

## Oceanography (OCN)

Contact the Earth Sciences Department for further information, (760) 744-1150, ext. 2512

### COURSE OFFERINGS

#### OCN 100 Oceanography Lecture (3)

3 hours lecture

**Note:** Not open to students with prior credit in OCN 101

**Transfer acceptability:** CSU; UC – OCN 100/100L and 101 combined: maximum credit, 4 units

An introductory course designed to acquaint the student with general oceanography. Topics treated include the history and scope of oceanography, properties of sea water, ocean currents, ocean waves and tides, submarine morphology and geology, marine sediments, life in the sea, and the significance of the oceans to man.

#### OCN 100L Oceanography Laboratory (1)

3 hours laboratory

**Prerequisite:** Completion of, or concurrent enrollment in, OCN 100

**Note:** Not open to students with prior credit in OCN 101

**Transfer acceptability:** CSU; UC – OCN 100/100L and 101 combined: maximum credit, 4 units

Laboratory and field investigations of marine environments including geologic, physical, chemical, and biological aspects of the ocean and coastal area. The course emphasizes changing physical factors and man's activities as they affect the oceans.

#### OCN 101 Oceanography (4)

3 hours lecture-3 hours laboratory

**Note:** Not open to students with prior credit in OCN 100 or 100L

**Transfer acceptability:** CSU; UC – OCN 100/100L and 101 combined: maximum credit, 4 units

An introductory course in general oceanography including laboratory and field investigations of marine environments. Topics include: the history and scope of oceanography, properties of sea water, ocean currents, ocean waves and tides, submarine morphology and geology, life in the sea, and the significance of the oceans to man. Laboratory portion includes investigation of marine environments including geologic, chemical, physical, and biological aspects of the ocean and coastal area.

#### OCN 115 Coastal Oceanography (3)

3 hours lecture

**Transfer acceptability:** CSU; UC

This course is designed for those interested in learning more about the coastal zone and its relationship with human activities. Students will examine a variety of coastal zones including sandy coastlines, rocky coastlines, coastal wetlands, coral reefs, and glaciated coastlines. Analysis of the coastal types will include investigation of case studies from around the world with a focus on the West Coast U.S. and California. Case studies will include effects of natural coastal processes as well as effects produced by human intervention. Several field trips will be offered. Students are expected to participate in a one-day field trip.

#### OCN 197 Oceanography Topics (.5-4)

Units awarded in topics courses are dependent upon the number of hours required of the student. Any combination of lecture, laboratory, or lecture/laboratory may be scheduled by the department. Refer to Class Schedule.

**Note:** May be taken 4 times

**Transfer acceptability:** CSU; UC – Credit determined by UC upon review of course syllabus.

Topics in Oceanography. See Class Schedule for specific topic covered. Course title will designate subject covered.

#### OCN 295 Directed Study in Oceanography (1,2,3)

Arrange 3, 6, or 9 hours laboratory with department chairperson

**Prerequisite:** OCN 100 or 101

**Note:** May be taken 4 times for a maximum of 6 units

**Transfer acceptability:** CSU; UC – Credit determined by UC upon review of course syllabus.

Individual study in field, library, or laboratory for interested students.

## Office Information Systems (OIS)

Contact the Business Education Department for further information, (760) 744-1150, ext. 2488

Associate in Arts degree requirements, Certificate of Achievement requirements, and Certificate of Proficiency requirements are listed in Section 6 (green pages) of the catalog.

### PROGRAMS OF STUDY

#### Administrative Assistant

This program is designed to prepare the student for entry-level office work in business and industry.

A Certificate of Achievement and/or an AA degree will be awarded to students who successfully complete the requirements listed below.

#### A.A. Degree Major or Certificate of Achievement

Program Requirements	Units
BUS 105 Bookkeeping Fundamentals	3
BUS 110 Business Mathematics	3
BUS 125 Business English	3
OIS 102 Intermediate Keyboarding	3
OIS 103 Advanced Keyboarding	1
OIS 120 Intro to Office Information Systems	3
OIS 136.1 Word Basic Module I	1
OIS 136.2 Word Intermediate Module II	1
OIS 136.3 Word Advanced Module III	1
BUS 175 Excel for Business	1
BUS 180 Access for Business	1
BUS 185 PowerPoint for Business	1
BUS 190 Internet for Business	1
OIS 115 Filing and Records Management	1
OIS 205 Office Procedures	3
OIS 230 Secretarial Machine Transcription	1
CE 100 Cooperative Education	1,2,3,4
Demonstrate the ability to type 50 net words per minute for five minutes with 5 errors or less	0
<b>TOTAL UNITS</b>	<b>29 - 32</b>

Recommended Electives: BUS 186, 188, 205

#### Credit for Certified Professional Secretary (CPS)

##### Certification:

Individuals who hold a certificate as a Certified Professional Secretary (CPS) or Certified Administrative Professional (CAP) may apply to the Business Education Department for units toward an Administrative Assistant Associate of Arts Degree. The units granted, with a grade of "CR", will be posted to the student's transcript upon completion of the remaining Associate in Arts degree. Eligibility for the units will be determined by the Office Information Systems staff, extension 2498. Students must provide evidence of successful completion of the Certified Professional Secretary certification or the Certified Administrative Professional certification.

#### Data Entry Clerk

Provides a program to prepare the student for an entry-level data entry position.

A Certificate of Proficiency will be awarded to students who successfully complete the requirements listed below.

**Certificate of Proficiency**

Program Requirements		Units
OIS 101	Beginning Keyboarding	3
OIS 108	Data Entry Skills I	1
OIS 109	Data Entry Skills II	1
OIS 115	Filing and Records Management	1
OIS 136.1	Word Basic Module I	1
OIS 136.2	Word Intermediate Module II	1
	Demonstrate the ability to key from average copy at a minimum speed of 10,000 strokes per hour with an error rate not to exceed 0.5%	0
<b>TOTAL UNITS</b>		<b>8</b>

**International Administrative Assistant**

This program is designed to prepare the student for entry-level office work in a bilingual business environment.

A Certificate of Achievement and/or an A.A. degree will be awarded to students who successfully complete the requirements listed below.

**A.A. Degree Major or Certificate of Achievement**

Program Requirements		Units
IBUS 100	Intro to Int'l Business and Management	3
IBUS 105	International Marketing	3
IBUS 110	Cultural Environment/Int'l Business	3
BUS 125	Business English	3
OIS 102	Intermediate Keyboarding	3
OIS 120	Intro to Office Information Systems	3
OIS 136.1	Word Basic Module I	1
OIS 136.2	Word Intermediate Module II	1
BUS 175	Excel for Business	1
BUS 180	Access for Business	1
BUS 185	PowerPoint for Business	1
BUS 190	Internet for Business	1
OIS 115	Filing and Records Management	1
OIS 205	Office Procedures	3
CE 100	Cooperative Education	1,2,3,4
	Demonstrate the ability to type 50 net words per minute for five minutes with 5 errors or less	0
<b>TOTAL UNITS</b>		<b>29 – 32</b>

*Recommended Electives: BUS 186, 188, 205*

**Legal Secretary**

Provides a program to prepare the student for entry-level legal office work.

A Certificate of Achievement and/or an A.A. degree will be awarded to students who successfully complete the requirements listed below.

**A.A. Degree Major or Certificate of Achievement**

Program Requirements		Units
BUS 125	Business English	3
BUS 205	Business Writing	3
OIS 102	Intermediate Keyboarding	3
OIS 103	Advanced Keyboarding	1
OIS 120	Intro to Office Information Systems	3
OIS 115	Filing and Records Management	1
OIS 136.1	Word Basic Module I	1
OIS 136.2	Word Intermediate Module II	1
OIS 210	Law Office Procedures I	3
OIS 215	Law Office Procedures II	3
OIS 232.1	Legal Machine Transcription Basic Module I	1
OIS 232.2	Legal Machine Transcription Advance Module II	1
PLS 121	Introduction to Law	3
CE 100	Cooperative Education	1,2,3,4
	Demonstrate the ability to type 60 net words per minute for five minutes with 5 errors or less	0
<b>TOTAL UNITS</b>		<b>28 – 31</b>

Recommended Electives: BUS 105, 110, 115, 175, 180, 185; PLS 245, 246

**Credit for California Certified Legal Secretary (CCLS)**

**Certification:** Individuals who hold a certificate as a California Certified Legal Secretary (CCLS) may apply to the Business Education Department for units toward a Legal Secretary A.A. Degree. The units granted, with a grade of "CR," will be posted to the student's transcript upon completion of the remaining Associate of Art's degree. Eligibility for the units will be determined by the Office Information Systems staff, extension 2498. Students must provide evidence of successful completion of the California Certified Legal Secretary.

**Medical Office Specialist**

Provides specific skills for an entry-level position in a medical office or clinic.

A Certificate of Achievement and/or an A.A. degree will be awarded to students who successfully complete the requirement listed below.

**A.A. Degree Major or Certificate of Achievement**

Program Requirements		Units
MA 55	Medical Terminology and Anatomy	3
MA 56	Medical Terminology and Anatomy	3
MA 60	Medical Insurance	3
BUS 110	Business Mathematics	3
BUS 125	Business English	3
OIS 102	Intermediate Keyboarding	3
OIS 103	Advanced Keyboarding	1
OIS 115	Filing and Records Management	1
OIS 120	Intro to Office Information Systems	3
OIS 136.1	Word Basic Module I	1
OIS 136.2	Word Intermediate Module II	1
OIS 205	Office Procedures	3
OIS 231.1	Medical Machine Transcription, Module I	1
OIS 231.2	Medical Machine Transcription, Module II	1
CE 100	Cooperative Education	1,2,3,4
	Demonstrate the ability to type 45 net words per minute for five minutes with 5 errors or less	0
<b>TOTAL UNITS</b>		<b>31 – 34</b>

Recommended Electives: BUS 105, 175, 180, 185

**Medical Transcriptionist**

Provides specific skills for preparing permanent patient records by transcribing dictated medical reports.

A Certificate of Achievement and/or an A.A. degree will be awarded to students who successfully complete the requirements listed below.

**A.A. Degree Major or Certificate of Achievement**

Program Requirements		Units
MA 55	Medical Terminology and Anatomy	3
MA 56	Medical Terminology and Anatomy	3
BUS 125	Business English	3
OIS 102	Intermediate Keyboarding	3
OIS 103	Advanced Keyboarding	1
OIS 120	Intro to Office Information Systems	3
OIS 136.1	Word Basic Module I	1
OIS 136.2	Word Intermediate Module II	1
OIS 220	Medical Transcription Procedures	3
OIS 231.1	Medical Machine Transcription, Module I	1
OIS 231.2	Medical Machine Transcription, Module II	1
OIS 231.3	Medical Machine Transcription, Module III	1
OIS 231.4	Medical Machine Transcription, Module IV	1
OIS 231.5	Medical Machine Transcription, Module V	1
OIS 231.6	Medical Machine Transcription, Module VI	1
CE 100	Cooperative Education	1,2,3,4
	Demonstrate the ability to type at least 50 net words per minute for five minutes with 5 errors or less	0
<b>TOTAL UNITS</b>		<b>28 – 31</b>

Recommended Electives: BUS 175, 180, 185

**Office Assistant**

Provides a program to prepare the student for an entry-level office assistant position.

A Certificate of Achievement will be awarded to students who successfully complete the requirements listed below.

**Certificate of Proficiency**

Program Requirements		Units
OIS 102	Intermediate Keyboarding	3
BUS 125	Business English	3
OIS 115	Filing and Records Management	1
OIS 120	Intro to Office Information Systems	3
OIS 136.1	Word Basic Module I	1
OIS 136.2	Word Intermediate Module II	1
BUS 175	Excel for Business	1
BUS 190	Internet for Business	1
OIS 205	Office Procedures	3
	Demonstrate the ability to type at least 45 net words per minute for five minutes	0
<b>TOTAL UNITS</b>		<b>17</b>

**Receptionist**

This program is designed to prepare the student for an entry-level receptionist position.

A Certificate of Proficiency will be awarded to students who successfully complete the requirements listed below.

**Certificate of Proficiency**

Program Requirements		Units
BUS 175	Excel for Business	1
BUS 190	Internet for Business	1
OIS 102	Intermediate Keyboarding	3
OIS 115	Filing and Records Management	1
OIS 120	Intro to Office Information Systems	3
OIS 136.1	Word Basic Module I	1
OIS 136.2	Word Intermediate Module II	1
OIS 205	Office Procedures	3
	Demonstrate the ability to type at least 45 net words per minute for five minutes with 5 errors or less	0
<b>TOTAL UNITS</b>		<b>14</b>

**Virtual Assistant**

Prepares students to develop a business as a Virtual Assistant, defined as an independent entrepreneur providing administrative, creative, and/or technical services to clients in a virtual environment.

In order to earn this certificate, students must achieve a minimum grade of "C" in each of the certificate program courses. It is assumed that students possess strong written and oral communication skills, advanced keyboarding skills, and basic computer knowledge.

**Certificate of Proficiency**

Program Requirements		Units
BMGT 105	Small Business Management	3
BUS 138	Business Ethics	2
BUS 155	Marketing	3
BUS 175	Excel for Business	1
BUS 185	PowerPoint for Business	1
BUS 186	Publisher for Business	1
BUS 190	Internet for Business	1
OIS 125	Creating the Virtual Office	3
OIS 136.2	Word Intermediate Module II	1
OIS 136.3	Word Advanced Module III	1
<b>TOTAL UNITS</b>		<b>17</b>

Recommended Electives: BMGT 130; BUS 105, 115, 142, 150, 187; OIS 205

Courses numbered under 100 are not intended for transfer credit.

**COURSE OFFERINGS****OIS 50 CAP Review I (3)**

3 hours lecture

**Note:** Offered in the fall semester only

Designed to help prepare students for the four-part Certified Administrative Professional (CAP) Exam with emphasis in the areas of economics, accounting, and office administration/communication. Students should either have several years of working office experience or have completed an administrative assistant certificate program.

**OIS 51 CAP Review II (3)**

3 hours lecture

**Note:** Offered in the spring semester only

Designed to help prepare students for the four-part Certified Administrative Professional (CAP) Exam with emphasis in the areas of office technology, business law, management, and organizational planning. Students should either have several years of working office experience or have completed an administrative assistant certificate program.

**OIS 101 Beginning Keyboarding (3)**

2 hours lecture-3 hours laboratory

**Transfer acceptability:** CSU

A beginning course in keyboarding on the computer. Class includes learning to keyboard alphabetic, numeric, and symbol keys by touch; developing speed and accuracy in straight copy writing; and keyboarding business documents such as letters, reports, memos, and simple tables.

**OIS 102 Intermediate Keyboarding (3)**

2 hours lecture-3 hours laboratory

**Recommended preparation:** A minimum grade of "C" in OIS 101 or a keyboarding speed of 30 net words per minute

**Transfer acceptability:** CSU

The development of speed and accuracy in keyboarding with emphasis on production of business letters and other business documents and forms.

**OIS 103 Advanced Keyboarding (1)**

Students arrange 32 hours lecture/laboratory with instructor for self-paced completion of course.

**Recommended preparation:** A minimum grade of "C" in OIS 102 or a keyboarding speed of 45 net words per minute

**Note:** Open entry/Open exit

**Transfer acceptability:** CSU

Technique building, special speed building, and control building practices designed to develop and improve straight-copy performance.

**OIS 108 Data Entry Skills I (1)**

Course requires 32 hours lecture/laboratory.

**Recommended preparation:** A minimum grade of "C" in OIS 101 or a keyboarding speed of 30 net words a minute

**Note:** Open entry/Open exit

Development of 10-key touch on the computer numeric keypad. Development and measurement of speed and accuracy in executing keyboard functions applied to a variety of data entry formats.

**OIS 109 Data Entry Skills II (1)**

32 hours lecture/laboratory

**Recommended preparation:** A minimum grade of "C" in OIS 108

**Note:** Open enter/Open exit

Continued speed and accuracy development of 10-key touch on the computer numeric keypad, measurement of speed and accuracy in executing keyboard functions, and development of logical thinking and decision-making skills applied to a variety of forms.

**OIS 115 Filing and Records Management (1)**

Students arrange 32 hours lecture/laboratory with instructor for self-paced completion of course.

**Note:** Open entry/Open exit

**Transfer acceptability:** CSU

Training in principles of filing and records management. Study and practice in filing by the alphabetic, numeric, geographic, and subject methods.

**OIS 120 Introduction to Office Information Systems (3)***3 hours lecture***Note:** Offered in the fall semester, day only; spring semester, night only**Transfer acceptability:** CSU

How automation has changed and restructured the modern office and the specific role technology is playing in that change. Topics covered will include computer fundamentals, key software applications, electronic communications, creation of basic web pages, networking, distance learning, and careers. At the conclusion of this course, students will be prepared to take the IC<sup>3</sup> certification.

**OIS 125 Creating the Virtual Office (3)***3 hours lecture*

An overview course for Virtual Assistants who provide administrative, creative, and/or technical services to clients in a virtual environment. Topics will include naming, organizing, and managing your virtual business; financial planning; time management; evaluating, buying and using technology; domain registration; marketing and promoting the virtual business; how and where to find clients; and business ethics.

