

San Joaquin Delta College Catalog 99 -00

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AUTO 80H Body and Fender Units 2

Prerequisites: AUTO 80A
Limitations on Enrollment: None.
Advisories: None.

This course is designed to emphasize paint spraying, rubbing and polishing techniques, custom painting tools, materials and equipment, introduction to electromechanical components, overview of apprenticeship programs, and awareness of auto body business practices.

AUTO 81A Introductory Auto-Body Repair Laboratory Units 1

Prerequisites: None.
Limitations on Enrollment: None.
Advisories: None.

This course is designed to provide additional laboratory experiences for students enrolled in AUTO 84A. Areas of emphasis include sheet metal welding, metal straightening and finishing, and filling of materials.

AUTO 81B Beginning Auto-Body Repair Laboratory Units 1

Prerequisites: AUTO 84A.
Limitations on Enrollment: None.
Advisories: None.

This course is designed to provide additional laboratory experiences for students enrolled in AUTO 84B. Areas of emphasis include auto body collision repair, refinement of metal working skills, and removing, repairing, and replacing trim and upholstery.

AUTO 81C Intermediate Auto-Body Repair Laboratory Units 1

Prerequisites: AUTO 84B.
Limitations on Enrollment: None.
Advisories: None.

This course is designed to provide additional laboratory experiences for students enrolled in AUTO 84C. Areas of emphasis include basic unibody repair, fiberglass body repair, plastic parts repair, roof panel repair and replacement, and complete vehicle painting.

AUTO 81D Advanced Auto-Body Repair Laboratory Units 1

Prerequisites: AUTO 84C.
Limitations on Enrollment: None.
Advisories: None.

This course is designed to provide additional laboratory experiences for students enrolled in AUTO 84C. Areas of emphasis include advanced unibody repair and repair of suspension and steering systems. Students are assigned shop work which is evaluated against industry standards.

AUTO 84A Introductory Auto-Body Repair Units 5

Prerequisites: None.
Limitations on Enrollment: None.
Advisories: None.

This course is a theory and laboratory course offering in-depth training in sheetmetal welding, metal straightening and finishing, and filling of metals. Painting of a car is introduced.

AUTO 84B Beginning Auto-Body Repair Units 5

Prerequisites: AUTO 84A.
Limitations on Enrollment: None.

Advisories: None.

This course is designed to allow students to work on more complicated types of auto body damage to further refine basic metal working skills. The removing, repairing, and aligning of trim and upholstery panels are covered.

AUTO 84C Intermediate Auto-Body Repair Units 5

Prerequisites: AUTO 84B.
Limitations on Enrollment: None.
Advisories: None.

This course is designed to give students instruction in basic unibody repair, fiberglass body repair, plastic parts repair, and roof panel replacement and repair. Students learn and perform the steps necessary to complete a full-car paint job.

AUTO 84D Advanced Auto-Body Repair Units 5

Prerequisites: AUTO 84C.
Limitations on Enrollment: None.
Advisories: None.

This course is designed to advance students to more complicated portions of unibody repair. The repair of suspension and steering systems are covered. Students perform assigned jobs which must be performed within time constraints imposed by employers.

AUTO 87A Automobile Mechanics Specialization Units 3-4

Prerequisites: AUTO 52 or AUTO 53.
Limitation on Enrollment: This course requires instructor approval to enroll.
Advisories: None.

This course is designed for advanced students in automotive mechanics. Students complete an advanced specialized project developed in consultation with the instructor.

AUTO 87B Auto Electrics Specialization Units 3-4

Prerequisites: AUTO 55 or AUTO 56.
Limitation on Enrollment: This course requires instructor approval to enroll.
Advisories: None.

This course is designed for advanced students in automotive electrics. Students complete an advanced specialized project developed in consultation with the instructor.

AUTO 87C Auto Body Specialization Units 3-4

Prerequisites: AUTO 84D.
Limitation on Enrollment: This course requires instructor approval to enroll.

This course is designed for advanced students in auto body. Students complete an advanced specialized project developed in consultation with the instructor.

BIOLOGY

BIOL 1 Core Biology Units 4

Prerequisites: None.
Limitations on Enrollment: None.
Advisories: None.

This course is an introduction to the basic biological phenomena common to all living organisms. The areas covered are: cellular and molecular levels of organization, genetics and mechanisms of hered-

ity in organic evolution, reproduction and development, and introductory concepts of taxonomy and ecology. (UC, CSU, CAN BIOL 2, CAN BIOL SEQ A with BIOL 1, ZOOL 1, and BOT 1)

BIOL 2 General Zoology **Units 5**

Prerequisites: BIOL 1.

Limitations on Enrollment: None.

Advisories: None.

This course is a survey of the major animal groups based upon structural and chemical similarities. The course considers comparative anatomy, physiology, and genetic characteristics in the determination of the evolutionary relationships. Zoology covers the evolution of single-cell organisms to more advanced species. Ecology and impact of major phyla on their environment is discussed. This course fulfills the lower division preparation for advanced courses in zoology and satisfies the elementary zoology requirements for medicine, pharmacy, dentistry, game specialist, teachers of biology, and majors in the biological sciences. Off-campus and on-campus field trips are required. (UC, CSU, CAN BIOL 4)

BIOL 10 Survey of Biology **Units 4**

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is an introduction to biology for non-majors which includes the following areas: biological concepts and principles, ecological relationships, environmental issues, evolutionary development, and kingdoms of life. On and off-campus field work is required. The course meets the CSU general education laboratory science requirement and IGETC requirements. (UC, CSU)

BIOL 11 Human Biology **Units 4**

Prerequisites: Reading level II.

Limitations on Enrollment: None.

Advisories: None.

This course is an introduction to the basic aspects of human biology. Topics include knowledge of the chemicals, cells, tissues and systems that comprise the human body. Also included is a consideration of human heredity, genetics, and human ecology. The course meets the CSU general education laboratory science requirement and IGETC requirements. (UC, CSU)

BIOL 12 Natural History of California **Units 3**

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is an introduction to the plants and animals of California with emphasis on the plant communities and wildlife of the Central Valley, the coast ranges, and the Sierra Nevada. Ecologically oriented, the course probes ways in which plants and animals are adapted to their environment. A field trip is required. (CSU)

BIOL 30 Human Sexuality **Units 3**

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is a survey of the physiological, social, and behavioral aspects of human sexuality. The course is academic rather than therapeutic. (UC, CSU)

BIOL 50H Special Studies: Biology **Units 1-2**

Prerequisites: Completion of survey course with grade of "B" or bet-

ter and presentation of a project acceptable to the instructor and division chairperson.

Limitations on Enrollment: None.

Advisories: None.

This course is open to all students qualified to do advanced work in the field. A course project is assigned which may include research, field work, or other advanced study and the course may be repeated for a maximum of four units. (UC, CSU)

BOTANY

BOT 1 General Botany **Units 4**

Prerequisites: BIOL 1 with a grade of "C" or better.

Limitations on Enrollment: None.

Advisories: None.

This course is a study of the life and activities of plants followed by an introduction to plant physiology, plant structure, plant genetics, plant ecology, plant evolution, and a general survey of the major plant groups. It is a fundamental course for students planning to specialize in forestry, horticulture, agriculture, food processing, pharmacy, and other subjects requiring a scientific knowledge of plant life. This course is a basic course for pre-professional students in the biological sciences, as it parallels similar courses at universities. Field trips are included. (UC, CSU, CAN BIOL 6, CAN BIOL SEQ A with BIOL 1, ZOOL 1, and BOT 1)

BUSINESS ADMINISTRATION

BUS 1A Principles of Accounting **Units 5**

Prerequisites: Reading level II.

Limitations on Enrollment: None.

Advisories: None.

This course is a study of basic accounting principles and procedures relating to proprietorships and partnerships. Procedures for the entire accounting cycle are included. Accounting principles relating to cash, short-term investments, receivables, inventories, plant assets, payables, depreciation, internal control and payroll are included. (UC, CSU)

BUS 1B Principles of Accounting **Units 5**

Prerequisites: Reading level II; completion of BUS 1A with a grade of "C" or better.

Limitations on Enrollment: None.

Advisories: None.

This course is a continuation of the study of basic accounting principles and procedures. The course examines the topics of corporations which include: consolidations, the statement of cash flows, analysis of financial statements, cost accounting, including job order and process cost systems, budgeting and standard costs,

special reports, and income taxes. (UC, CSU)

BUS 3 Financial Accounting Units 5

Prerequisites: Reading level II; completion of BUS 1A with a grade of "C" or better.

Limitations on Enrollment: None.

Advisories: None.

This course is an introduction to the fundamental accounting principles and practices including the application of accounting theory to income measurement, valuation and disclosure, analysis, and interpretation of financial statements. (UC, CSU, CAN BUS 2, CAN BUS SEQ A with both BUS 3 and 4)

BUS 4 Managerial Accounting Units 5

Prerequisites: Reading level II; completion of BUS 1B or BUS 3 with a grade of "C" or better.

Limitations on Enrollment: None.

Advisories: None.

This course is an introduction to the application of accounting concepts and systems to provide information for management decision making, control, profit planning, cost analysis, budgeting, and performance evaluation. (UC, CSU, CAN BUS 4, CAN BUS SEQ A with both BUS 3 and 4)

BUS 5 Introduction to Information Processing Units 3

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is an introduction to the field of information systems with the major emphasis on modern data processing systems. The course is designed for business administration and accounting majors and is not open to students that have completed CS 11. The computer language COBOL is developed and applied in solving accounting problems. (UC, CSU)

BUS 8 Introduction to The American Legal System Units 3

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is an introduction to American law and its relationship to society. Topics include the nature and structure of the legal system, crimes, torts, contracts, administrative law, family law, employment law, and laws governing business, real and personal property, and estates. This course is not intended to replace BUS 18A, 18B, or BUS 19 for business majors or minors, or for business certificate programs. (UC, CSU)

BUS 9 Ethical Issues in Business Units 3

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is a study of the ethical issues which face businesses in the United States and in the international marketplace. Emphasis is placed upon applying ethics to current business problems in areas such as accounting, management, marketing, computer systems, finance, and real estate. (CSU)

BUS 10A Bookkeeping Units 3

Prerequisites: Reading level II.

Corequisites: Reading level II with concurrent enrollment in reading.

Limitations on Enrollment: None.

Advisories: None.

This course is an introductory study of bookkeeping procedures relating to proprietorships. The student learns and applies procedures for the entire accounting cycle to both a service and merchandising firm. (CSU)

BUS 10B Bookkeeping Units 3

Prerequisites: None.

Corequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is a review and continuation of the study of accrual accounting. The course includes notes and interest, depreciation, merchandise accounting, inventory valuation methods, and accounting for partnerships and corporations. BUS 10B cannot be taken after successful completion of Principles of Accounting (BUS 1A or 1B). (CSU)

BUS 11 Income Tax Procedures Units 3

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is an introduction to federal income tax laws and regulations and their application. The course prepares students to handle personal income tax returns. Completion of BUS 1A, BUS 10A, BUS 3 is recommended. (CSU)

BUS 13 Accounting on the Microcomputer Units 2

Prerequisites: BUS 1A or 10A with a grade of "C" or better.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to integrate accounting principles with computer software to allow students to experience a modern, computerized integrated accounting system. No prior knowledge of computers or computerized accounting is required of students. Problems on sole proprietorships, partnerships, corporation, service and merchandising business, departmentalized and non-departmentalized business, voucher and non-voucher systems, fixed assets, inventory, and payroll systems are presented. (CSU)

BUS 14 Microcomputers and Small Business Systems Units 3

Prerequisites: Reading level II.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to introduce students to microcomputers and the various pre-written application programs available. It is intended for the student with no prior exposure to microcomputers and is for the non-programmer. (CSU)

BUS 15 Computer Spreadsheets for Accounting Units 2

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to enable students to use software spreadsheet application programs such as LOTUS 1-2-3tm, Excel, Quattro Pro, or similar spreadsheet application programs on personal computers to solve accounting application problems such as payroll,

purchases, receivables, payables, worksheets, financial statements, and supplemental reports. Students build a worksheet from scratch, learn basic spreadsheet functions and formulas, create charts and graphs, and work with databases. (CSU)

BUS 17A Beginning Business Communication Units 3

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is a study of the communication principles and procedures for effective business writing, speaking, and listening. Emphasis is on composition of business messages in the form of letters and memoranda. (CSU)

BUS 17B Advanced Business Communication Units 3

Prerequisites: BUS 17A.

Limitations on Enrollment: None.

Advisories: None.

This course is a study of the communication principles and procedures for effective business writing, speaking, and listening. Emphasis is on composition of business messages in the form of letters and memoranda. Additional emphasis is on skills necessary to communicate using new technology and international and multi-cultural communication. (CSU)

BUS 18A Business Law Units 3

Prerequisites: Reading level II.

Limitations on Enrollment: None.

Advisories: None.

This course is a basic course in law and its relationship to business. Topics include a study of concepts and cases involving the legal system, dispute resolution, torts, contracts, and other areas of commercial law. (UC, CSU)

BUS 18B Business Law Units 3

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is a continuation of the study of legal principles affecting business with emphasis upon partnerships, corporations, sales, commercial paper, creditors' rights, bankruptcy, insurance, real and personal property, estates and trusts, consumer protection, and international law. (UC, CSU)

BUS 19 Legal Environment of Business Units 3

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is a basic course of the laws and regulations affecting managerial decisions in business. The focus is upon legal concepts and case analysis in the areas of ethics, employment, consumer transactions, competition, the environment, business torts and crimes, contracts, and agency and business organizations. (CSU, CANBUS 12)

BUS 20 Introduction to Business Units 3

Prerequisites: Reading level II.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to build an understanding of the market economy, the business environment, other economic systems, and the organization, management, and operation of business enterprises. It includes such topics as understanding the economy, how businesses are formed and managed, human relations, producing and

marketing a product or service, the financial markets and securities, governmental relationships, understanding the financial media, etc. The course is a foundation for all business students. (UC, CSU)

BUS 21 Marketing Units 3

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is an introduction to the field of marketing. It provides a background for more specialized study in fields of advertising, selling, and retailing. Topics covered are: the market structure, marketing institutions, marketing costs, consumer motivation, channels of distribution, buying, selling and packaging, pricing, and government relationships. (CSU)

BUS 22 Professional Selling Units 3

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is an introductory course in sales designed to develop a professional attitude toward selling and a better understanding of self; to learn how to sell self before selling a product, service, or idea; to learn the principles and rules of persuasion; to begin to understand customers and their actions; and to develop the techniques of selling and persuasion. The course covers both retail and direct selling. It is a recommended elective course for anyone desiring improvement in persuasive skills. (CSU)

BUS 23 Advertising Units 3

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is an introduction to advertising principles and techniques. It includes advertising agencies; preparation of ads including copywriting, illustrations, and layout; media selection; and budgeting for advertising. Through critiques of ads, students learn the psychology and persuasiveness of advertising. (CSU)

BUS 24 Retail Management Units 3

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is an introduction to retailing covering a study of store location; building and fixtures; store organization; retail selling and increasing sales through promotion and advertising; buying and merchandising planning; receiving and marketing merchandise; pricing for profit; and accounting and control in the store. (CSU)

BUS 26 Economics of Business Units 3

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is a basic and introductory course in economics designed for the layperson and associate degree student. The course includes a study of the American economic system, other systems, resource allocation, factors of production, competition, labor, government and economic policy, the private sector, monetary policy, inflation, and supply and demand. (UC, CSU)

BUS 27 Financial Planning and Investments Units 3

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is an introduction to financial planning and investments including a survey of the various investment media available, both for individuals and for businesses. The course includes basic investment concepts and theory, fundamental analysis, and the securities markets. (CSU)

BUS 30 Supervision and Human Relations Units 3

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to emphasize the understanding of the individual within an organizational framework. The areas of human perception, communication, motivation, leadership techniques, management styles, work planning, and performance appraisal are included. The course is of interest for students aspiring to positions requiring a leadership or management roles. (CSU)

BUS 31 Introduction to Management Units 3

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is an introduction to the principles of good management and the effective utilization of human and material resources to achieve the objectives of an enterprise. The course emphasizes not only the planning, organizing, staffing, directing, and controlling functions of management, but also includes such factors as effective communications and relationships, motivation, and managing for change. BUS 20 is recommended. (CSU)

BUS 36 Human Resources Management Units 3

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is an in-depth exploration of responsibilities and practices involved in recruiting, selecting, inducting, advancing, terminating, and retiring employees. Both describing jobs and defining job qualifications and stressing human behavioral factors involved in business and industry are considered. (CSU)

BUS 38 Selected Topics: Business Units 0.5-2

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to offer instruction in one of the specialized areas of business not already covered by existing curricula. (CSU)

BUS 40 Real Estate Principles Units 3

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is an introduction to principles of California real estate including an introduction to property rights, legal descriptions, encumbrances, agency, contracts, transfers, finance, lenders, appraisal, escrow, government's role and regulations, taxation, and licensing requirements. The course is designed to meet the needs of both the general student and those desiring employment in the field

or related areas, and it fulfills a requirement for state licensure as a salesperson, broker, or real-estate appraiser. (CSU)

BUS 41 Real Estate Practice Units 3

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to cover practices and techniques of real estate brokers and salespersons. Topics included are developing a market analysis, listing and property sale procedures, financing, closing costs, escrow routine, advertising, managing the real estate office, public relations, and professional ethics. This course fulfills a requirement for state licensure as a salesperson or broker. (CSU)

BUS 42 Real Estate Finance Units 3

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to assist persons in the banking, savings and loan, real estate, and legal fields to better understand and apply current practices and legislation when dealing with real property transactions. This course fulfills a requirement for state licensure as a salesperson or broker. (CSU)

BUS 43 Legal Aspects of Real Estate Units 3

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is an introduction to California real estate law. Topics covered include contracts, land titles, agency, acquisition and conveyance, security devices, liens, financing, foreclosure, land use and regulation, probate, and owner-tenant issues. This course fulfills a requirement for state licensing as a real estate salesperson or broker. (CSU)

BUS 44 Real Estate Appraisal Units 3

Prerequisites: None.

Limitation on Enrollment: None.

Advisories: BUS 40.

This course is an introduction to the principles and methods used in appraisal of real property. It is a practical guide for brokers, salespeople, appraisal trainees, investors, and consumers. Appraisal techniques such as statistical analysis and income capitalization are introduced. This course fulfills a requirement for state licensure as a salesperson, broker, or a real estate appraiser. (CSU)

BUS 45 Real Estate Economics Units 3

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is a presentation of economic principles related to real estate markets and land use. Topics included are factors that influence prices, money and credit, land use planning and controls, impact of taxation, regional and community development, and required government reports. This course fulfills a requirement for state licensure in real estate sales or brokerage. (CSU)

BUS 46 Property Management Units 3

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is a basic but comprehensive course in management and operation of income properties such as a residential, office, shopping center, and condominium. The course includes the background and fundamentals of the investment, property selection and evaluation, lease performance objectives, maintenance, administration and management, California landlord tenant law, the role of the manager and property management as a profession, and owner tenant relations. This course fulfills a requirement for state licensure as a salesperson, broker, or real estate appraiser. (CSU)

BUS 50H Special Studies: Business Units 1-2

Prerequisites: Completion of an introduction or survey course with grade of 'B' or better and presentation of a project acceptable to the instructor and division chair.

Limitations on Enrollment: None.

Advisories: None.

This course is open for students to do advanced work in the field of business or business information management. The course may include research, directed reading, field work, or other advanced study, and the course may be repeated for a maximum of four units. (CSU)

BUS 50I Special Studies: International Business Units 0.5-4

Prerequisites: Completion of BUS 54 or BUS 55 with a grade of "C" or better; and presentation of a proposal for a project acceptable to the instructor and division chairperson.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to offer students the opportunity to do research, directed reading, field work, or other advanced study. Special Studies is a course open to students qualified to do advanced work in the field of international business. This course may be taken or repeated for a maximum total of 4 units. (CSU)

BUS 50J Special Studies: Advertising Units 0.5-4

Prerequisites: Completion of BUS 22 or BUS 23 with a grade of "C" or better; and presentation of a proposal for a project acceptable to the instructor and division chairperson.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to offer students the opportunity to do research, directed reading, field work, or other advanced study. Special Studies is a course open to students qualified to do advanced work in the field of advertising. This course may be taken or repeated for a maximum total of 4 units. (CSU)

BUS 50K Special Studies: Management Units 0.5-4

Prerequisites: Completion of BUS 30, BUS 31, BUS 32, BUS 34A, BUS 34B, BUS 36, or BUS 60 with a grade of "B" or better; and presentation of a proposal for a project acceptable to the instructor and division chairperson.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to offer students the opportunity to do research, directed reading, field work, or other advanced study. Special Studies is a course open to students qualified to do advanced

work in the field of management. This course may be taken or repeated for a maximum total of 4 units. (CSU)

BUS 50L Special Studies: Legal Aspects of Business Units 0.5-4

Prerequisites: Completion of BUS 30, BUS 31, BUS 32, BUS 34A, BUS 34B, BUS 36, or BUS 60 with a grade of 'B' or better; and presentation of a proposal for a project acceptable to the instructor and division chairperson.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to offer students the opportunity to do research, directed reading, field work, or other advanced study. Special Studies is a course open to students qualified to do advanced work in the field of management. This course may be taken or repeated for a maximum total of 4 units. (CSU)

BUS 50M Special Studies: Marketing Units 0.5-4

Prerequisites: Completion of BUS 21, BUS 22, or BUS 24 with a grade of "C" or better; and presentation of a proposal for a project acceptable to the instructor and division chairperson.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to offer students the opportunity to do research, directed reading, field work, or other advanced study. Special Studies is a course open to students qualified to do advanced work in the field of marketing. This course may be taken or repeated for a maximum total of 4 units. (CSU)

BUS 51 Introduction to Transportation Units 1.5

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is an introduction to the field of transportation. The course includes the role and regulation of domestic transportation, basic modes of transportation, governmental influences on transportation, traffic management and control decisions, and intrastate transportation considerations. (CSU)

BUS 54 Introduction to International Law Units 3

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is an introduction to the legal aspects and ramifications of international trade. Topics include multinational enterprises, sovereignty, technology transfer, arbitration, negotiation, and diplomacy. (CSU)

BUS 55 Introduction to International Business Units 3

Prerequisites: BUS 20 is recommended but not required.

