

San Joaquin Delta College Catalog 00 -01

Section III - Description of Courses B - C

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**A-AUT 80B Advanced Frame Straightening Units 2**

*Prerequisites: None.*

*Limitations on Enrollment: Indentured apprentice.*

*Advisories: None.*

This course is designed to emphasize frame measurement and body alignment, body panel removal and replacement, specialized plastic repairs, and painting.

**A-AUT 81A Advanced Auto Body Repair Units 2**

*Prerequisites: None.*

*Limitations on Enrollment: Indentured apprentice.*

*Advisories: None.*

This course is designed to emphasize arc welding, Metal Inert Gas (MIG) welding, metal straightening, and repairing of: fiberglass body, unibody structural panel, frame, and suspension and steering system.

**A-AUT 81B Auto Body Painting Units 2**

*Prerequisites: None.*

*Limitations on Enrollment: Indentured Apprentice.*

*Advisories: None.*

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

## BIOLOGY

**BIOL 1 Core Biology Units 4**

*Prerequisites: None.*

*Limitations on Enrollment: None.*

*Advisories: None.*

This course is designed to present the basic biological phenomena common to all living organisms. The course includes cellular and molecular levels of organization, genetics and mechanisms of heredity in organic evolution, reproduction and development, and introductory concepts of taxonomy and ecology. Lecture 3 hours, laboratory 3 hours. (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 3 General Botany Units 4**

*Prerequisites: BIOL 1 with a grade of "C" or better; reading level II.*

*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. The course is for pre-professional students in the biological sciences and is fundamental for students planning to specialize in forestry, horticulture, agriculture, food processing, pharmacy, and other subjects requiring a scientific knowledge of plant life. Field trips are included. This course meets the CSU general education laboratory science requirement and IGETC requirements. (UC, CSU, CAN BIOL 6)

**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 22 Introduction to Medical Microbiology Units 4**

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

*Limitations on Enrollment: None.*

*Advisories: A recent general biology course such as BIOL 1 or BIOL II, is strongly recommended before enrolling in BIOL 22.*

This course is a study of microorganisms with the main emphasis on bacteria and the disease process. Laboratory work includes cultural, morphological, growth requirements and biochemical characteristics of microorganisms as well as field trips to demonstrate practical applications. Basic laboratory skills of the microbiologist are emphasized. The course is recommended for students planning to enroll in SJDC Nursing Program. The student who plans to transfer to a college or university which requires a 5 unit course in bacteriology or microbiology is advised to enroll in BIOL 23.

**BIOL 23 General Microbiology** **Units 5**

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

*Limitations on Enrollment:* None.

*Advisories:* None.

This course is the study of the nature and activities of microorganisms and their relationships to human life and human interest. The laboratory activities include bacteriology and mycological techniques, demonstration of physiological activities, isolation and identification of microorganisms, some standard methods employed in water and milk analysis, and field trips to demonstrate practical applications. This course meets introductory requirements for majors in microbiology and for other students requiring knowledge of microbiology. (UC, CSU)

**BIOL 30 Human Sexuality** **Units 3**

*Prerequisites:* Reading level II.

*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 31 Human Anatomy** **Units 4**

*Prerequisites:* Reading level II.

*Limitations on Enrollment:* None.

*Advisories:* None.

This course is a study of the structural relationships of the parts of the human body and also includes some work with cadavers. The course is of interest to biological science, pre-medical, pre-dental, and health education majors, and for laboratory technicians. The laboratory includes work with the use of cadavers, preserved animals, and numerous anatomical models. (UC, CSU, CAN BIOL 10, CAN BIOL SEQ B with both BIOL 31 and BIOL 32).

**BIOL 32 Human Physiology** **Units 5**

*Prerequisites:* Reading level II; BIOL 31 or BIOL 33 or BIOL 1 or BIOL 11 and CHEM 1A or CHEM 3A, all with a grade of "C" or better.

*Limitations on Enrollment:* None.

*Advisories:* None.