**OIS 136 Word Modules I-IV (1,2,3,4)***Each module requires 32 hours lecture/laboratory.***Note:** Each module may be taken two times. May be offered self-paced, open entry/open exit.**OIS 136.1 Word Basic Module I (1)****Recommended preparation:** A minimum grade of "C" in OIS 102 and 120**Transfer acceptability:** CSU

Hands-on application with Microsoft Word. Students will create, save, close, open, edit, and print a variety of business documents utilizing the following software features: finding and replacing text; moving and copying text; spell, thesaurus, grammar, and auto text; character, paragraph, page, and document formatting; envelopes; tables; columns; headers/footers; smart tags; tables; basic desktop publishing; and borders and special characters. The Class Schedule will designate software version covered.

**OIS 136.2 Word Intermediate Module II (1)****Recommended preparation:** A minimum grade of "C" in OIS 136.1**Transfer acceptability:** CSU

Refinement of the basic skills learned in OIS 136.1 and practice with the more sophisticated features of Word on multi-page documents including advanced document formatting, merge and labels; hyperlinks; styles and templates; outlines; footnotes and endnotes; comparing and merging documents; linking and embedding objects; charts; Microsoft Office integration; and basic web page design. In addition, more advanced printing and file management techniques will be explored. The Class Schedule will designate software version covered.

**OIS 136.3 Word Advanced Module III (1)****Recommended preparation:** A minimum grade of "C" in OIS 136.2**Transfer acceptability:** CSU

Refinement of the skills learned in OIS 136.2 and practice with the advanced features of Word on a variety of multi-page business documents including advanced file management; macros; customizing Word; on-screen forms; master and sub documents; tracking changes; index and table of contents; and bookmarks and cross references. The Class Schedule will designate software version covered.

**OIS 136.4 Word Special Projects Module IV (1)****Recommended preparation:** A minimum grade of "C" in OIS 136.3**Transfer acceptability:** CSU

Designed to aid the student in producing individual projects utilizing the Word for Windows software. Content will be decided between the student and the instructor under a signed contract.

**OIS 146 Shorthand Skill Development Modules I-III (1,2,3)**

*Each module requires 32 hours lecture/laboratory. Hours are arranged with instructor for self-paced completion of each module. Open entry/open exit.*

**OIS 146.1 Module I (1)****Recommended preparation:** A minimum grade of "C" in OIS 102 and minimum dictation speed of 60 wpm for three minutes**Theory/Vocabulary:** Emphasis is placed on mastering shorthand theory and vocabulary in writing and transcribing shorthand notes with speed and accuracy.**OIS 146.2 Module II (1)****Recommended preparation:** A minimum grade of "C" in OIS 146.1 and minimum dictation speed of 70 wpm for three minutes**Speed:** Emphasis is placed on further mastering shorthand theory and vocabulary in specialized areas and in writing and transcribing shorthand notes with speed and accuracy.**OIS 146.3 Module III (1)****Recommended preparation:** A minimum grade of "C" in OIS 146.2 and minimum dictation speed of 80 wpm for three minutes**Transcription:** Emphasis is placed on formatting and typing mailable transcripts from office-style dictation and continued speed development to an employable skill level.**OIS 197 Office Information Systems Topics (.5-4)**

Units awarded in topics courses are dependent upon the number of hours required of the student. Any combination of lecture, laboratory, or lecture/laboratory may be scheduled by the department. Refer to Class Schedule.

**Note:** May be taken 4 times**Transfer acceptability:** CSU

Topics in Office Information Systems. See Class Schedule for specific topic offered. Course title will designate subject covered.

**OIS 205 Office Procedures (3)***2 hours lecture-3 hours laboratory***Recommended preparation:** A minimum grade of "C" in OIS 102**Note:** Offered in fall semester, night only; spring semester, day only**Transfer acceptability:** CSU

The role of support personnel in today's office, including topics in human relations, job attitudes, and public relations; basic administrative support skills and applied procedures; practical application of office technologies; applied records management; meeting, travel, and conference planning; management and supervision skills; company politics and ethics; and changing job roles. The last six weeks of the course simulates work in either a general or medical office, depending on the student's major field of study.

**OIS 210 Law Office Procedures I (3)***3 hours lecture***Recommended preparation:** A minimum grade of "C" in OIS 102 and LS 121 or PLS 121**Note:** Offered in fall semester, night only**Transfer acceptability:** CSU

Specialized vocabulary and training for the legal secretary, legal assistant, or paralegal including legal terminology, basic legal office procedures, basic court structure and procedures, legal document preparation, fast-track rules, automated legal office procedures, and legal research.

**OIS 215 Law Office Procedures II (3)***3 hours lecture***Recommended preparation:** A minimum grade of "C" in OIS 210**Note:** Offered in spring semester, night only**Transfer acceptability:** CSU

Specialized vocabulary, training, and office administration for the legal secretary, legal assistant, or paralegal including civil procedure and the latest fast-track rules; unlawful detainer; family law; probate; corporations; and real estate transactions.

**OIS 220 Medical Transcription Procedures (3)***3 hours lecture*

Designed for the medical transcription major. Topics include career information, ethical and legal issues in medical transcription, applied English skills, and techniques for the preparation of a variety of medical reports.

**OIS 230 Secretarial Machine Transcription (1)****Recommended preparation:** A minimum grade of "C" in OIS 102**Transfer acceptability:** CSU**NOTE:** Open entry/open exit

Techniques of transcribing dictation of business documents from transcription equipment. Designed for the Office Information Systems - Administrative Assistant major.

**OIS 231 Medical Machine Transcription Modules I-VI (1,2,3,4,5,6)**

Each module requires 32 hours lecture/laboratory. Hours are arranged with instructor for self-paced completion of each module. Open entry/open exit.

**Module I (1)****Recommended preparation:** A minimum grade of "C" in OIS 102 and 220; MA 55 and 56**Transfer acceptability:** CSU

Basic techniques for transcribing medical dictation from transcription equipment. Medical terminology from the SUM tapes related to the introduction of medical transcription, reports, and dermatology will be included. Designed for the Office Information Systems - Medical Office Specialist or Medical Transcriptionist major.

**Module II (1)****Recommended preparation:** A minimum grade of "C" in OIS 231 Module I**Transfer acceptability:** CSU

Continued development of techniques for transcribing medical dictation from transcription equipment. Medical terminology from the SUM tapes related to urology, gastroenterology, and orthopedics will be included. Designed for the Office Information Systems - Medical Office Specialist or Medical Transcriptionist major.

**Module III (1)****Recommended preparation:** A minimum grade of "C" in OIS 231 Module II**Transfer acceptability:** CSU

Continued development of techniques for transcribing medical dictation from transcription equipment. Medical terminology from the SUM tapes related to cardiology, pulmonary, endocrinology, and obstetrics/gynecology will be included. Designed for the Office Information Systems - Medical Transcriptionist major.

**Module IV (1)****Recommended preparation:** A minimum grade of "C" in OIS 231 Module III**Transfer acceptability:** CSU

Continued development of techniques for transcribing medical dictation from transcription equipment. Medical terminology from the SUM tapes related to otorhinolaryngology, ophthalmology, neurology, and pharmacology will be included. Designed for the Office Information Systems - Medical Transcriptionist major.

**Module V (1)****Recommended preparation:** A minimum grade of "C" in OIS 231 Module IV**Transfer acceptability:** CSU

Advanced medical transcription applications from the American Association of Medical Transcriptionist tapes on radiology, general medicine, and general surgery. Designed for the Office Information Systems - Medical Transcriptionist major.

**Module VI (1)****Recommended preparation:** A minimum grade of "C" in OIS 231 Module V**Transfer acceptability:** CSU

Advanced medical transcription applications from the American Association of Medical Transcriptionist tapes on radiology, general medicine, and general surgery. Designed for the Office Information Systems - Medical Transcriptionist major.

**OIS 232 Legal Machine Transcription Modules I-II (1,2)**

Each module requires 32 hours lecture/laboratory. Hours are arranged with instructor for self-paced completion of each module. Each module may be taken two times. Open entry/open exit.

**OIS 232.1 Legal Machine Transcription Basic Module I (1)****Recommended preparation:** A minimum grade of "C" in OIS 102 and 210**Transfer acceptability:** CSU

Techniques of transcribing legal dictation from transcription equipment. Terminology includes the areas of the lawsuit, family law, and wills and probate. Designed for the Office Information Systems - Legal Secretary major.

**OIS 232.2 Legal Machine Transcription Advanced Module II (1)****Recommended preparation:** A minimum grade of "C" in OIS 232.1**Transfer acceptability:** CSU

Advanced transcription techniques and skill development of multi-page documents and specialized legal reports. Terminology includes the areas of corporations, real estate, and criminal law. Designed for the Office Information Systems - Legal Secretary major.

## Paralegal Studies (PLS)

Contact the Business Education Department for further information, (760) 744-1150, ext. 2488

Associate in Arts degree requirements, Certificate of Achievement requirements, and Certificate of Proficiency requirements are listed in Section 6 (green pages) of the catalog.

### PROGRAM OF STUDY

#### Legal Support Assistant

For students who are interested in working within the legal field. This certificate program prepares the student for entry-level legal work, or enhances the skills of those students already working in law offices, corporations, the courts, or government agencies.

A Certificate of Proficiency will be awarded to students who successfully complete the courses listed below.

#### Certificate of Proficiency

Program Requirements		Units
LS/PLS 121	Introduction to Law	3
LS 145	Legal Ethics	3
PLS 110	Computer for Paralegals-Beg	2
OIS 210	Law Office Procedures I	3
BUS 205	Business Writing	3
OIS 115	Filing and Records Management	1
Demonstrate the ability to type 35 words per minute		
<b>TOTAL UNITS</b>		<b>15</b>

Recommended Electives: BUS 110, 125; OIS 102, 215

### COURSE OFFERINGS

Courses numbered under 100 are not intended for transfer credit.

**PLS 50 CLA Exam Preparation (3)**

3 hours lecture

**Recommended preparation:** Completion of Paralegal Studies Program or seven years experience as a paralegal**Note:** Credit/No Credit grading only

An intensive review of substantive and procedural areas of the law to prepare for the Certified Legal Assistant (CLA) examination offered by the National Association of Legal Assistants. Successful completion of this examination certifies competence in the paralegal field and has been adopted by California as the qualifying standard for paralegals seeking advanced certification in specialty areas of practice.

**PLS 110 Computer Literacy for Paralegals-Beginning (2)***4 hours lecture/laboratory***Transfer acceptability:** CSU

This course is an introduction to computer technology and its application within the law firm with emphasis on word processing, database management, and spreadsheets.

**PLS 120 Introduction to Paralegal Studies and Ethics (3)***3 hours lecture***Transfer acceptability:** CSU

An overview of the role of the paralegal/legal assistant. Introduction to legal terminology, ethics in the law office, management of legal data, and research methods.

**PLS 121 Introduction to Law (3)***3 hours lecture***Note:** Cross listed as LS 121**Transfer acceptability:** CSU

An introduction to law and the legal system. Includes an examination of the federal and state court system, criminal law, civil law, administrative law, and procedural law.

**PLS 130 Client Interviewing and Investigations (2)***2 hours lecture***Prerequisite:** A minimum grade of "C" in PLS 120**Recommended preparation:** A minimum grade of "C" in LS 121 or PLS 121**Transfer acceptability:** CSU

The process of interviewing clients and witnesses by a paralegal in preparing a legal matter for resolution or possible litigation. The investigative process includes both formal and informal investigations by the paralegal.

**PLS 140 Contract Law (3)***3 hours lecture***Prerequisite:** LS/PLS 121**Transfer acceptability:** CSU

This course is intended to provide the student with an in-depth analysis of the law pertaining to contract formation, and the resolution of contract disputes. Students will become familiar with basic contract drafting and interpretation.

**PLS 150 Legal Research (2)***2 hours lecture***Recommended preparation:** A minimum grade of "C" in ENG 100**Note:** Cross listed as LS 150**Transfer acceptability:** CSU

The fundamental aspects of legal research through an in-depth analysis of case law, statutory law and administrative law on both a Federal and State level. It will further instruct the student on the appropriate use of secondary sources used in legal research.

**PLS 155 Legal Writing (1)***1 hour lecture***Prerequisite:** LS/PLS 150 and ENG 100**Note:** Cross listed as LS 155**Transfer acceptability:** CSU

The techniques of legal writing and analysis as applied to the drafting of a legal memorandum, case briefing, and law office correspondence. Using legal research skills developed in PLS 150/LS 150 to formulate written answers, in proper legal format, to legal issues and questions presented.

**PLS 160 Computer Assisted Legal Research (1)***2 hours lecture/laboratory***Prerequisite:** LS/PLS 155**Recommended preparation:** PLS 110 or BUS 170 and 171**Note:** Credit/No Credit grading only**Transfer acceptability:** CSU

Computer assisted legal research addressing the role of the paralegal conducting legal research utilizing CD ROMs, database systems, Westlaw, Lexis, and the Internet.

**PLS 170 Alternative Dispute Resolution (2)***2 hours lecture***Prerequisite:** LS/PLS 121

Alternative Dispute Resolution (ADR) utilizes various processes to

settle disputes without a court adjudication, i.e., an alternative to civil dispute resolution. This course will review minitrial, settlement conference, conciliation, and emphasize negotiation mediation, and arbitration. The role of the paralegal in ADR will be addressed and a review of the essential laws.

**PLS 190 Clinical Studies (3)***9 hours laboratory***Prerequisite:** LS/PLS 121**Note:** Cross listed as LS 190; may be taken 3 times**Transfer acceptability:** CSU

This course provides the student with an opportunity to gain practical work experience within the legal field. The student will complete 120 hours of work at the internship site and attend three seminars during the semester that will focus on transitioning to the work force.

**PLS 197 Paralegal Studies Topics (.5-4)**

Units awarded in topics courses are dependent upon the number of hours required of the student. Any combination of lecture, laboratory, or lecture/laboratory may be scheduled by the department. Refer to Class Schedule.

**Note:** May be taken 4 times**Transfer acceptability:** CSU

Topics in Paralegal Studies. See Class Schedule for specific topic covered. Course title will designate subject covered.

**PLS 210 Computer Literacy for Paralegals – Advanced (2)***4 hours lecture/laboratory***Transfer acceptability:** CSU

This course will prepare the student to perform at an intermediate to advanced level in all areas of computer applications related to the legal profession. The student will be using state of the art software and hardware, receiving hands-on instruction and practical applications in the use of the MSOffice Suite, docket control and legal billing software, PowerPoint presentations using an LCD projection system, online court reporting, record search and retrieval, document scanning, Internet searches, electronic mail, file formats, printing procedures, and file management in a networked environment. The course also includes creation of a portfolio of student work to display computer literacy skills.

**PLS 240 Civil Liberties and Procedures (3)***3 hours lecture***Recommended preparation:** ENG 50 or eligibility for ENG 100**Note:** Cross listed as LS 240**Transfer acceptability:** CSU

The study of the Bill of Rights and Supreme Court decisions focusing on civil rights and liberties. This area of constitutional law exams the relationship between individuals and government. Emphasis is on minority issues such as privacy, personal freedom, political equality, and first amendment jurisprudence.

**PLS 245 Civil Litigation I (3)***3 hours lecture***Prerequisite:** LS/PLS 121**Note:** Cross listed as LS 245**Transfer acceptability:** CSU

The basic principles of civil procedures as they apply to jurisdiction, venue and pleadings required from both complainant and defense as viewed within the California Court System.

**PLS 246 Civil Litigation II (2)***2 hours lecture***Prerequisite:** LS/PLS 245**Transfer acceptability:** CSU

Continuation of Civil Litigation I with an increased emphasis on research and development of in-depth knowledge of selected topics within the field of civil litigation.

**PLS 248 Business Organizations (2)***2 hours lecture***Prerequisite:** LS/PLS 121**Recommended preparation:** PLS 160**Note:** Graded only**Transfer acceptability:** CSU

The role of the paralegal in corporate law will be emphasized with all business organizations reviewed; i.e., sole proprietorship, partnerships, and corporations. The primary focus will be on corporate formation and compliance.

**PLS 251 Probate Law and Procedure (2)***2 hours lecture***Prerequisite:** LS/PLS 121**Transfer acceptability:** CSU

An overview of the procedural structure of basic probate court policies and practice. All necessary forms and pleadings will be examined and prepared.

**PLS 255 Family Law and Procedure (2)***Two hours lecture (2)***Prerequisite:** LS/PLS 121**Transfer acceptability:** CSU

A concentration on domestic relations concerned with such subjects as paternity, custody, support, child care, and separation, with special emphasis given to the dissolution of marriage. The student will prepare the proper forms for dissolution and related matters. Concepts of separate and community property and division of property upon dissolution are also covered. Various other aspects of family law are discussed.

