

PROGRAM OF STUDY

Library Technology

Provides training for students desiring employment as library technical assistants and retraining for those reentering the labor market.

**A.A. DEGREE MAJOR OR
CERTIFICATE OF ACHIEVEMENT**

Program Requirements		Units
LT 100	Introduction to Libraries/Info Services	3
LT 110	Library Skills/Technical Services	3
LT 115	Library Operational Skills/Public Services	3
LT 120	Info Sources/Services/Reference	3
LT 130	Library Media and Technology	3
LT 140	Library Services Child/Young Adults	3
CSIT 105 or CSIT 120/ R CSIS 120	Computer Concepts and Applications	3
Electives Group I (Select 3 – 4 units)		
BUS 125	Business English	3
BUS 205	Business Writing	3
ENG 100	English Composition	4
Electives Group II (Select 3 units)		
CE 100	Cooperative Education	1,2,3
CE 150	Cooperative Education Internship	2,3
LT 197	Topics in Library Technology	.5-3
TOTAL UNITS		27 – 28

COURSE OFFERINGS**LT 100 Introduction to Libraries and
Information Services (3)**

3 hours lecture

Transfer acceptability: CSU

This course is an introduction to the philosophy of library service; history and types of libraries; organization and operation of libraries and history of information. The role of the library/media technician; duties of the library/media technician in public services, reference, and technical services will also be introduced. Topics covered include the basic skills necessary for successful library employment including job search, application procedures, and the relationship of the LMTA to the Librarian, the library staff, and the community served.

LT 110 Library Operational Skills/Technical Services (3)

3 hours lecture

Transfer acceptability: CSU

This course is an introduction to the principles and practices of technical services including cataloging and acquisitions.

LT 115 Library Operational Skills/Public Services (3)

3 hours lecture

Transfer acceptability: CSU

This course will prepare the student to provide public service in the circulation area of the library. Students will be introduced to principles and practices of material shelving, interlibrary loan services, circulation of materials, fines, patron records, supervision, handling cash, maintaining statistics, and building security and emergency procedures.

LT 120 Information Sources and Services/Reference (3)

3 hours lecture

Transfer acceptability: CSU

This course prepares the student to provide assistance in reference services. Students will be introduced to principles and practices of reference interview, reference materials, database searching, online catalogs, World Wide Web searching and evaluation, and bibliographic instruction.

LT 130 Library Media and Technology (3)

3 hours lecture

Transfer acceptability: CSU

Prepares the student to use instructional media in the classroom and library/media center, with emphasis on the role and utilization of computers and other technology in education. Topics covered include the utilization of videotapes, graphics, and other projected and non-projected media, operation of appropriate equipment, and the production of transparencies, graphics and displays.

LT 140 Library Services for Children and Young Adults (3)

3 hours lecture

Transfer acceptability: CSU

Practical use of children's and young adults' materials for readers' advisory, research, and reference service in school library/media centers and public library youth services' departments. Current trends, concerns, and methodology for youth programming and literature activities will be covered.

LT 154 Information for Life Long Learning (3)

3 hours lecture

Transfer acceptability: CSU

This class will prepare students to locate, evaluate, and use information resources through the study of learning styles, goal setting, study skills, health and wellness, and human behavior. Students will work independently and in groups leading to an integrated understanding of themselves and the value of information.

LT 197 Topics in Library Technology (.5-3)

Units awarded in topics courses are dependent upon the number of lecture hours required of the student. Refer to Class Schedule.

Note: May be taken 4 times

Transfer acceptability: CSU

Selected topics in Library Technology. Refer to the Class Schedule for topics covered.

Mathematics (MATH)

Contact the Mathematics Department for further information.

(760) 744-1150, ext. 2535

Office: E-11

Associate in Arts Degrees -

AA Degree requirements are listed in Section 6 (green pages).

• Mathematics

Any student wishing to earn an A.A. Degree must meet competence requirements at the MATH 60 level. Methods by which a student can demonstrate competence are listed under "Competence Requirements" in front of this catalog. Students wishing to enroll in MATH 50, 50A, 56, 60, 110, 115, 120, 125, and 135 must participate in the mathematics placement process or meet the prerequisite listed in the catalog. The mathematics placement test may be taken two times within a two year period, through the Palomar College Counseling Center. The assessment and placement process determines eligibility for enrollment in these courses. Students interested in determining their readiness to enroll in MATH 140 may additionally request to take the College Algebra Asset Test. Arrangements for this test can be made in the Counseling Center.

