

San Joaquin Delta College Catalog 98 - 99

Section III, Description of Courses B - C

Table of Contents

BIOLOGY

BIOL 1	Core Biology	93
BIOL 8	Survey of Biology	93
BIOL 11	Human Biology	93
BIOL 30	Human Sexuality	93
BIOL 50H	Special Studies: Biology	93

BOTANY

BOT 1	General Botany	94
-------	----------------------	----

BUSINESS ADMINISTRATION

BUS 1A	Principles of Accounting	94
BUS 1B	Principles of Accounting	94
BUS 3	Financial Accounting	94
BUS 4	Managerial Accounting	94
BUS 5	Introduction to Information Processing	94
BUS 6	Business and Professional Speaking	94
BUS 8	Introduction to the American Legal System	94
BUS 9	Ethical Issues in Business	94
BUS 10A	Vocational Accounting	94
BUS 10B	Vocational Accounting	95
BUS 11	Income Tax Procedures	95
BUS 13	Accounting on the Microcomputer	95
BUS 14	Microcomputers and Small Business Systems	95
BUS 15	Computer Spreadsheets for Accounting	95
BUS 17A	Beginning Business Communication	95
BUS 17B	Advanced Business Communication	95
BUS 18A	Business Law	95
BUS 18B	Business Law	95
BUS 19	Legal Environment of Business	95
BUS 20	Introduction to Business	95
BUS 21	Marketing	96
BUS 22	Professional Selling	96
BUS 23	Advertising	96
BUS 24	Retail Management	96
BUS 26	Economics of Business	96
BUS 27	Financial Planning and Investments	96
BUS 30	Supervision and Human Relations	96
BUS 31	Introduction to Management	96
BUS 32	Total Quality Management	96
BUS 36	Human Resources Management	96
BUS 38	Selected Topics: Business	96
BUS 40	Real Estate Principles	96
BUS 41	Real Estate Practice	97
BUS 42	Real Estate Finance	97
BUS 43	Legal Aspects of Real Estate	97

88 ----- SJDC Catalog 98 - 99 SECTION III, Description of Courses

BUS 44	Real Estate Appraisal	97
BUS 45	Real Estate Economics	97
BUS 46	Property Management	97
BUS 49A	Basic Escrow Procedures	97
BUS 50H	Special Studies: Business	97
BUS 50I	Special Studies: International Business	97
BUS 50J	Special Studies: Advertising	97
BUS 50K	Special Studies: Management	98
BUS 50L	Special Studies: Legal Aspects of Business	98
BUS 50M	Special Studies: Marketing	98
BUS 54	Introduction to International Law	98
BUS 55	Introduction to International Business	98
BUS 56	Transportation: Export and Import	98
BUS 57	Physical Distribution and Warehouse Management	98
BUS 58	Transportation of Hazardous Materials	98
BUS 60	Small Business Management	98
BUS 61	Principles and Operations of Financial Institutions	98
BUS 63	Analysis of Financial Statements	99
BUS 65A	Introduction to Personal Loans	99
BUS 65B	Introduction to Business Loans	99
BUS 66	Principles of Money and Banking	99
BUS 67	Introduction to Personal Finance	99
BUS 69V	Internship: Business and Accounting	99
BUS 70	Payroll Accounting	99
BUS 73A	Leadership for Supervisors	99
BUS 73B	Recruiting and Selecting Employees	99
BUS 73C	Decision Making for Supervisors	99
BUS 73D	Personnel Relations in the Workplace	100
BUS 76	Selected Topics: Business	100
BUS 79	Electronic Banking: Quicken	100
BUS 81	California Income Tax Preparation	100
BUS 82A	Business Math 1	100
BUS 82B	Business Math 2	100
BUS 82C	Business Math 3	100
BUS 91	Real Estate License Preparation	100
BUS 94A	Small Business Start Up	100
BUS 94B	Essential Topics for Small Business	100
BUS 94C	The New Entrepreneur	100
BUS 98V	Work Experience: Business and Accounting	100

BUSINESS INFORMATION MANAGEMENT

BIM 1A	Beginning Keyboarding	101
BIM 1B	Exploring Word Processing: WordPerfect	101
BIM 2	Intermediate Keyboarding: WordPerfect	101
BIM 7A	Beginning Word Processing: Concepts and Applications	101
BIM 12D	Introduction to WordPerfect for Windows	101
BIM 12E	WordPerfect for Windows: Tips and Shortcuts	101
BIM 12F	WordPerfect for Windows: Document Enhancement	101
BIM 23A	Beginning Desktop Publishing, Using PageMaker	101
BIM 23M	Beginning Desktop Publishing, Using PageMaker	101
BIM 23P	Beginning Desktop Publishing, Using PageMaker	102
BIM 31	Electronic Calculation	102
BIM 32A	Beginning Office Calculation	102
BIM 32B	Intermediate Office Calculation	102
BIM 32C	Advanced Office Calculation	102
BIM 38	Office Technologies	102

BIM 39	Office Management	102
BIM 42	Records Management and Filing	102
BIM 50	Machine Transcription	102
BIM 51A	Introductory Shorthand	102
BIM 51B	Introductory Shorthand	103
BIM 51C	Intermediate Shorthand	103
BIM 51D	Advanced Shorthand	103
BIM 69V	Internship: Business Information Management	103
BIM 70A	Beginning Keyboarding for Speed and Accuracy	103
BIM 70B	Intermediate Keyboarding for Speed and Accuracy	103
BIM 70C	Advanced Keyboarding for Speed and Accuracy	103
BIM 75	Applied Business Information Management Principles	103
BIM 76	Selected Topics: Business Information Management	104
BIM 77	Selected Topics: Business Information Management	104
BIM 85A	Adapted Keyboarding	104
BIM 85B	Adapted Keyboarding	104

CAMBODIAN

CAM 1	Elementary Cambodian	104
CAM 2	Elementary Cambodian	104
CAM 3	Intermediate Cambodian	104
CAM 4	Intermediate Cambodian	104
CAM 36A	Introductory Cambodian Conversation	104
CAM 36B	Beginning Cambodian Conversation	104
CAM 36C	Intermediate Cambodian Conversation	104
CAM 36D	Advanced Cambodian Conversation	104
CAM 38A	Special Assignment: Listening	105
CAM 38B	Special Assignment: Pronunciation	105
CAM 38C	Special Assignment: Reading	105
CAM 38D	Special Assignment: Writing	105
CAM 51	Elementary Cambodian	105
CAM 52	Elementary Cambodian	105
CAM 53	Elementary Cambodian	105
CAM 54	Elementary Cambodian	105

CHEMISTRY

CHEM 1A	General Chemistry	105
CHEM 1B	General Chemistry	105
CHEM 3A	Introduction to General Chemistry	105
CHEM 3B	Introduction to General Chemistry	105
CHEM 12A	Organic Chemistry	106
CHEM 12B	Organic Chemistry	106
CHEM 50H	Special Studies: Chemistry	106

CHINESE

CHIN 1	Elementary Chinese	106
CHIN 2	Elementary Chinese	106
CHIN 3	Intermediate Chinese	106
CHIN 4	Intermediate Chinese	106
CHIN 11	Elementary Cantonese	106
CHIN 12	Elementary Cantonese	106
CHIN 13	Intermediate Cantonese	106
CHIN 14	Intermediate Cantonese	106

90 ----- SJDC Catalog 98 - 99 SECTION III, Description of Courses

CHIN 36A	Introductory Chinese Conversation	106
CHIN 36B	Beginning Chinese Conversation	106
CHIN 38A	Special Assignment: Listening	106
CHIN 38B	Special Assignment: Pronunciation	107
CHIN 38C	Special Assignment: Reading	107
CHIN 38D	Special Assignment: Writing	107
CHIN 50H	Special Studies	107
CHIN 51	Elementary Chinese	107
CHIN 52	Elementary Chinese	107
CHIN 53	Elementary Chinese	107
CHIN 54	Elementary Chinese	107

CIVILIZATION

CIVIL 3	Autobiography of Civilization	107
---------	-------------------------------	-----

