## Section IV - Description of New Courses

### Spring 2000

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**A-AUT 81B Auto Body Painting**  
*Units 2*  
*Prerequisites:* None.  
*Limitations on Enrollment:* Indentured Apprentice.  
*Advisories:* None.  
This course is designed to emphasize paint spraying; rubbing and polishing techniques; custom painting tools, materials, and equipment; electromechanical components; apprenticeship programs; and auto body business practices.

**BIM 7B Advanced Word Processing: Concepts and Applications**  
*Units 3*  
*Prerequisites:* BIM 1B or BIM 2 or CS 20 or BIM 7A with a grade of “C” or better.  
*Limitations on Enrollment:* None.  
*Advisories:* None.  
This course is designed to introduce advanced concepts in word processing software. The following topics are emphasized: animating text, adding borders, inserting clip art, drawing shapes and objects, using WordArt, creating tables, using style sheets, designing charts, creating forms, and working with outlines. (CSU)

**BIM 8 Desktop Publishing with Word Processing Software**  
*Units 3*  
*Prerequisite:* BIM 1B or BIM 2 or CS 20 or BIM 7A or BIM 7B with a grade of “C” or better.  
*Limitations on Enrollment:* None.  
*Advisories:* None.  
This course is designed to introduce desktop publishing concepts using word processing software. The student creates specialized documents similar to the following: letterheads, business cards, logos, resumes, address labels, calendars, flyers, brochures, newsletters, reports, manuals, and web pages. (CSU)

**BIM 82 WordPerfect for Windows**  
*Units 2.5*  
*Prerequisites:* None.  
*Limitations on Enrollment:* None.  
*Advisories:* None.  
This course is designed to introduce word processing and desktop publishing concepts using Corel WordPerfect software. The student learns to create, edit, format, save, and print documents that include headers, footers, footnotes, endnotes, watermarks, and text and graphics boxes. In addition, the student uses electronic writing tools, TextArt, mail merge, macro features, styles, templates, drawing tools, clip art, and scanned images.

**BIOL 3 General Botany**  
*Units 4*  
*Prerequisites:* BIOL 1 with a grade of “C” or better; reading level II.  
*Limitations on Enrollment:* None.  
*Advisories:* None.  
This course is a study of the life and activities of plants followed by an introduction to plant physiology, plant structure, plant genetics, plant ecology, plant evolution, and a general survey of the major plant groups. The course is for pre-professional students in the biological sciences and is fundamental for students planning to specialize in forestry, horticulture, agriculture, food processing, pharmacy, and other subjects requiring a scientific knowledge of plant life. Field trips are included. This course meets the CSU general education laboratory science requirement and IGETC requirements. (UC, CSU, CAN BIOL 6)

**BIOL 22 Introduction to Medical Microbiology**  
*Units 4*  
*Prerequisites:* CHEM 3A with a grade of “C” or better.  
*Limitations on Enrollment:* None.  
*Advisories:* A recent general biology course such as BIOL 1 or BIOL 11, is strongly recommended before enrolling in BIOL 22.  
This course is a study of microorganisms with the main emphasis on bacteria and the disease process. Laboratory work includes cultural, morphological, growth requirements and biochemical characteristics of microorganisms as well as field trips to demonstrate practical applications. Basic laboratory skills of the microbiologist are emphasized. The course is recommended for students planning to enroll in SJDC Nursing Program. The student who plans to transfer to a college or university which requires a 5 unit course in bacteriology or microbiology is advised to enroll in BIOL 23.

**BIOL 23 General Microbiology**  
*Units 5*  
*Prerequisites:* CHEM 3A with a grade of “C” or better.  
*Limitations on Enrollment:* None.  
*Advisories:* None.  
This course is the study of the nature and activities of microorganisms and their relationships to human life and human interest. The laboratory activities include bacteriology and mycological techniques, demonstration of physiological activities, isolation and identification of microorganisms, some standard methods employed in water and milk analysis, and field trips to demonstrate practical applications. This course meets introductory requirements for majors in microbiology and for other students requiring knowledge of microbiology. (UC, CSU)

**BUS 35 Multimedia Presentations**  
*Units 3*  
*Prerequisites:* None.  
*Limitations on Enrollment:* None.  
*Advisories:* None.  
This course is designed to introduce concepts required for creating business presentations with text, graphics, and multimedia capabilities. Presentation layout and design techniques are emphasized. (CSU)
BUS 90  Introduction to Telephone Units 1.5
Call Centers
Prerequisites: None.
Limitations on Enrollment: None.
Advisories: None.
This course is an introduction to telephone call center operations. The course includes call center operations and working conditions, expectations of call center employees, call center technology, employee accountability measures, sales techniques, and preparation for employment.