Limitations on Enrollment: None.

Advisories: None.

This course is a comprehensive overview of international business designed to provide a global perspective on international trade including foreign investments, impact of financial markets, international marketing, and the operation of multinational companies. (CSU)

BUS 56 Transportation: Export and Import Units 3

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is a study of freight forwarding involving export and import of goods across national boundaries. This course includes government regulation, terminal and port charges, required documents, insurance, banking, customs, procedures, marketing, and cultural influences. (CSU)

BUS 57 Physical Distribution and Warehouse Management Units 3

Prerequisites: BUS 51.

Limitations on Enrollment: None.

Advisories: None.

This course is a study of physical distribution of goods, warehousing, and management. The course includes types of available systems and advances through modern technology and interaction with present and future modes of transport and warehousing concepts. (CSU)

BUS 58 Transportation of Hazardous Materials Units 3

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to give persons a working knowledge of the rules and regulations for shipping hazardous material by rail, air, highway, water, and international requirements for safe shipment. In addition, students gain a working knowledge of the inspection and quality control procedures for packaging, marking, labeling, certification loading, blocking, and bracing of hazardous materials. (CSU)

BUS 60 Small Business Management Units 3

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is a practical guideline for owners and prospective owners of a small business enterprise. The course includes basic business principles, practices, procedures, and methods that can be used to effectively operate a business. Some of the topics included are management techniques, forming the business, the strengths and weaknesses of a small business, financing a business, inventory control, the legal structure, organizing and staffing, etc. (CSU)

BUS 61 Principles and Operations of Financial Institutions Units 3

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is a study of the principles and operations of financial institutions such as banks, savings and loans, credit unions, and thrift organizations. It includes the study of the operations, procedures, and functions of financial institutions, the Federal Reserve System, current banking legislation, bank transactions and services, legal considerations, and government controls. The financial systems of

the United States are the primary emphasis of the course. (CSU)

BUS 63 Analysis of Financial Statements Units 3

Prerequisites: BUS 10A or BUS 1A.

Limitations on Enrollment: None.

Advisories: None.

This course is an introduction to understanding, interpreting, and analyzing financial statements. Included is the study and analysis of balance sheets, earnings statements, capital statements, various other commonly used reports, why and how analysis is important, the methods and goals of analysis, the tools of analysis, and the projections and relationships of various types of data. (CSU)

BUS 65A Introduction to Personal Loans Units 1

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is an introduction to the fundamentals of personal lending and borrowing. Topics covered include loan applications, loan interviews, investigation and the loan approval process, loan risk analysis, rate structuring, and loan financing, servicing, and collection. The course is designed to assist employees of financial institutions as well as individual consumers. (CSU)

BUS 65B Introduction to Business Loans Units 1

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is an introduction to the fundamentals of business lending and borrowing. Topics covered include the role of the lending officer, types of loans, loan structuring, loan processing, loan and portfolio management, availability and cost of funds, regulations, and the legal environment. It is designed to assist employees of financial institutions as well as individual consumers. (CSU)

BUS 67 Introduction to Personal Finance Units 3

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is an introduction to planning and managing personal finances. An emphasis on applying theories to real world situations such as financial statements, money management and tax strategies, sources of credit and banking services, consumer purchasing strategies, risk and insurance analysis, health care and disability considerations, investment instruments and alternatives, and retirement and estate planning. (CSU)

BUS 69V Internship: Business and Accounting Units 1-8

Prerequisites: None.

Limitations on Enrollment: The student must enroll in a course that is directly related to the business and accounting internship. The student must enroll in a minimum of 7 units during the semester including internship units. For summer session, the student must enroll in one related course in addition to internship. The combined total number of units a student may take in internship, work experience, and occupational practice may not exceed a maximum of 16 units. Participation requires submission and approval of internship pro-

gram objectives and an employer internship agreement.

Advisories: GUID 30, 31, 32, 33.

This course is designed for students participating in an occupational internship in business and accounting. Application of discipline-related skills and knowledge of Secretaries Commission on Achieving Necessary Skills (SCANS) competencies is emphasized. Each student is engaged in a specific research project or on-the-job learning activities under the supervision of a worksite supervisor and a college internship instructor. (CSU)

BUS 70 Payroll Accounting Units 2

Prerequisites: None.

Limitation on Enrollment: None.

Advisories: None.

This course is an introductory study of payroll accounting. The personnel and payroll records provide information required under the numerous laws affecting the operations of a payroll system. There is an emphasis on the payroll-record life of each employee from the initial application for employment to the application for the first social security benefit check.

BUS 71 Computerized Payroll Accounting Units 1

Prerequisites: BUS 70.

Limitations on Enrollment: None.

Advisories: Working knowledge of Windows.

This course is designed as an introductory study of computerized payroll accounting procedures. The student learns to work through a computerized payroll accounting practice set using software similar to Peachtree Accounting for Windows.

BUS 72 QuickBooks Units 1.5

Prerequisites: BUS 10A or BUS 1A.

Limitations on Enrollment: None.

Advisories: None.

This course is designed as an introduction to computerized accounting using QuickBooks. The course provides an overview of the software for basic double entry accounting. The student learns to set up a company on QuickBooks, recording transactions (journalizing and posting), managing accounts receivables and payables, paying bills using QuickBooks checks, payroll procedures, statement preparation, and graphing data.

BUS 73A Leadership for Supervisors Units 1

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is a concentrated course in first-line management. It is designed especially for managers and supervisors. It stresses the basics of motivating employees, the role of the supervisor, the supervisor as a leader, training, communicating, and resolving conflict.

BUS 73B Recruiting and Selecting Employees Units 1

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is a course in the basic elements of recruiting and selecting employees. It is designed to meet the needs of owners and managers. Emphasis is on basic policies and practices, effective procedures, and current legislation.

BUS 73C Decision Making for Supervisors Units 1

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is an introduction to the process of decision-making and objective-setting for managers. It is designed to develop and enhance decision-making skills with the goal of reducing risk and improving performance and productivity. Topics covered include defining and setting goals and objectives, effective time management, problem and issue analysis, information evaluation, decision making models, and outcome assessment.

BUS 73D Personnel Relations in The Workplace Units 1

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is an introduction to the techniques used to improve workplace relationships by developing and enhancing team building and leadership skills. Topics covered include leadership versus management, team building for performance, effective delegation techniques, goal setting and achievement, conflict resolution, and coaching and counseling.

BUS 74 Introduction to Risk Management and Insurance Units 3

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is designed as an introduction to the basic principles and terminology of insurance. The course includes: key definitions; organizational and regulatory views of the insurance industry; the meaning of homeowners', automobile, commercial property, and liability insurance policies; life and health insurance fundamentals; and the role of government in providing insurance such as Social Security. (CSU)

BUS 76 Selected Topics: Business Units 0.5-2

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to offer instruction in one of the specialized areas of business not already covered by existing curricula.

BUS 78 Introduction to Teller Training Units 1.5

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is designed as an introduction to teller training. The course provides training in the principles of banking and handling money, customer relations and sales techniques, different types of accounts and financial services, processing currency transactions and customer payments, balancing and finding errors in the teller's cash drawer, bank security systems, basic accounting principles, and job readiness skills.

BUS 79 Electronic Banking: Quicken Units 1.5

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is an introduction to computerized electronic banking using Quicken or a similar software package. It provides an overview of the software for basic personal accounting and banking purposes. Topics covered include gaining familiarity with and using online services through Quicken, using the financial network and calendar, defining and tracking transactions, printing checks, balancing a checkbook, and creating and customizing reports.

BUS 81 California Income Tax Preparation Units 1

Prerequisites: BUS 11 or concurrent enrollment in BUS 11.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to train persons to properly complete California income tax returns and to make them aware of the latest tax laws. The course fulfills part of the requirement for the Tax Preparation Certificate.

BUS 82A Business Mathematics Units 2

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to allow students to work at their own pace. The course begins with a comprehensive review of computation with whole numbers, fractions, decimals, and percents. Development of these skills is followed by extensive material related to the mathematics of modern business.

BUS 82B Business Mathematics Units 2

Prerequisites: Successful completion of BUS 82A (or instructor's permission).

Limitations on Enrollment: None.

Advisories: None.

This course is a programmed, self-paced course of an intermediate level of business mathematics. Topics include simple, ordinary, and exact interest; negotiable instruments; discounting notes; annuities; amortization; payrolls; taxes; and depreciation.

BUS 82C Business Mathematics Units 2

Prerequisites: Successful completion of BUS 82B.

Limitations on Enrollment: None.

Advisories: None.

This course is a programmed, self-paced course at a more advanced level of business mathematics. The mathematics of accounting and finance are presented in detail which includes cash and trade discounts, determining a net income or a loss, financial statement analysis, calculating markup, more detailed problems in taxes, insurance, and security analysis.

BUS 85 Introduction to International Trade Units 1.5

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is an introduction to the study of international trade. The course includes international trade resources, market research and planning, negotiating with foreign businesses, export terms and freight forwarding, export quotations, methods of payment and financing, agents and distributors, and legal issues.

BUS 91 Real Estate License Preparation Units 1

Prerequisites: BUS 40 or concurrent enrollment in BUS 40.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to provide a review of knowledge and skills necessary to pass the California State real estate agent's licensing examination. Topics covered include information about obtaining a real estate license, principles of real estate, test taking skills, and sample tests. Units in this course do not apply toward the associate degree.

BUS 94A Small Business Start Up Units 1

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is designed especially for those persons wanting to own their own business. Course topics include, but not limited to personal traits for success, the feasibility study, product or service, marketing the product or service, accounting systems, business financing, organizational, and legal structure. Some basic management principles are included.

BUS 94B Essential Topics for Small Business Units 1

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is designed for persons who own their own business or plan to become business owners. The course topics include but are not limited to location, layout, inventory control, crime prevention, and franchising.

BUS 94C The New Entrepreneur Units 1

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is designed for persons interested in developing a business venture. Course topics include: basic management principles, characteristics of an entrepreneur's profile of changing businesses, future products and services sources of capital, and a venture feasibility plan.

BUS 94D The Law and The Small Business Units 1

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to describe and interpret the basic laws governing business and commercial relationships relating to small business. Course topics include legal information regarding sole proprietorship, partnership, limited partnership, corporation, and joint venture. The course also addresses contracts, employment law, copyrights, patents, trademarks, and other legal considerations.

BUS 94E Marketing and Advertising Strategies for Small Business Units 1

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to identify ideas, methods, and techniques to market small businesses effectively and successfully. Course topics include image-building marketing strategies, public relations, direct marketing, direct mail, low-cost advertising, media placement, basic marketing plans, and advertising budgets.

