a high-end desktop publishing program--PageMaker--to create flyers, bulletins, business cards, etc. May be repeated for credit up to 3 units. Transfer: CSU.

BUS. 439 MANAGING BUSINESS DOCUMENTS

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): BUS. 415. **Description:** In this course, students learn to create, format, and manage professional-looking business documents using a word processing program. Business documents include business letters, reports, tables, memorandums and electronic mail. Transfer: CSU.

BUS. 446 INTRODUCTION TO LOCAL AREA NETWORKS

Units (Grade Option) 1.5; Class Hours: Minimum of 24 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): BUS. 426. **Description:** Introduction to the theory and vocabulary for Local Area Network technology including the major network components and their functions related to Local Area Network. Other topics include the benefits and pitfalls of using a LAN, data communication concepts, topologies, and transmission media. Transfer: CSU.

BUS. 447 OVERVIEW OF ELECTRONIC COMPONENTS AND SAFETY ISSUES

Units: 1.5; Class Hours: Minimum of 24 lecture hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. **Description:** Students are introduced to general workmanship standards, workplace safety, and hazard awareness working with personal computers. An overview of the electronic component functionality, overview of the Printed Circuit Board (PCB) technology evolution, Electrostatic Discharge (ESD) on computer hardware is included. This is an introductory-level course based on the component evolution from Through-hole (TH) to Surface Mount (SM) Technologies, and mixed technology assemblies. Transfer: CSU.

BUS. 448 USING MICROSOFT WINDOWS

Units (Grade Option) 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 learn the Windows operating system features, work with programs and file management. The course includes how to manage files and folders, maintain the computer, manage hardware, and customize Windows. May be repeated once for credit. Transfer: CSU.

BUS. 450 PERSONAL COMPUTER MAINTENANCE AND SYSTEM UPGRADES

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): BUS. 415. Description: Introduction to problem-solving skills for computers. Topics covered include a review of hardware, software error codes, replacement of boards, optimization of a hard disk, caring for floppy disk drives, hardware versus software problems, troubleshooting, and analysis of problems associated with printers and software. Transfer: CSU.

BUS. 451 ADVANCED PERSONAL COMPUTER MAINTENANCE AND SYSTEM UPGRADES

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): BUS. 450. Description: Continuation of BUS. 450. Students learn the use of advanced software utilities and testing equipment to perform software/hardware analysis and troubleshooting. Hands-on installation of operating systems, installation of software, and performing system backups is performed. Transfer: CSU.

BUS. 453 IT TROUBLESHOOTING RESOURCES

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): BUS. 450 and 480. Description: The course introduces techniques and resources used to identify, analyze and rectify various hardware, software, connection, and user problems. Using text references, computer, and Internet resources, students learn to apply standard problem-solving procedures relating to personal computer malfunctions. Transfer: CSU.

BUS. 457 PRESENTATION SOFTWARE: POWERPOINT

Units (Grade Option) 1.5; Class Hours: Minimum of 24 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): BUS. 430. Description: Intermediate features of PowerPoint including importing and exporting data, drawing, linking and embedding objects, using color, and creating and running multiple slide shows. Transfer: CSU.

BUS. 459 MICROSOFT PUBLISHER

Units (Grade Option) 2; Class Hours: Minimum of 32 lecture/16 lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): BUS. 430. Description: This course is an overview of MS Publisher. Application of desktop publishing concepts and design theory are demonstrated through paper-based and electronic (Web design) documents commonly used by small businesses and individuals. Transfer: CSU.

BUS. 464 ADVANCED WINDOWS OPERATING SYSTEM

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): BUS. 448 or equivalent. Description: This course covers all utilities and maintenance utilities that are included with Windows. Also included are installing, upgrading, reinstallation, and troubleshooting Windows. Transfer: CSU.

BUS. 466 USING MICROSOFT NT

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): BUS. 446. Description: Microsoft NT system administration, including installation of a NT

server, the creation of users and groups, trust relationships, and server environment optimization. Other topics include planning and implementing NT server, managing NT printer services, configuring remote access, and installing network cards. Transfer: CSU.

BUS. 470 ADVANCED SPREADSHEETS

Units (Grade Option) 1.5; Class Hours: Minimum of 24 lecture/32 lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): BUS. 435. Description: Overview of advanced business applications using software for creating spreadsheets with macros, graphs, databases, and database queries. Other topics include integrating spreadsheets into text, creating database reports, and integrating and printing graphs and databases as part of reports. Transfer: CSU.

BUS. 472 INTRODUCTION TO WORD FOR WINDOWS

Units (Grade Option) 1.5; Class Hours: Minimum of 24 lecture/32 lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): None. Description: This course covers the basic features of Word for Windows. The topics include creating, editing, printing, and formatting. Transfer: CSU.

BUS. 474 INTERMEDIATE WORD FOR WINDOWS

Units (Grade Option) 1.5; Class Hours: Minimum of 24 lecture/32 lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): BUS. 472. Description: Intermediate features of Word for Windows including labels, merging, macros, sorting, tables, columns, and desktop publishing features. Transfer: CSU.

BUS. 475 USING OUTLOOK

Units (Grade Option) 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): BUS. 430. Description: Students learn Outlook, a personal information management program that helps prepare a wide range of organizational tasks within an office environment. Includes sending and receiving messages and managing the Inbox, scheduling appointments and meetings using the Calendar, creating and managing tasks and journal entries using Outlook with other Office applications and using Outlook with the Internet. Transfer: CSU.