**PLS 258 Bankruptcy Law and Procedure (2)***2 hours lecture***Prerequisite:** LS/PLS 121**Transfer acceptability:** CSU

Introduction to bankruptcy emphasizing both debtor relief and debt collection under the United States Bankruptcy Code. The bankruptcy system is analyzed from an historical as well as a contemporary posture reflecting current practices, philosophies, and bankruptcy alternatives.

**PLS 259 Real Property Law and Procedure (2)***2 hours lecture***Prerequisite:** LS/PLS 121**Transfer acceptability:** CSU

California real property law: titles, community property, liens, sales contracts, escrow, separate property and property transfers. How ownership is acquired, transferred, and the legal rights and duties of the parties. Preparation of the proper forms and documents incident to real estate ownership and leasehold interest.

**PLS 261 Torts and Personal Injury (3)***3 hours lecture***Prerequisite:** LS/PLS 121**Recommended preparation:** PLS 160**Transfer acceptability:** CSU

An overview of substantive tort law with an emphasis on procedure. An examination of negligence and an overview of insurance law, to include forms, and the preparation of an actual case for arbitration and trial.

**PLS 263 Administrative Law and Procedure (2)***2 hours lecture***Prerequisite:** LS/PLS 121**Recommended preparation:** PLS 160**Transfer acceptability:** CSU

The study of Administrative Law to include the legislative process, various agencies, and rule making and adjudication. The focus of this course is on administrative procedure, i.e., the-doing-of administrative law.

**PLS 265 Criminal Law and Procedure (2)***2 hours lecture***Prerequisite:** LS/PLS 121**Recommended preparation:** ENG 100 and LS/PLS 150**Transfer acceptability:** CSU

An overview of substantive criminal law and the criminal justice process with an emphasis on criminal procedures through which criminal law is enforced.

**PLS 270 Intellectual Property (2)***2 hours lecture***Prerequisite:** LS/PLS 121**Transfer acceptability:** CSU

Intellectual Property provides an overview of the law for paralegals who may wish to specialize in this area of practice. This course will focus on the role of the paralegal, as part of the legal team, in protecting patents, trademarks, and copyrights in the global marketplace.

**PLS 271 Elder Law and Procedure (2)***2 hours lecture***Prerequisite:** LS/PLS 121**Recommended preparation:** LS/PLS 150 and LS/PLS 155

Elder Law focuses on a comprehensive review of the law relative to elders, as one the fastest growing areas in the field. The course will cover many different areas of the law having an impact on the elderly, including various important documents used in practice.

**PLS 273 Immigration Law and Procedure (2)***2 hours lecture***Prerequisite:** LS/PLS 121**Recommended preparation:** PLS 160**Note:** Graded only**Transfer acceptability:** CSU

This course will provide an overview of the basic principles of immigration law and procedure. Federal law and cases will be reviewed, along with legal principles of immigration law.

**PLS 275 Employment Law and Practice (2)***2 hours lecture***Prerequisite:** LS/PLS 121**Recommended preparation:** LS/PLS 150 and LS/PLS 155

Employment law for paralegals. An introduction to the regulatory environment, common law principles, and an overview of labor relation law. The course will review ADA, sexual harassment, discrimination, and employees' rights.

**PLS 290 Contemporary Legal Issues (2)***2 hours lecture***Prerequisite:** LS/PLS 150**Note:** Cross listed as LS 290**Transfer acceptability:** CSU

Contemporary legal issues will be explored by leading experts in the field via TV broadcasts. Seminars will be conducted for the purpose of further developing legal issues and completing a research project. Students will be encouraged to submit research projects to AAFPE for publication in the American Association for Paralegal Education Law Journal. This capstone course focuses on advanced legal writing, analysis, and research.

**PLS 295 Directed Study in Paralegal Studies(1,2,3)***3, 6, or 9 hours laboratory***Prerequisite:** Approval of project or research by department chairperson**Note:** May be taken 2 times**Transfer acceptability:** CSU

Independent study for students who have demonstrated skills and/or proficiencies in Paralegal Studies subjects and have the initiative to work independently on projects or research outside the context of regularly scheduled classes. Students will work under the personal supervision of an instructor.

## Parks and Recreation Management (PKS)

Contact Occupational & Noncredit Programs for further information, (760) 744-1150, ext. 2284. For transfer information, consult a Palomar College counselor.

Associate in Arts degree requirements, Certificate of Achievement requirements, and Certificate of Proficiency requirements are listed in Section 6 (green pages) of the catalog.

### PROGRAM OF STUDY

### Parks and Recreation Management

Provides the skills necessary for work in local, state, and national parks and private recreational facilities.

### A.A. Degree Major or Certificate of Achievement

Program Requirements		Units
PKS 100	Resources and Outdoor Recreation	3
PKS 101	Parks Maintenance	3

PKS 102	Plant and Pest Identification	3	recreational facilities. The relationship between improved design in
PKS 103	Parks: Function/Mgmt/Liability	3	park and recreational facilities, efficient maintenance, and reduced
PKS 120	Principles of Plant Growth	3	labor costs.

**Electives - Group I**

(Electives for the municipal park, landscape supervision, and golf course maintenance career track. Select three courses.)

BOT 110	Botany of Spring Wildflowers	4
CSIS 120/		
RCSIS 120	Microcomputer Applications	3
DT/RDT 125	AutoCAD Intro Computer Aided Drafting	3
PKS 110	Elementary Recreational Resource Design	3
PKS 197	Parks Topics	3
CE 100	Cooperative Education	3,4

**Electives - Group II**

(Electives for the park ranger, park guide, and park services career track. Select three courses.)

AIS/ANTH 140	The Original Californians	3
AJ 100	Introduction to Criminal Justice	3
AJ 103	Community Relations	3
BOT 110	Botany of Spring Wildflowers	4
CSIS/		
RCSIS 120	Microcomputer Applications	3
GEOL 110	General Geology: National Parks and Monuments	3
PKS 110	Elementary Recreational Resource Design	3
PKS 197	Parks Topics	3
CE 100	Cooperative Education	3,4

**TOTAL UNITS****24 - 27****PKS 120 Principles of Plant Growth (3)**

3 hours lecture

*Note: Not recommended for Biology majors***Transfer acceptability:** CSU

Plant growth and functions; the basic principles of soil and fertilizer science; the growth of plants in relation to the environmental factors of temperature, water, and light; the cycles of vegetative and reproductive growth.

**PKS 197 Parks Topics (.5-4)**

Units awarded in topics courses are dependent upon the number of ours required of the student. Any combination of lecture, laboratory, or lecture/laboratory may be scheduled by the department. Refer to Class Schedule.

*Note: May be taken 4 times***Transfer acceptability:** CSU

Topics in Parks and Recreation Management. See Class Schedule for specific topic offered. Course title will designate subject covered.

**Philosophy (PHIL)**

Contact the Behavioral Sciences Department for further information, (760) 744-1150, ext. 2330

**COURSE OFFERINGS****PKS 100 Resources and Outdoor Recreation (3)**

3 hours lecture

**Transfer acceptability:** CSU

A course designed to demonstrate to the public the urgent needs and current trends in the management of our natural resources for outdoor recreation. Topics to be covered are history and philosophy of the public park concept, trends and professional opportunities in outdoor recreation, and law enforcement problems.

**PKS 101 Parks Maintenance (3)**

2½ hours lecture and 1½ hours laboratory

Provides current knowledge of the various types of maintenance procedures in public and private parks. Introduces the characteristics and management requirements of various turf grasses with the exposure to the installation and maintenance of them; provides current knowledge of irrigation sprinkler systems in relation to landscape management.

**PKS 102 Plant and Pest Identification (3)**

3 hours lecture

**Transfer acceptability:** CSU

Provides students with the appropriate knowledge to evaluate the characteristics of plants and pests and to correctly identify them by both scientific nomenclature and common names used in the parks and landscape industry. Students will be able to use reference material to aid them in caring for plants and controlling pest problems.

**PKS 103 Parks: Function, Management and Liability (3)**

3 hours lecture

**Transfer acceptability:** CSU

Provides students with the background on reasons for parks, their history, and their development. The course includes discussion of modern day conditions and investigates the role of parks and open spaces in preserving natural and cultural resources, biological corridors, and providing opportunities for high-quality recreation. The course will investigate good park design and maintenance, effective operational principles, and public relations. Additionally, the course will provide an overview of the principles and practices of managing risk in public and private parks and recreational facilities.

**PKS 110 Elementary Recreational Resource Design (3)**

3 hours lecture

**Transfer acceptability:** CSU

The techniques of reading maps and blueprints for park and

**COURSE OFFERINGS****PHIL 100 Philosophical Theories - Ethical and Political Values (3)**

3 hours lecture

**Transfer acceptability:** CSU; UC; CAN PHIL 4

An introduction to philosophical thinking through the study of ethical and political values using a combination problem and historical approach. Relations between philosophical problems and those of science, society, and ordinary life are stressed. Both classical and modern reading sources are used.

**PHIL 101 Philosophical Theories - Knowledge and Reality (3)**

3 hours lecture

**Transfer acceptability:** CSU; UC; CAN PHIL 2

An introductory course to philosophical problems emphasizing methodology and the fundamental problems of knowledge and reality. Detailed consideration is to be given to the empirical method and to rationalism. Readings are taken from both classical and contemporary sources.

**PHIL 102 Analytical Reasoning (3)**

3 hours lecture

**Recommended preparation:** Eligibility for ENG 100**Transfer acceptability:** CSU; UC

Introduction to the relationship of language to logic, with applications of analysis, criticism, inductive and deductive reasoning and kinds of evidence to philosophical problems.

**PHIL 105 Philosophy of Religion (3)**

3 hours lecture

**Transfer acceptability:** CSU; UC

A critical consideration of selected perennial and modern problems: definition and role of religion and religious experience, mysticism, grounds for religious beliefs, and religious ethics. Students will be urged to evaluate critically their views of religion and their own religious beliefs. Both Eastern and Western religions will be considered.

**PHIL 110 Asian Philosophies (3)**

3 hours lecture

**Transfer acceptability:** CSU; UC

A critical examination of the philosophies which originated in Asia, including consideration of the practices which are associated with these belief systems. Several theories of meditation will be discussed. Some comparisons will be made to western attitudes and beliefs.



**PHIL 115 Logic and Critical Thinking** (3)  
*3 hours lecture*  
**Prerequisite:** A minimum grade of "C" in ENG 100  
**Transfer acceptability:** CSU; UC  
 Development of skills for critical thinking including open-mindedness, functions and wayward uses of language, informal fallacies, hypotheses and inductive reasoning, and elementary deductive inference forms. Basic communication skills, especially written, are developed and a critical perspective on world-views is emphasized.

**PHIL 120 Logic** (3)  
*3 hours lecture*  
**Transfer acceptability:** CSU; UC; CAN PHIL 6  
 An analysis of arguments and the cognitive functions of language through the use of modern symbolic techniques.

**PHIL 130 Contemporary Philosophical Movements** (3)  
*3 hours lecture*  
**Note:** May be taken 2 times  
**Transfer acceptability:** CSU; UC  
 A critical examination of philosophical movements that has influenced 20th Century views of the individual, society and reality, such as Existentialism, Marxism, Pragmatism and Transcendentalism. The movement of thought will be approached as an attempt to deal reflectively with certain problems of living in the modern world. The philosophy studied will vary from semester to semester.

**PHIL 135 Pre-Renaissance Western Philosophy** (3)  
*3 hours lecture*  
**Transfer acceptability:** CSU; UC  
 Major Western philosophical views from the early Greeks through the 14th Century. Original philosophical works of the periods will be studied and evaluated through critical thinking and writing.

**PHIL 136 Renaissance and Modern Western Philosophy** (3)  
*3 hours lecture*  
**Transfer acceptability:** CSU; UC  
 Major Western philosophical views from the Renaissance to the present. Original philosophical works of the periods will be studied and evaluated through critical thinking and writing.

**PHIL 191 Verbal Reasoning I** (3)  
*3 hours lecture*  
**Note:** May be taken 4 times  
 Preparation for the Verbal Reasoning section of the Medical College Admission Tests.

**PHIL 192 Verbal Reasoning II** (3)  
*3 hours lecture*  
**Note:** May be taken 4 times  
 Preparation for the Verbal Reasoning section of the Medical College Admission Tests through application of verbal reasoning concepts by learning partners.

**PHIL 197 Philosophy Topics** (.5-6)  
*Units awarded in topics courses are dependent upon the number of hours required of the student. Any combination of lecture, laboratory, or lecture/laboratory may be scheduled by the department. Refer to Class Schedule.*  
**Note:** May be taken 4 times  
**Transfer acceptability:** CSU  
 Topics in Philosophy. See Class Schedule for specific topic covered. Course title will designate subject covered.

**PHIL 255 Literature and Ideas** (3)  
*3 hours lecture*  
**Prerequisite:** Eligibility for ENG 100  
**Note:** Cross listed as ENG 255; may be taken 2 times  
**Transfer acceptability:** CSU; UC  
 Selected major philosophical ideas, questions, and attitudes in significant literature of the world, from the ancient world to the present. The course will trace treatment of a thematic idea through literature of particular times and cultures. Recommended for English and Philosophy majors, and for those interested in broadening their background in the humanities.

**PHIL 295 Directed Study in Philosophy** (1,2,3)  
*1, 2, or 3 hours lecture*  
**Prerequisite:** Enrollment subject to project approval  
**Note:** May be taken 4 times  
**Transfer acceptability:** CSU; UC – Credit determined by UC upon review of course syllabus.  
 An individualized or group project in philosophy of any nature approved by, and under the personal supervision of, the instructor.

## Photography (PHOT)

### See also Journalism

Contact the Communications Department for further information, (760) 744-1150, ext. 2440. For transfer information, consult a Palomar College counselor.

Associate in Arts degree requirements, Certificate of Achievement requirements, and Certificate of Proficiency requirements are listed in Section 6 (green pages) of the catalog.

### PROGRAMS OF STUDY

#### Commercial Photography

This Certificate is designed to provide an avenue for those students interested in pursuing a career as a professional photographer in the areas of advertising photography, product photography, portrait and wedding photography, photojournalism, editorial and documentary photography and other photo related vocations. Courses address technique, aesthetics, ethics and business practices. See course description for specific topics and prerequisites.

#### Certificate of Proficiency

Program Requirements		Units
PHOT/		
JOUR 140*	Photojournalism	3.5
PHOT 209*	Photographic Portfolio	2
PHOT 200*	Commercial Photography	3.5
PHOT 225*	Photographic Portraiture	3
PHOT 230*	Digital Darkroom	3.5
<b>TOTAL UNITS</b>		<b>15.5</b>

\*This course has a prerequisite.

#### Digital Imaging

Prepares students for entry-level position as creator and processor of digital imagery. Layout and creative position in multimedia, internet publishing, digital video, publishing, photography, and motion graphics.

Digital imaging is one of the basic requirements for all electronic communication delivery systems

#### A.A. Degree Major or Certificate of Achievement

Program Requirements		Units
GC/RGC 140	Digital Imaging/Photoshop I	3
GC 141 or	Digital Imaging/Photoshop II	3
GG 147 and	Intermediate Photoshop – Part I	1.5
GC 148	Intermediate Photoshop – Part II	1.5
GC 142	Digital Imaging/Photoshop III	3
GC 204	Motion Graphics for Multimedia-A	3
GC 206	Web Multimedia	3
GC 207	Motion Graphics for Multimedia-B	3
GC 220	Introduction to Painter	3
PHOT 100	Elementary Photography	3.5
PHOT 230	Digital Darkroom	3.5
<b>TOTAL UNITS</b>		<b>28</b>

The Digital Imaging program is also offered in Graphic Communications.

## Fine Art Photography

This certificate is designed to provide an avenue for those students interested in pursuing a career as a fine art photographer. The course work will address a range of technical issues, personal expression, aesthetics, criticism, portfolio development, business practices, and history. See course description for specific topics and prerequisites.

### Certificate of Proficiency

Program Requirements	Units
PHOT 125 History and Criticism of Photography	3
PHOT 201 Elementary Color Negative Printing	3
PHOT 210 Advanced Black and White Photography	3
PHOT 215 Creative Photography	3
PHOT 209 Photographic Portfolio	2
PHOT 216 Alternative Photographic Processes	3
<b>TOTAL UNITS</b>	<b>17</b>

## Photography

### A.A. Degree Major or Certificate of Achievement

Program Requirements	Units
PHOT 100 Elementary Photography	3.5
PHOT 105 Intermediate Black/White Photography	3.5
PHOT 125 History/Criticism of Photography	3
PHOT/	
JOUR 140 Photojournalism	3.5
PHOT 201 Elementary Color Negative Printing	3
PHOT 210 Advanced Black and White Photography	3
PHOT 220 Commercial Photography	3.5
PHOT 225 Photographic Portraiture	3
PHOT 230 Digital Darkroom	3.5
GC/RGC 140 Digital Imaging/Photoshop I	3

### Electives (Select a minimum of 6 units)

PHOT 50 Digital Camera	2
PHOT 110 Basic 35mm Color Photography	3
PHOT 115 Creative 35mm Color Photography	3
PHOT 150 Digital Photography I	3.5
PHOT 170 Photo and Photographers of California	3
PHOT 197A or Photography Topics: Field Studies	
PHOT 197B or Photo Topics: Technical Studies	
PHOT 197C Photography Topics: General	1,2,3
PHOT 202 Intermediate Color Printing	3
PHOT 203 Color Printing Workshop	2
PHOT 209 Photographic Portfolio	2
PHOT 212 Landscape Photography	2
PHOT 215 Creative Photography	3
PHOT 216 Alternative Photo Processes	3
PHOT 296 Special Projects	1,2,3
<b>TOTAL UNITS</b>	<b>38.5</b>

## COURSE OFFERINGS

### PHOT 50 Digital Camera (3)

3 hours lecture

Principles and use of digital cameras for beginners. Understand how your digital camera works and what the menu selections mean. Learn to download image files to your computer, make basic editing changes and how to share your images via web, email and slide presentations. The aesthetics and technology of digital photography will be discussed in lecture and critique sessions of student assignments.