COMPUTER SCIENCE

C S 11	Computer Science Fundamentals	107
C S 12A	Introduction to MS-DOS	107
C S 12B	Advanced MS-DOS	107
C S 13A	Introduction to Virtual Memory System	107
C S 13M	Introduction to the Apple Macintosh	108
C S 14	Microcomputers and Small Business Systems	108
C S 14B	Microcomputer Evaluation and Installation	108
C S 15	Selected Topics: Computer Science	108
C S 17	Computer Logic	108
C S 18B	Microcomputers and Small Business: Apple Macintosh	108
C S 19	Electronic Spreadsheets: Microcomputers	108
C S 20	Microsoft Word, Excel, and Access	108
C S 21	Applied Basic Programming for Technology	108
C S 24A	COBOL Programming	108
C S 24B	Advanced COBOL Programming	108
C S 25A	ASSEMBLY Language Programming: Macro	109
C S 27	Engineering FORTRAN	109
C S 28A	BASIC Programming	109
C S 28B	Visual BASIC Programming	109
C S 29	PASCAL Programming	109
C S 31	C Programming	109
C S 31B	C++ Programming	109
C S 32	Computer Operations	109
C S 33	Systems Analysis and Design	109
C S 37	Programming in SMALLTALK	109
C S 38	Introduction to Multimedia	109
C S 42	UNIX	110
C S 43	Database Design: Micro	110
C S 45	Microsoft Windows	110
C S 50H	Special Studies: Computer Science	110
C S 54	Fundamentals of Data Communications	110
C S 69V	Internship: Computer Science: Computer Information Systems	110
C S 70	Introduction to Internet	110
C S 71	Key Data Entry	110
C S 75	Applied Computer Science Principles	110
C S 76	Selected Topics: Computer Science	111
C S 80A	Introduction to Hypercard Software	111
C S 80B	Introduction to Business Presentation Software	111
C S 80C	Introduction to Outlining Software	111

C S 80D	Introduction to Painting Software	111
C S 98V	Work Experience: Computer Science	111

CONSTRUCTION TECHNOLOGY

CONST 1	Introduction to Technical Programs	111
CONST 10	Wood Technology	111
CONST 51A	Mill Cabinet	111
CONST 51B	Beginning Mill Cabinet	111
CONST 51C	Intermediate Mill Cabinet	111
CONST 51D	Advanced Mill Cabinet	112
CONST 54	Estimating and Specifications	112
CONST 62A	Beginning Residential Carpentry	112
CONST 62B	Intermediate Residential Carpentry	112
CONST 62C	Advanced Residential Carpentry	112
CONST 69V	Internship: Construction Technology	112
CONST 74A	Introduction to Cabinetmaking	112
CONST 74B	Fundamentals of Cabinetmaking	112
CONST 74C	Cabinetmaking	112
CONST 74D	Cabinetmaking and Millwork	112
CONST 74E	Cabinetmaking and Millwork	112
CONST 74F	Cabinetmaking and Millwork	113
CONST 74G	Cabinetmaking and Millwork	113
CONST 74H	Cabinetmaking and Millwork	113
CONST 75	Selected Topics: Construction Technology	113
CONST 78	The Uniform Building Code	113
CONST 87A	Carpentry Specialization	113
CONST 87B	Mill Cabinet Specialization	113
CONST 87C	Construction Drafting: Special Assignment	113
CONST 89	Methods and Planning	113
CONST 90B	Mill Cabinet Specialization -	

Construction Technology: Apprenticeship

A-CON 80A	Mill Cabinet 1	113
A-CON 80B	Mill Cabinet 1	113
A-CON 81A	Mill Cabinet 2	113
A-CON 81B	Mill Cabinet 2	114
A-CON 82A	Mill Cabinet 3	114
A-CON 82B	Mill Cabinet 3	114
A-CON 83A	Mill Cabinet 4	114
A-CON 83B	Mill Cabinet 4	114
A-CON 84A	Industrial Painting 1	114
A-CON 84B	Industrial Painting 1	114
A-CON 85A	Industrial Painting 2	114
A-CON 85B	Industrial Painting 2	114
A-CON 86A	Industrial Painting 3	114
A-CON 86B	Industrial Painting 3	114
A-CON 86C	Wall Covering	114
A-CON 86D	Abrasive and Water Blasting	114
A-CON 87A	Plumbing 1	114
A-CON 87B	Plumbing 1	115
A-CON 88A	Plumbing 2	115
A-CON 88B	Plumbing 2	115
A-CON 89A	Plumbing 3	115
A-CON 89B	Plumbing 3	115

A-CON 90A	Plumbing 4	115
A-CON 90B	Plumbing 4	115
A-CON 90C	Industrial Pipe Trades III	116
A-CON 90D	Industrial Pipe Trades IV	116
A-CON 93B	Roofing 2	116
A-CON 94A	Roofing 3	116
A-CON 94B	Roofing 3	116
A-CON 95S	Drywall	116
A-CON 95T	Drywall	116
A-CON 96A	Drywall Taping	116

CULINARY ARTS

CUL ART 1	Introduction to Hospitality Industry	116
CUL ART 3	Sanitation and Safety	116
CUL ART 4	Food and Beverage Cost Technologies	116
CUL ART 5	Basic Quantity Food Preparation	116
CUL ART 7	Baking	116
CUL ART 9	Restaurant Operations	116
CUL ART 11	Menu Planning	116
CUL ART 13	Purchasing and Receiving	116
CUL ART 15	Selected Topics: Culinary Arts	116
CUL ART 19	Advanced Quantity Food Preparation	117
CUL ART 25	Food Service Management	117
CUL ART 27	Garde Manger	117
CUL ART 29	Beverage Management	117
CUL ART 50H	Special Studies: Culinary Arts	117
CUL ART 70	Introduction to Ice Carving	117
CUL ART 80	Selected Topics: Culinary Arts	117
CUL ART 81	Hors D'Oeuvres	117
CUL ART 82	Garnishing and Food Presentation	117
CUL ART 84	Restaurant Desserts	117

BIOLOGY

BIOL 1 Core Biology Units 4

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is an introduction to the basic biological phenomena common to all living organisms. The areas covered are: cellular and molecular levels of organization, genetics and mechanisms of heredity in organic evolution, reproduction and development, and introductory concepts of taxonomy and ecology. (UC, CSU, CAN BIOL 2)

BIOL 8 Survey of Biology Units 4

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is an introductory course designed for non-majors which covers the following major areas: fundamental biological concepts and principles, ecological relationships and current environmental problems, evolutionary development, and survey of the kingdoms of life. Campus and off-campus field trips are a part of the course. This course meets laboratory science requirements for transfer to four-year colleges and universities. If taken in sequence with BIOL 11, it gives an excellent overall background in basic biology. (UC, CSU)

BIOL 11 Human Biology Units 4

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is an introductory course covering the basic aspects of biology. Items covered include a knowledge of the chemicals, cells, tissues, and systems that comprise the human body. Also included is a consideration of human heredity, genetics, environment, and evolution. This course meets the laboratory science requirements for transfer to four-year institutions and that of the Licensed Vocational Nursing program. (UC, CSU)

BIOL 30 Human Sexuality Units 3

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

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

BIOL 50H Special Studies: Biology Units 1-2

Prerequisites: Reading level II and 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)

BOTANY**BOT 1 General Botany Units 4**

Prerequisites: Reading level II or concurrent enrollment in reading; BIOL 1 with a grade of "C" or better.

Limitations on Enrollment: None.

Advisories: None.

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

**BUSINESS
ADMINISTRATION****BUS 1A Principles of Accounting Units 4**

Prerequisites: None.

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 4

Prerequisites: 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 includes 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 4

Prerequisites: Reading level II or concurrent enrollment in reading; 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)

BUS 4 Managerial Accounting Units 4

Prerequisites: Reading level II or concurrent enrollment in reading;

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)

BUS 5 Introduction to Information Processing Units 3

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

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

BUS 6 Business and Professional Speaking Units 3

Prerequisites: Reading level II or concurrent enrollment in reading level I.