BUS. 478 INTEGRATING MICROSOFT OFFICE

Units (Grade Option) 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): BUS. 430 and 431. Description: In this course students learn how to integrate and share data among Microsoft Word documents, Excel spreadsheets, Access databases, and PowerPoint presentations. Other topics include object linking and embedding, multitasking, task listing, and creating compound documents. Transfer: CSU.

BUS. 479 INTERNET FOR TECHNICIANS

Units: 1; Class Hours: Minimum of 16 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): BUS. 450 and 480. Description: Designed for students with knowledge of PC hardware, software, and local area networks. Students learn how to install and configure TCP/IP services, dial-up and dedicated Internet connections, and Internet mail services on a PC. In addition, various techniques used to troubleshoot connectivity configuration issues are discussed. Transfer: CSU.

BUS. 480 USING THE INTERNET, PART I

Units (Grade Option) 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): BUS. 448.

Description: Students learn how the Internet works, Internet connection options available, utilization of Internet addresses, mastery of browsers available, and basic e-mail features. Transfer: CSU.

BUS. 482 USING THE INTERNET, PART II

Units (Grade Option) 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): BUS. 480.

Description: Continuation of BUS. 480. Students continue to learn how to assess and evaluate search tools, demonstrate competency in the use of Boolean operators and other advanced techniques. Characteristics of the hardware and software options are covered. Transfer: CSU.

BUS. 483 CREATING WEB PAGES: INTRODUCTION TO HTML

Units (Grade Option) 1; Class Hours: Minimum of 16 lecture/16 by arrangement lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): BUS. 480.

Description: Creating Web pages using HTML, hypertext markup language, structure, protocols, testing, editors, converters, HTML tags, colors, hex codes, style sheets, and printing are covered. This course teaches the user to create Web pages and develop a Web site. Transfer: CSU.

BUS. 484 CREATING WEB PAGES: INTERMEDIATE HTML

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): BUS. 483 or equivalent.

Description: Learn to create extensive Web pages using intermediate HTML code, hypertext markup language. Tables are explored in depth including merging columns and rows, parameters, alignment of text and images, color, captions, headers; forms and frames, and exploration of design layout is covered also. Transfer: CSU.

BUS. 488 DESIGNING WEB PAGES USING FRONTPAGE

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): BUS. 430 and 480.

Description: Designed for both experienced and beginning Web site developers using a simple yet powerful tool for designing and building great looking, easy-to-navigate World Wide Web sites. The students create Web pages, learn to manage Web sites, and understand how to use HTML codes. This course prepares students for the MOUS certification exam for expert level. Transfer: CSU.

BUS. 492 NETWORKING ESSENTIALS

Units (Grade Option) 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: Introduces the basics of Local Area Networks including terminology, network components and functions, and the specific relationships to Microsoft Windows NT. This course prepares the students for the Microsoft Certification examination. Transfer: CSU.

BUS. 493 INTERNETWORKING WITH TCP/IP ON MICROSOFT WITH MICROSOFT WINDOWS 4.0

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): BUS. 492.

Description: Students learn the capabilities of TCP/IP using Windows NT

including installation and utilities such as PING, TELNET, NSLOOKUP, ARP, TRACERT, etc. Additional topics include addressing, subnetting, bridging, routing, domains, OSI Model, and thorough coverage of TCP/IP architecture and implementation. This course prepares students for the Microsoft Certification examination. Transfer: CSU.

BUS. 494 IMPLEMENTING AND SUPPORTING MICROSOFT WINDOWS NT WORKSTATION 4.0

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): BUS. 492.

Description: Students learn Microsoft Windows NT Workstation 4.0 operating system. The course covers basic Workstation concepts including how to install the system, administer users and groups, configure file systems and security, configure local and network printing, and network Windows NT Workstation. The course helps students prepare for the Microsoft certification exam. Transfer: CSU.

BUS. 496 WINDOWS NT SERVER 4 IN THE ENTERPRISE

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): BUS. 494.

Description: Techniques of planning, executing, and troubleshooting in the Enterprise environment. Additional topics include: overcoming the Enterprise level challenges such as administration, security, Remote Access; managing a multitude of different clients and servers; and integration of different operating systems with Windows NT. This course prepares students for the Microsoft certification exam. Transfer: CSU.

BUS. 497 WINDOWS 2000 PROFESSIONAL

Units (Grade Option) 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): BUS. 448 and 492.

Description: Install, configure and administer Windows 2000 Professional in workgroup and Domain networks. Topics include installation methods; protocol configuration; user and group management; file, share, and logon security; printing; hardware and software installations; troubleshooting and related Windows 2000 topics. Preparation for Microsoft 70-210 examination. Transfer: CSU.

BUS. 498 WINDOWS 2000 SERVER

Units (Grade Option) 3; Class Hours: Minimum of 48 lecture/32 by arrangement lab hours/semester; Recommended: Eligibility for READ 802 or 836, and ENGL 800 or 836 or 400; Prerequisite(s): BUS. 497.

Description: Implement, configure and support a Windows 2000 server as domain controller in a Microsoft enterprise network environment. Topics include network protocols; domain user and group management; share, NTFS and logon security; introduction to Active Directory Service; printing; server performance optimization and troubleshooting. Prepares student for the Microsoft certification. Transfer: CSU.

BUS. 704 SUCCESSFUL METHODS FOR GETTING EMPLOYMENT

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: In this course students are guided through an exploration of their skills and interests and learn how to find employment that reflects their unique abilities and values. Class content includes developing self-confidence, networking and interviewing practice, goal setting, resume preparation, informational interviewing, and self-marketing for employment.