PROGRAM OF STUDY**Mathematics**

Provides the background to satisfy upper division course work in mathematics and for entry-level positions that require a knowledge of mathematics such as Technical Assistant and Mathematical Technician. The student is advised to check with the school to which he or she wishes to transfer for additional courses which may be required.

A.A. DEGREE MAJOR

Program Requirements		Units
MATH 140	Calculus with Analytic Geometry, First Course	5
MATH 141	Calculus with Analytic Geometry, Second Course	4
MATH 205	Calculus with Analytic Geometry, Third Course	4
MATH 120 or MATH 200 or MATH 206	Elementary Statistics Introduction to Linear Algebra Calculus with Differential Equations	3,4

MATH/		
CSCI 146 or	FORTTRAN 90 for Mathematics and Science	3
CSCI 110 or	Programming for Computer Sciences	4
CSCI 220	C Programming	4

TOTAL UNITS **19 - 21**

Recommended Electives: PHYS 230, 231, 232; CHEM 110, 115; MATH 245

COURSE OFFERINGS

Courses numbered under 50 are non-degree courses.

Courses numbered under 100 are not intended for transfer credit.

MATH 10 Basic Arithmetic (3)

3 hours lecture

Non-degree Applicable

Basic arithmetic computational skills, with an emphasis on the whole numbers, fractions, decimals, and an introduction to the concepts of area and perimeter. Designed for students who are lacking fundamental arithmetic skills.

MATH 12 Supplemental Instruction for Basic Arithmetic (1)

1 hour lecture

Note: Pass/No Pass grading only; may be taken 2 times

Non-degree Applicable

Supplemental instruction for students enrolled in MATH 10 – Basic Arithmetic. Designed for students who need additional review of basic arithmetic topics.

MATH 15 Prealgebra (3)

3 hours lecture

Note: May be taught in Spanish

Non-degree Applicable

The basic arithmetic operations, integers, fractions, decimals, percents, ratio and proportion, basic geometric concepts, problem-solving techniques, and an introduction to algebraic thinking.

MATH 17 Supplemental Instruction for Prealgebra (1)

1 hour lecture

Note: Pass/No Pass grading only; may be taken 2 times

Non-degree Applicable

Supplemental instruction for students enrolled in MATH 15 - Prealgebra. Designed for students who need additional review of prealgebra topics.

MATH 42 Supplemental Instruction for Beginning Algebra (1)

1 hour lecture

Note: Pass/No Pass grading only; may be taken 2 times

Non-degree Applicable

Supplemental instruction for students enrolled in MATH 50 - Beginning Algebra. Designed for students who need additional review of beginning algebra topics.

MATH 42A Supplemental Instruction for Beginning Algebra Part I (1)

1 hour lecture

Note: Pass/No Pass grading only; May be taken 2 times

Non-degree Applicable

Supplemental instruction for students enrolled in MATH 50A - Beginning Algebra. Designed for students who need additional review of beginning algebra topics.

MATH 42B Supplemental Instruction for Beginning Algebra Part II (1)

1 hour lecture

Note: Pass/No Pass grading only; May be taken 2 times

Non-degree Applicable

Supplemental instruction for students enrolled in MATH 50B - Beginning Algebra. Designed for students who need additional review of beginning algebra topics.

MATH 47 Mathematics 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.

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Note: May be taken 4 times

Non-degree Applicable

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

MATH 50 Beginning Algebra (4)

4 hours lecture

Prerequisite: A minimum grade of 'C' in MATH 15 or eligibility determined through the math placement process

Note: May be taught in Spanish

Elementary algebra which emphasizes mathematical reasoning, problem solving, and real-world applications using numerical, algebraic, and graphic models. Topics include problem-solving techniques, algebraic expressions, polynomials, linear equations, linear inequalities, linear and nonlinear graphs, systems of linear equations in two variables, integer exponents, proportions, and radicals.

MATH 50A Beginning Algebra Part I (2)

2 hours lecture

Prerequisite: A minimum grade of 'C' in MATH 15 or eligibility determined through the math placement process

Note: Not open to students with credit in MATH 50

First part of Math 50 with emphasis on mathematical reasoning, problem solving, and real-world applications using numerical, algebraic, and graphical models. Topics include problem-solving techniques, algebraic expressions, polynomials, linear equations, linear inequalities, linear and nonlinear graphs, and natural number exponents.