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. (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 Vocational Accounting Units 3

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is an introduction to basic accounting procedures for a small business. It includes basic theory, payroll accounting, cash procedures, end-of-period adjustments, and financial statements. BUS 10A cannot be taken after successful completion of BUS 1A. (CSU)

BUS 10B Vocational Accounting Units 3

Prerequisites: "C" grade or better in BUS 10A.

Limitations on Enrollment: None.

Advisories: None.

This course is a review and continuation of the study of accrual accounting and it includes depreciation, merchandise accounting, payroll, individual income tax, notes and interest, accounting for partnerships and corporations, and a practice set. BUS 10B cannot be taken after successful completion of 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. (CSU)

BUS 13 Accounting on the Microcomputer Units 2

Prerequisites: Reading level II or concurrent enrollment in reading; BUS 1A or 10A with a grade of "C" or better.

Limitations on Enrollment: None.

Advisories: None.

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

BUS 14 Microcomputers and Small Business Systems Units 3

Prerequisites: Reading level II.

Limitations on Enrollment: None.

Advisories: None.

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

BUS 15 Computer Spreadsheets for Accounting Units 2

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to enable students to use software spreadsheet application programs such as LOTUS 1-2-3tm, Excel, Quattro Pro, or similar spreadsheet application programs on personal computers to solve accounting application problems such as payroll, purchases, receivables, payables, worksheets, financial statements, and supplemental reports. Students build a worksheet from scratch, learn basic spreadsheet functions and formulas, create charts and

graphs, and work with databases. (CSU)

BUS 17A Beginning Business Communication Units 3

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

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

BUS 17B Advanced Business Communication Units 3

Prerequisites: BUS 17A.

Limitations on Enrollment: None.

Advisories: None.

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

BUS 18A Business Law Units 3

Prerequisites: 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)

BUS 18B Business Law Units 3

Prerequisites: Reading level II or concurrent enrollment in reading.

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: Reading level II or concurrent enrollment in reading.

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 analyses in the areas of ethics, employment, consumer transactions, competition, the environment, business torts and crimes, contracts, and agency and business organizations. (CSU, CANBUS 12)

BUS 20 Introduction to Business Units 3

Prerequisites: Reading level II.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to build an understanding of the market economy, the business environment, other economic systems, and the organization, management, and operation of business enterprises. It includes such topics as understanding the economy, how businesses are formed and managed, human relations, producing and marketing a product or service, the financial markets and securities, governmental relationships, understanding the financial media, etc. The course is a foundation for all business students.

(CSU)

BUS 21 Marketing Units 3*Prerequisites: None.**Limitations on Enrollment: None.**Advisories: None.*

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

BUS 22 Professional Selling Units 3*Prerequisites: None.**Limitations on Enrollment: None.**Advisories: None.*

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

BUS 23 Advertising Units 3*Prerequisites: None.**Limitations on Enrollment: None.**Advisories: None.*

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

BUS 24 Retail Management Units 3*Prerequisites: None.**Limitations on Enrollment: None.**Advisories: None.*

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

BUS 26 Economics of Business Units 3*Prerequisites: None.**Limitations on Enrollment: None.**Advisories: None.*

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

BUS 27 Financial Planning and Investments Units 3*Prerequisites: Reading level II or concurrent enrollment in reading.**Limitations on Enrollment: None.**Advisories: None.*

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

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

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

BUS 31 Introduction to Management Units 3*Prerequisites: Reading level II or concurrent enrollment in reading.**Limitations on Enrollment: None.**Advisories: None.*

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

BUS 32 Total Quality Management Units 3*Prerequisites: Reading level II or concurrent enrollment in reading.**Limitations on Enrollment: None.**Advisories: None.*

This course is designed to provide fundamentals of Total Quality Management (TQM) including analysis, strategies design, implementation, and continuous improvement. Emphasis is placed on a practical approach for implementation in manufacturing or service industries. (CSU)

BUS 36 Human Resources Management Units 3*Prerequisites: Reading level II or concurrent enrollment in reading.**Limitations on Enrollment: None.**Advisories: None.*

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

BUS 38 Selected Topics: Business Units 0.5-2*Prerequisites: None.**Limitations on Enrollment: None.**Advisories: None.*

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

BUS 40 Real Estate Principles Units 3*Prerequisites: None.**Limitations on Enrollment: None.**Advisories: None.*

This course is an introduction to principles of California real estate

including an introduction to property rights, legal descriptions, encumbrances, agency, contracts, transfers, finance, lenders, appraisal, escrow, government's role and regulations, taxation, and licensing requirements. The course is designed to meet the needs of both the general student and those desiring employment in the field or related areas, and it fulfills a requirement for state licensure as a salesperson, broker, or real-estate appraiser. (CSU)

BUS 41 Real Estate Practice Units 3

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

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

BUS 42 Real Estate Finance Units 3

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

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

BUS 43 Legal Aspects of Real Estate Units 3

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

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

BUS 44 Real Estate Appraisal Units 3

Prerequisites: None.
Limitation on Enrollment: None.
Advisories: BUS 40.

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

BUS 45 Real Estate Economics Units 3

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

This course presents 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 49A Basic Escrow Procedures Units 3

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

This course is an introduction to escrow procedures including title insurance. The purpose of the course is to familiarize persons with general escrow practices from initiation to completion. Standard forms and statements are used. (CSU)

BUS 50H Special Studies: Business Units 1-2

Prerequisites: Reading level II or concurrent enrollment in reading; completion of an introduction or survey course with grade of 'B' or better and presentation of a project acceptable to the instructor and division chair.
Limitations on Enrollment: None.
Advisories: None.

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

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

Prerequisites: Reading level II or concurrent enrollment in reading; 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: Reading level II or concurrent enrollment in reading; 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: Reading level II or concurrent enrollment in reading; 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: Reading level II or concurrent enrollment in reading; completion of BUS 8, BUS 18A, BUS 18B, BUS 19, or BUS 54 with a grade of "C" or better; and presentation of a proposal for a project acceptable to the instructor and division chairperson.

Limitation 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 the legal aspects of business. 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: Reading level II or concurrent enrollment in reading; 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 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: Reading level II or concurrent enrollment in reading; BUS 20 is recommended but not required.

Limitations on Enrollment: None.

Advisories: None.

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

BUS 56 Transportation: Export and Import Units 3

Prerequisites: Reading level II or concurrent enrollment in reading.

Limitations on Enrollment: None.

Advisories: None.

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

BUS 57 Physical Distribution and Warehouse Management Units 3

Prerequisites: Reading level II or concurrent enrollment in reading; BUS 51.

Limitations on Enrollment: None.

Advisories: None.

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

BUS 58 Transportation of Hazardous Materials Units 3

Prerequisites: Reading level II or concurrent enrollment in reading.

Limitations on Enrollment: None.

Advisories: None.

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

BUS 60 Small Business Management Units 3

Prerequisites: Reading level II or concurrent enrollment in reading.

Limitations on Enrollment: None.

Advisories: None.

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

BUS 61 Principles and Operations of Financial Institutions Units 3

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

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

BUS 63 Analysis of Financial Statements Units 3

Prerequisites: BUS 10A or BUS 1A.

Limitations on Enrollment: None.

Advisories: None.

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

BUS 65A Introduction to Personal Loans Units 1

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

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

BUS 65B Introduction to Business Loans Units 1

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

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

BUS 66 Principles of Money and Banking Units 3

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is a study of the field of economics concerned with the nature, history, and functions of the United States' banking system and how money is created. It includes commercial banking, central banking, money and macroeconomic theory, monetary and fiscal policies, 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 73A Leadership for Supervisors Units 1

Prerequisites: Reading level II or concurrent enrollment in reading.

Limitations on Enrollment: None.

Advisories: None.

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

BUS 73B Recruiting and Selecting Employees Units 1

Prerequisites: Reading level II or concurrent enrollment in reading.

Limitations on Enrollment: None.

Advisories: None.

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

BUS 73C Decision Making for Supervisors Units 1

Prerequisites: Reading level II or concurrent enrollment in reading.

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.

100 ----- SJDC Catalog 98 - 99 SECTION III, Description of Courses

BUS 73D Personnel Relations in the Workplace Units 1

Prerequisites: Reading level II or concurrent enrollment in reading. 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 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 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: Reading level II or concurrent enrollment in reading; BUS II or concurrent enrollment in BUS II.