This course is a survey of the major facts and theories in the field of human physiology. Laboratory experiments are used to demonstrate fundamental and applied principles of cellular and systematic physiology. The design of experiments used in physiological research is emphasized using student projects. (UC, CSU, CAN BIOL 12, CAN BIOL SEQ B with both BIOL 31 and BIOL 32).

**BIOL 33 Anatomy & Physiology** **Units 6**

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

*Limitations on Enrollment:* None.

*Advisories:* None.

This course is a study of the anatomical and physiological relationship of the parts of the human body which includes some work with live animals. Anatomy & Physiology is recommended for students enrolled in, or planning to enroll in, the Associate Degree Nursing (ADN) program to prepare Registered Nurses. The course is not designed specifically for baccalaureate program. (UC, CSU)

**BIOL 50H Special Studies: Biology** **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)

**BIOL 70 Fundamentals of Biology** **Units 2**

*Prerequisites:* None.

*Limitations on Enrollment:* None.

*Advisories:* None.

This course is an introduction to fundamental concepts that prepare the student to succeed in more advanced, transfer-level biology courses. The course includes: biological chemistry, cellular biology, classical and molecular genetics, and an introduction to elementary concepts in evolution, taxonomy, and ecology.

**BOTANY—SEE BIOLOGY****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: Reading level II.*

*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 6 Business and Professional Speaking Units 3**

*Prerequisites: None.*

*Limitations on Enrollment: None.*

*Advisories: None.*

This course is an introduction on practical communication skills as applied in a variety of speech settings selected from small group discussion, interpersonal communications, industrial, and professional speaking. Special emphasis is placed on the development of self-confidence and ease in communication in those situations most commonly encountered in everyday life. (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.*

*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 designed to provide the student with the skills to communicate effectively on the job. The student is introduced to writing e-mail messages, memorandums, letters, and reports. The student also reviews sentence structure, grammar, punctuation, and business vocabulary to produce effective business messages. (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 multicultural communication. (CSU)

**BUS 18A Business Law Units 3**

*Prerequisites: None.*

*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, CAN BUS 8)

**BUS 18B Business Law Units 3**

*Prerequisites: Reading level II.*

*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, CAN BUS 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. The course provides a background for more specialized study in fields of advertising, selling, and retailing. Topics include the market structure, marketing institutions, marketing costs, consumer motivation, channels of distribution, purchasing, personal selling, pricing, the use of new technologies. (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 assist the student to: develop a professional attitude toward selling and a better understanding of self; learn how to sell self before selling a product, service, or idea; learn the principles and rules of persuasion; begin to understand customers and their actions; and develop the techniques of selling and persuasion. The course covers both retail and direct selling. (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: Reading level II.**Limitations on Enrollment: None.**Advisories: None.*

This course is an introductory course in economics. The course includes a study of the United States economic system, other economic systems, resource allocation, factors of production, competition, labor, government and economic policy, the private sector, monetary policy, 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, both for the individual and business. The course includes basic investment concepts and theory, a survey of alternative types of investment media, securities markets, fundamental analysis in security selection, and investment timing. (CSU)

**BUS 30 Supervision and Human Relations Units 3***Prerequisites: Reading level II.**Limitations on Enrollment: None.**Advisories: None.*

This course is an introduction to supervision within an organizational framework. The includes the study of human perception, communication, motivation, leadership techniques, management styles, work planning, and performance appraisal. (CSU)

**BUS 31 Introduction to Management Units 3***Prerequisites: Reading level II.**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 the planning, organizing, staffing, directing, and controlling functions of management. The course also includes effective communication, motivation, and managing for change. (CSU)

**BUS 32 Total Quality Management Units 3***Prerequisites: Reading level II.**Limitations on Enrollment: None.**Advisories: None.*

This course is an introduction to the fundamentals of total quality management (TQM). The course includes the analysis, design, and implementation of quality management principles to achieve continuous improvement of organizational processes. (CSU)

**BUS 35 Multimedia Presentations Units 3***Prerequisites: None.**Limitations on Enrollment: None.**Advisories: None.*

This course is designed to introduce concepts required for creating business presentations with text, graphics, and multimedia capabilities. Presentation layout and design techniques are emphasized. (CSU)