### PHOT 100 Elementary Photography (3.5)

7 hours lecture/laboratory

**Transfer acceptability:** CSU; UC; CAN ART 18

Introduction to the mechanics, optics, chemistry, lighting principles, and practices of elementary photography. Explores the history, aesthetics, and the conceptualization of photographic imagery. Includes darkroom procedures in developing, printing, and finishing black and white photographic materials.

### PHOT 105 Intermediate Black and White Photography (3.5)

7 hours lecture/laboratory

**Prerequisite:** PHOT 100

**Transfer acceptability:** CSU; UC

This course continues the study of the art and techniques associated with black and white photography. Problems relating to small and medium format camera systems and optics will be identified and compared. Further refinement in darkroom procedures and aesthetics will be explored.

### PHOT 110 Basic 35mm Color Photography (3)

3 hours lecture

**Transfer acceptability:** CSU

An introduction to 35mm color slide photography including materials, techniques, and composition. Field trips, critiques, and discussions will be held on assigned topics. No darkroom laboratory.

### PHOT 115 Creative 35mm Color Photography (3)

3 hours lecture

**Prerequisite:** PHOT 100, 105, or 110

**Transfer acceptability:** CSU

Use of the 35mm camera and color films applied to creative solutions to problems relating to color, texture, line, form, and composition. Critique and discussion on assigned subjects. No darkroom laboratory.

### PHOT 125 History and Criticism of Photography (3)

3 hours lecture

**Transfer acceptability:** CSU; UC – PHOT 125 and 170 combined: maximum credit, one course

A survey of the history of photography from its invention to modern times and its development as an art and communication medium. Examines important photographers, their lives and works, in order to establish a critical understanding of photography and its place in our culture.

### PHOT 140 Photojournalism (3.5)

7 hours lecture/laboratory

**Prerequisite:** PHOT 100 or 110

**Note:** Cross listed as JOUR 140

**Transfer acceptability:** CSU

A study of the history and practice of photojournalism, providing specific application through photographing for The Telescope, Palomar College's newspaper. Student must provide own camera.

### PHOT 150 Digital Photography I (3.5)

7 hours lecture/lab

Lecture and laboratory activities will permit each student to discover the applications of electronic imaging for still photographers. Emphasis is placed on digital camera capture, image editing and quality digital output. The aesthetics and technology of digital photography will be discussed in lecture and critique sessions.

### PHOT 170 The Photography and Photographers of California (3)

6 hours lecture/laboratory

**Prerequisite:** PHOT 100

**Note:** May be taken 2 times

**Transfer acceptability:** CSU; UC – PHOT 125 and 170 combined: maximum credit, one course

A survey and comparison of past and present California photographers and their work. An analysis of their philosophies and practices as it applies to the execution of photography as both an art and communication medium. There are numerous visitations with established photographers and galleries. Usually will require one trip of several days outside of the local area.

### PHOT 197A Photography Topics: Field Studies (.5-4)

Units awarded in topics courses are dependent upon the number of hours required of the student. Any combination of lecture, laboratory, or lecture/laboratory may be scheduled by the department. Refer to Class Schedule.

**Note:** May be taken 4 times

**Transfer acceptability:** CSU

Topics in Photography, Field Studies. See Class Schedule for specific topic offered. Course title will designate subject covered.

**PHOT 197B Photography Topics: Technical Studies (5-4)**

Units awarded in topics courses are dependent upon the number of hours required of the student. Any combination of lecture, laboratory, or lecture/laboratory may be scheduled by the department. Refer to Class Schedule.

**Note:** May be taken 4 times

**Transfer acceptability:** CSU

Topics in Photography, Technical Studies. See Class Schedule for specific topic offered. Course title will designate subject covered.

**PHOT 197C Photography Topics: General (5-4)**

Units awarded in topics courses are dependent upon the number of hours required of the student. Any combination of lecture, laboratory, or lecture/laboratory may be scheduled by the department. Refer to Class Schedule.

**Note:** May be taken 4 times

**Transfer acceptability:** CSU

Topics in Photography, General. See Class Schedule for specific topic offered. Course title will designate subject covered.

**PHOT 201 Elementary Color Negative Printing (3)**

7 hours lecture/laboratory

**Prerequisite:** PHOT 105

**Transfer acceptability:** CSU

An introduction to the techniques and aesthetics of color negative printing. History, materials, processes, and vision will be explored.

**PHOT 202 Intermediate Color Printing (3)**

7 hours lecture/laboratory

**Prerequisite:** PHOT 201

**Transfer acceptability:** CSU

A continuation of PHOT 201 with an emphasis on refined color printing skills. Color theory, image content, and printing excellence as well as contemporary issues will be stressed. Color positive printing will be introduced.

**PHOT 203 Color Printing Workshop (2)**

4 hours lecture/laboratory

**Prerequisite:** PHOT 201

**Note:** May be taken 3 times

**Transfer acceptability:** CSU

A continuing investigation of the creative uses of color negative and positive processes using portfolio and book projects to refine color skills. Emphasis on concepts and techniques in color. Students will be required to employ their developing visual literacy, analytical skills and subjective thought.

**PHOT 209 Photographic Portfolio (2)**

4 hours lecture/laboratory

**Prerequisite:** PHOT 105

**Note:** May be taken 3 times

**Transfer acceptability:** CSU

Methods of portfolio design and production, goal setting, market research, resumes, artist statements, cover and inquiry letters and self-promotion for a range of career, scholastic and artistic purposes. Students will be required to employ their developing visual literacy, analytical skills and subjective thought. Field trips and classroom visits by working professionals will be incorporated.

**PHOT 210 Advanced Black and White Photography (3)**

6 hours lecture/laboratory

**Prerequisite:** PHOT 105

**Transfer acceptability:** CSU; UC

An exploration of the creative and technical possibilities through various assignments aimed at developing a personal style and approach to the production of quality black and white photography. A study of the relationship between film exposure and development and its application in the "zone system" is stressed.

**PHOT 212 Landscape Photography (2)**

5 hours lecture/laboratory

**Prerequisite:** PHOT 100

**Note:** May be taken 4 times

**Transfer acceptability:** CSU

A survey and comparison of past and present landscape photography. An analysis of different philosophies and approaches as it applies to different locations. Usually will require one trip of several days outside of the local area.

**PHOT 215 Creative Photography (3)**

7 hours lecture/laboratory

**Prerequisite:** PHOT 100

**Transfer acceptability:** CSU; UC

Exploration of photography as an art form using both conventional and non-conventional silver and non-silver processes to permit broad variations and approaches to photographic expression.

**PHOT 216 Alternative Photographic Processes (3)**

7 hours lecture/laboratory

**Prerequisite:** PHOT 105

**Transfer acceptability:** CSU

A practical, hands-on survey of historical alternatives and contemporary variations to the modern standard photographic process. Silver, Ferric, Dichromate, and Photomechanical possibilities for self expression will be explored. Typical processes learned will include Van Dyke, Cyanotype, Platinum and Palladium Kallotype, Bromoil, and gum printing.

**PHOT 220 Commercial Photography (3.5)**

7 hours lecture/laboratory

**Prerequisite:** PHOT 105

**Transfer acceptability:** CSU

Considerations of professional technical fundamentals in lighting, film, camera systems, and management as applied in studio and location photography for commercial, advertising, and promotional purposes.

**PHOT 225 Photographic Portraiture (3)**

6 hours lecture/laboratory

**Prerequisite:** PHOT 105

**Transfer acceptability:** CSU

Techniques and styles of photographic portraiture. Studio and non-studio applications will be explored using black and white and color films. Emphasis on lighting equipment and techniques.

**PHOT 230 Digital Darkroom (3.5)**

7 hours lecture/laboratory

**Prerequisite:** GC 140 and PHOT 100

**Note:** May be taken 2 times

**Transfer acceptability:** CSU

Introduction to the technology of digital (electronic) photography using traditional and digital cameras, the computer, and industry standard imaging software as the primary photographic processing and manipulation tools. Continuing instruction in digital image processing directed toward photographic output. Exploration of capabilities and use of the digital darkroom.

**PHOT 296 Special Projects (1,2,3)**

3, 6, or 9 hours laboratory

**Prerequisite:** PHOT 105

**Note:** May be taken 3 times

**Transfer acceptability:** CSU

Requires demonstrated proficiency in photography and the creative ability and initiative to work independently on a particular sustained project which does not fit in the context of regularly scheduled classes. Could include portfolio preparation.

## Physical Education (PE)

### See also Athletics and Competitive Sports

Contact the Physical Education Department for further information, (760) 744-1150, ext. 2462. For transfer information, consult a Palomar College counselor.

Associate in Arts degree requirements, Certificate of Achievement requirements, and Certificate of Proficiency requirements are listed in Section 6 (green pages) of the catalog.

**PROGRAMS OF STUDY****Adult Fitness/Health Management**

Training for fitness instructors and lifestyle educators in designing, implementing and managing a variety of health/fitness programs.

**Certificate of Achievement****Program Requirements**

	Units
ZOO 205 Physiology Lecture	3
FCS 165/	
HE 165 Fundamentals of Nutrition	3
HE 100 Health Education and Fitness Dynamics	3
PE 104/	
EME 100 Advanced First Aid	3
PSYC 100/	
SOC 100 Introduction to Psychology	3
CSIS105 Computer Concepts/Microcomputer	3
CE 100 Cooperative Education	2,3,4
BMGT 105 Small Business Management	3

**Group I (Select a minimum of 3 units)**

BUS 140 Salesmanship	3
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**Group II (Select a minimum of 3 units)**

ENG 100 English Composition	4
MATH 120 Elementary Statistics	3
SPCH 100 Oral Communication	3

**Group III (Select a minimum of 3 units)**

FCS 170 Nutrition: Eating Disorders and Obesity	3
PSYC 210 Physiological Psychology	4
PSYC 115 Psychology of Personal Growth	3
SOC 125/	
PSYC 125 Human Sexuality	3

**Group IV (Select a minimum of 3 units)**

PE 165 Coed Softball	1,1.5
PE 125 Physical Fitness	1,1.5
PE 128 Wellness Activities	1,1.5
PE 129 Aerobics/Step	1,1.5
PE 151 Intermediate Weight Training	1,1.5
PE 168 Soccer	1,1.5
PE 161 Intermediate Racquetball	1,1.5
PE 231 Water Safety Instruction	3
PE 232 Teaching Swimming	1,1.5
PE 100 Introduction to Physical Education	2

**TOTAL UNITS 35 - 37**

**Physical Education**

Provides the student with background to begin upper division coursework and serves as preparation for entry level jobs in health clubs, non-credentialed physical education and coaching positions, and as recreation aides. Transfer students should consult the four-year college or university catalog for specific requirements or see a Palomar College counselor.

**A.A. Degree Major****Program Requirements**

	Units
ZOO 205 Physiology Lecture	3
ZOO 200 Anatomy	5
HE/FCS165 Fundamentals of Nutrition	3
HE 100 Health Education and Fitness Dynamics	3
PSYC 100 Introduction to Psychology	3
PE 129 Aerobics/Step	1,1.5
PE 231 Water Safety Instruction	3
PE 100 Introduction to Physical Education	2
PE 104/	
EME 100 Advanced First Aid	3

**Plus 3 of the following team skill courses (An ACS course in these sports may be substituted for one)**

PE 165 Coed Softball	1,1.5
PE 166 Basketball	1
PE 137 Water Polo	1
PE 156 Intermediate Volleyball	1,1.5

PE 168 Soccer	1,1.5
PE 210 Professional Preparation for Football	1,1.5,2
PE 212 Professional Preparation for Baseball	1,1.5,2

**Plus 3 of the following individual skill courses (An ACS course in these sports may be substituted for one)**

PE 118 Intermediate Golf	1,1.5
PE 127 Aquatic Exercises	1,1.5,2
PE 136 Intermediate Swimming	1,1.5
PE 141 Intermediate Tennis	1,1.5
PE 150 Beginning Weight Training	1,1.5
PE 161 Intermediate Racquetball	1,1.5

**TOTAL UNITS 32 - 37**

**COURSE OFFERINGS**

Courses numbered under 50 are non-degree courses.

Courses numbered under 100 are not intended for transfer credit.

An activity may be taken four times for credit. Activity is defined to include all ability levels. (e.g., A student may take a total of only four tennis courses for credit.)

UC – All ACS and PE activity courses combined: maximum credit, 4 units

CSU – No limit on PE activity credit

**PE 47 Physical Education Topics (.5-4)**

*Units awarded in topics courses are dependent upon the number of hours required of the student. Any combination of lecture, laboratory, or lecture/laboratory may be scheduled by the department. Refer to Class Schedule.*

**Note:** May be taken 4 times

Topics in Physical Education. See class schedule for specific topic covered. Course title will designate subject covered.

**PE 83 Cheerleading (3)**

*6 hours lecture/laboratory*

**Prerequisite:** Enrollment subject to audition

**Recommended preparation:** Previous cheerleading experience

**Note:** This is a TBA class and will require travel away from the college on weekends and other dates; may be taken 4 times

Designed to teach the fundamentals of cheerleading. Students will explore practical and theoretical aspects of competitive and non-competitive cheerleading. Students will acquire knowledge of, and respect for, the skills needed to perform at college events and competition.

**PE 100 Introduction to Physical Education (2)**

*2 hours lecture*

**Transfer acceptability:** CSU; UC

An interpretation of the field designed to give the prospective major student an understanding of its scope. History and principles of physical education. Study of the objectives of modern physical education with a view toward the development of a basic philosophy and background for professional education.

**PE 102 Physical Education in Elementary Schools (3)**

*3 hours lecture*

**Transfer acceptability:** CSU

Develop understanding, knowledge, and appreciation of physical education activities adapted to the needs and interests of elementary school children. Experience in planning and conducting physical education programs.

**PE 104 Advanced First Aid (3)**

*3 hours lecture*

**Note:** Cross listed a EME 100

**Transfer acceptability:** CSU; UC

The study and application of emergency medical skills and procedures, including basic anatomy and physiology, terminology, and prevention of disease transmission, for CPR certification from the American Heart Association and/or the American Red Cross.

**PE 110 Beginning Badminton (1,1.5)**

2 or 3 hours lecture/laboratory

**Note:** Maximum of 4 completions in any combination of PE 110, PE 111**Transfer acceptability:** CSU; UC

Recreational and competitive skill levels for beginner and advanced beginner. A development of mental and physical skills such as: interpreting rules and regulations, tactics and strategies, sport etiquette and sport-specific motor skills.

**PE 111 Intermediate Badminton (1,1.5)**

2 or 3 hours lecture/laboratory

**Note:** Maximum of 4 completions in any combination of PE 110, PE 111**Transfer acceptability:** CSU; UC

Development of competency in badminton strokes, and defensive and offensive tactics in singles and doubles match play.

**PE 112 Yoga (1,1.5,2)**

2, 3 or 4 hours lecture/laboratory

**Note:** May be taken 4 times**Transfer acceptability:** CSU; UC

Investigation and practice of the principles of Physical Hatha Yoga. Emphasis is on improved body alignment, joint flexibility, muscle tone and breathing.

**PE 114 Walkfit (1,1.5)**

2 or 3 hours lecture/laboratory

**Note:** May be taken 4 times**Transfer acceptability:** CSU; UC

Instruction and training in walking techniques to increase endurance and fitness levels.

**PE 115 Bowling (1.5)**

3 hours lecture/laboratory

**Transfer acceptability:** CSU; UC

Competency development in selection of ball, approach, delivery, scoring, and league experience. Class meets off-campus.

**PE 116 Aikido (1,1.5,2)**

2, 3, or 4 hours lecture/laboratory

**Note:** May be taken 4 times**Transfer acceptability:** CSU; UC

Introduction to and a survey of Aikido, a non-aggressive, non-competitive martial art. Based upon a philosophy that underscores the importance of harmony with nature and control of body and mind. The significance of good posture, physical skill, reflexes, responsibility, and etiquette is emphasized.

**PE 117 Beginning Golf (1,1.5)**

2 or 3 hours lecture/laboratory

**Note:** Maximum of 4 completions in any combination of PE 117, PE 118, PE 119, PE 216 (Golf)**Transfer acceptability:** CSU; UC

Skill development in the use of various clubs, scoring, and playing etiquette.