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 Math 1 Units 2

Prerequisites: Successful completion of Book 1 or the instructor's permission for BUS 82B; successful completion of BUS 82B for BUS 82C.

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 Math 2 Units 2

Prerequisites: Completion of BUS 82A or level III math.

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 Math 3 Units 2

Prerequisites: Completion of BUS 82 or level III math.

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 91 Real Estate License Preparation Units 1

Prerequisites: Reading level II or concurrent enrollment in reading; 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 98V Work Experience: Business and Accounting Units 1-8

Prerequisites: None.

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

agreement.

Advisories: GUID 30, 31, 32, 33.

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

BUSINESS INFORMATION MANAGEMENT

BIM 1A Beginning Keyboarding Units 1.5

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

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

BIM 1B Exploring Word Processing: WordPerfect Units 1.5

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

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

BIM 2 Intermediate Keyboarding: WordPerfect Units 3.5

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

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

BIM 7A Beginning Word Processing: Concepts and Applications Units 4

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to prepare students for today's electronic office. Specialized instruction in word processing is provided using IBM personal computers or compatible for beginning word processing students. (CSU)

BIM 12D Introduction to WordPerfect for Windows Units 1

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course introduces basic concepts of WordPerfect for Windows. This course is an introduction to concepts of WordPerfect for Windows. Students learn required theory and skills necessary to create, save, retrieve, edit, and print documents using the Windows interface to use electronic writing tools to change WordPerfect defaults for characters, lines, and paragraph and to create headers, footers, footnotes, endnotes, labels, envelopes, and automatic page numbers. (CSU)

BIM 12E WordPerfect for Windows: Tips and Shortcuts Units 1

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is an introduction to WordPerfect features that allows students to customize the display, keyboard, button, power, and status bars to suit individual preferences. Through the use of macros, students gain mastery of the theory and skills necessary to efficiently produce documents with a consistent format including merge and sorting, style, templating, and other outlining features. (CSU)

BIM 12F WordPerfect for Windows: Document Enhancement Units 1

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is an introduction to the basic concepts necessary to format text in multiple columns and tables to integrate text and graphics to create and modify charts and to create objects and special text effects using word perfect Draw and TextArt. (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

102 ----- SJDC Catalog 98 - 99 SECTION III, Description of Courses

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

This course is designed to emphasize use of business mathematics in solving clerical and accounting problems, electronic display and printing calculator skills such as constant key, singular and double memory, accumulative memory, special function keys for fractions, discounting, present value, merchandising, invoicing, payroll records and proration, real estate, depreciation and insurance, basic business and financial statistics, accounting analysis, and metric conversion. Students receive training, practice, and achieve proficiency by operating various brands of electronic display and printing calculators. BIM 31 cannot be taken after successful completion of BIM 32A or 32B or 32C. (CSU)

BIM 32A Beginning Office Calculation Units 1

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

This course is designed to emphasize basic operation of electronic calculators using business mathematical concepts common in business. Students receive personalized training, practice, and the first third of BIM 31. BIM 32A cannot be taken after successful completion of BIM 31. Completion of BIM 32A, BIM 32B, and BIM 32C is equivalent to the completion of BIM 31. (CSU)

BIM 32B Intermediate Office Calculation Units 1

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

This course is designed to introduce electronic display and printing calculator skills using constant key, singular and double memory, accumulative memory, special function keys required for fractions, discounting, present value, merchandising, and invoicing. This course covers the middle third of BIM 31. BIM 32B cannot be taken after successful completion of BIM 31. Completion of BIM 32A, BIM 32B, and BIM 32C is equivalent to BIM 31. (CSU)

BIM 32C Advanced Office Calculation Units 1

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

This course is designed to further refine electronic display and printing calculator skills using constant key, singular and 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 covers the last third of BIM 31. BIM 32C cannot be taken after successful completion of BIM 31. Completion of BIM 32A, BIM 32B, and BIM 32C is equivalent to BIM 31. (CSU)

BIM 38 Office Technologies Units 3

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

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

BIM 39 Office Management Units 3

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

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

BIM 42 Records Management and Filing Units 3

Prerequisites: 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: Reading and composition level II or concurrent enrollment in reading and/or composition.
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 75 Applied Business Information Management Principles Units 1-3

Prerequisites: Reading level II or concurrent enrollment in reading; ENG 32A (Tutor Training); completion of one of the following with grade of "C" or better: BIM 1A, BIM 1B, BIM 7A, BIM 12A, BIM 12B, BIM 13A, BUS 13, BUS 15.

Limitations on Enrollment: None.

Advisories: None.

This course is designed for students to learn how to assist others in a hands-on environment. Students provide assistance in the computer laboratory by performing various tasks as directed by the laboratory supervisor. These tasks include assisting students with

computer applications, developing operational skills and oral communication abilities, becoming familiar with a variety of computers and software, maintaining laboratory resources, and working with instructional support staff. This course may be repeated up to a total of six units.

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 85A Adapted Keyboarding Units 1

Prerequisites: Eligibility for Disabled Student Services.
Limitations on Enrollment: None.
Advisories: None.
 This topic course is an entry-level course in adaptive computer keyboarding. The course focuses on developing familiarity with the keyboard using available adaptive computer technology for students with physical, communication, and learning disabilities. Keyboarding and touch typing skills for alphabetic, numeric, and symbol keys are taught at introductory level.

BIM 85B Adapted Keyboarding Units 1

Prerequisites: Eligibility for Disabled Student Services; Credit in BIM 85A or keyboard by touch is required.
Limitations on Enrollment: None.
Advisories: None.
 This topic course focuses on expanding and refining keyboard skills for students with physical, communication, and learning disabilities using adaptive computer technology.

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: 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: CAM 2 or 54; reading level II.
Limitations on Enrollment: None.
Advisories: None.
 This course is a 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: CAM 3; reading level II.
Limitations on Enrollment: None.
Advisories: None.
 This course is a 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 36A Introductory Cambodian Conversation Units 2

Prerequisites: CAM 51 or 52 or CAM 1; reading level II.
Limitations on Enrollment: None.
Advisories: None.
 This course is a skill-building course designed to strengthen fundamental communication patterns based on typical daily situations. (CSU)

CAM 36B Beginning Cambodian Conversation Units 2

Prerequisites: CAM 36A or concurrent enrollment in or completion of CAM 53 or 54 or CAM 2; reading level II.
Limitations on Enrollment: None.
Advisories: None.
 This course is a skill-building course designed to achieve conversational ability based on typical daily situations. (CSU)

CAM 36C Intermediate Cambodian Conversation Units 2

Prerequisites: CAM 36B or concurrent enrollment in or completion of CAM 3; reading level II.
Limitations on Enrollment: None.
Advisories: None.
 This course is a skill-building course designed to refine conversational ability based on typical daily situations. (UC, CSU)

CAM 36D Advanced Cambodian Conversation Units 2

Prerequisites: CAM 36C or concurrent enrollment in or completion of CAM 4; reading level II.

Limitations on Enrollment: None.

Advisories: None.

This course is a skill-building course designed to produce proficiency in oral rhetoric based on typical daily situations. (UC, CSU)

CAM 38A Special Assignment: Listening Units 2

Prerequisites: Concurrent enrollment in or completion of CAM 1 or 51; reading level II.

Limitations on Enrollment: None.

Advisories: None.

This course is a skill-building course with an emphasis on listening. The course is adjusted to meet the special needs of students, and it may be 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; reading level II.

Limitations on Enrollment: None.

Advisories: None.

This course is a skill-building course with an emphasis on pronunciation. The course is adjusted to meet the special needs of students, and it may be 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; reading level II.

Limitations on Enrollment: None.

Advisories: None.

This course is a skill-building course with an emphasis on reading. The course is adjusted to meet the special needs of students, and it may be 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; reading level II.

Limitations on Enrollment: None.

Advisories: None.