BUS 94F Customer Service Strategies Units 1

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to teach business owners in any industry how to implement user-friendly and results-oriented customer service systems. Course topics include how to satisfy customers, the importance of customer service, how to measure customer satisfaction in the use of questionnaires and surveys, and set up customer service systems in your business. The course also focuses on customer service as a marketing tool.

BUS 95A Introduction to Bookkeeping and Accounting Units 1

Prerequisites: None.

Limitation on Enrollment: None.

Advisories: None.

This course is designed as an introduction to bookkeeping and accounting. Topics include organization of data, bookkeeping techniques, meeting deadlines, internal control procedures, control of cash, writing checks, reconciling bank accounts, receipts of cash and checks, disbursements of cash and checks, handling of accounts receivable, handling of accounts payable, payroll requirements, taking an inventory, worksheets, financial statements, and ethics.

BUS 95B Sales and Marketing Units 1

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to be an entry level course for those students seeking a career as a sales/marketing representative. Course topics include career opportunities in sales and marketing by acquiring product information, developing product selling strategies, understanding buyer behavior, developing a prospect base, preparing the sales demonstration, closing, and confirming the sale. The course also focuses on job search and preparing for the job interview.

BUS 95C Retailing Units 1

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to be an entry level course for those students seeking a career in retail sales. Course topics include career opportunities in retail sales, customer service techniques, merchandising and inventory control, using the cash register/calculator, telephone etiquette, and basic sales techniques. The course also focuses on job search, and preparing for the job interview.

BUS 98V Work Experience: Business and Accounting Units 1-8

Prerequisites: None.

Limitations on Enrollment: The student must enroll in a course that is directly related to the business or accounting work experience. The student must enroll in a minimum of 7 units during the semester including work experience units. For summer session, the student must enroll in one related course in addition to work experience. The combined total number of units a student may take in internship, work experience, and occupational practice may not exceed a maximum of 16 units. Participation requires submission and approval of work

experience program objectives and an employer work experience agreement.

Advisories: GUID 30, 31, 32, 33.

This course is designed for students employed in business or accounting. The course objectives are developed by the students in consultation with their supervisor. Students are engaged in a specific research project or on-the-job learning activities under the supervision of a worksite supervisor and a college work experience instructor. To register, complete an application form available at the Applied Science and Technology Division office, Holt 140.

BUSINESS INFORMATION MANAGEMENT

BIM 1A Beginning Keyboarding Units 1.5

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is an introduction to touch keyboarding, touch typewriting skills for alphabetic, numeric, symbol keys, and the ten-key pad. Students learn required theory and skills for formatting using word processing software on a personal computer; center text vertically and horizontally, proofread and correct errors, and set margins. (CSU)

BIM 1B Exploring Word Processing Units 1.5
Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is an introduction to the use of word processing software on a personal computer to complete term papers, letters, tables, and outlines. Further development of previously learned keyboarding skills using the touch method is included. (CSU)

BIM 2 Intermediate Keyboarding Units 3.5

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to provide instruction in producing business documents in a variety of formats using word processing software. Students learn to keyboard, store, revise, and print business letters, memoranda, envelopes, reports, tables, job application documents, forms, and numerous other administrative documents. (CSU)

BIM 7A Beginning Word Processing: Concepts and Applications Units 3

Prerequisites: None.

Corequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to introduce basic concepts and operation of word processing software for producing documents found in typical business offices. The following specialized instruction on the basic concepts of word processing is emphasized: Theory and skills necessary to create, save, retrieve, edit, and print documents; how to

use electronic writing tools such as the spelling and grammar checker and the thesaurus; how to change defaults for characters, lines, and paragraphs; and how to create headers, footers, footnotes, endnotes, envelopes, labels, and automatic page numbers. (CSU)

**BIM 23A Beginning Desktop Publishing, Units 2
Using PageMaker**

Prerequisites: None.
Limitations on Enrollment: None.
Advisories: None.

This course is designed to provide information and hands-on training in using state-of-the-art microcomputers, laser printers, and Pagemaker software. The student learns to produce camera-ready, near-typeset quality reports, newsletters, business forms, and presentations. Knowledge of word processing and PC-DOS is recommended. (CSU)

**BIM 23M Beginning Desktop Publishing, Units 2
Using PageMaker**

Prerequisites: None.
Corequisites: None.
Limitations on Enrollment: None.
Advisories: None.

This course is designed to provide students with information on the concepts, structures, and processes as well as training in using state-of-the-art microcomputers, laser printers, color printers, scanners, and PageMaker software on Macintosh computers. The student learns to design, produce, and integrate text and graphics into camera-ready, near-typeset quality reports, newsletters, business forms, proposals, and presentations. An equivalent personal computer (PC) course is offered. No more than two units may be earned by taking either course. (CSU)

**BIM 23P Beginning Desktop Publishing, Units 2
Using PageMaker**

Prerequisites: None.
Corequisites: None.
Limitations on Enrollment: None.
Advisories: None.

This course is designed to provide students with information on the concepts, structures, and processes as well as training in using state-of-the-art microcomputers, laser printers, color printers, scanners, and PageMaker software on personal computers (PC). The student learns to design, produce, and integrate text and graphics into camera-ready, near-typeset quality reports, newsletters, business forms, proposals, and presentations. An equivalent Macintosh computer course is offered. No more than two units may be earned by taking either course. (CSU)

BIM 31 Electronic Calculation Units 3

Prerequisites: None.
Limitations on Enrollment: None.
Advisories: None.

This course is designed to emphasize use of business mathematics in solving clerical and accounting problems, electronic display and printing calculator skills such as constant key, singular and double memory, accumulative memory, special function keys for fractions, discounting, present value, merchandising, invoicing, payroll records and proration, real estate, depreciation and insurance, basic business and financial statistics, accounting analysis, and metric conversion.

Students receive training, practice, and achieve proficiency by operating various brands of electronic display and printing calculators. BIM 31 cannot be taken after successful completion of BIM 32A or 32B or 32C. (CSU)

BIM 32A Beginning Office Calculation Units 1

Prerequisites: None.
Limitations on Enrollment: None.
Advisories: None.

This course is designed to emphasize basic operation of electronic calculators using business mathematical concepts common in business. The student receives individualized training and practice in ten-key touch operation and skill development, multiplication, division, constants, multiple, sequential, and business calculations. This is an open-entry, open-exit course. BIM 32A cannot be taken after successful completion of BIM 31 (Electronic Calculation) because it is a part of the BIM 31 curriculum. (CSU)

BIM 32B Intermediate Office Calculation Units 1

Prerequisites: None.
Corequisites: None.
Limitations on Enrollment: None.
Advisories: None.

This course is a refinement in introductory electronic display calculator skills. The course includes topics such as fractions, percentages, interest, discounts, annuities, merchandising, and invoicing, use of constant key, memory, and special function keys. BIM 32B cannot be taken after successful completion of BIM 31 (Electronic Calculation) because it is a part of the BIM 31 curriculum. This is an open-entry, open-exit course. (CSU)

BIM 32C Advanced Office Calculation Units 1

Prerequisites: None.
Corequisites: None.
Limitations on Enrollment: None.
Advisories: None.

This course is a further refinement of electronic display/printing calculator skills using constant key, single/double memory, accumulative memory, special function keys required for payroll records and proration, real estate, depreciation and insurance, basic business and financial statistics, accounting analysis, and metric conversion. This course includes topics such as payroll records, proration of expenses, real estate taxes, depreciation, insurance premiums, business analysis, and the metric system. BIM 32C cannot be taken after successful completion of BIM 31 (Electronic Calculation). This is an open-entry, open-exit class. (CSU)

BIM 38 Office Technologies Units 3

Prerequisites: None.
Limitations on Enrollment: None.
Advisories: None.

This course is designed to prepare students to work in the electronic office of today. Emphasis is placed on the basic areas of office support to include machine transcription, reprographics, telecommunications, incoming and outgoing mail, customer service, meetings and conferences, and travel arrangements. Time management, communication, office ethics, and job preparation are topics included to support the study of office technology. (CSU)

BIM 39 Office Management Units 3

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is an introduction to the field of office administration. The course covers such topics as the functions of management, automation and word processing in the office, planning and organizing office operations, leadership and human relations, office systems, staffing, budgeting, and control. (CSU)

BIM 42 Records Management and Filing Units 3

Prerequisites: Reading level II.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to build an understanding of the basic principles and procedures for manual and electronic records storage and control. Specific rules for alphabetic indexing are studied and then applied to alphabetic, geographic, subject, and numeric methods of records storage. Management aspects of records control and evaluating records storage practices are included. A database filing program on personal computers to enhance the manual records control tasks is studied. This automated procedure provides the ability to create, store, manipulate, and create reports from electronic data files. (CSU)

BIM 50 Machine Transcription Units 2

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to improve a person's language skills and to train for production of mailable typewritten business and medical communications and documents directly from recorded dictation at an employable rate. (CSU)

BIM 51A Introductory Shorthand Units 2

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is an introduction to the study of Gregg Shorthand. Students are introduced to shorthand outlines, brief forms, phrasing, notetaking from dictation, and transcription from shorthand notes to a document. (CSU)

BIM 51B Introductory Shorthand Units 2

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is a continuation of BIM 51A. Students are introduced to additional shorthand outlines, brief forms, and phrasing. Shorthand notetaking from dictation and transcription from shorthand notes to documents are developed further. (CSU)

BIM 51C Intermediate Shorthand Units 2

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is specifically designed for students who have completed a sequence of courses for shorthand in any of the different series or have had basic shorthand courses equivalent to BIM 51A and 51B. Students review shorthand outlines, brief forms, and phrasing. Shorthand notetaking from dictation and transcription from shorthand notes to mailable documents are developed further. (CSU)

BIM 51D Advanced Shorthand Units 2

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is a continuation of the study of shorthand. It is specifically designed for the student who has completed a sequence of courses in shorthand in any of the standard shorthand series. By using the shorthand theory previously learned, students concentrate on developing transcription and mailable copy skills through continuous dictation, transcription skill development, and practice. Gregg Shorthand or a similar method is used. (CSU)

BIM 69V Internship: Business Information Management Units 1-8

Prerequisites: None.

Limitations on Enrollment: The student must enroll in a course that is directly related to the business information management internship. The student must enroll in a minimum of 7 units during the semester including internship units. For summer session, the student must enroll in one related course in addition to internship. The combined total number of units a student may take in internship, work experience, and occupational practice may not exceed a maximum of 16 units. Participation requires submission and approval of internship program objectives and an employer internship agreement.

Advisories: GUID 30, 31, 32, 33.

This course is designed for students participating in an occupational internship in business information management. Application of discipline-related skills and knowledge of Secretaries Commission on Achieving Necessary Skills (SCANS) competencies is emphasized. Each student is engaged in a specific research project or on-the-job learning activities under the supervision of a worksite supervisor and a college internship instructor. (CSU)

BIM 70A Beginning Keyboarding for Speed and Accuracy Units 1.5

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to develop keyboarding skills necessary for students to increase speed and decrease errors to meet course prerequisites, job requirements, or personal goals. Ability to use correct fingering on the keyboard and key with eyes on copy between 25 and 37 gross words per minute on a five-minute timed writing is required. Units earned in this course do not apply toward the associate degree.