**PE 118 Intermediate Golf (1,1.5)**

2 or 3 hours lecture/laboratory

**Note:** Maximum of 4 completions in any combination of PE 117, PE 118, PE 119, PE 216 (Golf)**Transfer acceptability:** CSU; UC

A course designed for those students who are not ready to play on a regulation golf course but have mastered the basic skills of beginning golf. This course will include the techniques (pitching, chipping, putting, sand shots and wood shots) that should enable the student to play a successful round of golf. Rules, situation analysis, and course strategy will also be covered.

**PE 119 Advanced Golf (1,1.5)**

2 or 3 hours lecture/laboratory

**Note:** Maximum of 4 completions in any combination of PE 117, PE 118, PE 119, PE 216 (Golf)**Transfer acceptability:** CSU; UC

Development of playing strategies. Emphasis on swing techniques and mental approach to golf game. Wise use of practice time. Competency in the rules of golf. Classes held off-campus.

**PE 120 Beginning Surfing (1,1.5)**

2 or 3 hours lecture/laboratory

**Note:** May be taken 4 times; maximum of 4 completions in any combination of PE 120; 121**Transfer acceptability:** CSU

Introduction to beginning surfing is designed to meet the needs of the beginning level surfer. Instruction will cover such topics as: historical perspectives of surfing, ocean safety, surfing etiquette, wave selection, proper paddling and appropriate take-off procedures. Students will be required to provide their own equipment.

**PE 121 Intermediate Surfing (1,1.5)**

2 or 3 hours lecture/laboratory

**Note:** May be taken 4 times; maximum of 4 completions in any combination of PE 120; 121**Transfer acceptability:** CSU

Concepts of intermediate surfing are designed for the intermediate level surfer who can negotiate waves and do basic turns on a consistent basis. Ocean knowledge such as currents, wave development, wind pattern and ocean floor terrain will be presented. Students will be taught short and longboard maneuvers such as: Duck dive, cutback, "off the lip", roundhouse, sideslip, crossover and walk to nose. Students will become confident in riding surf, four feet or larger. Students will be required to provide their own equipment.

**PE 125 Physical Fitness (1,1.5,2)**

2, 3, or 4 hours lecture/laboratory

**Note:** May be taken 4 times**Transfer acceptability:** CSU; UC

Training in endurance, flexibility, and strength. Methods to achieve training include: swimming, running, walking, step bench, weight training, strength training, and/or cycling. Emphasis is on pre-testing, post-testing, and the development of personal fitness.

**PE 127 Aquatic Exercises (1,1.5,2)**

2, 3, or 4 hours lecture/laboratory

**Transfer acceptability:** CSU; UC

Rhythmical and aerobic movement in water designed to improve flexibility, strength, and endurance.

**PE 128 Wellness Activities (1,1.5,2)**

2, 3, or 4 hours lecture/laboratory

**Note:** Open entry/Open exit; Credit/No Credit grading only; may not be taken as an audit.**Transfer acceptability:** CSU; UC

Physical conditioning through aerobic fitness, flexibility, and resistance training programs. Activities include treadmill, stairmaster, stationary biking, rowing, and weight machines. Individualized tests determine the conditioning program and the level of performance expected.

**PE 129 Aerobics/Step (1,1.5,2)**

2, 3, or 4 hours lecture/laboratory

**Transfer acceptability:** CSU; UC

Improve cardiovascular fitness through a variety of aerobic exercises. The development of strength, endurance, flexibility, and coordination using optional resistance equipment such as step benches, hand weights, and flex bands.

**PE 130 Individualized Fitness Exercise (1,1.5,2)**

2, 3, or 4 hours lecture/laboratory

**Note:** May be taken 4 times**Transfer acceptability:** CSU; UC

An interdisciplinary course focusing on specific aspects of fitness including physical, mental, and emotional parameters. May include, but not limited to, physical performance, stress management, weight management, self-esteem, behavior modification, and injury rehabilitation.

**PE 132 Intermediate Skiing (1,1.5)**

2 or 3 hours lecture/laboratory

**Transfer acceptability:** CSU; UC

Intermediate snow skiing. Emphasis on performance, techniques and conditioning. Intermediate techniques on dry land.

**PE 135 Beginning Swimming (1,1.5)**

2 or 3 hours lecture/laboratory

**Note:** Maximum of 4 completions in any combination of PE 135, PE 136, PE 214 (Swimming)

**Transfer acceptability:** CSU; UC

Basic swimming strokes with an emphasis on skill development.

**PE 136 Intermediate Swimming (1,1.5)**

2 or 3 hours lecture/laboratory

**Note:** May be taken 4 times; maximum of 4 completions in any combination of PE 135, PE 136, PE 214 (Swimming)

**Transfer acceptability:** CSU; UC

Intermediate swimming strokes, starts, and turns. Basic diving techniques, water survival, and rescue techniques. Emphasis on skill development and conditioning.

**PE 137 Water Polo (1)**

2 hours lecture/laboratory

**Note:** May be taken 4 times; maximum of 4 completions in any combination of PE 137, PE 170 (Water Polo), PE 214 (Water Polo)

**Transfer acceptability:** CSU; UC

Development of ball-handling skills, swimming conditioning, performance of offensive and defensive tactics, and game strategies.

**PE 140 Beginning Tennis (1,1.5)**

2 or 3 hours lecture/laboratory

**Note:** Maximum of 4 completions in any combination of PE 140, PE 141, PE 142, PE 216 (Tennis)

**Transfer acceptability:** CSU; UC

Introduction to basic tennis strokes, footwork, rules, and scoring.

**PE 141 Intermediate Tennis (1,1.5)**

2 or 3 hours lecture/laboratory

**Note:** May be taken 4 times; maximum of 4 completions in any combination of PE 140, PE 141, PE 142, PE 216 (Tennis)

**Transfer acceptability:** CSU; UC

Competency development in tennis strokes, defensive and offensive tactics, and match play.

**PE 142 Advanced Tennis (1,1.5)**

2 or 3 hours lecture/laboratory

**Note:** Maximum of 4 completions in any combination of PE 140, PE 141, PE 142, PE 216 (Tennis)

**Transfer acceptability:** CSU; UC

Designed primarily for competitive play with stress on court position and strategy.

**PE 150 Beginning Weight Training (1,1.5)**

2 or 3 hours lecture/laboratory

**Note:** Maximum of 4 completions in any combination of PE 150, PE 151

**Transfer acceptability:** CSU; UC

Developing basic skills, coordination, muscular tone, and strength through the use of weight machines and free weights.

**PE 151 Intermediate Weight Training (1,1.5)**

2 or 3 hours lecture/laboratory

**Note:** Maximum of 4 completions in any combination of PE 150, PE 151

**Transfer acceptability:** CSU; UC

Advanced work for toning and muscular development through the use of weights, variable resistance machines, and other weight devices.

**PE 155 Beginning Volleyball (1,1.5)**

2 or 3 hours lecture/laboratory

**Note:** Maximum of 4 completions in any combination of PE 155, PE 156, PE 157, PE 170 (Volleyball)

**Transfer acceptability:** CSU; UC

Beginning skills in volleyball including passing, setting, hitting, and serving. Drills and team play.

**PE 156 Intermediate Volleyball (1,1.5)**

2 or 3 hours lecture/laboratory

**Note:** May be taken 4 times; maximum of 4 completions in any combination of PE 155, PE 156, PE 157, PE 170 (Volleyball)

**Transfer acceptability:** CSU; UC

Advanced work on fundamentals including blocking and defense, with emphasis on team drills and team play.

**PE 157 Advanced Volleyball (1,1.5)**

2 or 3 hours lecture/laboratory

**Note:** Maximum of 4 completions in any combination of PE 155, PE 156, PE 157, PE 170 (Volleyball)

**Transfer acceptability:** CSU; UC

Advanced techniques of volleyball with emphasis on competitive play.

**PE 160 Beginning Racquetball (1,1.5)**

2 or 3 hours lecture/laboratory

**Note:** Maximum of 4 completions in any combination of PE 160, PE 161

**Transfer acceptability:** CSU; UC

Racquetball fundamentals including terminology, etiquette, safety, rules, grip, court position, backhand, forehand, drive serve, and lob serve will be demonstrated and practiced.

**PE 161 Intermediate Racquetball (1,1.5)**

2 or 3 hours lecture/laboratory

**Note:** Maximum of 4 completions in any combination of PE 160, PE 161

**Transfer acceptability:** CSU; UC

Intermediate racquetball skills including ceiling shots, passing shots, corner shots, 3-wall shots, "junk" and z-serves will be demonstrated and practiced in playing matches.

**PE 165 Coed Softball (1,1.5)**

2 or 3 hours lecture/laboratory

**Note:** Maximum of 4 completions in any combination of PE 165, PE 170 (Softball)

**Transfer acceptability:** CSU; UC

Basic skills of slow pitch, fast pitch, and over-the-line softball. Includes rules, basic skills, and play.

**PE 166 Basketball (1)**

2 hours lecture/laboratory

**Transfer acceptability:** CSU; UC

**Note:** Maximum of 4 completions in any combination of PE 166, PE 170 (Basketball), PE 211

Basic basketball skills including passing, shooting, dribbling, ball handling, and rebounding. Team play, offensive sets, and defensive patterns will be emphasized.

**PE 168 Soccer (1,1.5)**

2 or 3 hours lecture/laboratory

**Note:** Maximum of 4 completions in any combination of PE 168, PE 170 (Soccer)

**Transfer acceptability:** CSU; UC

Beginning skills in soccer. Analysis of individual positions, rules, basic drills, and team play.

**PE 170 Team Sports (1,1.5)**

2 or 3 hours lecture/laboratory

**Note:** May be taken 4 times; maximum of 4 completions in any combination of courses for the same sport; For Football, PE 170 (Football), PE 210; For Volleyball, PE 155, PE 156, PE 157, PE 170 (Volleyball); For Soccer, PE 168, PE 170 (Soccer); For Softball, PE 165, PE 170 (Softball); For Baseball, PE 170 (Baseball), PE 212; For Basketball, PE 166, PE 170 (Basketball), PE 211; For Wrestling, PE 170 (Wrestling), PE 215, 216 (Wrestling); For Water Polo, PE 137, PE 170 (Water Polo), PE 214 (Water Polo)

**Transfer acceptability:** CSU; UC

Instruction and participation in team sports for advanced players. Team sports offered include football, volleyball, soccer, softball, baseball, basketball, wrestling, and water polo. See Class Schedule for particular sport(s) offered each semester.

**PE 175A Psychology of Specific Athletic Competition – Contact (2)**

2 hours lecture

**Transfer acceptability:** CSU

Psychological, mental, and physical preparation for the competitive athlete.

**PE 175B Psychology of Specific Athletic Competition – Minimal Contact (2)**

2 hours lecture

**Transfer acceptability:** CSU

Psychological, mental, and physical preparation for the competitive athlete.

**PE 175C Psychology of Specific Athletic Competition – Non-Contact (2)**

2 hours lecture

**Transfer acceptability:** CSU

Psychological, mental, and physical preparation for the competitive athlete.

**PE 175D Psychology of Specific Athletic Competition – Skilled (2)**

2 hours lecture

**Transfer acceptability:** CSU

Psychological, mental, and physical preparation for the competitive athlete.

**PE 176 Athletic Training (3)**

3 hours lecture

**Transfer acceptability:** CSU; UC

An overview of the field of sports medicine with an emphasis on the prevention, recognition, evaluation, first-aid, and treatment of athletic injuries.

**PE 180 Adaptive Outdoor Activities (1,1.5)**

2 or 3 hours lecture/laboratory

**Note:** May be taken 4 times

**Transfer acceptability:** CSU; UC

Planning of, participation in, and evaluation of a variety of sports and other outdoor activities adapted to disabled students. Emphasis will be on self-reliance, organization of personal belongings, problem solving situations, interpersonal relations, and meeting new challenges.

**PE 181 Adaptive Aquatics (1,1.5)**

2 or 3 hours lecture/laboratory

**Note:** May be taken 4 times

**Transfer acceptability:** CSU; UC

Basic swimming, survival strokes, and water orientation adapted to individual student's disability.

**PE 182 Adaptive Weight Training (1,1.5)**

2 or 3 hours lecture/laboratory

**Note:** May be taken 4 times

**Transfer acceptability:** CSU; UC

Resistance activities designed to meet specific needs of the student with a disability. Development and maintenance of a level of strength, flexibility, and cardiovascular endurance in order to facilitate independence of movement and rehabilitation of specific muscle groups.

**PE 183 Adaptive Skiing (1,1.5)**

2 or 3 hours lecture/laboratory

**Note:** May be taken 4 times

**Transfer acceptability:** CSU; UC

Snow skiing using adapted equipment where appropriate. Field trip to ski area required. Expenses, except for transportation, to be borne by student.

**PE 184 Adaptive Body Conditioning (1,1.5)**

2 or 3 hours lecture/laboratory

**Note:** May be taken 4 times

**Transfer acceptability:** CSU; UC

Training to increase endurance, flexibility, and strength. Emphasis on individual fitness profile.

**PE 190 Theory of Softball (2)**

2 hours lecture

**Transfer acceptability:** CSU; UC – PE 101, 190 and 206-225 combined: maximum credit, 8 units

Fastpitch softball rules, playing techniques, coaching strategies, and practice organization. CSU; (UC - max credit for PE 101, 190 and 206-225, 8 units)

**PE 197 Topics in Physical Education (.5-4)**

Units awarded in topics courses are dependent upon the number of hours required of the student. Any combination of lecture, laboratory, or lecture/laboratory may be scheduled by the department. Refer to Class Schedule.

**Note:** May be taken 4 times

**Transfer acceptability:** CSU; UC – Credit determined by UC upon review of course syllabus.

Topics in Physical Education. See Class Schedule for specific topic offered. Course title will designate subject covered.

**PE 205 In-Off Season Sports Conditioning (1,1.5)**

2 or 3 hours lecture/laboratory

**Note:** May be taken 4 times

**Transfer acceptability:** CSU; UC

In-off season training for men and women preparing for intercollegiate sports. Weights, agility, and running skills will be emphasized.

**PE 206 Coaching of Women's Team Sports (1,1.5,2)**

2, 3, or 4 hours lecture/laboratory

**Note:** May be taken 4 times

**Transfer acceptability:** CSU; UC – PE 101, 190 and 206-225 combined: maximum credit, 8 units

The application and development of knowledge, skills, and strategy as they apply to intercollegiate competition. Fall semester: volleyball and soccer. Spring semester: basketball and softball.

**PE 210 Professional Preparation for Football (1,1.5,2)**

2, 3, or 4 hours lecture/laboratory

**Note:** May be taken 4 times; maximum of 4 completions in any combination of PE 170 (Football), PE 210

**Transfer acceptability:** CSU; UC – PE 101, 190 and 206-225 combined: maximum credit, 8 units

Development of fundamental skills with emphasis on history, rules, styles, game strategy, current developments, preparation of teams for games and weekly practice schedules, and anticipated innovations for the future.

**PE 211 Professional Preparation for Basketball (1,1.5,2)**

2, 3, or 4 hours lecture/laboratory

**Note:** Maximum of 4 completions in any combination of PE 166, PE 170 (Basketball), PE 211

**Transfer acceptability:** CSU; UC – PE 101, 190 and 206-225 combined: maximum credit, 8 units

Development of fundamental skills with emphasis on history, rules, styles, game strategy, current developments, preparation of teams for games and weekly practice schedules, and anticipated innovations for the future.

**PE 212 Professional Preparation for Baseball (1,1.5,2)**

2, 3, or 4 hours lecture/laboratory

**Note:** May be taken 4 times; maximum of 4 completions in any combination of PE 170 (Baseball), PE 212

**Transfer acceptability:** CSU; UC – PE 101, 190 and 206-225 combined: maximum credit, 8 units

Development of fundamental skills with emphasis on history, rules, styles, game strategy, current developments, preparation of teams for games and weekly practice schedules, and anticipated innovations for the future.

**PE 214 Professional Preparation for Water Sports (1,1.5,2)**

2, 3, or 4 hours lecture/laboratory

**Note:** May be taken 4 times; maximum of 4 completions in any combination of courses for the same sport: For Swimming, PE 135, PE 136, PE 214 (Swimming); For Water Polo, PE 137, PE 170 (Water Polo), PE 214 (Water Polo)

**Transfer acceptability:** CSU; UC – PE 101, 190 and 206-225 combined: maximum credit, 8 units

Development of fundamental skills with emphasis on history, rules, styles, game strategy, current developments, preparation of teams for games, weekly practice schedules, and anticipated innovations for the future.

**PE 215 Professional Preparation for Wrestling (1,1.5,2)**

2, 3, or 4 hours lecture/laboratory

**Note:** May be taken 4 times; maximum of 4 completions in any combination of PE 170 (Wrestling), PE 215, PE 216 (Wrestling)

**Transfer acceptability:** CSU; UC – PE 101, 190 and 206-225 combined: maximum credit, 8 units

Development of fundamental skills with emphasis on history, rules, styles, game strategy, current developments, preparation of teams for games and weekly practice schedules, and anticipated innovations for the future.