This course is a skill-building course with an emphasis on writing. The course is adjusted to meet the special needs of students, and it may be 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 a study and practice in speaking, listening, reading, and writing the Cambodian language. Emphasis is placed on culture and civilization. The combined five units of CAM 51 and CAM 52 are equivalent to Cambodian 1. (UC, CSU)

CAM 52 Elementary Cambodian Units 2.5

Prerequisites: Reading level II; CAM 51.

Limitations on Enrollment: None.

Advisories: None.

This course is a study and practice in speaking, listening, reading, and writing the Cambodian language. Emphasis is placed on culture, and civilization. The combined five units of CAM 51 and CAM 52 are equivalent to Cambodian 1. (UC, CSU)

CAM 53 Elementary Cambodian Units 2.5

Prerequisites: Reading level II; CAM 52.

Limitations on Enrollment: None.

Advisories: None.

This course is a continued practice in speaking, listening, reading, and writing the Cambodian language. Emphasis is placed on language speech patterns, culture, and civilization. The combined five units of CAM 53 and CAM 54 are equivalent to Cambodian 2. (UC, CSU)

CAM 54 Elementary Cambodian Units 2.5

Prerequisites: Reading level II; CAM 53.

Limitations on Enrollment: None.

Advisories: None.

This course is continued practice in speaking, listening, reading, and writing the Cambodian language. Emphasis is placed on language speech patterns, culture and civilization. The combined five units of CAM 53 and CAM 54 are equivalent to Cambodian 2. (UC, CSU)

CHEMISTRY

CHEM 1A General Chemistry Units 5

Prerequisites: CHEM 3A 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 requires 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: 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 General Chemistry Units 4

Prerequisites: MATH 80 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. (UC, CSU, CAN CHEM 6)

CHEM 3B Introduction to General Chemistry Units 4

Prerequisites: Reading 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)

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: Reading level II and 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.

Limitations on Enrollment: None.

Advisories: None.

This course is an introduction to the Chinese language and to the Chinese culture. 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: CHIN 1 or 52.

Limitations on Enrollment: None.

Advisories: None.

This course is an introduction to the Chinese language and to the Chinese culture. 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: CHIN 2 or 54; reading level II.

Limitations on Enrollment: None.

Advisories: None.

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

CHIN 4 Intermediate Chinese Units 5

Prerequisites: CHIN 3; reading level II.

Limitations on Enrollment: None.

Advisories: None.

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

CHIN 11 Elementary Cantonese Units 5

Prerequisites: Reading level II.

Limitations on Enrollment: None.

Advisories: None.

This course is an introduction to the Chinese language in the Cantonese dialect as well as to the culture of South China. Emphasis is placed on the following skills in the order given: listening, speaking, reading, and writing. (UC, CSU)

CHIN 12 Elementary Cantonese Units 5

Prerequisites: CHIN 11; reading level II.

Limitations on Enrollment: None.

Advisories: None.

This course is an introduction to the Chinese language in the Cantonese dialect as well as to the culture of South China. Emphasis is placed on the following skills in the order given: listening, speaking, reading, and writing. (UC, CSU)

CHIN 13 Intermediate Cantonese Units 5

Prerequisites: CHIN 12.

Limitations on Enrollment: None.

Advisories: None.

This course is a continuation of study of the Chinese language in the Cantonese dialect. Efforts to improve reading and composition skills are based on both contemporary and traditional selections. (UC, CSU)

CHIN 14 Intermediate Cantonese Units 5

Prerequisites: CHIN 13.

Limitations on Enrollment: None.

Advisories: None.

This course is a continuation of study of the Chinese language in the Cantonese dialect. Efforts to improve reading and composition skills are based on both contemporary and traditional selections. (UC, CSU)

CHIN 36A Introductory Chinese Conversation Units 2

Prerequisites: CHIN 51 or CHIN 52 or CHIN 1; reading level II.

Limitations on Enrollment: None.

Advisories: None.

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

CHIN 36B Beginning Chinese Conversation Units 2

Prerequisites: Concurrent enrollment in or completion of CHIN 53 or 54 or CHIN 2; reading level II.

Limitations on Enrollment: None.

Advisories: None.

This course is a skill-building course 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; reading level II.

Limitations on Enrollment: None.

Advisories: None.

This course is a skill-building course with emphasis on listening. The course is adjusted to meet the special needs of students, and it may be 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; reading level II.

Limitations on Enrollment: None.

Advisories: None.

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

CHIN 38C Special Assignment: Reading Units 2

Prerequisites: Concurrent enrollment in completion of CHIN 1 or CHIN 51; reading level II.

Limitations on Enrollment: None.

Advisories: None.

This course is a skill-building course with an emphasis on reading. The course is adjusted to meet the special needs of students, and it may be 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; reading level II.

Limitations on Enrollment: None.

Advisories: None.

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

CHIN 50H Special Studies Units 1-2

Prerequisites: Reading level II; 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 students qualified to do advanced work in the field. The course may include research, directed reading, field work, or other advanced study, and the course may be repeated for a maximum of four units. (UC, CSU)

CHIN 51 Elementary Chinese Units 2.5

Prerequisites: Reading level II.

Limitations on Enrollment: None.

Advisories: None.

This course is a study and practice in speaking, listening, reading, and writing the Chinese language. Emphasis is placed on culture and civilization. The combined five units of CHIN 51 and CHIN 52 are equivalent to Chinese 1. (UC, CSU)

CHIN 52 Elementary Chinese Units 2.5

Prerequisites: Reading level II; CHIN 51.

Limitations on Enrollment: None.

Advisories: None.

This course is a study and practice in speaking, listening, reading, and writing the Chinese language. Emphasis is placed on culture and civilization. The combined five units of CHIN 51 and CHIN 52 are equivalent to Chinese 1. (UC, CSU)

CHIN 53 Elementary Chinese Units 2.5

Prerequisites: Reading level II; CHIN 52.

Limitations on Enrollment: None.

Advisories: None.

This course is a continued practice in speaking, listening, reading, and writing the Chinese language. Emphasis is placed on language speech patterns, culture, and civilization. The combined five units of CHIN 53 and CHIN 54 are equivalent to Chinese 2. (UC, CSU)

CHIN 54 Elementary Chinese Units 2.5

Prerequisites: Reading level II; CHIN 53.

Limitations on Enrollment: None.

Advisories: None.

This course is a continued practice in speaking, listening, reading, and writing the Chinese language. Emphasis is placed on language speech patterns, culture, and civilization. The combined five units of CHIN 53 and CHIN 54 are equivalent to Chinese 2. (UC, CSU)

CIVILIZATION

CIVIL 3 Autobiography of Civilization Units 3

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is a survey of the written traditions of the western cultural heritage. Literature is studied as a vehicle of the search for meaning and value from the ancient world to modern times. (UC, CSU)

COMPUTER SCIENCE

C S 11 Computer Science Fundamentals Units 3

Prerequisites: Reading level II.

Corequisites: None.

Limitations on Enrollment: None.

Advisories: None.

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

C S 12A Introduction to MS-DOS Units 0.5

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is a beginning course in the use of the PC-DOS and MS-DOS microcomputer operating systems. The course is intended to acquaint students with no prior experience on microcomputers with elementary DOS commands. (CSU)

C S 12B Advanced MS-DOS Units 1

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is an advanced course in the use the PS-DOS and MS-DOS microcomputer operating systems. The course is designed to give students more sophisticated techniques for handling microcomputers. A basic knowledge of MS-DOS equivalent to CS 12A is expected. (CSU)

C S 13A Introduction to Virtual Memory System Units 0.5

Prerequisites: Reading level II or concurrent enrollment in reading.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to introduce students to the VMS operating system and the commonly used DCL commands. The course is intended to provide a working knowledge of how to create, edit, copy, print, delete, and debug files, create and manage directories, use global files, and set up automatic log-on procedures. In addition, students are introduced to the importance of respecting privacy laws and the moral and ethical aspects involved with using a computer. (CSU)

C S 13M Introduction to the Apple Macintosh Units 1

Prerequisites: Reading level II or concurrent enrollment in reading.

Limitations on Enrollment: None.

Advisories: None.