BIM 70B Intermediate Keyboarding for Speed and Accuracy Units 1.5

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to develop keyboarding skills necessary for students to increase their typing speed and decrease errors to meet course prerequisites, job requirements, or personal goals. Ability to use correct fingering on the keyboard and key with eyes on copy between 36 and 50 gross words per minute in a five-minute timed writing is required. Units earned in this course do not apply toward the associate degree.

BIM 70C Advanced Keyboarding Units 1.5
for Speed and Accuracy

Prerequisites: None.
Limitations on Enrollment: None.
Advisories: None.

This course is designed to develop keyboarding skills necessary for students to increase their typing speed and decrease errors to meet course prerequisites, job requirements, or personal goals. Ability to use correct fingering on the keyboard and key with eyes on copy at least 51 gross words per minute in a five-minute timed writing is required. Units earned in this course do not apply toward the associate degree.

BIM 72 Speedwriting Shorthand Units 2

Prerequisites: None.
Limitations on Enrollment: None.
Advisories: Successful completion of BIM 1A or the ability to keyboard by touch is recommended.

This course is designed as an introduction to the study of Speedwriting Shorthand. Students are introduced to the principles and theory of Speedwriting Shorthand based on the alphabet applied to words commonly used in business by sounds, brief forms, phrasing, taking dictation, building speed, and transcribing dictation to documents using a computer or typewriter. Units earned in this course do not apply toward an associate degree.

BIM 76 Selected Topics: Business Units 0.5-2
Information Management

Prerequisites: None.
Limitations on Enrollment: None.
Advisories: None.

This course is designed to offer instruction in one of the specialized areas of business information management not already covered by existing curricula.

BIM 77 Selected Topics: Business Units 0.5-2
Information Management

Prerequisites: None.
Limitations on Enrollment: None.
Advisories: None.

This course is designed to offer laboratory instruction in one of the specialized areas of business information management not already covered by existing curriculum. Students must be enrolled concurrently in BIM 76.

BIM 85A Adapted Keyboarding Units 1

Prerequisites: Eligibility for Disabled Student Services.
Limitations on Enrollment: None.
Advisories: None.

This course is an entry-level course in adaptive computer keyboarding. The course focuses on developing familiarity with the keyboard using available adaptive computer technology for students with physical, communication, and learning disabilities. Keyboarding and touch typing skills for alphabetic, numeric, and symbol keys are taught at introductory level.

BIM 85B Adapted Keyboarding Units 1

Prerequisites: Eligibility for Disabled Student Services; Credit in BIM 85A or keyboard by touch is required.

Limitations on Enrollment: None.

Advisories: None.

This course focuses on expanding and refining keyboard skills for students with physical, communication, and learning disabilities using adaptive computer technology.

BIM 95A Office Filing Units 1

Prerequisites: None.
Limitations on Enrollment: None.
Advisories: None.

This course is designed to provide information and practice on how to manage records through their entire life cycle using rules compatible with the Association of Records Managers and Administrators. Students use a simulation to manually file records with alphabetic, numeric, subject, and geographic procedures. Records retention, transfer, and disposition processes are applied.

BIM 95B Electronic Filing Units 1

Prerequisites: None.
Limitations on Enrollment: None.
Advisories: None.

This course is designed to provide information on the methods of defining databases and creating tables. Students learn to add, modify, sort, query, and print records using a commercial database software program.

BIM 95C Electronic Data Entry Units 1
and Calculation

Prerequisites: None.
Limitations on Enrollment: None.
Advisories: None.

This course is designed to introduce basic operation of computer calculator software programs using mathematical concepts common in business. Students learn the computer ten-key pad by touch and common calculator features emphasizing the use of computer calculator software programs to solve everyday business problems.

BIM 95D Proofreading Techniques Units 1

Prerequisites: None.
Limitations on Enrollment: None.
Advisories: None.

This course is designed to enable students to proofread and edit a variety of business documents. Students learn to identify and correct errors in mechanics, keyboarding, and formatting errors generally found in written business communication.

BIM 95E Telephone Techniques Units 1

Prerequisites: None.
Limitations on Enrollment: None.
Advisories: None.

This course is designed to enable students to communicate effectively on the telephone, handle incoming calls, make outgoing calls, handle special calls, and use telephone messaging systems professionally.

BIM 95F Office Fundamentals Units 1

Prerequisites: None.
Limitation on Enrollment: None.

Advisories: None.

This course is designed to prepare students to work in the electronic office of today. Emphasis is placed on the basic areas of office support to include reprographics, telecommunications, mail procedures, and calendaring.

BIM 95G Transcription Techniques Units 1

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to introduce basic concepts and operation of transcription equipment and word processing software to produce mailable business correspondence used in business offices today. Students complete transcription practice to develop good listening techniques, proofreading, word usage, and communication skills needed in successful transcription of business documents.

CAMBODIAN

CAM 1 Elementary Cambodian Units 5

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is an introduction to the Cambodian language and Cambodian cultures. Emphasis is placed on the following skills in the order given: listening, speaking, reading, and writing. (UC, CSU)

CAM 2 Elementary Cambodian Units 5

Prerequisites: Successful completion of CAM 1 or 52.

Limitations on Enrollment: None.

Advisories: None.

This course is an introduction to the Cambodian language and Cambodian cultures. Emphasis is placed on the following skills in the order given: listening, speaking, reading, and writing. (UC, CSU)

CAM 3 Intermediate Cambodian Units 5

Prerequisites: Successful completion of CAM 2 or 54.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to offer continued study of the Cambodian language and Cambodian cultures. Efforts to improve reading and composition skills are based on both contemporary and traditional selections. (UC, CSU)

CAM 4 Intermediate Cambodian Units 5

Prerequisites: Successful completion of CAM 3.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to offer continued study of the Cambodian language and Cambodian cultures. Efforts to improve reading and composition skills are based on both contemporary and traditional selection. (UC, CSU)

CAM 36A Introductory Cambodian Conversation Units 2

Prerequisites: Successful completion of CAM 1 or 51.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to strengthen fundamental communication patterns based on typical daily situations. (CSU)

CAM 36B Beginning Cambodian Conversation Units 2

Prerequisites: Successful completion of CAM 2 or 53.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to achieve conversational ability based on typical daily situations. (CSU)

CAM 38A Special Assignment: Listening Units 2

Prerequisites: Concurrent enrollment in or completion of CAM 1 or 51.

Limitations on Enrollment: None.

Advisories: None.

This is a skill-building course with an emphasis on listening. The course is designed to meet the special needs of students. The course is offered for individual or group study. (CSU)

CAM 38B Special Assignment: Pronunciation Units 2

Prerequisites: Concurrent enrollment in or completion of CAM 1 or 51.

Limitations on Enrollment: None.

Advisories: None.

This course is a skill-building course with an emphasis on pronunciation. The course is designed to meet the special needs of students. The course is offered for individual or group study. (CSU)

CAM 38C Special Assignment: Reading Units 2

Prerequisites: Concurrent enrollment in or completion of CAM 1 or CAM 51.

Limitations on Enrollment: None.

Advisories: None.

This is a skill-building course with an emphasis on reading. The course is designed to meet the special needs of students. The course is offered for individual or group study. (CSU)

CAM 38D Special Assignment: Writing Units 2

Prerequisites: Concurrent enrollment in or completion of CAM 1 or 51.

Limitations on Enrollment: None.

Advisories: None.

This is a skill-building course with an emphasis on writing. The course is designed to meet the special needs of students. The course is offered for individual or group study. (CSU)

CAM 51 Elementary Cambodian Units 2.5

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is an introduction to the Cambodian language and Cambodian culture. Emphasis is placed on the following skills in the order given: listening, speaking, reading, and writing. The combined five units of CAM 51 and CAM 52 are equivalent to CAM 1. (UC, CSU)

CAM 52 Elementary Cambodian Units 2.5

Prerequisites: Successful completion of CAM 51. Limitaion on En-

rollment: None.

Advisories: None.

This course is an introduction to the Cambodian language and Cambodian culture. Emphasis is placed on the following skills in the order given: listening, speaking, reading, and writing. The combined five units of CAM 51 and 52 are equivalent to CAM 1. (UC, CSU)

CAM 53 Elementary Cambodian Units 2.5

Prerequisites: Successful completion of CAM 1 or 52.

Limitation on Enrollment: None.

Advisories: None.

This course is an introduction to the Cambodian language and Cambodian culture. Emphasis is placed on the following skills in the order given: listening, speaking, reading, and writing. The combined five units of CAM 53 and 54 are equivalent to CAM 2. (UC, CSU)

CAM 54 Elementary Cambodian Units 2.5

Prerequisites: Successful completion of CAM 53.

Limitation on Enrollment: None.

Advisories: None.

This course is an introduction to the Cambodian language and Cambodian culture. Emphasis is placed on the following skills in the order given: listening, speaking, reading, and writing. The combined five units of CAM 53 and 54 are equivalent to CAM 2. (UC, CSU)

CHEMISTRY

CHEM 1A General Chemistry Units 5

Prerequisites: Reading level II; CHEM 3A and MATH 82 both with a grade of "C" or better.

Limitations on Enrollment: None.

Advisories: None.

This course is designed as a technical introduction to chemistry for students intending to major in chemistry, medicine, dentistry, pharmacy, etc., which require a rigorous understanding of the fundamental principles of chemistry. (UC, CSU, CAN CHEM 2, CAN CHEM SEQ A with both CHEM 1A and CHEM 1B)

CHEM 1B General Chemistry Units 5

Prerequisites: Reading level II; CHEM 3A with a satisfactory score on aptitude tests; a grade of "C" or better in 1A is advised for 1B.

Limitations on Enrollment: None.

Advisories: None.

This course is designed as a continuation of the technical introduction to chemistry for students intending to major in chemistry, medicine, dentistry, and pharmacy which requires a rigorous understanding of the fundamental principles of chemistry. The laboratory includes semi-micro qualitative analysis. (UC, CSU, CAN CHEM 4, CAN CHEM SEQ A with both CHEM 1A and CHEM 1B)

CHEM 3A Introduction to Chemistry Units 4

Prerequisites: Reading level II and Math level II; MATH 80 or MATH 83B, either with a grade of "C" or better.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to meet the chemistry requirements for registered nursing, agriculture, home economics majors, and certain other majors in the biological sciences. (UC, CSU, CAN CHEM 6, CAN CHEM SEQ B with both CHEM 3A and 3B)

CHEM 3B Introduction to General Chemistry Units 4

Prerequisites: Reading level II and Math level II; CHEM 3A with a grade of "C" or better.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to meet the chemistry requirements for registered nursing, agriculture, and home economics majors, and certain other majors in the biological sciences. Organic chemistry and biochemistry are emphasized. The course is parallel with the offerings from many of the state colleges. (CSU, CAN CHEM 8, CAN CHEM SEQ B with both CHEM 3A and B)

CHEM 10 Exploring Everyday Chemistry 3 units

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to provide a non-mathematical introduction to chemistry and the role it plays in modern society. The course is designed for non-science majors such as liberal arts, social science, education, or anyone who is curious about the chemistry involved in everyday things. Students learn about topics of current interest and global importance, including global warming, depletion of the ozone layer, energy, and health issues. (CSU)

CHEM 12A Organic Chemistry Units 5

Prerequisites: CHEM 1A with a grade of "C" or better.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to include the reactions and nomenclature of aliphatic and aromatic hydrocarbon and functional groups. The concepts of reaction mechanisms are studied. CHEM 12A is for students in pre-medicine, chemistry, and chemical engineering. (UC, CSU)

CHEM 12B Organic Chemistry Units 5

Prerequisites: CHEM 12A with a grade of "C" or better.