**PE 216 Professional Preparations for Individual Sports (Golf, Tennis, and Wrestling) (1,2)**

2 or 4 hours lecture/laboratory

**Note:** May be taken 4 times; maximum of 4 completions in any combination of courses for the same sport; For Golf, PE 117, PE 118, PE 119, PE 216 (Golf); For Tennis, PE 140, PE 141, PE 142, PE 216 (Tennis); For Wrestling, PE 170 (Wrestling), PE 215, PE 216 (Wrestling)

**Transfer acceptability:** CSU; UC – PE 101, 190 and 206-225 combined: maximum credit, 8 units

Development of fundamental skills with emphasis on history, rules, styles, game strategy, current developments, preparation for games and matches, weekly practice schedules, and anticipated innovations for the future.

**PE 229 Lifeguarding (1.5)**

1½ hours lecture

**Prerequisite:** Ability to swim 500 yards continuously

**Transfer acceptability:** CSU; UC

Follows American Red Cross curriculum lifeguard training and professional rescuer CPR. National certifications can be earned upon successful completion of two topic areas. An individual will have basic preparation for aquatic lifeguard job opportunities in California.

**PE 230 Lifeguarding and Emergency Response (3)**

3 hours lecture

**Prerequisite:** Ability to swim 500 yards continuously

**Transfer acceptability:** CSU; UC

Follows American Red Cross curriculum lifeguard training, professional rescuer CPR and emergency response. National certifications can be earned upon successful completion of all three topic areas. Prepares an individual for aquatic lifeguard job opportunities in California.

**PE 231 Water Safety Instruction (3)**

3 hours lecture

**Transfer acceptability:** CSU; UC

American Red Cross Instructor candidate training and water safety instruction. Follows the National Red Cross instructor course, learning levels of basic swim instruction, aquatic activities, and emergency rescue. National certifications can be earned by students 17 years of age or older upon successful completion of topics. Prepares an individual for teaching job opportunities at an aquatic facility.

**PE 232 Teaching Swimming (1,1.5)**

2 or 3 hours lecture/laboratory

**Transfer acceptability:** CSU

Techniques for teaching swimming. Practical experience teaching beginning and intermediate swimming classes under supervision of college instructor.

**PE 295 Directed Study in Physical Education (1,2,3)**

3, 6, or 9 hours laboratory

**Prerequisite:** Approval of project or research by department chairperson/director

**Note:** May be taken 4 times

**Transfer acceptability:** CSU; UC – Credit determined by UC upon review of course syllabus.

Independent study for students who have demonstrated skills and/or proficiencies in Physical Education subjects and have the initiative to work independently on projects or research outside the context of regularly scheduled classes. Students will work under the personal supervision of an instructor.

**Physical Science (PHSC)**

Contact the Physics and Engineering Department for further information, (760) 744-1150, ext. 2505

**COURSE OFFERINGS****PHSC 100 Introduction to Physical Science (3)**

3 hours lecture

**Transfer acceptability:** CSU; UC – No credit for students with prior lecture credit in ASTR, CHEM, GEOL or PHYS

The study of selected topics from the fields of astronomy, geology,

physics, chemistry, and their related sciences through lectures, films, and demonstrations. A general education course designed particularly for non-science majors. For teacher training see PHSC 101.

**PHSC 100L Introduction to Physical Science Laboratory (1)**

3 hours laboratory

**Prerequisite:** Completion of, or concurrent enrollment in, PHSC 100  
**Transfer acceptability:** CSU; UC – No credit for students with prior lab credit in ASTR, CHEM, GEOL or PHYS

The study of selected topics from the fields of astronomy, geology, physics, chemistry, and their related sciences through lab exercises. A general education course designed particularly for non-science majors. For teacher training see PHSC 101L.

**PHSC 101 Principles of Physical Science (3)**

3 hours lecture

**Transfer acceptability:** CSU

The study of selected topics from the fields of physics and chemistry and their related sciences through lectures, films, and demonstrations. A general education course designed particularly for non-science majors. Especially recommended for teacher training.

**PHSC 101L Principles of Physical Science Laboratory (1)**

3 hours laboratory

**Prerequisite:** Completion of, or concurrent enrollment in, PHSC 101

**Transfer acceptability:** CSU

The study of selected topics from the fields of physics and chemistry and their related sciences through lab exercises. A general education course designed particularly for non-science majors; not open to majors in physics, chemistry, or engineering. Especially recommended for teacher training.

**Physics (PHYS)**

Contact the Physics and Engineering Department for further information, (760) 744-1150, ext. 2505

**COURSE OFFERINGS**

\*UC credit limitations:

- No credit for PHYS 101 or 102 if taken after 120, 200, or 230
- PHYS 120 and 121 combined with 200, 201, 230, 231, 232: maximum credit, one series
- PHYS 200 and 230 combined: maximum credit, one course
- PHYS 201 and 231 combined: maximum credit, one course

**PHYS 101 Introduction to Physics (4)**

3 hours lecture-3 hours laboratory

**Prerequisite:** MATH 50 or one year of high school Algebra

**Note:** Not open to students with prior credit in PHYS 100, 110, 115, 120, 125, 230, 231, and 232

**Transfer acceptability:** CSU; UC\*

An introductory survey course in classical and modern physics. Not intended for science majors.

**PHYS 102 Introduction to Physics (Lecture) (3)**

3 hours lecture

**Prerequisite:** MATH 50 or one year of high school Algebra

**Note:** Not open to students with prior credit in PHYS 101, 110, 115, 120, 125, 230, 231, and 232

**Transfer acceptability:** CSU; UC\*

An introductory survey course in classical and modern physics. Not intended for science majors.

**PHYS 120 General Physics (4)**

3 hours lecture-3 hours laboratory

**Prerequisite:** MATH 110

**Recommended preparation:** MATH 115

**Transfer acceptability:** CSU; UC\*; CAN PHYS 2; PHYS 120+121= CAN PHYS SEQ A

The fundamental principles of classical mechanics, wave motion, sound, thermodynamics, and fluids.



**PHYS 121 General Physics (4)**

3 hours lecture-3 hours laboratory

**Prerequisite:** PHYS 120

**Transfer acceptability:** CSU; UC\*; CAN PHYS 4; PHYS 120+121=CAN PHYS SEQ A

A second-semester continuation of PHYS 120. The fundamental principles of optics, electricity, magnetism, and modern physics.

**PHYS 200 Fundamentals of Physics (5)**

4 hours lecture – 3 hours laboratory

**Prerequisite:** Completion of, or concurrent enrollment in, MATH 140

**Note:** PHYS 200-201 series not recommended for majors in engineering, computer science or physics; PHYS 230 series recommended for majors in engineering, computer science, or physics.)

**Transfer acceptability:** CSU; UC\*

A calculus-based course in classical mechanics, waves, sound, fluids and thermodynamics, with an emphasis on life science, pre-professional, and architectural fields.

**PHYS 201 Fundamentals of Physics (5)**

4 hours lecture – 3 hours laboratory

**Prerequisite:** PHYS 200

**Recommended preparation:** Completion of, or concurrent enrollment in, MATH 141

**Note:** PHYS 200-201 series not recommended for majors in engineering, computer science or physics; PHYS 230 series recommended for majors in engineering, computer science, or physics.)

**Transfer acceptability:** CSU; UC\*

A calculus-based course in classical electromagnetism, optics and atomic physics, with an emphasis on life science, pre-professional, and architectural fields.

**PHYS 230 Principles of Physics (5)**

4 hours lecture-3 hours laboratory

**Prerequisite:** Completion of, or concurrent enrollment in, MATH 141

**Recommended preparation:** PHYS 120

**Transfer acceptability:** CSU; UC\*; CAN PHYS 8; PHYS 230+231+232=CAN PHYS SEQ B

Classical mechanics, thermodynamics and fluid dynamics. Required for students whose major field is physics, chemistry, or engineering.

**PHYS 231 Principles of Physics (5)**

4 hours lecture-3 hours laboratory

**Prerequisite:** PHYS 230 and completion of, or concurrent enrollment in, MATH 205

**Recommended preparation:** PHYS 121

**Transfer acceptability:** CSU; UC\*; CAN PHYS 12; PHYS 230+231+232=CAN PHYS SEQ B

Classical electromagnetism, electromagnetic waves, and optics. Required for students whose major field is physics, chemistry, or engineering.

**PHYS 232 Principles of Physics (4)**

3 hours lecture-3 hours laboratory

**Prerequisite:** PHYS 231 and MATH 205

**Transfer acceptability:** CSU; UC\*; PHYS 230+231+232=CAN PHYS SEQ B

Modern Physics. Required for students whose major field is physics, chemistry, or engineering.

**PHYS 295 Directed Study in Physics (1,2,3)**

3, 6, or 9 hours laboratory

**Prerequisite:** Approval of project or research by department chairperson

**Note:** May be taken 4 times

**Transfer acceptability:** CSU

Designed for the student who has demonstrated a proficiency in physics subjects and the initiative to work independently on a particular sustained project which does not fit into the context of regularly scheduled classes.

## Political Science (POSC)

Contact the Economics, History and Political Science Department for further information, (760) 744-1150, ext. 2412

### COURSE OFFERINGS

#### POSC 100 Introduction to Political Science (3)

3 hours lecture

**Transfer acceptability:** CSU; UC

Introduction to the scope and methods of political science; basic political concepts and policies; comparative government institutions, stressing the United States; an overview of political theories, international politics, and political economy.

#### POSC 101 Introduction to Politics and American Political Institutions (3)

3 hours lecture

**Note:** This course plus POSC 102 meets the State requirement in American History and Institutions.

**Transfer acceptability:** CSU; UC

An examination of the development of American political institutions and ideas. Special attention is given to federalism, democracy, the United States Constitution, political ideology, civil liberties and rights, political parties, interest groups, and the role of the media. In explaining the development of the present U.S. Constitution from the time of the 1787 Philadelphia Convention to the present, Political Science 101 includes (amongst other themes) the relationship between different regions and the country in regards to industrialization, tariffs, slavery, treatment of the Native American and different concepts of federalism.

#### POSC 102 Introduction to United States and California Governments (3)

3 hours lecture

**Note:** This course plus POSC 101 meets the State requirement in American History and Institutions.

**Transfer acceptability:** CSU; UC

An examination of the structures and functions of the government of the United States and California and how these governments interact with each other within our federal system. The course also explains the contemporary relationships between local governments and the national government. In order to show this interrelationship, the course includes sections on the economy, grant-in-aid programs, federal mandates and the making of foreign policy.

#### POSC 110 Introduction to World Politics (3)

3 hours lecture

**Transfer acceptability:** CSU; UC

Sources and uses of power in the arena of international politics. Causes and consequences of 20th century wars. The balance of power, history, geography, military and economic potential will be examined to show their impact on foreign policies of the United States, Europe, Russia, Japan, China and less-developed states. Uses of military force, economic leverage, diplomacy, law, etc., discussed as approaches to limit war.

#### POSC 120 California Government (1)

1 hour lecture

**Transfer acceptability:** CSU

Intended for students who have completed the American History and Institutions requirements for the A.A. Degree or CSU General Education, but have not met the California Constitution requirement. Organization and operation of California state and local government. Stress upon citizen participation in the decision-making process.

#### POSC 125 Contemporary World Problems (3)

3 hours lecture

**Transfer acceptability:** CSU; UC

Focus is on three issue-areas: war and group conflict; population growth and movement; and change and cultural values. Other current issues may also be examined.

#### POSC 130 Introduction to Public Administration (3)

3 hours lecture

**Transfer acceptability:** CSU; UC

A survey of the key issues in public administration, urban planning, public personnel administration, and public safety with an emphasis on governmental structure and the public decision-making process as

it pertains to the effectiveness of criminal justice policies, zoning, and land use considerations.

#### POSC 197 Political Science Topics (.5-4)

Units awarded in topics courses are dependent upon the number of hours required of the student. Any combination of lecture, laboratory, or lecture/laboratory may be scheduled by the department. Refer to Class Schedule.

**Note:** May be taken 4 times

**Transfer acceptability:** CSU; UC – Credit determined by UC upon review of course syllabus.

Topics in Political Science. See Class Schedule for specific topic offered. Course title will designate subject covered.

#### POSC 295 Directed Study in Political Science (1,2,3)

3, 6 or 9 hours laboratory

**Prerequisite:** Approval of project or research by department chairperson

**Note:** May be taken 4 times

**Transfer acceptability:** CSU; UC – Credit determined by UC upon review of course syllabus.

Independent study designed for advanced students who have demonstrated a proficiency in political science subjects and have the initiative to work independently on projects or research that does not fit into the context of regularly scheduled classes. Students will work under the personal supervision of an instructor.

## Psychology (PSYC)

Contact the Behavioral Sciences Department for further information, (760) 744-1150, ext. 2329. For transfer information, consult a Palomar College counselor.

Associate in Arts degree requirements, Certificate of Achievement requirements, and Certificate of Proficiency requirements are listed in Section 6 (green pages) of the catalog.

### PROGRAM OF STUDY

#### Psychological and Social Services

Provides the student with the academic training and hands-on experience for entry-level employment in human services and serves as preparation for upper division course work.

#### A.A. Degree Major or Certificate of Achievement

Program Requirements		Units
PSYC 100	Introduction to Psychology	3
SOC 100	Introduction to Sociology	3
SOC 110	Social Problems	3
PSYC/SOC 140	Intro to Psychological and Social Services	3
PSYC 225	Psychology of Abnormal Behavior	3
PSYC 235	Learning/Behavior Modification	3
COUN 100	Introduction to Basic Counseling Skills	3
PSYC/SOC 298	Directed Field Experience I	3
<b>Electives (Select 3 units)</b>		
PSYC 115	Psychology of Personal Growth	3
PSYC 110	Developmental Psychology – Child/Adult	3
PSYC/SOC 105	Marriage and the Family	3
PSYC/SOC 145	Psychology and Sociology of Aging	3
PSYC/SOC 155	Physiology/Pharmacology of Psych Drugs	3
PSYC/SOC 120	Social Psychology	3
<b>TOTAL UNITS</b>		<b>27</b>

Completion of additional psychology or sociology courses in alcohol/drug studies prepares students for eligibility to take California state examinations to become certified addictions treatment specialists by CAADE and certified alcoholism and drug abuse counselors by CAADAC.

#### Alcohol/Drug Courses Required for Eligibility for State Examinations

PSYC 100	Introduction to Psychology	3
SOC 100	Introduction to Sociology	3
PSYC 225	Psychology of Abnormal Behavior	3

PSYC/SOC 150	Introduction to Chemical Dependency	3
PSYC/SOC 155	Physiology/Pharmacology of Psych Drugs	3
PSYC/SOC 160	Chemical Dependency Treatment	3
PSYC/SOC 250	Group Leadership and Group Processes	3
PSYC/SOC 255	Chemical Dependency Case Management	3
PSYC/SOC 260	Chemical Dependency Family Counseling	3
PSYC/SOC 140	Intro to Psychological and Social Services	3
PSYC/SOC 298	Directed Field Experience I	3
PSYC/SOC 299	Directed Field Experience II	3

## COURSE OFFERINGS

### PSYC 100 Introduction to Psychology (3)

3 hours lecture 3

**Transfer acceptability:** CSU; UC; CAN PSY 2

A general introduction to the principles of human and animal behavior. Topics covered include history of psychology, research thinking, intelligence, lifespan development, gender and human sexuality, motivation and emotion, health psychology, personality, psychological disorders, therapy, social psychology, and other related topics (e.g., industrial/organizational psychology, sports psychology, environmental psychology, forensic psychology). Emphasis is placed upon the relationship between general principles of psychology and their practical applications.

### PSYC 105 Marriage, Family, and Intimate Relationships (3)

3 hours lecture

**Note:** Cross listed as SOC 105

**Transfer acceptability:** CSU, UC

A study of the psychology and sociology of the family and intimate relationships. Emphasizes factors that enhance interpersonal relationships. Topics include love, marital choice, communication, conflict, and changing models of the family. Examines cross-cultural and historical factors that impact the family as a social institution and the impact of gender, race and ethnicity, social class, age, and sexual orientation on family organization.

### PSYC 110 Developmental Psychology – Child Through Adult (3)

3 hours lecture

**Transfer acceptability:** CSU; UC

A chronological study of human growth and development throughout the lifespan. Heredity and environmental determinants of behavior and developmental research methods are emphasized. The importance of social experience in the family, school, peer groups, and society are examined.

### PSYC 115 The Psychology of Personal Growth and Development (3)

3 hours lecture

**Transfer acceptability:** CSU

Emphasis on self-understanding through the study of the individual and relationships which contribute to unique personal development; application of the fundamental concepts of psychology which aid in examining one's own personal environment and the interaction with that environment.

### PSYC 120 Social Psychology (3)

3 hours lecture

**Note:** Cross listed as SOC 120

**Transfer acceptability:** CSU; UC

Explores relationships between the behavior of individuals and the structure of society. Emphasizes the importance of language, roles, and the concepts of the self in the socialization process.