This course is an introduction lecture and demonstration course in the use of the Apple Macintosh computer. The course is designed to acquaint the student with elementary concepts and procedures needed to use an Apple Macintosh computer. (CSU)

C S 14 Microcomputers and Small Business Systems Units 3

Prerequisites: Reading level II.

Limitations on Enrollment: None.

Advisories: None.

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

C S 14B Microcomputer Evaluation and Installation Units 3

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

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

C S 15 Selected Topics: Computer Science Units 0.5-3

Prerequisites: Reading level II or concurrent enrollment in reading.

Limitations on Enrollment: None.

Advisories: None.

This course is designed for instruction in specialized areas of computer science not already covered by existing curricula. (CSU)

C S 17 Computer Logic Units 3

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

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

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

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

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

C S 19 Electronic Spreadsheets: Microcomputers Units 3

Prerequisites: CS 14 with a grade of "C" or better; reading level II or concurrent enrollment in reading.

Limitations on Enrollment: None.

Advisories: None.

This course is intended to be an in-depth technical exploration of electronic spreadsheets on microcomputers. Assignments are completed using a current program such as LOTUS 1-2-3™. (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 21 Applied Basic Programming for Technology Units 3

Prerequisites: Reading level II or concurrent enrollment in reading; Math 31, or 36, or 87 or concurrent enrollment in Math 31, or 36, or 87.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to emphasize the computational power of the language BASIC for technical problem solving. It offers programming applications in science and technology related to the electrical, electronic, civil, and mechanical engineering areas. Microcomputers are used. (UC, CSU)

C S 24A COBOL Programming Units 3

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

Limitations on Enrollment: None.

Advisories: None.

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

C S 24B Advanced COBOL Programming Units 3

Prerequisites: Reading level II or concurrent enrollment in reading; CS 24A with a grade of "C" or better.

Limitations on Enrollment: None.

Advisories: None.

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

C S 25A ASSEMBLY Language Units 3

Programming: Macro

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

Limitations on Enrollment: None.

Advisories: None.

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

C S 27 Engineering FORTRAN Units 3

Prerequisites: Math 20 or 31 or 36 or 87.

Limitations on Enrollment: None.

Advisories: None.

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

C S 28A BASIC Programming Units 3

Prerequisites: Reading level II or concurrent enrollment in reading; CS 11 or concurrent enrollment in CS 11 or the equivalent.

Limitations on Enrollment: None.

Advisories: None.

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

C S 28B Visual BASIC Programming Units 3

Prerequisites: 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. (CSU)

C S 29 PASCAL Programming Units 4

Prerequisites: Reading level II or concurrent enrollment in reading; completion of 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 PASCAL. PASCAL is a structured language designed to teach structured design and structured programming concepts. General problem solving techniques using these structured concepts are covered along with elementary data structures. Topics covered include string manipulation techniques, arrays, records, lists, queues, stacks, binary trees, and sort methods. (CSU, CAN CSCI 12)

C S 31 C Programming Units 3

Prerequisites: Reading level II or concurrent enrollment in reading; CS 11 and 17 with a grade of "C" or better.

Limitations on Enrollment: None.

Advisories: None.

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

C S 31B C++ Programming Units 3

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

Limitations on Enrollment: None.

Advisories: None.

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

C S 32 Computer Operations Units 3

Prerequisites: Reading level II or concurrent enrollment in reading; one of the following with a grade of "C" or better: CS 21, 22A, 24A, 27, 28A, 29 or 31.

Limitations on Enrollment: None.

Advisories: None.

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

C S 33 Systems Analysis and Design Units 3

Prerequisites: Reading level II or concurrent enrollment in reading; completion of one of the following with a grade of "C" or better: CS 21, 22A, 24A, 25A 27, 28A, 29 or 31.

Limitations on Enrollment: None.

Advisories: None.

This course is the application of systems analysis to business procedures. Various aspects of the systems analysis and design process are included. (CSU)

C S 37 Programming in SMALLTALK Units 3

Prerequisites: Reading level II or concurrent enrollment in reading; C S 17 with a grade of "C" or better.

Limitations on Enrollment: None.

Advisories: None.

This course is an introductory course in SMALLTALK. The course is designed to provide the student with a working knowledge of a pure OOP (Object-Oriented Programming) environment. Students learn basic OOP concepts and practice their implementation in SMALLTALK. (CSU)

C S 38 Introduction to Multimedia Units 1

Prerequisites: C S 13M.

Limitations on Enrollment: None.

Advisories: None.

This course is an introduction to the basic terms and concepts associated with multimedia on an Apple Macintosh microcomputer. Topics covered include creating, running, modifying, saving, and printing animated multimedia presentations. How to create computerized presentations which incorporate sound, digitized camera images, and laser disc still images are covered. Application softwares similar to MacroMind Director are introduced. Students are required to complete several assignments using the computer. (CSU)

C S 42 UNIX Units 3

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

Limitations on Enrollment: None.

Advisories: None.

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

C S 43 Database Design: Micro Units 3

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

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

C S 45 Microsoft Windows Units 1

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

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

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

Prerequisites: Reading level II or concurrent enrollment in reading; completion of all courses in the language or skill in which the project will entail, with a grade of "C" or above; consent of the instructor and division chairperson.

Limitations on Enrollment: None.

Advisories: None.

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

C S 54 Fundamentals of Data Communications Units 3

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

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: Units 1-8
Computer Information Systems**

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 71 Key Data Entry Units 2.5

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to develop basic knowledge and skill on a key to disk data entry system. Emphasis is placed on accuracy and speed to obtain job level proficiency.

**C S 75 Applied Computer Science Units 1-3
Principles**

Prerequisites: Reading level II or concurrent enrollment in reading; CS 12A with a grade of 'C' or better and CS 22A or 24A or 25A or 27 or 28A or 29 or 31 with a grade of 'C' or better.

Limitations on Enrollment: None.

Advisories: None.

This course is under a designated computer science instructor's general tutelage. Students learn how to assist other students in hands-on application. Students perform as computer laboratory assistants applying learned material and performing various tasks as directed by a laboratory supervisor. Assisting other future users in

a hands-on environment, assisting other users to develop operational programs, and assisting in the refinement of debugging skills on a variety of computer equipment. The course may be repeated up to a total of six units.

C S 76 Selected Topics: Computer Science Units 0.5-2

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to enable the College to offer instruction in one of the specialized areas of computer science not already covered by existing curriculum.

C S 80A Introduction to Hypercard Software Units 0.5

Prerequisites: Reading II or concurrent enrollment in reading.

Limitations on Enrollment: None.

Advisories: None.

This course is an introduction to the basic terms and concepts associated with Hypercard as it is used on an Apple Macintosh computer. Topics covered include cards and stacks, background images, creation and use of buttons, creating, modifying, saving, and printing a stack. Students are required to complete several assignments using the computer.

C S 80B Introduction to Business Presentation Software Units 0.5

Prerequisites: Reading level II or concurrent enrollment in reading.

Limitations on Enrollment: None.

Advisories: None.

This course is an introduction to the basic terms and concepts associated with business presentation applications used with Apple Macintosh computers. Topics covered include slides, master slides, borders, lecture note handouts, printing, and saving files. A software package similar to PowerPoint is used. Students are required to complete several assignments using the computer.

C S 80C Introduction to Outlining Software Units 0.5

Prerequisites: Reading level II or concurrent enrollment in reading.

Limitations on Enrollment: None.

Advisories: None.

This course is an introduction to the basic terms and concepts associated with outlining software as it is used on an Apple Macintosh computer. How to create, modify, save, and print a document using an outlining software application is covered. A software package similar to Mindwrite is used. Students are required to complete several assignments using the computer.

C S 80D Introduction to Painting Software Units 0.5

Prerequisites: Reading level II or concurrent enrollment in reading.

Limitations on Enrollment: None.

Advisories: None.

This course is an introduction to the basic terms and concepts associated with painting software applications as they are used on an Apple Macintosh computer. Topics covered include tools, paint and draw modes, and the Bezier curve feature. Software similar to SuperPaint is used. Students are required to complete several assignments using the computer.

C S 98V Work Experience: Units 1-4

Computer Science

Prerequisites: Reading level II or concurrent enrollment in reading; students must meet work experience qualifications through use of the parallel plan of the alternate plan.