Limitations on Enrollment: None.

Advisories: None.

This course is designed as a continued study of major classes of organic compounds including the carbonyl compounds, carboxylic acids, amines, and phenols. Carbohydrates, proteins, and nucleic acids are studied during the last half of the course. (UC, CSU)

CHEM 50H Special Studies: Chemistry Units 1-2

Prerequisites: Completion of survey course with grade of "B" or better and presentation of a project acceptable to the instructor and division chairperson.

Limitations on Enrollment: None.

Advisories: None.

This course is open to all students qualified to do advanced work in the field. A course project is assigned which may include research, field work, or other advanced study, and the course may be repeated for a maximum of four units. (UC, CSU)

CHINESE

CHIN 1 Elementary Chinese Units 5

Prerequisites: None.

Limitation on Enrollment: None.

Advisories: None.

This course is an introduction to the Chinese language and Chinese cultures. Emphasis is placed on the following skills in the order given: listening, speaking, reading, and writing. (UC, CSU)

CHIN 2 Elementary Chinese Units 5

Prerequisites: Successful completion of CHIN 1 or 52.

Limitation on Enrollment: None.

Advisories: None.

This course is an introduction to the Chinese language and Chinese cultures. Emphasis is placed on the following skills in the order given: listening, speaking, reading, and writing. (UC, CSU)

CHIN 3 Intermediate Chinese Units 5

Prerequisites: Successful completion of CHIN 2 or 54.

Limitation on Enrollment: None.

Advisories: None.

This course is designed to offer continued study of the Chinese language and Chinese cultures. Efforts to improve reading and composition skills are based on both contemporary and traditional selection. (UC, CSU)

CHIN 4 Intermediate Chinese Units 5

Prerequisites: Successful completion of CHIN 3.

Limitation on Enrollment: None.

Advisories: None.

This course is designed to offer continued study of the Chinese language and Chinese cultures. Efforts to improve reading and composition skills are based on both contemporary and traditional selection. (UC, CSU)

CHIN 36A Introductory Chinese Conversation Units 2

Prerequisites: Successful completion of CHIN 1 or CHIN 51.

Limitation on Enrollment: None.

Advisories: None.

This course is designed to strengthen fundamental communication patterns based on typical daily situations. (CSU)

CHIN 36B Beginning Chinese Conversation Units 2

Prerequisites: Successful completion of CHIN 2 or 53.

Limitation on Enrollment: None.

Advisories: None.

This course is designed to achieve conversational ability based on typical daily situations. (UC, CSU)

CHIN 38A Special Assignment: Listening Units 2

Prerequisites: Concurrent enrollment in or completion of CHIN 1 or 51.

Limitation on Enrollment: None.

Advisories: None.

This course is a skill-building course with an emphasis on listening. The course is designed to meet the special needs of students. The course is offered for individual or group study. (CSU)

CHIN 38B Special Assignment: Pronunciation Units 2

Prerequisites: Concurrent enrollment in or completion of CHIN 1 or 51.

Limitation on Enrollment: None.

Advisories: None.

This course is a skill-building course with an emphasis on pronunciation. The course is designed to meet the special needs of students. The course is offered for individual or group study. (CSU)

CHIN 38C Special Assignment: Reading Units 2

Prerequisites: Concurrent enrollment in or completion of CHIN 1 or CHIN 51.

Limitation on Enrollment: None.

Advisories: None.

This course is a skill-building course with an emphasis on reading. The course is designed to meet the special needs of students. The course is offered for individual or group study. (CSU)

CHIN 38D Special Assignment: Writing Units 2

Prerequisites: Concurrent enrollment in or completion of CHIN 1 or 51.

Limitation on Enrollment: None.

Advisories: None.

This course is a skill-building course with an emphasis on writing. The course is designed to meet the special needs of students. The course is offered for individual or group study. (CSU)

CHIN 50H Special Studies: Chinese Units 1-2

Prerequisites: Presentation of a project acceptable to the instructor and the division chairperson; CHIN 4 with a grade of "B" or better.

Limitation on Enrollment: None.

Advisories: None.

This course is designed to allow students to do advanced work in the language. The course includes research, directed reading, field work, or other advanced study. The course may be repeated for a maximum of four units. (UC, CSU)

CHIN 51 Elementary Chinese Units 2.5

Prerequisites: None.

Limitation on Enrollment: None.

Advisories: None.

This course is an introduction to the Chinese language and Chinese culture. Emphasis is placed on the following skills in the order given: listening, speaking, reading, and writing. The combined five units of CHIN 51 and 52 are equivalent to CHIN 1. (UC, CSU)

CHIN 52 Elementary Chinese Units 2.5

Prerequisites: Successful completion of CHIN 51.

Limitation on Enrollment: None.

Advisories: None.

This course is an introduction to the Chinese language and Chinese culture. Emphasis is placed on the following skills in the order given: listening, speaking, reading, and writing. The combined five units of CHIN 51 and CHIN 52 are equivalent to CHIN 1. (UC, CSU)

CHIN 53 Elementary Chinese Units 2.5

Prerequisites: Successful completion of CHIN 1 or 52.

Limitation on Enrollment: None.

Advisories: None.

This course is an introduction to the Chinese language and Chinese culture. Emphasis is placed on the following skills in the order given: listening, speaking, reading, and writing. The combined five units of CHIN 53 and 54 are equivalent to CHIN 2. (UC, CSU)

CHIN 54 Elementary Chinese Units 2.5

Prerequisites: Successful completion of CHIN 53.

Limitation on Enrollment: None.

Advisories: None.

This course is an introduction to the Chinese language and Chinese

culture. Emphasis is placed on the following skills in the order given: listening, speaking, reading, and writing. The combined five units of CHIN 53 and CHIN 54 are equivalent to CHIN 2. (UC, CSU)

CIVILIZATION

CIVIL 3 Autobiography of Civilization Units 3

Prerequisites: None.

Limitation on Enrollment: None.

Advisories: None.

This course is a survey of the artistic traditions of our western cultural heritage. The arts including painting, sculpture, architecture, music, dance, drama, and literature are studied as vehicles in the search for meaning and value from the ancient world to modern times. (UC, CSU)

COMPUTER SCIENCE

C S 11 Computer Science Fundamentals Units 3

Prerequisites: Reading level II.

Corequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to introduce students to the hardware, software, terminology, and uses of modern computer systems. Applications software packages on microcomputers are introduced. Students write a minimum of four computer programs in BASIC. (UC, CSU, CAN CSCI 2)

C S 14 Microcomputers and Small Business Systems Units 3

Prerequisites: Reading level II.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to introduce students to microcomputers and the various available pre-written application programs. The course is intended for students with no prior exposure to microcomputers and it is for the non-programmer. (CSU)

C S 14B Microcomputer Evaluation and Installation Units 3

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is an introductory computer course designed to enable the student to determine computer requirements, evaluate software, match software and hardware requirements, and set up and install a computer system. (CSU)

C S 15 Topics in Computer Science Units 0.5-3

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to offer instruction in specialized areas of

Computer Science. (CSU)

C S 17 Computer Logic Units 3

Prerequisites: Reading level II.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to allow students to develop an ability to analyze and to define logical solutions of computer related problems. The solution follows the "structured" programming concept. It is not related to any particular programming language. (UC, CSU)

C S 18B Microcomputers and Small Business: Apple Macintosh Units 3

Prerequisites: Reading level II.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to introduce students to the Apple Macintosh computer and various application programs. The course is intended to provide a working knowledge of how to use the Macintosh computer for word processing, spreadsheet, data management, and painting and drawing. (CSU)

C S 19 Electronic Spreadsheets for Microcomputers Units 3

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to be an in-depth technical exploration of electronic spreadsheets on microcomputers. A current program such as Excel is used. (CSU)

C S 20 Microsoft Word, Excel, and Access Units 3

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to introduce the student to microcomputers and the PC based programs Microsoft Word (word processor), Excel (spreadsheet), and Access (data base). Assignments require the use of a computer laboratory. (CSU)

C S 24A COBOL Programming Units 3

Prerequisites: CS 11 and CS 17, with a grade of "C" or better.

Limitations on Enrollment: None.

Advisories: None.

This course is designed for students who have an understanding of data processing fundamentals. The course covers the COBOL specifications, their usage, and applicable operating system commands to enable the student to write, enter, and run business oriented problems. (UC, CSU, CAN CSCI 8)

C S 24B Advanced COBOL Programming Units 3

Prerequisites: CS 24A with a grade of "C" or better.

Limitations on Enrollment: None.

Advisories: None.

This course is an advanced study of the COBOL programming language. Topics covered include file maintenance techniques using sequential, indexed, and relative files; advanced report generation procedures; and parameter-driven data retrieval; the SORT and SEARCH commands; and online and database programming. (UC, CSU)

C S 25A ASSEMBLY Language Programming: Macro Units 3

Prerequisites: Reading level II; CS 11 and CS 17, with a grade of "C" or better.

Limitations on Enrollment: None.

Advisories: None.

This course is an introduction to Assembly language programming. Programs are run on the IBM microcomputer or compatible. The course features the fundamental architecture of the IBM PC and the primary assembly language instruction set. (UC, CSU, CAN CSCI 10)

C S 26 JAVA Programming Units 3

Prerequisites: C S 70 and one of the following: C S 28B or C S 31 or C S 31B, each with a grade of "C" or better.

Limitation on Enrollment: None.

Advisories: None.

This course is designed to introduce students to advanced programming skills using the JAVA programming language. Topics include structured programming, objective-oriented programming, and JAVA Applets. (UC, CSU)

C S 27 Engineering FORTRAN Units 3

Prerequisites: Math 20 or 31 or 36 or 87.

Limitations on Enrollment: None.

Advisories: None.

This course is an introduction to the development of computer programs in the FORTRAN programming language. It includes input-output processing, arithmetic calculations, and the use of logical expressions. Computer programs are assigned to assist students in developing competence in the language. The course is designed primarily for mathematics or engineering students. (UC, CSU, CAN CSCI 4)

C S 28A BASIC Programming Units 3

Prerequisites: Reading level II; CS II or concurrent enrollment in CS II or the equivalent.

Limitations on Enrollment: None.

Advisories: None.

This course is an introduction to programming in BASIC. It emphasizes business applications of the language. (UC, CSU, CAN CSCI 6)

C S 28B Visual BASIC Programming Units 3

Prerequisites: Reading level II; completion of CS 21 or CS 28A with a grade of "C" or better.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to give students advanced programming skills using the BASIC programming language. Topics include sequential, random and index files, error trapping screen formatting, graphics, and controlling printer functions. (UC, CSU)

C S 29 PASCAL Programming Units 4

Prerequisites: Reading level II; completion of CS II with a grade of "C" or better.