### PSYC 125 Human Sexuality (3)

3 hours lecture

**Note:** Cross listed as SOC 125

**Transfer acceptability:** CSU; UC

Survey of topics pertinent to an understanding of the development of human sexuality. Emphasis on biological, psychological, and cultural determinants of sexual behavior. Current sex norms and various aspects of interpersonal and individual sexual adjustment.

### PSYC 130 Psychology of Women (3)

3 hours lecture

**Transfer acceptability:** CSU; UC

A psychological exploration of the ways that race, ethnicity, class,

sexual orientation, and age modify women's experience. To be included are such areas as communication, mental health, sex-role socialization, body image, family, and sexuality issues. Course content will be relevant to both females and males.

### PSYC 140 Introduction to Psychological and Social Services (3)

3 hours lecture-3 hours laboratory

**Recommended preparation:** PSYC 100 or SOC 100

**Note:** Cross listed as SOC 140

**Transfer acceptability:** CSU

Community resources and techniques in the helping professions. Students will gain familiarity with community agencies and their functions, and learn specific techniques useful for working in such settings. Included will be techniques of interviewing, assessment, intervention, and referral. Volunteer work in agencies is required.

### PSYC 145 Psychology and Sociology of Aging (3)

3 hours lecture

**Note:** Cross listed as SOC 145

**Transfer acceptability:** CSU

A multi-disciplinary approach to the field of gerontology; historical, demographic, psychological, and sociological aspects of aging.

### PSYC 150 Introduction to Chemical Dependency (3)

3 hours lecture

**Recommended preparation:** PSYC 100, PSYC/SOC 140, and SOC 100 or 110

**Note:** Cross listed as SOC 150

This basic course will provide a historical perspective on alcohol and other psychoactive drug abuse and its impact on the community. An interdisciplinary approach will be used. Topics will include definitions, sociocultural factors related to use and/or abuse, identification of issues and models of dependency and recovery, and analysis of the effectiveness of policies and programs.

### PSYC 155 The Physiology and Pharmacology of Psychoactive Drugs (3)

3 hours lecture

**Recommended preparation:** PSYC 100

**Note:** Cross listed as SOC 155

This course will examine how psychoactive drugs affect the nervous system. Ways of classifying drugs will be identified including the processes of physical and psychological dependence, tolerance, withdrawal, and genetic predispositions. Temporary and permanent consequences of specific drugs will include: nutritional deficiencies, Korsakoff's syndrome, impact on sexual functioning, brain effects (including memory consequences), and behavioral consequences..

### PSYC 160 Chemical Dependency Treatment (3)

3 hours lecture

**Recommended preparation:** PSYC 100, PSYC/SOC 140, and SOC 100 or SOC 110

**Note:** Cross listed as SOC 160

This course will examine legal and ethical aspects of psychoactive drug use including employment issues, patients' rights, and confidentiality. There will be an in-depth study and evaluation of different models for intervention, recovery, and prevention with an emphasis on gender, community, and cultural issues.

### PSYC 197 Special Topics in Contemporary Psychology (1,1.5,2,3)

1, 1½, 2, or 3 hours lecture

**Note:** May be taken 2 times

**Transfer acceptability:** CSU; UC – Credit determined by UC upon review of course syllabus.

Current topics of special interest to psychology students will be debated and discussed in a seminar format. Issues in such areas as social psychology, perception and learning, personality, and others will be analyzed from theoretical and methodological perspectives. Content will change from semester to semester.

### PSYC 205 Statistics for the Behavioral Sciences (3)

3 hours lecture

**Prerequisite:** A minimum grade of "C" in MATH 56 or 60 or eligibility determined through the math placement process

**Note:** Cross listed as SOC 205

**Transfer acceptability:** CSU; UC - PSYC/SOC 205, MATH 120, and BIOL 215 combined: maximum credit, one course; CAN PSY 6

Quantitative methods as applied to behavioral science data. Frequency distributions, measure of central tendency, variability, theory of error, measures of significance, correlation, regression, and an introduction to analysis of variance. Also included is an introduction to the use of computers in statistics.

**PSYC 205L Data Analysis in Psychology and Sociology (1)**

3 hours laboratory

**Corequisite:** PSYC/SOC 205

**Note:** Cross listed as SOC 205L

**Transfer acceptability:** CSU; UC

Use of the computer as a tool for calculating statistics and exploring data in Psychology and Sociology.

**PSYC 210 Physiological Psychology (4)**

3 hours lecture-3 hours laboratory

**Prerequisite:** PSYC 100

**Transfer acceptability:** CSU; UC; CAN PSY 10

An examination of the biological basis of behavior. Topics to be covered include neuroanatomy, drug use and addiction, reproductive behavior, "mental" illness, neurological disorders and sleep processes. Laboratory includes neuroanatomical dissection.

**PSYC 225 Psychology of Abnormal Behavior (3)**

3 hours lecture

**Prerequisite:** PSYC 100

**Transfer acceptability:** CSU; UC

Identification and description of the various types of psychological abnormalities, deficiencies, and disorders which may interfere with a human individual's ability to cope with the demands of the surroundings. All of the major psychiatric categories will be covered as well as the types of personality problems which lead to domestic, social, and economic inadequacies, and in some instances, to difficulties with the law.

**PSYC 230 Research Methods in Psychology (4)**

3 hours lecture-3 hours laboratory

**Prerequisite:** PSYC 100, PSYC/SOC 205, ENG 100

**Transfer acceptability:** CSU; UC

Introduction to psychological research methods with emphasis on the use of the scientific method in psychological research. The laboratory is designed to complement the lectures and allow each student to design and conduct psychological research.

**PSYC 235 Principles of Learning and Behavior Modification (3)**

3 hours lecture

**Transfer acceptability:** CSU; UC

The basic principles and research in classical conditioning, operant conditioning, cognitive learning processes, the impact of biochemical processes on learning, and application of behavior modification techniques for changing behavior.

**PSYC 250 Group Leadership and Group Process (3)**

3 hours lecture

**Recommended preparation:** PSYC/SOC 150, PSYC/SOC 155, and PSYC/SOC 160

**Note:** Cross listed as SOC 250

An introduction to the dynamics of group interaction with emphasis upon the individual's firsthand experience as the group studies itself under supervision. The factors involved in problems of communication, effective emotional responses, and personal growth will be highlighted. The emphasis will be upon group process as a means of changing behavior.

**PSYC 255 Chemical Dependency Case Management (3)**

3 hours lecture

**Recommended preparation:** PSYC/SOC 150, PSYC/SOC 155, PSYC/SOC 160

**Note:** Cross listed as SOC 255

Techniques used for beginning and crisis counseling, intake interviewing, and referral will be studied and practiced. Attention will be given to the appropriate strategies of intervention, the admitting process, and the recording of information as it pertains to alcohol and drug abuse clients/residents. Though experiential in format, participants will learn and practice skills in attentive listening and recognizing and responding to different levels of client

communication. Students will demonstrate a knowledge of community resources and how to make appropriate referrals.

**PSYC 260 Chemical Dependency Family Counseling (3)**

3 hours lecture

**Recommended preparation:** PSYC/SOC 150, PSYC/SOC 155, PSYC/SOC 160

**Note:** Cross listed as SOC 260

This course is designed to explore methods of assisting significant others (family, employer, etc.) to understand and to cope in dealing with the alcohol and drug abuse of alcoholics and addicts. The approach will be to analyze and examine the ideas and dynamics of those relationships and to develop practice strategies for the worker who counsels these persons. The approach will be experiential in format and students will participate in exercises that lead to the development of these skills.

**PSYC 296 Special Problems in Psychology (1,2,3)**

1, 2, or 3 hours lecture

**Note:** May be taken 4 times

**Transfer acceptability:** CSU; UC – Credit determined by UC upon review of course syllabus.

An individualized or group project in psychology of any nature approved by, and under the personal supervision of, the instructor.

**PSYC 298 Directed Field Experience I (3)**

3 hours lecture-5 hours laboratory

**Prerequisite:** PSYC/SOC 140, and acceptance into the Psychological and Social Services Certificate Program

**Note:** Cross listed as SOC 298

**Transfer acceptability:** CSU

Supervised field work in various community agencies in the psychological and social service areas. Agencies are selected with regard to student's area of specialization.

**PSYC 299 Directed Field Experience II (3)**

3 hours lecture-8 hours laboratory

**Prerequisite:** PSYC/SOC 250, PSYC/SOC 255, PSYC/SOC 260, PSYC/SOC 298

**Note:** Cross listed as SOC 299

Supervised field work in various community agencies in the psychological and social service areas. Agencies are selected with regard to student's area of specialization.

## Public Administration (PA)

Contact the Economics, History and Political Science Department for further information, (760) 744-1150 ext. 2412

Associate in Arts degree requirements, Certificate of Achievement requirements, and Certificate of Proficiency requirements are listed in Section 6 (green pages) of the catalog.

### PROGRAM OF STUDY

#### Public Administration

This certificate program is designed for transfer into San Diego State University's program leading to a degree in Public Administration.

Assists in improving skills to take management positions and/or meet professional growth requirements in local government. Transfer students should consult the four-year college or university catalog for specific requirements or see a Palomar College counselor.

In order to earn a certificate, students must achieve a minimum grade of "C" in each of the certificate program courses.

#### A.A. Degree Major or Certificate of Achievement

Required Courses		Units
ACCT 103	Financial Accounting	4
BUS 205	Business Writing	3
ECON 102	Principles of Economics (Micro)	3

MATH 120	Elementary Statistics	3
POSC 101	Intro to Politics/American Political Institutions	3
POSC 102	Intro to United States/California Governments	3
POSC 130	Introduction to Public Administration	3
<b>TOTAL UNITS</b>		<b>22</b>

## Public Works Management (PWM)

Contact Occupational & Noncredit Programs for further information, (760) 744-1150, ext. 2284

Associate in Arts degree requirements, Certificate of Achievement requirements, and Certificate of Proficiency requirements are listed in Section 6 (green pages) of the catalog.

### PROGRAM OF STUDY

#### Public Works Management

Specifically designed for individuals employed by or seeking employment in public works organizations in San Diego County.

##### A.A. Degree Major or Certificate of Achievement

Program Requirements		Units
PWM 50	Introduction to Public Works	3
PWM 51	Road Construction and Maintenance	3
PWM 52	Concrete and Cement Construction	3
PWM 53	Public Works Inspection I	3
PWM 54	Public Works Inspection II	3
PWM 55	Public Works Administration	3
PWM/WTE/		
WWT 125	Supervision	3
PKS 101	Parks Maintenance	3
CSIS/		
RCSIS 120	Microcomputer Applications	3
BUS 125	Business English	3
TOTAL UNITS		30

### COURSE OFFERINGS

Courses numbered under 100 are not intended for transfer credit.

#### PWM 50 Introduction to Public Works (3)

3 hours lecture

Designed by the American Public Works and Maintenance Superintendents Associations in order to prepare public works and maintenance workers for lead and supervisory positions. Students will receive an introduction to techniques; materials and equipment used in public works, maintenance and repair projects.

#### PWM 51 Road Construction and Maintenance (3)

3 hours lecture

**Recommended preparation:** MATH 15

Provides instruction on street construction and maintenance; including materials and methods, specifications, records and cost accounting systems, revenue sources and budget preparation. Other subjects include safety, drainage, equipment records and specifications, as well as public relations. Codes and industry standards that pertain to improvements and repair will be reviewed.

#### PWM 52 Concrete and Cement Construction (3)

3 hours lecture

**Recommended preparation:** MATH 15

Provides instruction on the recommended procedures, practices, and testing criteria used by the Asphalt Institute highlighting local city and county asphalt requirements. Content includes specifications for roads, runway floors, and hydraulic structures and Portland Cement concrete design and uses. Includes transporting, placing, curing, and testing concrete as well as application and construction methods employed.

#### PWM 53 Public Works Inspection I (3)

3 hours lecture

**Recommended preparation:** MATH 15

Provides an overview of the inspector's role and responsibilities as it relates to a project. The student will be given the necessary information and training necessary for entry level inspection responsibilities. The course will apply to construction of municipal infrastructure and civil engineering type projects.

#### PWM 54 Public Works Inspection II (3)

3 hours lecture

**Recommended preparation:** MATH 15

Provides detailed instruction on more complex inspection tasks associated with public works construction. Topics include specific inspection methods for traffic signal installations, inspection techniques for street lighting system installations, inspection of street striping and markings, inspection of pipe rehabilitation systems, and inspection and construction methods of modified asphalts, pavements, and processes. Advanced material quantity estimating and technical report writing will be emphasized.

#### PWM 55 Public Works Administration (3)

3 hours lecture

Provides an introduction to the organizational concepts used by the Public Works Department. Content includes typical organization, management concepts, political considerations, planning, financial management and public relations.

#### PWM 125 Supervision (3)

3 hours lecture

**Note:** Cross listed as WTE/WWT 125

Managerial aspects of public utilities including organization, decision making, coordination, communication, and public relations. Personnel management including recruiting, training, evaluation, discipline, promotion, morale, and grievances. Safety programs and encouraging safe conditions, actions and attitudes.

## Quality Assurance Technology (QAT)

Contact Occupational & Noncredit Programs for further information, (760) 744-1150 ext. 2284

Associate in Arts degree requirements, Certificate of Achievement requirements, and Certificate of Proficiency requirements are listed in Section 6 (green pages) of the catalog.

### PROGRAM OF STUDY

#### Quality Assurance Technology

Prepares students to pursue a career in quality assurance. QAT 110, 120, and 121 prepares students for the Certified Quality Engineer (CQE) exam. QAT 115 prepares students for the Certified Mechanical Inspector (CMI) exam. QAT 125 prepares students for the Certified Reliability Engineer (CRE) exam.

##### A.A. Degree Major or Certificate of Achievement

Program Requirements		Units
QAT 100	Quality Assurance Concepts/TQM	3
QAT 105	QAT Communication/Human Factors	3
QAT 115	Inspection Techniques and Application	3
QAT 120	Planning/Analysis - Theory/Principles	3
QAT 121	Planning/Analysis - Tech/Applications	3
QAT 130	Introduction to ISO 9000	3
QAT 135	Quality System Auditing	3

##### **Electives (Select 3-4 units)**

QAT 110	Statistical Quality Control - Theory	3
QAT 125	Quality and Reliability Management	3
QAT 197	Quality Assurance Technology Topics	3,4
CE 100*	Cooperative Education	3,4

**TOTAL UNITS** 24 - 25

\* Cooperative Education must be related to this major

**COURSE OFFERINGS****QAT 100 Quality Assurance Concepts/TQM (3)***3 hours lecture*

Designed to present the total quality control functional concepts and techniques as presently used by industry.

**QAT 105 Quality Assurance Control Communication and Human Factors (3)***3 hours lecture*

Focuses on oral communication and presentations in the workplace environment. Includes preparing, recording, processing, storing, communicating, and retrieving quality reports, and techniques of relating Quality Assurance information within business and the community.

**QAT 110 Statistical Quality Control – Theory (3)***3 hours lecture***Recommended preparation:** QAT 100

Basic statistical concepts of quality control which have a wide range of industrial applications. Methods used in many countries throughout the world to improve product and process quality and reduce costs, e.g., various types of acceptance sampling systems and procedures. Methods are presented for evaluation of sample data and determining population characteristics including measures of central tendency and variation, and underlying distributions.

**QAT 115 Inspection Techniques and Application (3)***3 hours lecture*

Basic inspection concepts as applied to the fabrication and assembly of mechanical and electrical components; fundamental tools and techniques of measurement as applied to inspection and quality control. Fundamental blueprint reading reviewed, including geometric positioning.

**QAT 120 Planning and Analysis – Theory and Principles (3)***3 hours lecture***Recommended preparation:** QAT 100

Fundamentals of organizing and planning for the economic control and assurance of product quality.

**QAT 121 Planning and Analysis – Techniques and Applications (3)***3 hours lecture*

An introduction to basic concepts of quality planning and analysis, designing for quality and using statistical aids, supplier relations, manufacturing planning and using statistical aids, manufacture process control concepts and techniques, inspection and test, measurement, customer relations, field use and quality, consumer relations, product safety and liability; policies and objectives, developing the Quality organization, and Quality information systems. Application of TQM, Deming, and ISO 9000 concepts.

**QAT 125 Quality and Reliability Management (3)***3 hours lecture***Recommended preparation:** QAT 100

Introduction to basic concepts of quality assurance and reliability management; the assurance sciences (quality control, reliability, maintainability and availability); probability and statistics; product reliability; equipment survival, reliability prediction methods; reliability testing, product availability, and reliability apportionment techniques.

**QAT 130 Introduction to ISO 9000 (3)***3 hours lecture*

In-depth knowledge of quality system standards required for ISO 9000 Quality Management Systems. Participants will be provided the information, skills, and tools necessary to develop, implement and monitor an ISO 9000 quality program. Students will participate in developing an ISO 9000 quality system manual that will address several quality system requirements. In addition, students will be introduced to the Harmonized European Standards required to CE Mark products for International sale in Europe. These European standards include EN 46001 and the Medical Device Directive required for selling medical device products internationally.