**BUS 36 Human Resources Management Units 3***Prerequisites: None.**Limitations on Enrollment: None.**Advisories: None.*

This course is an exploration of the responsibilities involved in recruiting, selecting, inducting, advancing, terminating, and retiring employees. Developing job descriptions as well as stressing human behavioral factors involved in business and industry are included in this course. (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: Multidisciplinary Units 1-3**

*Prerequisites: Reading level II; BUS 1A, BUS 20, BIM 2, BUS 40, BUS 51, BUS 56, BUS 57, BUS 58, BUS 61, BUS 63, or BUS 66.*

*Approval of a project proposal acceptable to the instructor and the division chairperson.*

*Limitations on Enrollment: None.*

*Advisories: None.*

This course is a special studies course open to the student qualified to do advanced work in the fields of accounting, business, business information management, real estate, or transportation. The course includes research, directed reading, field work, or other advanced study. This 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: None.*

*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 an introduction to the field of export and import of goods across international boundaries. The course includes: freight forwarding involving export and import of goods across international boundaries, governmental regulations, terminal and port charges, required documents, insurance, foreign banking, customs procedures, and warehousing. (CSU)

**BUS 57 Physical Distribution and Warehousing Units 3**

*Prerequisites: None.*

*Limitations on Enrollment: None.*

*Advisories: None.*

This course is an introduction to the physical distribution of goods, warehousing, and warehouse management. This 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 an introduction to the rules and regulations for shipping hazardous materials by rail, air, highway, and water. The course includes the inspection and quality control procedures for packaging, marking, labeling, certification loading, blocking, and bracing of hazardous materials as well as international requirements to ensure safe shipment. (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 an introduction to the principles and operations of financial institutions including banks, savings and loans, credit unions, and thrift organizations. The course 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; electronic commerce; auditing; and government controls. The financial systems of the United States are the primary emphasis of the this 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 66 Principles of Money and Banking Units 3**

*Prerequisites: None.*

*Limitations on Enrollment: None.*

*Advisories: None.*

This course is an introduction to economics related to the nature, history, and functions of the United States banking system. The course includes commercial banking, central banking, money and macroeconomic theory, monetary and fiscal policies, insured and non-insured products, and international banking. (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 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 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 Supervision Units 1**

*Prerequisites: None.*

*Limitations on Enrollment: None.*

*Advisories: None.*

This course is an introduction to the field of first-line management. This course is designed especially for managers and supervisors and 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 concentrated review of the basic elements involved in the recruiting and selecting of employees. The course is designed to meet the needs of owners and managers. Basic policies and practices, effective procedures, and current legislation affecting the recruitment and selection of employees are included.

**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 76L Business Leadership****Units 0.5***Prerequisites: None.**Limitations on Enrollment: None.**Advisories: None.*

This topic course is a presentation of various business leadership styles and approaches. The course is designed to expose the student to a variety of ideas related to business practices and approaches designed to generate success in the workplace.

**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 90 Introduction to Telephone Call Centers****Units 1.5***Prerequisites: None.**Limitations on Enrollment: None.**Advisories: None.*

This course is an introduction to telephone call center operations. The course includes call center operations and working conditions, expectations of call center employees, call center technology, employee accountability measures, sales techniques, and preparation for employment.

**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 and touch typewriting skills for alphabetic, numeric, symbol keys, and the ten-key pad. The student learns required theory and skills for formatting, centering text vertically and horizontally, proofreading and correcting errors, and setting margins, using word processing software on a personal computer. (CSU)

**BIM 1B Exploring Word Processing Units 1.5***Prerequisites: None.**Limitations on Enrollment: None.**Advisories: None.*

This course is designed to introduce the keyboard proficient student to the use of word processing software on a personal computer to complete term papers, letters, tables, and outlines. The course includes further development of the student's previously learned keyboarding skills using the touch method. (CSU)