Limitations on Enrollment: None.

Advisories: None.

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

CONSTRUCTION TECHNOLOGY

CONST 1 Introduction to Technical Programs Units 2

Prerequisites: Reading level II or concurrent enrollment in reading.

Limitations on Enrollment: None.

Advisories: None.

This course is a hands-on introduction to a variety of skilled trades including auto and diesel mechanics, carpentry, electrical wiring, electronics, sheetmetal, computer-aided drafting, hydraulics, welding, and HVAC (heating, ventilating and air-conditioning). Employers, apprenticeship representatives, and experienced tradeswomen and tradesmen provide practical information about working in technical occupations. Students are assisted in developing career goals and introduced to tool safety. (CSU)

CONST 10 Wood Technology Units 5

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to acquaint students with the uses of woods, their properties, grades, and classifications. Emphasis is placed on understanding the operation, capabilities and maintenance of modern carpentry and mill cabinet equipment. Students develop proficiency in the use and set-up of equipment through small projects. Shop safety is stressed. (CSU)

CONST 51A Mill Cabinet Units 3

Prerequisites: Reading level II or concurrent enrollment in reading.

Limitations on Enrollment: None.

Advisories: None.

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

CONST 51B Beginning Mill Cabinet Units 4

Prerequisites: Reading level II or concurrent enrollment in reading;

CONST 10 or concurrent enrollment in CONST 10.

Limitations on Enrollment: None.

Advisories: None.

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

CONST 51C Intermediate Mill Cabinet Units 4

Prerequisites: Reading level II or concurrent enrollment in reading; CONST 51B; or equivalent.

Limitations on Enrollment: None.

Advisories: None.

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

CONST 51D Advanced Mill Cabinet Units 4

Prerequisites: Reading level II or concurrent enrollment in reading; CONST 51C; or equivalent.

Limitations on Enrollment: None.

Advisories: None.

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

CONST 54 Estimating and Specifications Units 3

Prerequisites: INDUS 94A.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to acquaint students with an accurate, orderly procedure for estimating construction costs. Working from plans and blueprints of residential construction projects are emphasized. (CSU)

CONST 62A Beginning Residential Carpentry Units 10

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to provide students with the opportunity to construct and assemble a residential dwelling. Emphasis is placed on construction of foundation forms, floor systems, wall and ceiling structures, and roof systems. Instruction includes exterior finish, rough plumbing, and concrete walks and floors. The house site is located off campus, dependent on availability. (CSU)

CONST 62B Intermediate Residential Carpentry Units 10

Prerequisites: Reading level II or concurrent enrollment in reading.

Limitations on Enrollment: None.

Advisories: None.

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

CONST 62C Advanced Residential Carpentry Units 10

Prerequisites: Reading level II or concurrent enrollment in reading; CONST 62A or CONST 62B.

Limitations on Enrollment: None.

Advisories: None.

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

CONST 69V Internship: Construction Technology Units 1-8

Prerequisites: None.

Limitations on Enrollment: The student must enroll in a course that is directly related to the construction technology internship. The student must enroll in a minimum of 7 units during the semester 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 74A Introduction to Cabinetmaking Units 4

Prerequisites: Reading level II or concurrent enrollment in reading.

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: Reading level II or concurrent enrollment in reading.

Limitations on Enrollment: None.

Advisories: None.

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

CONST 74C Cabinetmaking Units 4

Prerequisites: Reading level II or concurrent enrollment in reading.

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: Reading level II or concurrent enrollment in reading.

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: Reading level II or concurrent enrollment in reading.

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: Reading level II or concurrent enrollment in reading.

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: Reading level II or concurrent enrollment in reading.

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: Reading level II or concurrent enrollment in reading.

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. (CSU)

CONST 78 The Uniform Building Code Units 2

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to address the occupancy and structural aspects of construction and such requirements as contained in the Uniform Building Code.

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: Reading level II or concurrent enrollment in reading; completion of CONST 48 and/or 49, and/or equivalent.

Limitations on Enrollment: None.

Advisories: None.

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

CONST 89 Methods and Planning Units 3

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to provide lecture and laboratory experiences in developing material and ideas used in the construction industry. The development of structural ideas in relation to building codes are covered. Students build an architectural model.

CONST 90B Mill Cabinet Specialization Units 3

Prerequisites: CONST 51C or equivalent.

Limitations on Enrollment: None.

Advisories: None.

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

CONSTRUCTION TECHNOLOGY: APPRENTICESHIP

A-CON 80A Mill Cabinet 1 Units 4

Prerequisites: Indentured apprentice.

Limitations on Enrollment: None.

Advisories: None.

This course is intended for indentured apprentices and is organized in sequence. This theory course covers mathematics, safety, tools, machines, blueprint reading, materials, estimating, etc. as they apply to mill cabinetry

A-CON 80B Mill Cabinet 1 Units 4

Prerequisites: Indentured apprentice.

Limitations on Enrollment: None.

Advisories: None.

This course is intended for indentured apprentices and is organized in sequence. This theory course covers mathematics, safety, tools, machines, blueprint reading, materials, estimating, etc. as they apply to mill cabinetry.

A-CON 81A Mill Cabinet 2 Units 4

Prerequisites: Indentured apprentice.

Limitations on Enrollment: None.

114 ----- SJDC Catalog 98 - 99 SECTION III, Description of Courses

Advisories: None.

This course is intended for indentured apprentices and is organized in sequence. This theory course covers mathematics, safety, tools, machines, blueprint reading, materials, estimating, etc. as they apply to mill cabinetry.

A-CON 81B Mill Cabinet 2 Units 4

Prerequisites: Indentured apprentice.

Limitations on Enrollment: None.

Advisories: None.

This course is intended for indentured apprentices and is organized in sequence. This theory course covers mathematics, safety, tools, machines, blueprint reading, materials, estimating, etc. as they apply to mill cabinetry.

A-CON 82A Mill Cabinet 3 Units 4

Prerequisites: Indentured apprentice.

Limitations on Enrollment: None.

Advisories: None.

This course is intended for indentured apprentices and is organized in sequence. This theory course covers mathematics, safety, tools, machines, blueprint reading, materials, estimating, etc. as they apply to mill cabinetry.

A-CON 82B Mill Cabinet 3 Units 4

Prerequisites: Indentured apprentice.

Limitations on Enrollment: None.

Advisories: None.

This course is intended for indentured apprentices and is organized in sequence. This theory course covers mathematics, safety, tools, machines, blueprint reading, materials, estimating, etc. as they apply to mill cabinetry.

A-CON 83A Mill Cabinet 4 Units 4

Prerequisites: Indentured apprentice.

Limitations on Enrollment: None.

Advisories: None.

This course is intended for indentured apprentices and is organized in sequence. This theory course covers mathematics, safety, tools, machines, blueprint reading, materials, estimating, etc. as they apply to mill cabinetry.

A-CON 83B Mill Cabinet 4 Units 4

Prerequisites: Indentured apprentice.

Limitations on Enrollment: None.

Advisories: None.

This course is intended for indentured apprentices and is organized in sequence. This theory course covers mathematics, safety, tools, machines, blueprint reading, materials, estimating, etc. as they apply to mill cabinetry.

A-CON 84A Industrial Painting 1 Units 3

Prerequisites: Indentured apprentice.

Limitations on Enrollment: None.

Advisories: None.

This course is intended for indentured apprentices and is organized in sequence. Theory course covering mathematics, safety, tools, machines, blueprint reading, materials, estimating, etc. as they apply to industrial painting.

A-CON 84B Industrial Painting 1 Units 3

Prerequisites: Indentured apprentice.

Limitations on Enrollment: None.

Advisories: None.

This course is intended for indentured apprentices and is organized in sequence. Theory course covering mathematics, safety, tools, machines, blueprint reading, materials, estimating, etc. as they apply to industrial painting.

A-CON 85A Industrial Painting 2 Units 3

Prerequisites: Indentured apprentice.

Limitations on Enrollment: None.

Advisories: None.

This course is intended for indentured apprentices and is organized in sequence. Theory course covering mathematics, safety, tools, machines, blueprint reading, materials, estimating, etc. as they apply to industrial painting.