C S 35  Multimedia Presentations Units 3
Prerequisites: None.
Limitations on Enrollment: None.
Advisories: None.
This course is designed to introduce concepts required for creating business presentations with text, graphics, and multimedia capabilities. Presentation layout and design techniques are emphasized. (CSU)

E TECH 23  AutoCAD Customization Units 2
Prerequisites: E TECH 12 or ARCH 12 with a grade of “C” or better.
Limitations on Enrollment: None.
Advisories: None.
This course is designed to introduce advanced applications and customization of AutoCAD software. Topics include blocks and attributes, script files, shape files, menu modification, and an introduction to the Auto LISP programming language. (CSU)

E TECH 24  AutoLISP Programming Units 2
Prerequisites: E TECH 12 or ARCH 12 with a grade of “C” or better.
Limitations on Enrollment: None.
Advisories: None.
This course is designed to introduce the student to programming using AutoLISP, AutoCAD’s applications customization language. Topics include programs using simple sequence, branching, and looping structures. AutoLISP is also used to access and change the drawing database. (CSU)

E TECH 25  Computer Aided Drafting Projects Units 1
Prerequisites: E TECH 12 or ARCH 12 both with a grade of “C” or better.
Limitations on Enrollment: None.
Advisories: None.
This course is designed to apply AutoCAD areas of specialization. The student selects individual projects applicable to an engineering technology discipline. The instructor provides individualized instruction as necessary. (CSU)

E TECH 26  Technical Statics Units 3
Prerequisites: MATH 31; or MATH 36; or MATH 87; with a grade of a “C” or better.
Limitations on Enrollment: None.
Advisories: None.
This course is designed to introduce the theories and fundamentals of forces, their action, and distribution on and within objects at rest. (CSU)

E TECH 70A  Introduction to Human Powered Units 1
Vehicle Design and Construction
Prerequisites: None.
Limitations on Enrollment: None.
Advisories: None.
This course is the study of the design, analysis, construction, testing, and documentation of the human powered vehicle.

E TECH 70B  Beginning Human Powered Units 1
Vehicle Design and Construction
Prerequisites: None.
Limitations on Enrollment: None.
Advisories: None.
This course is the study of the design, analysis, construction, testing, and documentation of the human powered vehicle.

E TECH 70C  Intermediate Human Powered Units 1
Vehicle Design and Construction
Prerequisites: None.
Limitations on Enrollment: None.
Advisories: None.
This course is the study of the design, analysis, construction, testing, and documentation of the human powered vehicle.

E TECH 70D  Advanced Human Powered Units 1
Vehicle Design and Construction
Prerequisites: None.
Limitations on Enrollment: None.
Advisories: None.
This course is the study of the design, analysis, construction, testing, and documentation of the human powered vehicle.

E TECH 76  Applied Statics Units 3
Prerequisites: None.
Limitations on Enrollment: None.
Advisories: MATH 80 with a grade of “C” or better.
This course is an application-oriented approach to solving equilibrium problems dealing with the effects of forces acting on and within objects at rest.

ENG 32D  Seminar in Communications: Units 0.5-2
Reading-Intermediate Tutor Techniques
Prerequisites: None.
Limitations on Enrollment: None.
Advisories: None.
This course is designed for the student, at an intermediate level, who is qualified to work as a content area tutor. Emphasis in training is placed on study skills, learning styles, problem-solving, tutoring techniques and methods, interpersonal relationships, and content analysis. (CSU)

ENG 32F  Seminar in Communications: Units 0.5-2
Reading-Experienced Tutor Techniques
Prerequisites: None.
Limitations on Enrollment: None.
Advisories: None.
This course is designed for the student, at an experienced level, who is qualified to work as a content area tutor. Emphasis in training is placed on study skills, learning styles, problem-solving, tutoring techniques and methods, interpersonal relationships, and content analysis. (CSU)
GUID 18B  Single Parents as Students: Units 1
Campus and Community Resources
Prerequisites: None.
Limitations on Enrollment: None.
Advisories: None.
This course is designed for the Extended Opportunity Programs and Services (EOPS) student enrolled in Cooperative Agencies Resources for Education (CARE). The student obtains educational support information through a series of campus and community presentations. The goal of this course is to empower the student to access the necessary resources needed to be successful in college. (CSU)

GUID 71  Student Leadership Units 1-3
Prerequisites: None.
Limitations on Enrollment: None.
Advisories: None.
This course is designed to allow the student to identify important aspects of leadership. The course acquaints the student with models of leadership through readings, observation, and participation. The student is able to identify and utilize through participatory exercises at least two models of leadership.

GUID 85  Orientation for English as A Second Language (ESL) Units 1
Prerequisites: None.
Limitations on Enrollment: None.
Advisories: None.
This course is designed to provide orientation and counseling to assist the English As a Second Language (ESL) student in establishing a strong relationship with instructional and student services. The course is designed for the student who writes and speaks English as a second language.

L D 77  Assessment and Prescription Units 0.5
Prerequisites: None.
Limitations on Enrollment: Approval by Learning Disabilities Specialist based on qualification for Learning Disabilities program.
Advisories: None.
This course is designed to help the student qualifying for the Learning Disabilities Program to complete the Learning Disabilities Assessment Process. Individual Education Plans are based on individual needs according to the assessment process. In addition to the individualized assessment and prescriptive process, the student receives an introduction to the College and to the Learning Disabilities program. Units earned in this course do not count toward the associate degree.