**BIM 2 Intermediate Keyboarding Units 3.5***Prerequisites: None.**Limitations on Enrollment: None.**Advisories: None.*

This course is designed to provide instruction in production of business documents in a variety of formats using word processing software to the keyboard proficient student. The student learns to compose, store, revise, and print business letters, memoranda, envelopes, reports, tables, job applications, forms, and numerous other administrative documents. (CSU)

**BIM 7A Beginning Word Processing: Concepts and Applications Units 3***Prerequisites: 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 7B Advanced Word Processing: Concepts and Applications Units 3***Prerequisites: BIM 1B or BIM 2 or CS 20 or BIM 7A with a grade of "C" or better.**Limitations on Enrollment: None.**Advisories: None.*

This course is designed to introduce advanced concepts in word processing software. The following topics are emphasized: animating text, adding borders, inserting clip art, drawing shapes and objects, using WordArt, creating tables, using style sheets, designing charts, creating forms, and working with outlines. (CSU)

**BIM 8 Desktop Publishing with Word Processing Software Units 3***Prerequisite: BIM 1B or BIM 2 or CS 20 or BIM 7A or BIM 7B with a grade of "C" or better. Limitations on Enrollment: None.**Advisories: None.*

This course is designed to introduce desktop publishing concepts using word processing software. The student creates specialized documents similar to the following: letterheads, business cards, logos, resumes, address labels, calendars, flyers, brochures, newsletters, reports, manuals, and web pages. (CSU)

**BIM 23A Beginning Desktop Publishing, Using PageMaker Units 2***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, Using PageMaker Units 2***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, Using PageMaker Units 2***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: Reading level II.**Corequisites: Reading level I with concurrent enrollment in reading.**Limitations on Enrollment: None.**Advisories: None.*

This course is designed to teach the student to solve clerical and accounting problems using electronic display calculator features such as the constant multiplication/division feature, single/double memory, accumulative memory, and special function keys. Emphasis is given to speed and accuracy of data entry skills. The student receives training, practice, and achieves proficiency by operating various brands of calculators. BIM 31 cannot be taken after successful completion of BIM 32A, B, or C. (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.*

*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.*

*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 designed to introduce basic principles of management, problem-solving, system analysis, productivity evaluation, human resources, and support service management in an office environment. (CSU)

**BIM 42 Records Management and Filing Units 3**

*Prerequisites: None.*

*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 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 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 Information Management** 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 information management not already covered by existing curricula.

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

*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 82 WordPerfect for Windows** Units 2.5

*Prerequisites: None.*

*Limitations on Enrollment: None.*

*Advisories: None.*

This course is designed to introduce word processing and desktop publishing concepts using Corel WordPerfect software. The student learns to create, edit, format, save, and print documents that include headers, footers, footnotes, endnotes, watermarks, and text and graphics boxes. In addition, the student uses electronic writing tools, TextArt, mail merge, macro features, styles, templates, drawing tools, clip art, and scanned images.

**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 and Calculation Units 1**

*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. *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 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. (UC, CSU, CAN CHEM 8, CAN CHEM SEQ B with both CHEM 3A and B)

**CHEM 10 Exploring Everyday Chemistry Units 3**

*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. (UC, 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 need 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 need 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 need 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 need 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)

## COMMUNICATION

**COMM 1 Communication Disorders: Speech and Language Development Units 3**

*Prerequisites:* None. *Limitations on enrollment:* None.

*Advisories:* None.

This course is the study of speech and language development across the normal human life span.

**COMM 2 Introduction to Communication Disorders Units 3**

*Prerequisite:* None. *Limitations on Enrollment:* None.

*Advisories:* None.