**QAT 135 Quality System Auditing (3)***3 hours lecture*

Introduction to the principles and practices of effective quality auditing. Necessary information, tools, and techniques will be provided to guide students with the development of skills and confidence to effectively conduct internal and external quality audits. Audit phases include planning, preparing, performing, reporting, and audit follow-up. Quality system audits are a vital tool for upper management which facilitates continuous improvement. A matrix of several quality system standards including ISO 9001 will be utilized extensively.

**QAT 197 Quality Assurance Technology Topics (.5-4)**

Units awarded in topics courses are dependent upon the number of hours required by the student. Any combination of lecture, laboratory, or lecture/laboratory may be scheduled by the department. Refer to Class Schedule.

**Note:** May be taken 4 times

Concentrated courses in Quality Assurance Technology. May be repeated with new subject matter. Course title will designate subject covered.

**Radio and Television (RTV)****See also Communications**

Contact the Communications Department for further information, (760) 744-1150, ext. 2440

Associate in Arts degree requirements, Certificate of Achievement requirements, and Certificate of Proficiency requirements are listed in Section 6 (green pages) of the catalog.

**PROGRAMS OF STUDY****Digital Media**

Digital Media encompasses digital video editing in both analog and digital media. The certificate prepares students for employment in the film, video, Internet, and television industries. Major growth in this industry is anticipated as Internet and television merge into one medium.

**Certificate of Proficiency**

Program Requirements		Units
CINE/		
RTV 125 or	Beginning Film/Video Field Production	
GC/RGC 140	Digital Imaging/Photoshop I	3
RTV 270	Computer Video Editing	3
GC 204	Motion Graphics/Multimedia-A	3
GC 207	Motion Graphics/Multimedia-B	3
RTV 275	Avid Editing for Television & Film	3
<b>TOTAL UNITS</b>		<b>15</b>

The Digital Media program is also offered in Graphic Communications.

**Digital Video**

Digital Video encompasses editing and design in using both digital and analog media. This degree prepares students for employment in the film, video, Internet, and television industries.

**A.A. Degree Major or Certificate of Achievement**

Program Requirements		Units
GC/RGC 140	Digital Imaging/PhotoShop 1	3
GC 165	Digital Video Design	3
GC 204	Motion Graphics for Multimedia-A	3
GC 207	Motion Graphics for Multimedia-B	3
RTV 125	Beginning Film and Video Field Production	3
RTV 230	Digital Audio with Pro Tools	3
RTV 270	Digital Video Editing	3
RTV 275	Avid Editing for Television and Film	3

<b>Electives (Select 2 courses, 6 Units total)</b>		<b>Units</b>
RTV 50	Basic Television Acting	3
RTV 110	Broadcast Writing and Producing	3
RTV/		
ENTT 120	Basic Television Production	3
RTV 150	Performance/Acting for Broadcast/Film	3
RTV 170	Introduction to Video Editing	3
RTV 225	Intermediate Film/Video Field Production	3
GC 142	Digital Imaging/PhotoShop III	3
GC/RGC 152	Desktop Publishing with Illustrator	3
GC 200	Introduction to Multimedia	3
GC 201	Intermediate Multimedia	3
GC 206	Web Multimedia	3
GC 208	Web Motion Graphics I	3
GC 209	Web Motion Graphics II	3
ART 243	Digital 3D Design and Modeling	3
ART 247	Computer Animation/Multimedia II	3
DT 180	3D Studio Max - Intro to 3D Modeling/Animation	3
<b>TOTAL UNITS</b>		<b>30</b>

The Digital Video program is also offered in Graphic Communications.

## Radio and Television

Provides entry-level skills in the field of radio and television broadcasting.

### A.A. Degree Major or Certificate of Achievement

Certificates of Achievement or Proficiency require a minimum grade of "C" in each of the required courses.

<b>Required Courses</b>		<b>Units</b>
RTV 240	Television News	4
ENTT/RTV 294B or	Television Internship/Production	
RTV 294A	Radio Programming Projects	1
RTV 100	Introduction to Electronic Media	3
RTV 110	Broadcast Writing and Producing	3
ENTT/RTV 120	Basic Television Production	3
CINE /RTV 125	Beg Film/Video Field Production	3
ENTT/RTV 130	Radio Production	3
RTV 160	Broadcast Advertising	3
RTV 220*	TV Production and Direction	3
CINE/RTV 225	Intermediate Film/Video Field Production	3

### Electives (Select 6 units, maximum 6 units from RTV 194A, 194B, 294A, and 294B)

RTV 100L	Introduction to Radio and Television Laboratory	1
RTV 115	Creative Writing for TV/Cinema	3
RTV 124	Staging and Lighting for Television	3
RTV 135	Beginning Radio Station Operations	1,2,3
RTV 136	Advanced Radio Station Operations	1,2,3
RTV 140	Radio News	3
RTV 150	Performance/Acting for Broadcast/Film	3
RTV 170	Introduction to Video Editing	3
RTV 194A	Radio Operations	1,2,3
RTV 194B	Exp Topics/TV Operations	1,2,3
RTV 230	Digital Audio with Pro Tools	3
RTV 270	Digital Video Editing	3
RTV 275	Avid Editing for Television and Film	3
RTV 294A	Radio Programming Projects	1,2,3
ENTT/RTV294B	Television Internships/Production	1,2,3
CE 100	Cooperative Education	1,2,3,4
<b>TOTAL UNITS</b>		<b>35</b>

\* Students who are not planning to transfer to four-year university and who have a radio emphasis may substitute RTV 230 for RTV 220.

## COURSE OFFERINGS

Courses numbered under 100 are not intended for transfer credit.

<b>RTV 50</b>	<b>Basic Television Acting</b>	<b>(1)</b>
<i>3 hours laboratory</i>		
<b>Note:</b> May be taken 3 times		
Practice and performance in the basics of television acting. Special emphasis on movement for the camera, emotion, gestures, voice, techniques to copy interpretation, audition processes, agent and		

industry information. Prepares the actor for basic television acting through a variety of on-camera exercises and final productions.

### RTV 100 Introduction to Electronic Media (3)

*3 hours lecture*

**Transfer acceptability:** CSU

A survey of American broadcasting, its development, impact and influence on our society; basic principles, mass communication theory, station operation programming, advertising, rating services, cable television, regulation, and censorship; in-depth analysis of current issues and developments.

### RTV 100L Introduction to Radio and Television Laboratory (1)

*3 hours laboratory*

**Transfer acceptability:** CSU

Practice in use of radio and television studio equipment. Designed for students who are not Radio-Television majors.

### RTV 110 Broadcast Writing and Producing (3)

*6 hours lecture/laboratory*

**Transfer acceptability:** CSU

Creating and developing ideas and materials for broadcast. Problems of timing, pacing, visualization, and expression. Techniques of scripting for radio and television.

### RTV 115 Creative Writing for Television and Cinema (3)

*3 hours lecture*

**Note:** Cross listed as CINE 115

**Transfer acceptability:** CSU

Instruction and practice in the art of dramatic script writing. Emphasis is placed on the development of the initial story idea into a viable, professional shooting script for television or film.

### RTV 120 Basic Television Production (3)

*6 hours lecture/laboratory*

**Note:** Cross listed as ENTT 120

**Transfer acceptability:** CSU

The terminology, practices, and aesthetic considerations of visual and sound productions. Principles of producing, staging, shot composition, directing, blocking, graphics, studio techniques, and lighting, for television.

### RTV 124 Staging and Lighting for Television (3)

*6 hours lecture/laboratory*

**Transfer acceptability:** CSU

A study of the aesthetic considerations and technical practices in sets and graphics design, staging, and lighting for television and film.

### RTV 125 Beginning Film and Video Field Production (3)

*6 hours lecture/laboratory*

**Note:** Cross listed as CINE 125

**Transfer acceptability:** CSU; UC – CINE/RTV 125 and 225 combined: maximum credit, one course

A study of the basic techniques of field production using Super 8 or 16mm film or analog or digital video equipment as applied to various cinematic forms. The student will work with a team on a project through the preproduction, shooting, and postproduction phases of storytelling for the screen.

### RTV 130 Radio Production (3)

*6 hours lecture/laboratory*

**Note:** Cross listed as RTV 130

**Transfer acceptability:** CSU

Techniques and theories of audio production in the preparation of radio programs. Use of audio mixing and recording equipment, editing and dubbing, microphone techniques and program construction. Several programs produced by the student will be broadcast on radio station KKSM.

### RTV 135 Beginning Radio Station Operations(1,2,3)

*3, 6, or 9 hours laboratory*

**Prerequisite:** RTV/ENTT 130

**Corequisite:** RTV 294A

**Note:** May be taken 4 times

**Transfer acceptability:** CSU

Introduction to radio station operations and audio production skills along with practical exercises using broadcast equipment and techniques.

**RTV 136 Advanced Radio Station Operations(1,2,3)**

3, 6, or 9 hours laboratory

**Prerequisite:** RTV 130**Corequisite:** RTV 294A**Note:** May be taken 4 times**Transfer acceptability:** CSU

Advanced radio and audio production skills along with practical exercises using broadcast equipment and techniques. Special emphasis in broadcast management training.

**RTV 140 Radio News****(3)**

6 hours lecture/laboratory

**Transfer acceptability:** CSU

Introduction to the principles of radio news writing, rewriting, editing, gathering (by audio recording and news wire services), and announcing. Student will incorporate learning into the production of radio newscasts for radio station KKSM.

**RTV 150 Performance and Acting for Broadcast and Film****(3)**

6 hours lecture/laboratory

**Transfer acceptability:** CSU

Techniques of preparation and delivery of materials before microphone and camera.

**RTV 160 Broadcast Advertising****(3)**

6 hours lecture/laboratory

**Note:** May be taken 4 times**Transfer acceptability:** CSU

Role and practice of broadcast advertising including marketing and media research, time purchasing, and advertising message design and production.

**RTV 170 Introduction to Video Editing****(3)**

6 hours lecture/laboratory

**Transfer acceptability:** CSU

Covers the technical and theoretical development of film and video editing from its initiation to the present day. Provides an introduction to the basic elements of editing language, the various technical processes used throughout its history, as well as the related skills necessary for good editing.

**RTV 194A Radio Operations****(1,2,3)**

3, 6, or 9 hours laboratory

**Note:** Credit/No Credit grading only; may be taken 4 times**Transfer acceptability:** CSU

Advanced research projects designed to meet the specific needs of student's interest in radio station operations. Projects may be chosen for production by the College or by the individual student.

**RTV 194B Experimental Topics - Television Operations****(1,2,3)**

3, 6, or 9 hours laboratory

**Note:** May be taken 4 times**Transfer acceptability:** CSU

Individual television projects, including operations of television equipment in college-produced television programs or individual productions.

**RTV 197 Radio and Television Topics****(.5-4)**

Units awarded in topics courses are dependent upon the number of hours required of the student. Any combination of lecture, laboratory, or lecture/laboratory may be scheduled by the department. Refer to Class Schedule.

**Note:** May be taken 4 times**Transfer acceptability:** CSU

Topics in Radio and Television. See Class Schedule for specific topic offered. Course title will designate subject covered.

**RTV 220 Television Production and Direction****(3)**

6 hours lecture/laboratory

**Prerequisite:** RTV/ENTT 120 and RTV 110**Transfer acceptability:** CSU

Techniques and theories of television production and direction. Practice in pre-production planning, staging, studio production, and editing. Duties and responsibilities of director and production crew. Production of fully scripted television programs for airing on cable and broadcast stations.

**RTV 225 Intermediate Film and Video Field Production****(3)**

6 hours lecture/laboratory

**Prerequisite:** A minimum grade of "C" in RTV 110 and CINE/RTV 125**Note:** Cross listed as CINE 225**Transfer acceptability:** CSU: UC – CINE/RTV 125 and 225 combined: maximum credit, one course

Principles, techniques, and theory of field production using digital or analog video or 16mm film equipment. Theory and practice of off-line linear or nonlinear editing.

**RTV 230 Digital Audio with Pro Tools****(3)**

6 hours lecture/laboratory

**Prerequisite:** RTV 130**Transfer acceptability:** CSU

Principles and techniques of editing radio, television, and film audio projects using Pro Tools software and technology. Digitizing audio source material, working knowledge of Pro Tools interface, use of multi-track audio editing system, mic and recording techniques.

**RTV 240 Television News****(4)**

8 hours lecture/laboratory

**Prerequisite:** RTV 120 and 110 or RTV 140**Note:** May be taken 4 times**Transfer acceptability:** CSU

Principles of scripting, gathering, and editing of television news. Production of newscasts for airing on cable television.

**RTV 270 Digital Video Editing****(3)**

6 hours lecture/laboratory

**Prerequisite:** RTV 120 and 170**Transfer acceptability:** CSU

Principles and techniques of digital non-linear video editing. Overview of various software programs for editing, graphics and 3D animation. Application of operational and aesthetic editing principles to specific editing projects.

**RTV 275 Avid Editing for Television and Film****(3)**

6 hours lecture/laboratory

**Prerequisite:** RTV 170 and 270**Transfer acceptability:** CSU

Principles and techniques of editing video and film projects using Avid technology. Digitizing source material, storyboarding, timeline, audio editing, importing and exporting graphics, outputting, and media management.

**RTV 294A Radio Programming Projects****(1,2,3)**

3, 6, or 9 hours laboratory

**Note:** Credit/No Credit grading only; may be taken 4 times**Transfer acceptability:** CSU

Advanced radio projects to meet the specific needs of the student's interest in radio programming. Work on college-produced broadcast productions.

**RTV 294B Television Internships/Production****(1,2,3)**

3, 6, or 9 hours laboratory

**Note:** Cross listed as ENTT 294B; may be taken 4 times**Transfer acceptability:** CSU

Work on advanced television production including individual research, work on college-produced programs, or internships at local broadcast stations, cable companies, and other communications facilities.

## Reading (READ)

Contact Reading Services for further information, (760) 744-1150, ext. 2568

### COURSE OFFERINGS

Courses numbered under 50 are non-degree courses.

Courses numbered under 100 are not intended for transfer credit.

**READ 5 Corrective Learning and Reading Skills/Learning Disabled****(3)**

2 hours lecture-3 hours laboratory

**Note:** Credit/No Credit grading only; may be taken 4 times



Individualized program for students who have specific learning disabilities. Intensive training in communication skills of reading, listening, and speaking.

### **READ 10 Spelling (1)**

*1 hour lecture*

**Note:** May be taken 2 times

Provides necessary skills to increase spelling ability through an introduction to phonetics and the rules of orthography.

### **READ 11 Spelling II**

*1 hour lecture*

**Note:** May be taken 2 times

An intensive study and application of techniques necessary to improve college-level spelling ability.

### **READ 30 Fundamental Reading Skills (2)**

*4 hours lecture/laboratory*

**Note:** Open Entry/Open Exit; Credit/No Credit grading only; may be taken 3 times

An individualized computer assisted instruction program based on in-depth testing, assessment, prescription and instruction for the improvement of students' reading comprehension. Emphasis is placed on reading skills and their application to college and life skills materials.

### **READ 47 Reading Topics (.5-4)**

*Units awarded in topics courses are dependent upon the number of hours required of the student. Any combination of lecture, laboratory, or lecture/laboratory may be scheduled by the department. Refer to Class Schedule.*

**Note:** May be taken 4 times

Topics in Reading. See class schedule for specific topic covered. Course title will designate subject covered.

### **READ 50 Reading Improvement (4)**

*3 hours lecture-3 hours laboratory*

**Note:** May be taken 3 times

A course designed to improve reading skills. Individual reading problems are diagnosed and improved through a variety of instructional materials and reading techniques. For students who need to remedy difficulties with reading comprehension, vocabulary, and fluency.

### **READ 110 Power Reading (4)**

*3 hours lecture-3 hours laboratory*

**Transfer acceptability:** CSU

Intended for students with reading competencies who wish to enhance their reading ability by increasing reading speed, comprehension, fluency, vocabulary, and critical analysis. For students who do not have reading comprehension and vocabulary difficulties.

### **READ 115 Vocabulary Enhancement (2)**

*2 hours lecture*

**Transfer acceptability:** CSU

Provides techniques to increase the precision and scope of language for everyday use. Emphasis is on the development of all aspects of college-level vocabulary.

### **READ 120 Critical Reading (3)**

*3 hours lecture*

**Recommended preparation:** READ 110

**Transfer acceptability:** CSU

Conceptual examination and application of critical reading, critical thinking, analysis and logical reasoning in multi-discipline and multi-cultural academic sources. Emphasis on advanced critical reading, logical reasoning/thinking, reflective judgment, and problem-solving skills that will lead to the ability to interpret, analyze, critically evaluate, and advocate ideas.

### **READ 197 Reading Topics (.5-4)**

*Units awarded in topics courses are dependent upon the number of hours required of the student. Any combination of lecture, laboratory, or lecture/laboratory may be scheduled by the department. Refer to Class Schedule.*

**Note:** May be taken 4 times

**Transfer acceptability:** CSU

Topics in Reading. See Class Schedule for specific topic offered. Course title will designate subject covered.