MATH 85B  Mathematics Laboratory Units 1-3
Techniques: Maple
Prerequisites: MATH 36 or combination of MATH 30 and MATH 31 with a grade of "B" or better.
This course is designed to prepare the student to serve as a laboratory assistant and to aid other students using the Mathematics Laboratory. The student serves as a laboratory assistant.

O H 23 Landscape Irrigation and Drainage Units 3
Prerequisites: None.
Limitations on Enrollment: None.
Advisories: None.
This course is designed to introduce all phases of residential and commercial landscape irrigation including designing, estimating, installing, maintaining, and trouble-shooting. The course includes the components of sprinkler systems, drip irrigation systems, components of drainage, and installation of landscape drainage systems. (CSU)

O H 36 House Plants and Interior Landscaping Units 3
Prerequisites: None.
Limitations on Enrollment: None.
Advisories: None.
This course is designed to introduce interior landscape and the fundamentals of house plant care, including proper plant selection and identification, insect and disease detection, optimum lighting and temperatures, fertilizers and irrigation, repotting techniques, and correction of plant problems. (CSU)
O H 46  Turf Practices  Units 3
Prerequisites: None.
Limitations on Enrollment: None.
Advisories: None.
This course is designed to introduce the maintenance and management of turf areas, including golf courses, athletic fields, public parks, and residential lawns. This course includes the principles of turfgrass culture to provide the student with a sound basis for formulating decisions and methods of operation. (CSU)

O H 60  Pruning of Ornamental Plants  Units 1.5
Prerequisites: None.
Limitations on Enrollment: None.
Advisories: None.
This course is designed to introduce the science of pruning and its effect on plant material. The course includes proper use and maintenance of tools and equipment, and safety is emphasized. (CSU)

O H 91A  Applied Identification of Fall Plants  Units 2
Prerequisites: None.
Limitations on Enrollment: None.
Advisories: None.
This course is designed to introduce approximately 190 ornamental plants used in the landscape of Central California. The course includes environmental requirements, common pests and diseases, growth habits, geographic origins, and uses in the landscape for drought tolerant and native plants.

O H 91B  Applied Identification of Spring Plants  Units 3
Prerequisites: None.
Limitations on Enrollment: None.
Advisories: None.
This course is designed to introduce approximately 190 ornamental plants used in the landscape of Central California. The course includes environmental requirements, common pests and diseases, growth habits, geographic origins, and uses in the landscape for drought tolerant and native plants.

O H 93  Applied Landscape Irrigation and Drainage  Units 3
Prerequisites: None.
Limitations on Enrollment: None.
Advisories: None.
This course is designed to introduce all phases of residential and commercial landscape irrigation including designing, estimating, installing, maintaining, and trouble-shooting. The course includes the components of sprinkler and drip irrigation systems and the development of hands-on skills.

O H 94  Xeriscaping  Units 2
Prerequisites: None.
Limitations on Enrollment: None.
Advisories: None.
This course is designed to prepare the student to research, design, evaluate, and choose materials for landscaping California gardens. The course includes water conservation, management, and harvesting for residential and commercial landscapes.

O H 95  Applied Landscape Maintenance  Units 3
Prerequisites: None.
Limitations on Enrollment: None.
Advisories: None.
This course is designed to enable the student to acquire the skills necessary to successfully maintain residential and commercial landscapes and structures. The course includes fertilization; irrigation repair; pest and disease control; plant and tree installation; pruning; soil amending and mulching; and tree staking.

SP ED 85A  Introduction to Adapted Keyboarding  Units 1
Prerequisites: None.
Limitations on Enrollment: None.
Advisories: None.
This course is designed to introduce basic computer keyboarding skills using adaptive computer technology for the student with physical, communication, and learning disabilities. The course focuses on developing familiarity with the keyboard and touch typing skills for the alphabetic keys at an introductory level. The course includes assessment of individual abilities and prescriptive adaptive software/hardware for maximum success. Units in this course do not apply toward an associate degree.

SP ED 85B  Beginning Adapted Keyboarding  Units 1
Prerequisites: None.
Limitations on Enrollment: None.
Advisories: None.
This course is a beginning-level course in adaptive computer keyboarding. The course focuses on expanding and refining keyboard skills for the student with physical, communication, and learning disabilities using adaptive computer technology. This course expands and builds upon the skills developed in SP ED 85A, “Introduction to Adapted Keyboarding.” Units in this course do not apply toward an associate degree.

SP ED 85C  Intermediate Adapted Keyboarding  Units 1
Prerequisites: None.
Limitations on Enrollment: None.
Advisories: None.
This course is an intermediate-level course in adaptive computer keyboarding. The course focuses on expanding and refining keyboard skills for the student with physical, communication, and learning disabilities using adaptive computer technology. This course expands and builds upon the skills developed in SP ED 85B, “Beginning Adapted Keyboarding.” Units in this course do not apply toward an associate degree.