This course is designed to address speech and language disorders in children and adults. Topics include stuttering and voice disorders, trends in legislation and education, and a review of available community resources. The course provides information to the student exploring a career related to speech and language therapy. (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 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 15L Topics in CS: Networking Essentials Units 3**

*Prerequisites: Reading level II.*

*Limitations on Enrollment: None.*

*Advisories: None.*

This topic course is a general introduction to current network technologies for local area networks (LANs), wide area networks (WANs), and the Internet. The course includes an introduction to the hardware, software, terminology, components, design, and connections of a network, as well as the topologies and protocols for LANs. The course includes LAN-user concepts and the basic functions of system administrations and operations. (CSU)

**C S 17 Computer Logic Units 3**

*Prerequisites: None.*

*Limitations on Enrollment: None.*

*Advisories: None.*

This course is designed to allow the student to define and analyze logical solutions to computer-related problems, emphasizing business applications. Flow charts and pseudocode using "structured" programming concepts are used for finding solutions which are not related to any particular programming language. BASIC language is used. (UC, CSU)

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

*Prerequisites: None.*

*Limitations on Enrollment: None.*

*Advisories: None.*

This course is designed to introduce the student to the Apple Macintosh computer and various application programs, including word processing, spreadsheet, data management, and painting and drawing. The course is intended for the student with no prior exposure to microcomputers, and it is for the non-programmer. (CSU)

**C S 19 Electronic Spreadsheets for Units 3  
Microcomputers**

*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 23 HTML for Web Publishing Units 2.5**

*Prerequisites: None.*

*Limitations on Enrollment: None.*

*Advisories: None.*

This course is designed to provide the student an understanding of the basic Hypertext Markup Language (HTML) code required to construct web pages. The student learns and applies text formatting, links, tables, forms and frames, and multimedia integration. (CSU)

**C S 24A Beginning COBOL Programming Units 3**

*Prerequisites: C S 11 and C S 17, both with a grade of "C" or better.*

*Limitations on Enrollment: None.*

*Advisories: None.*

This course is designed for the student who has demonstrated an understanding of data processing fundamentals. The course presents COBOL specifications, their usage, and applicable operating system commands to enable the student to write, enter, and run business-oriented problems. The student is introduced to "Report Writer" and "Object Oriented" features. (UC, CSU, CAN CSCI 8)

**C S 24B Advanced COBOL Programming Units 3**

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

*Limitations on Enrollment: None.*

*Advisories: None.*

This course is an advanced study of COBOL programming. Programming techniques are developed using various types of files (sequential, indexed, and relative). Emphasizing on-line programming, the student completes a project to write a series of programs to update a master file, to report from this file, and to inquire against it inside a master, menu-driven program. (UC, CSU)

**C S 25 ASSEMBLY Language Units 3  
Programming: Macro**

*Prerequisites: C S 11 and C S 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. This course features the fundamental architecture of the IBMPC and the primary ASSEMBLY language instruction set. (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: Reading level II; Math 31 or 36 with a grade of "C" or better.*

*Limitations on Enrollment: None.*

*Advisories: None.*

This course is an introduction to the programming language FORTRAN. The course 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: C S 11.*

*Limitations on Enrollment: None.*

*Advisories: None.*

This course is an introduction to programming in BASIC, emphasizing programming business applications of the computer 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 29A Pascal Programming Units 3**

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

*Limitations on Enrollment:* None.

*Advisories:* None.

This course is an introduction to the general purpose programming language, Pascual. 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 include string manipulation techniques, arrays, records and lists. (CSU, CAN CSCI 12)

**C S 31A "C" Programming Units 3**

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

*Limitations on Enrollment:* None.

*Advisories:* None.

This course is an introduction to 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:* CS 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:* CS 24A or CS 25 or CS 28A or CS 29 or CS 31A with a grade of "C" or better.

*Limitations on Enrollment:* None.

*Advisories:* None.

This course is an introductory course in the function of an operation system designed to prepare the student for 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 35 Multimedia Presentations Units 3**

*Prerequisites:* None.

*Limitations on Enrollment:* None.

*Advisories:* None.

This course is designed to introduce concepts required for creating business presentations with text, graphics, and multimedia capabilities. Presentation layout and design techniques are emphasized. (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 11 with a grade of "C" or better.

*Limitations on Enrollment:* None.

*Advisories:* None.

This course is an introduction to operating system language UNIX. The student learns to use the operating system in a multi-user environment. UNIX is a computer operating system designed to control and coordinate the activities of a multi-user computer system. (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.

*Limitations on Enrollment:* None.

*Advisories:* None.