A-CON 85B Industrial Painting 2 Units 3

Prerequisites: Indentured apprentice.

Limitations on Enrollment: None.

Advisories: None.

This course is intended for indentured apprentices and is organized in sequence. Theory course covering mathematics, safety, tools, machines, blueprint reading, materials, estimating, etc. as they apply to industrial painting.

A-CON 86A Industrial Painting 3 Units 3

Prerequisites: Indentured apprentice.

Limitations on Enrollment: None.

Advisories: None.

This course is intended for indentured apprentices and is organized in sequence. Theory course covering mathematics, safety, tools, machines, blueprint reading, materials, estimating, etc. as they apply to industrial painting.

A-CON 86B Industrial Painting 3 Units 3

Prerequisites: Indentured apprentice.

Limitations on Enrollment: None.

Advisories: None.

This course is intended for indentured apprentices and is organized in sequence. Theory course covering mathematics, safety, tools, machines, blueprint reading, materials, estimating, etc. as they apply to industrial painting.

A-CON 86C Wall Covering Units 3

Prerequisites: Indentured apprentice.

Limitations on Enrollment: None.

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 86D Abrasive and Water Blasting Units 3

Prerequisites: Indentured apprentice.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to introduce the theory and techniques of abrasive and water blasting. The use and operation of abrasive and water blasting equipment will be emphasized according to industry standards.

A-CON 87A Plumbing 1 Units 4

Prerequisites: Indentured apprentice.

Limitations on Enrollment: None.

Advisories: None.

This course is intended for indentured apprentices and it is a course among a sequential number of courses covering the discipline. The theory portion of the sequential courses in include mathematics, safety, tools, machines, blueprint reading, materials, and estimating as they apply to plumbing. The course may be pursued for a maximum number of units in accordance with the number of class hours per semester. Students may opt for a three-hour or a six-hour lecture with laboratory per week class. In addition to the one night per week class meeting, an additional 18 hours outside of class is required per semester.

A-CON 87B Plumbing 1 Units 4

Prerequisites: Indentured apprentice.

Limitations on Enrollment: None.

Advisories: None.

This course is intended for indentured apprentices and it is a course among a sequential number of courses covering the discipline. The theory portion of the sequential courses in include mathematics, safety, tools, machines, blueprint reading, materials, and estimating as they apply to plumbing. The course may be pursued for a maximum number of units in accordance with the number of class hours per semester. Students may opt for a three-hour or a six-hour lecture with laboratory per week class. In addition to the one night per week class meeting, an additional 18 hours outside of class is required per semester.

A-CON 88A Plumbing 2 Units 4

Prerequisites: Indentured apprentice.

Limitations on Enrollment: None.

Advisories: None.

This course is intended for indentured apprentices and it is a course among a sequential number of courses covering the discipline. The theory portion of the sequential courses in include mathematics, safety, tools, machines, blueprint reading, materials, and estimating as they apply to plumbing. The course may be pursued for a maximum number of units in accordance with the number of class hours per semester. Students may opt for a three-hour or a six-hour lecture with laboratory per week class. In addition to the one night per week class meeting, an additional 18 hours outside of class is required per semester.

A-CON 88B Plumbing 2 Units 4

Prerequisites: Indentured apprentice.

Limitations on Enrollment: None.

Advisories: None.

This course is intended for indentured apprentices and it is a course among a sequential number of courses covering the discipline. The theory portion of the sequential courses in include mathematics, safety, tools, machines, blueprint reading, materials, and estimating as they apply to plumbing. The course may be pursued for a maximum number of units in accordance with the number of class hours per semester. Students may opt for a three-hour or a six-hour lecture with laboratory per week class. In addition to the one night

per week class meeting, an additional 18 hours outside of class is required per semester.

A-CON 89A Plumbing 3 Units 4

Prerequisites: Indentured apprentice.

Limitations on Enrollment: None.

Advisories: None.

This course is intended for indentured apprentices and it is a course among a sequential number of courses covering the discipline. The theory portion of the sequential courses in include mathematics, safety, tools, machines, blueprint reading, materials, and estimating as they apply to plumbing. The course may be pursued for a maximum number of units in accordance with the number of class hours per semester. Students may opt for a three-hour or a six-hour lecture with laboratory per week class. In addition to the one night per week class meeting, an additional 18 hours outside of class is required per semester.

A-CON 89B Plumbing 3 Units 4

Prerequisites: Indentured apprentice.

Limitations on Enrollment: None.

Advisories: None.

This course is intended for indentured apprentices and it is a course among a sequential number of courses covering the discipline. The theory portion of the sequential courses in include mathematics, safety, tools, machines, blueprint reading, materials, and estimating as they apply to plumbing. The course may be pursued for a maximum number of units in accordance with the number of class hours per semester. Students may opt for a three-hour or a six-hour lecture with laboratory per week class. In addition to the one night per week class meeting, an additional 18 hours outside of class is required per semester.

A-CON 90A Plumbing 4 Units 4

Prerequisites: Indentured apprentice.

Limitations on Enrollment: None.

Advisories: None.

This course is intended for indentured apprentices and it is a course among a sequential number of courses covering the discipline. The theory portion of the sequential courses in include mathematics, safety, tools, machines, blueprint reading, materials, and estimating as they apply to plumbing. The course may be pursued for a maximum number of units in accordance with the number of class hours per semester. Students may opt for a three-hour or a six-hour lecture with laboratory per week class. In addition to the one night per week class meeting, an additional 18 hours outside of class is required per semester.

A-CON 90B Plumbing 4 Units 4

Prerequisites: Indentured apprentice.

Limitations on Enrollment: None.

Advisories: None.

This course is intended for indentured apprentices and it is a course among a sequential number of courses covering the discipline. The theory portion of the sequential courses in include mathematics, safety, tools, machines, blueprint reading, materials, and estimating as they apply to plumbing. The course may be pursued for a maximum number of units in accordance with the number of class hours per semester. Students may opt for a three-hour or a six-hour lecture with laboratory per week class. In addition to the one night

per week class meeting, an additional 18 hours outside of class is required per semester.

A-CON 90C Industrial Pipe Trades III Units 4

Prerequisites: Indentured apprentice.

Limitations on Enrollment: None.

Advisories: None.

This course is intended for indentured apprentices and it includes the theory and skills used in the steamfitters and pipefitters trade.

A-CON 90D Industrial Pipe Trades IV Units 4

Prerequisites: Indentured apprentice.

Limitations on Enrollment: None.

Advisories: None.

This course is intended for indentured apprentices and it includes the theory and skills used in the steamfitters and pipefitters trade.

A-CON 93B Roofing 2 Units 3

Course Description Not Available.

A-CON 94A Roofing 3 Units 3

Course Description Not Available.

A-CON 94B Roofing 3 Units 3

Course Description Not Available.

A-CON 95S Drywall Units 3

Course Description Not Available.

A-CON 95T Drywall Units 3

Course Description Not Available.

A-CON 96A Drywall Taping Units 3

Course Description Not 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 designed to examine the basic principles of hygiene and sanitation and the application of these principles to food service operations. It also includes safety elements in food service planning, description of maintenance and operation of appropriate food service equipment, and OSHA (Occupational Safety Health Act) regulations. Emphasis is placed on the supervisor's responsibilities in maintaining high sanitation and safety standards. (CSU)

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 Basic Quantity Food Preparation Units 4

Prerequisites: None.

Limitations on Enrollment: None.

Advisories: None.

This course is designed to cover the theory of basic quantity food production techniques and applications. Students are involved in actual meal production and rotate through cafeteria 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: None.

Limitations on Enrollment: None.

Advisories: None.

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

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.

Limitations on Enrollment: None.

Advisories: None.

This course is about the artwork of the food service 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; reading level II or concurrent enrollment in reading.

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: Reading level II or concurrent enrollment in reading.

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: 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.

CUL ART 81 Hors D'Oeuvres Units 0.5

Prerequisites: Reading level II or concurrent enrollment in reading.

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: Reading level II or concurrent enrollment in reading.

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: Reading level II or concurrent enrollment in reading.

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.