Limitations on Enrollment: None.

Advisories: None.

This course is an introduction to the general purpose programming language Pascal. Pascal is a structured language designed to teach structured design and structured programming concepts. General problem solving techniques using these structured concepts are covered along with elementary data structures. Topics covered include string manipulation techniques, arrays, records, lists, queues, stacks, binary trees, and sort methods. (UC, CSU, CAN CSCI 12)

C S 31 C Programming Units 3

Prerequisites: CS II and 17 with a grade of "C" or better.

Limitations on Enrollment: None.

Advisories: None.

This course is an introductory programming course in the general purpose programming language C. C features economy of expression, modern control flow and data structures, and an expanded set of operators. (UC, CSU, CAN CSCI 16)

C S 31B C++ Programming Units 3

Prerequisites: C S 31 with a grade of "C" or better.

Limitations on Enrollment: None.

Advisories: None.

This course is an introductory course in C++. This course is designed to provide students with a working knowledge of OOP (Object-Oriented Programming) using C++. Students learn basic OOP concepts and practice their implementations in C++. (UC, CSU)

C S 32 Computer Operations Units 3

Prerequisites: One of the following with a grade of "C" or better: CS 21, 22A, 24A, 27, 28A, 29 or 31.

Limitations on Enrollment: None.

Advisories: None.

This course is an introductory course in functions of an operation system, and it is designed to prepare students in the operation of a computer system. Job control language, libraries, interrupts, and virtual memory are covered along with data communications and peripheral devices. (UC, CSU)

C S 33 Systems Analysis and Design Units 3

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is an introduction to systems analysis and design. (CSU)

C S 38 Multimedia Presentations Units 3

Prerequisites: None.

Limitation on Enrollment: None.

Advisories: None.

This course is designed to introduce students to concepts required for creating business presentations with text, graphics, and multimedia capabilities. Students also learn and apply presentation layout and design techniques. (CSU)

C S 42 UNIX Units 3

Prerequisites: Reading level II; CS II with a grade of "C" or better.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to increase students' productivity by using the UNIX operating system. Students learn to use the operating system on both a micro and a mainframe environment. (CSU)

C S 43 Database Design: Micro Units 3

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is an introduction to the design and implementation of a database on a microcomputer. Topics include database theory, design implementation, administration, and security. Students do an actual case study using R:Base 5000. (CSU)

C S 45 Microsoft Windows Units 1

*Prerequisites: Reading level II.
Limitation on Enrollment: None.
Advisories: None.*

This course is designed to cover beginning and intermediate level topics in the use of Microsoft Windows on IBM compatible personal computers. Topics covered include basic concepts such as using desktop accessories, software applications, start-up procedures, files and printers, the control panel, the Program Manager, Write, Paintbrush, Terminal, different operating modes, Windows, SETUP, and Windows with a network. (CSU)

C S 50H Special Studies: Computer Science Units 1-4

*Prerequisites: Completion of all courses in the language or skill in which the project will entail, with a grade of "C" or above; consent of the instructor and division chairperson.
Limitations on Enrollment: None.
Advisories: None.*

This course is designed for students of computer science who wish to expand their knowledge beyond the established curriculum. Students select or are assigned a project that is approved by a faculty member and the division chairperson. Students pursue the project through individual laboratory effort and report their progress at scheduled meetings with the faculty member. The course may be repeated for a maximum of four units. (UC, CSU)

C S 54 Fundamentals of Data Communications Units 3

*Prerequisites: Reading level II; CS 11.
Limitations on Enrollment: None.
Advisories: None.*

This course is a beginning level course in the fundamentals of data and telecommunications in business. Topics covered include hardware, software, transmission facilities, data and voice communications, telecommunication applications, digital and analog signal processing, network types and designs, and managerial issues. (CSU)

C S 69V Internship: Computer Science: Computer Information Systems Units 1-8

*Prerequisites: None.
Limitations on Enrollment: The student must enroll in a course that is directly related to the computer services internship. The student must enroll in a minimum of 7 units during the semester including internship units. For summer session, the student must enroll in one related course in addition to internship. The combined total number of units a student may take in internship, work experience, and occupational practice may not exceed a maximum of 16 units. Participation requires submission and approval of internship program objectives and an employer internship agreement.
Advisories: GUID 30, 31, 32, 33.*

This course is designed for students participating in an occupational internship in business information management. Application of discipline-related skills and knowledge of Secretaries Commission

on Achieving Necessary Skills (SCANS) competencies is emphasized. Each student is engaged in a specific research project or on-the-job learning activities under the supervision of a worksite supervisor and a college internship instructor. (CSU)

C S 70 Introduction to Internet Units 1

*Prerequisites: None.
Limitations on Enrollment: None.
Advisories: None.*

This course is an introduction to the worldwide computer network Internet. Internet provides access to a wide range of resources such as electronic mail, information servers, international sights, and government resources. Topics include navigation through the World Wide Web, File Transfer Protocol (FTP), and Telnet.

C S 75 Applied Computer Science Principles Units 1-3

*Prerequisites: CS 12A with a grade of "C" or better and CS 22A or 24A or 25A or 27 or 28A or 29 or 31 with a grade of "C" or better.
Limitations on Enrollment: None.
Advisories: None.*

This course is under a designated computer science instructor's general tutelage. Students learn how to assist other students in hands-on application. Students perform as computer laboratory assistants applying learned material and performing various tasks as directed by a laboratory supervisor. Assisting other future users in a hands-on environment, assisting other users to develop operational programs, and assisting in the refinement of debugging skills on a variety of computer equipment. The course may be repeated up to a total of six units.

C S 76 Topics in Computer Science Units 0.5-3

*Prerequisites: None.
Limitations on Enrollment: None.
Advisories: None.*

This course is designed to offer instruction in specialized areas of Computer Science.

C S 95A Introduction to Windows Units 0.5

*Prerequisites: None.
Limitations on Enrollment: None.
Advisories: None.*

This course is designed to introduce beginning level concepts in the use of Microsoft Windows. Students learn basic concepts on desktop accessories, software applications, start-up procedures, files and printers, the control panel, and Windows Explorer. The basic components of a computer system are also demonstrated.

C S 95B Introduction to Microsoft Word Units 0.5

*Prerequisites: None.
Limitation on Enrollment: None.
Advisories: None.*

This course is designed to introduce students to the use of a word processing computer applications package. Areas include commonly used word processing terms; creating, saving, retrieving, and printing a word processing document; highlighting, copying, cutting, and pasting blocks of text; formatting and editing text; and utilizing the spell checking and thesaurus features.

C S 95C Introduction to Microsoft Excel Units 0.5

*Prerequisites: None.
Limitation on Enrollment: None.
Advisories: None.*

This course is designed to introduce students to the use of an

electronic spreadsheet computer applications package. Areas include commonly used spreadsheet terms; creating, saving, retrieving, and printing an electronic spreadsheet; highlighting, copying, cutting, and pasting ranges of cells; formatting and editing cells; and utilizing the formulas and functions. Spreadsheet activities are implemented using Microsoft Excel.

**C S 98V Work Experience: Units 1-4
Computer Science**

Prerequisites: Students must meet work experience qualifications through use of the parallel plan of the alternate plan.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to give students college credits for on-the-job experience related to their major field of study. Students must demonstrate new and expanded learning experience before being permitted to repeat. To register, contact the work experience staff in the work experience office. The course may be repeated three times in sequence except for the summer school alternate plan.

CONSTRUCTION TECHNOLOGY

CONST 10 Wood Technology Units 5

Prerequisites: None.

Corequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to provide a basic knowledge of careers in the woodworking industry, operation and safety procedures for utilizing cabinetmaking tools and equipment to demonstrate wood joinery, fabrication, and assembly. The course also includes wood characteristics, wood identification, and wood grading systems. (CSU)

CONST 51A Mill Cabinet Units 3

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to instruct and train students in the safety, care, use and maintenance of cabinetmaking equipment. Blueprint reading, types of materials, and fastening methods are covered. Bench work includes the use of hand and electric tools. All shop work is on a practical and production basis. (CSU)

CONST 51B Beginning Mill Cabinet Units 4

Prerequisites: CONST 10 or concurrent enrollment in CONST 10.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to instruct and to train students in the safety, care, use and maintenance of cabinetmaking equipment. Blueprint reading, types of materials, and fastening methods are emphasized.

Bench work includes the use of hand and electric tools. All shop work is on a practical and production basis. (CSU)

CONST 51C Intermediate Mill Cabinet Units 4

Prerequisites: CONST 51B; or equivalent.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to provide students the opportunity to develop their skills further by stressing job and rod layout, door and drawer layout, and project organization. All work is on a practical and production basis. Personal projects are permitted on a limited basis. (CSU)

CONST 51D Advanced Mill Cabinet Units 4

Prerequisites: CONST 51C; or equivalent.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to provide students the opportunity to develop their skills further by stressing time and material requirements for a job, cost calculation, ordering materials, and project supervision. All work is on a practical and production basis. Personal projects are permitted on a limited basis. (CSU)

CONST 54 Estimating and Specifications Units 3

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to develop advanced carpentry skills to a higher level. The student assumes greater responsibilities in leadership, ordering material, and working with inspectors. The student works with the instructor to see that the project is completed according to plans, specifications, and Uniform Building Codes. (CSU)

**CONST 62B Intermediate Residential
Carpentry Units 10**

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to provide students with the opportunity to install interior finish in a residential home, including but not limited to insulation, drywall, doors, windows, interior trim, and hardware. Instruction includes building fences, decks, driveways, and walks. The house site is located off campus, dependent on availability. (CSU)

**CONST 62C Advanced Residential
Carpentry Units 10**

Prerequisites: CONST 62A or CONST 62B.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to allow advanced students to specialize in a specific area of residential or light commercial construction. Students receive training in employee motivation, developing work ethic, and supervision. Students also act as crew supervisors at the construction site. (CSU)

**CONST 69V Internship: Construction
Technology Units 1-8**

Prerequisites: None.

Limitations on Enrollment: The student must enroll in a course that is directly related to the construction technology internship. The student must enroll in a minimum of 7 units during the semester includ-

ing internship units. For summer session, the student must enroll in one related course in addition to internship. The combined total number of units a student may take in internship, work experience, and occupational practice may not exceed a maximum of 18 units. Participation requires submission and approval of internship program objectives and an employer internship agreement.

Advisories: GUID 30, 31, 32, 33.

This course is designed for students participating in an occupational internship in construction technology. Application of discipline-related skills and knowledge of Secretaries Commission on Achieving Necessary Skills (SCANS) competencies is emphasized. Each student is engaged in a specific research project or on-the-job learning activities under the supervision of a worksite supervisor and a college internship instructor. (CSU)

CONST 71A Mill Cabinet Fundamentals Units 4

Prerequisites: CONST 10.

Limitation on Enrollment: None.

Advisories: None.