This course is designed to present beginning and intermediate topics in the use of the Microsoft Windows operating system. These topics include: exploring the desktop; working with windows; managing files and folders; controlling printing; using accessories (calculator, WordPad, Paint); copying, moving, sharing, exchanging, and protecting data; and running applications. (CSU)

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

*Prerequisites:* Completion of CS 24B, or CS 28, or CS 29, or CS 31B, or CS 32, or CS 33, or CS 38, or CS 42, or CS 43 with a grade of "C" or above; consent of instructor and division chairperson.

*Limitations on Enrollment:* None.

*Advisories:* None.

This course is designed for the student of Computer Science who wishes to expand his/her knowledge beyond the established curriculum. The student selects or is assigned a project approved by a faculty member and the Division Chairperson. The student pursues the project through individual laboratory effort and reports progress at scheduled meetings with the faculty member. Course may be repeated for a maximum of four (4) 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: C S 45 and C S 24A or C S 25 or C S 28A or C S 29 or C S 31A with a grade of "C" or better.*

*Limitations on Enrollment: None.*

*Advisories: None.*

This course is designed for the student to learn how to assist other students in a hands-on environment. The student performs as computer laboratory assistant helping others to develop operational programs and to refine 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 95D Presentations with PowerPoint Units 1**

*Prerequisites: None.*

*Limitations on Enrollment: None.*

*Advisories: None.*

This course is designed to provide the student an understanding of the basic tools required to build a presentation utilizing PowerPoint software on a computer.

## CONSTRUCTION TECHNOLOGY

**CONST 10 Wood Technology Units 5**

*Prerequisites: 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 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 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 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 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.

**SECTION III, Description of Courses ----- 119****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: Construction Technology Units 1-2**

*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: Special Assignment Units 3**

*Prerequisites: Completion of CONST 48 and/or 49.*

*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.*

*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.

# CONSTRUCTION TECHNOLOGY: APPRENTICESHIP

## **A-CON 80A Mill Cabinet: Introduction Units 4**

*Prerequisites: None.*

*Limitations on Enrollment: Indentured apprentice.*

*Advisories: None.*

This course is designed to introduce the career opportunities and characteristics of the cabinetmaking industry. The course also includes cabinetmaker's mathematics, wood characteristics, grades of lumber, wood joinery, use of hand tools, and general shop safety.

## **A-CON 80B Mill Cabinet: Fundamentals Units 4**

*Prerequisites: None.*

*Limitations on Enrollment: Indentured apprentice.*

*Advisories: None.*

This course is designed to introduce the characteristics and use of power hand tools used in the cabinetmaking industry. The course also includes cabinet joint construction and basic blueprint reading.

## **A-CON 81A Mill Cabinet: Basic Woodworking Units 4**

*Prerequisites: None.*

*Limitations on Enrollment: Indentured apprentice.*

*Advisories: None.*

This course is designed to introduce the applied mathematics for cabinetmaking. The course also includes blueprint reading of shop drawings, and use and operation of power machines including band saws, routers, grinders, and table saws.

## **A-CON 81B Mill Cabinet: Layout and Benchwork Units 4**

*Prerequisites: None.*

*Limitations on Enrollment: Indentured apprentice.*

*Advisories: None.*

This course is designed to introduce cabinet layout, millwork standards, benchwork, and plastic laminates.

## **A-CON 82A Mill Cabinet: Materials and Application Units 4**

*Prerequisites: None.*

*Limitations on Enrollment: Indentured apprentice.*

*Advisories: None.*

This course is designed to introduce the applications and uses of lumber, veneers, adhesives, commercial plastic laminates, and specialized power equipment in the wood-working industry.

## **A-CON 82B Mill Cabinet: Commercial Cabinetry Units 4**

*Prerequisites: None.*

*Limitations on Enrollment: Indentured apprentice.*

*Advisories: None.*

This course is designed to introduce the characteristics and requirements for commercial cabinetry, store fixtures, millwork, and commercial blueprint reading. The course also includes the use of shapers, commercial sanders, and milling machines.

## **A-CON 83A Mill Cabinet: Design, Layout, and Production Units 4**

*Prerequisites: None.*

*Limitations on Enrollment: Indentured apprentice.*

*Advisories: None.*

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

## **A-CON 83B Mill Cabinet: Project Planning Units 4**

*Prerequisites: None.*

*Limitations on Enrollment: Indentured apprentice.*

*Advisories: None.*

This course is designed to introduce the requirements for job planning, project supervision, construction requirements, construction scheduling, construction costs, and the construction process for a commercial mill cabinet project.

## **A-CON 84A Construction Painting: Fundamentals Units 3**

*Prerequisites: None.*

*Limitations on Enrollment: Indentured apprentice.*

*Advisories: None.*

This course is designed to introduce the basic fundamentals of painting. The course includes tools, materials, and applications for residential, commercial, and industrial painting processes.

## **A-CON 84B Construction Painting: Color Mixing and Matching Units 3**

*Prerequisites: None.*

*Limitations on Enrollment: Indentured apprentice.*

*Advisories: None.*

This course is designed to introduce technical skills in color mixing and matching.

## **A-CON 85A Construction Painting: Wood Finishing Units 3**

*Prerequisites: None.*

*Limitations on Enrollment: Indentured apprentice.*

*Advisories: None.*

This course is designed to introduce the technical aspects of wood finishing. The course includes the techniques and procedures used in the painting and decorating industry.

## **A-CON 85B Construction Painting: Blueprint Reading Units 3**

*Prerequisites: None.*

*Limitations on Enrollment: Indentured apprentice.*

*Advisories: None.*

This course is designed to introduce reading of construction prints as used by painters and drywall finishers.

## **A-CON 86A Construction Painting: Spray Painting Units 3**

*Prerequisites: None.*

*Limitations on Enrollment: Indentured apprentice.*

*Advisories: None.*

This course is designed to introduce the techniques of spray painting for residential and commercial projects.

**A-CON 86B Construction Painting:  
Ladders and Scaffolding** **Units 3**

*Prerequisites: None.*

*Limitations on Enrollment: Indentured apprentice.*

*Advisories: None.*

This course is designed to introduce the safe use of ladders, scaffolding, and rigging utilized in the painting, decorating, and drywall finishing industry. The course places emphasis on meeting Occupational Safety and Health Act (OSHA) and other industry standards.

**A-CON 86C Wall Covering** **Units 3**

*Prerequisites: Indentured apprentice.*

*Limitations on Enrollment: Indentured apprentice.*

*Advisories: None.*

This course is designed to introduce the theory and techniques of applying wall coverings to interiors of commercial and residential buildings. A study of tools, equipment, materials and supplies required to apply wall coverings according to industry standards will be presented.

**A-CON 95S Drywall** **Units 3**

*No Course Description available.*

**A-CON 95T Drywall** **Units 3**

*No Course Description available.*

**A-CON 96A Drywall Taping** **Units 3**

*No Course Description available.*

## CULINARY ARTS

**CUL ART 1 Introduction to Hospitality  
Industry** **Units 2**

*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 an introduction to the basic principles of hygiene and the application of these principles to food service operations. Safety elements in food service planning, description of maintenance, operation of appropriate food service equipment, and Occupational Safety and Health Administration (OSHA) regulations are included. Emphasis is placed on the supervisor's responsibilities in maintaining high sanitation and safety standards. (CSU)

**CUL ART 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)

**CUL ART 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)

**CUL ART 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)

**CUL ART 9 Restaurant Operations** **Units 6.5**

*Prerequisites: CUL ART 5; Reading level II or Reading level I with corequisite.*

*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. The student gains experience and practices in the business of restaurant operations during performance of cooking and serving in the campus restaurant. The student performs dining room service using a variety of types of service. The student learns to operate a point of sale computer. (CSU)

**CUL ART 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)

**CUL ART 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)

**CUL ART 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)

**CUL ART 19 Advanced Quantity Food Preparation Units 6.5**

*Prerequisites: CUL ART 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)

**CUL ART 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)

**CUL ART 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)

**CUL ART 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.