This course is designed to provide safety and operating procedures for hand tools, power hand tools, and power equipment. Emphasis is placed on print reading, material grades and applications, bench work, and construction techniques. The student develops proficiency in the use and set-up of woodworking equipment.

CONST 71B Beginning Mill Cabinet Units 4

Prerequisites: CONST 10.

Limitation on Enrollment: None.

Advisories: None.

This course is designed to provide with safety and operating procedures for power hand tools and power equipment used to manufacture custom grade cabinetry. Emphasis is placed on print reading, material grades and applications, bench work, and construction techniques for custom cabinets.

CONST 71C Intermediate Mill Cabinet Units 4

Prerequisites: CONST 10.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to expand knowledge and skills in the areas of safety, rod layout, equipment, cabinet construction, print reading, shop drawings, and joinery techniques. The student completes a project designed to increase cabinetmaking skills and knowledge. All work is performed to industry standards. Personal projects are permitted on a limited basis.

CONST 71D Advanced Mill Cabinet Units 4

Prerequisites: CONST 10.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to provide advanced skills and knowledge for the manufacturing of custom commercial grade cabinetry. Emphasis is placed on print reading, manufactured wood products, hardware, plastic laminates, commercial construction techniques, and installation.

CONST 72A Beginning Residential Carpentry Units 10

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to introduce construction of a dwelling. The emphasis is placed on construction of the foundation forms, floor

systems, wall and ceiling structures, and roof systems. The student also installs the exterior finish, rough plumbing, and flat concrete work. The construction site is usually located off campus.

CONST 72B Intermediate Residential Carpentry Units 10

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to introduce the installation of the interior finish in a residential dwelling, including, but not limited to, insulation, drywall, windows, interior trim, and hardware. The course also includes building fences, decks, driveways, and walks. The construction site is usually located off campus.

CONST 72C Advanced Residential Carpentry Units 10

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to develop advanced carpentry skills to a higher level. The student assumes greater responsibilities in leadership, ordering material, and working with inspectors. The student works with the instructor to see that the project is completed according to plans, specifications, and the Uniform Building Code.

CONST 74A Introduction to Cabinetmaking Units 4

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to introduce the career opportunities and characteristics of the cabinetmaking industry. Topics include cabinetmaker's mathematics, lumber and material, characteristics and use, and general shop safety.

CONST 74B Fundamentals of Cabinetmaking Units 4

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to emphasize the characteristics and the use of hand and power tools used in the cabinetmaking industry. Also included are cabinet joint construction and basic blueprint reading.

CONST 74C Cabinetmaking Units 4

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to provide mathematical applications for cabinetmaking, blueprint reading of shop drawings, and use and operation of power machines including band saws, routers, grinders, and saws.

CONST 74D Cabinetmaking and Millwork Units 4

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to emphasize cabinetry layout, millwork standards and characteristics, bench work, and plastic laminates.

CONST 74E Cabinetmaking and Millwork Units 4

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to emphasize the application and use of lumber, veneers, adhesive, commercial plastic laminates, and power equipment.

CONST 74F Cabinetmaking and Millwork Units 4

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to emphasize characteristics and requirements for commercial cabinetry and fixtures, millwork, commercial blueprint reading, application and use of shapers, commercial sanders, and milling machines.

CONST 74G Cabinetmaking and Millwork Units 4

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to emphasize residential and commercial cabinet design, production methods, production layout, and cabinet construction from start to finish.

CONST 74H Cabinetmaking and Millwork Units 4

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to emphasize the requirements for job planning, project supervision, construction requirements, construction scheduling, construction costs, and the construction process from start to finish.

CONST 75 Selected Topics: Units 1-2 Construction Technology

Prerequisites: Reading level II or concurrent enrollment in reading.

Limitations on Enrollment: None.

Advisories: None.

This course is a concentrated study of a specific topic in construction. Course requirements include a paper and/or a final examination.

CONST 78 Uniform Building Code Units 2

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to introduce the Uniform Building Code published by the International Conference of Building Officials as it applies to residential, commercial, and public buildings.

CONST 87A Carpentry Specialization Units 3-4

Prerequisites: CONST 62B.

Limitation on Enrollment: This course requires instructor approval to enroll.

Advisories: None.

This course is designed for advanced students in carpentry. Students complete an advanced specialized project developed in consultation with the instructor.

CONST 87B Mill Cabinet Specialization Units 3

Prerequisites: CONST 51C.

Limitations on Enrollment: This course requires instructor approval to enroll.

Advisories: None.

This course is designed for advanced students in mill cabinet. Students complete an advanced specialized project developed in consultation with the instructor.

CONST 87C Construction Drafting: Units 3 Special Assignment

Prerequisites: Completion of CONST 48 and/or 49, and/or equivalent.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to afford the student an opportunity for research and drawing in special areas of interest. The work to be covered is agreed upon between student and instructor at the beginning of the semester.

CONST 89 Methods and Planning Units 3

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to introduce construction materials and techniques used in construction of residential structures. The student constructs a residential architectural model according to approved architectural drawings and current local and the Uniform Building Code. Topics include estimating structural materials, ordering materials, and calculating cost of construction.

CONST 90B Mill Cabinet Specialization Units 3

Prerequisites: CONST 51C or equivalent.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to assist advanced students in gaining a greater knowledge of a specialized area of the mill cabinet trade. The work to be covered is developed between student and instructor at the beginning of the course.

CULINARY ARTS

CUL ART 1 Introduction to Hospitality Units 2 Industry

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to explore the organization and responsibilities of food service personnel within the hospitality industry. The growth, development, and future of the hospitality industry are investigated. (CSU)

CUL ART 3 Sanitation and Safety Units 2

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to examine the basic principles of hygiene

and sanitation and the application of these principles to food service operations. It also includes safety elements in food service planning, description of maintenance and operation of appropriate food service equipment, and OSHA (Occupational Safety Health Act) regulations. Emphasis is placed on the supervisor's responsibilities in maintaining high sanitation and safety standards. (CSU)

CULART 4 Food and Beverage Cost Technologies Units 2

Prerequisites: None.
Limitations on Enrollment: None.
Advisories: None.

This course is designed to enable the student to study food, beverage, and labor cost controls. The student learns recipe conversions, menu pricing, food and labor cost percentages, and interprets a profit and loss statement. A working knowledge of culinary mathematics as it applies directly to food cost analysis is stressed as well as the necessary mathematics proficiency required to function effectively in the foodservice industry. (CSU)

CULART 5 Commercial Food Preparation Units 4

Prerequisites: None.
Limitations on Enrollment: None.
Advisories: None.

This course is designed to explore the theory of basic commercial food production techniques and applications. The students develop skills in knife, tool, and equipment operation and apply principles of food preparation to produce a variety of food products. Students are involved in meal production and rotate through commercial foodservice job stations. (CSU)

CULART 7 Baking Units 3

Prerequisites: None.
Limitations on Enrollment: None.
Advisories: None.

This course is designed for students to learn and to practice dessert and bread production from formulas used in quantity food service. Cost and nutritional content are emphasized. (CSU)

CULART 9 Restaurant Operations Units 6.5

Prerequisites: None.
Limitations on Enrollment: None.
Advisories: None.

This course is designed to enable the student to prepare and serve food for an a la carte restaurant. Students gain experience and practice in the business of restaurant operations during performance of cooking and serving in the campus restaurant. Students perform dining room service using a variety of types of service. Students learn to operate a point of sale computer. (CSU)

CULART 11 Menu Planning Units 1.5

Prerequisites: None.
Limitations on Enrollment: None.
Advisories: None.

This course is designed to summarize the basic principles of menu planning and layout for various foodservice operations. Factors considered are nutritional adequacy, economic requirements, types

of operations, skill of personnel, clientele, and equipment. (CSU)

CULART 13 Purchasing and Receiving Units 1.5

Prerequisites: None.
Limitations on Enrollment: None.
Advisories: None.

This course is designed to survey purchasing and receiving practices in commercial foodservice operations. The course includes the writing of specifications, standards and grades of food. Analysis of food quality and the factors influencing pricing are included. (CSU)

CULART 15 Selected Topics: Culinary Arts Units 1-2

Prerequisites: Reading level II or concurrent enrollment in reading.
Limitations on Enrollment: None.
Advisories: None.

This course is designed to offer instruction in one of the specialized areas of culinary arts not already covered by existing curricula. (CSU)

CULART 19 Advanced Quantity Food Preparation Units 6.5

Prerequisites: CULART 9.
Limitations on Enrollment: None.
Advisories: None.

This course is a survey of management principles of commercial food production and service. Students gain experience in the supervision of the Student Chef and kitchen production staff. (CSU)

CULART 25 Food Service Management Units 2

Prerequisites: None.
Limitations on Enrollment: None.
Advisories: None.

This course is designed to enable the student to study the principles of managing all types of commercial and institutional food service. Areas such as sales, promotion, advertising, personnel, legal aspects, and labor-management relations are covered. Styles of leadership are evaluated. Human relations and personnel management skills are discussed. (CSU)

CULART 27 Garde Manger Units 1.5

Prerequisites: None.
Limitation on Enrollment: None.
Advisories: None.

This course is about the artwork of the foodservice industry that blends aesthetic and practical aspects of food presentation. Salads, and sandwiches, buffet, buffet presentations are discussed. Advanced garde manger techniques for show pieces utilizing American Culinary Federation competition criteria are stressed. (CSU)

CULART 29 Beverage Management Units 1.5

Prerequisites: None.
Limitations on Enrollment: None.
Advisories: None.

This course is the history of production, laws, responsibilities, and service of beverages. Emphasis is placed on beers, wines, liquors, coffees, teas, and non-alcoholic beverages. (CSU)

CUL ART 50H Special Studies: Culinary Arts Units 1-2

Prerequisites: Completion of entry level Culinary Arts courses with a grade of "B" or better.

Limitations on Enrollment: None.

Advisories: None.

This course is open to students who are qualified to do advanced work in the field of culinary arts. The course includes research, directed reading, field work, or other advanced study, and the course may be repeated for maximum of four units. (CSU)

CUL ART 70 Introduction to Ice Carving Units 0.5

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is an introduction to the basics of ice carving for the hospitality industry with an emphasis on safety, design, execution, movement, and display of sculptures suitable for hotels, caterers, and restaurants.

CUL ART 80 Selected Topics: Culinary Arts Units 1-2

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to offer instruction in one of the specialized areas of culinary arts not already covered by existing curricula.

CUL ART 81 Hors D'Oeuvres Units 0.5

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to present information on preparing and serving hors d'oeuvres. Costing of prepared items, and limited actual production are included.

CUL ART 82 Garnishing and Food Presentation Units 0.5

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to address the design principles and preparation of fruit and vegetable garnishes used to enhance plate and platter presentations of food. A variety of garnishing techniques are discussed. Centerpiece preparation to enhance the presentation of foods is covered.

CUL ART 84 Restaurant Desserts Units 0.5

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to provide students with an understanding of the selection and preparation of food service desserts. Creativity, cost, difficulty of preparation, and service and taste of various desserts are analyzed. Lighter adaptations of dessert recipes are also included.