MATH 50B Beginning Algebra Part II (2)

2 hours lecture

Prerequisite: A minimum grade of 'C' in MATH 50A

Note: Not open to students with credit in MATH 50

Second part of Math 50 with continued emphasis on mathematical reasoning, problem solving, and real-world applications, using numerical, algebraic, and graphical models. Topics include problem-solving techniques, algebraic expressions, polynomials, linear equations, linear inequalities, linear and nonlinear graphs, systems of linear equations in two variables, integer exponents, proportions, and radicals.

MATH 55 Geometry (4)

4 hours lecture

Prerequisite: A minimum grade of 'C' in either MATH 50 or MATH 50B or eligibility determined through the math placement process

Fundamentals of plane geometry and selected topics from solid geometry developed by both inductive and deductive processes. Especially recommended for prospective teachers and/or students who will be taking Trigonometry.

MATH 56 Beginning/Intermediate Algebra (6)

6 hours lecture-2 hours laboratory

Prerequisite: Eligibility determined through the math placement process

Note: Not open to students with credit in MATH 60

A review of elementary algebra and in-depth coverage of intermediate algebra intended for the student who has previous experience with algebra. Meets requirement for the A.A. degree. Meets prerequisite requirement for mathematics courses number 100-120, and 135.

MATH 60 Intermediate Algebra (4)

4 hours lecture

Prerequisite: A minimum grade of 'C' in either MATH 50 or MATH 50B or eligibility determined through the math placement process

Graphic, numeric, analytic and applied perspectives on topics including linear, quadratic, exponential and logarithmic functions, exponents and radicals, linear and nonlinear systems of equations and inequalities.

MATH 97 Mathematics 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.

Prerequisite: A minimum grade of 'C' in either MATH 50 or MATH 50B, or eligibility determined through the Math Placement process

Note: May be taken 4 times

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

MATH 100 Exploring Mathematics (3)
3 hours lecture

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

Note: May not be used to clear high school deficiency for students transferring to UC systems Fall 1994 or later

Transfer acceptability: CSU; UC – MATH 100, 105 and 106 combined: maximum credit, one course

Selected topics from logic, modern algebra, number theory, and geometry. Designed to give the student an introduction to the structure of mathematics and its applications. Recommended for liberal arts students.

MATH 105 Concepts of Elementary Mathematics I (3)
3 hours lecture

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

Transfer acceptability: CSU; UC – MATH 100, 105 and 106 combined: maximum credit, one course

Selected topics from the real number system including properties and operations with integers and rational numbers as fractions and decimals. Additional topics include problem solving, numeration systems, number theory, and topics in logic and set theory. Recommended for prospective teachers.

MATH 105L Concepts of Elementary Mathematics I Laboratory (1)
2 hours lecture/laboratory

Prerequisite: A minimum grade of 'C' in MATH 105, or concurrent enrollment in MATH 105

Transfer acceptability: CSU

This is a lab to accompany Math 105. The course focuses on children's mathematical thinking regarding topics in the Math 105 curriculum including, but not limited to, place value, arithmetic operations with whole numbers, fractions, and problem-solving strategies. Students view and analyze videoclips of children being interviewed regarding their mathematical thinking, and students also interview children at the first and fourth/fifth grade levels, evaluating the strategies used and analyzing and reflecting upon the mathematical thinking involved. Recommended for prospective elementary and middle school teachers.

MATH 106 Concepts of Elementary Mathematics II (3)
3 hours lecture

Prerequisite: A minimum grade of 'C' in MATH 105

Transfer acceptability: CSU; UC – MATH 100, 105 and 106 combined: maximum credit, one course

An extension of Mathematics 105, including selected topics from two-and-three-dimensional geometry, motion geometry, and measurement. Recommended for prospective elementary and junior high school teachers, parents, and liberal arts students.

MATH 110 College Algebra (4)
4 hours lecture

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

Transfer acceptability: CSU; UC – MATH 110 and 135 combined: maximum credit, 4 units

Study of the behavior and characteristics of functions from graphic, numeric, analytic and applied perspectives, including general polynomial functions, rational functions, exponential and logarithmic functions, and sequences. Systems of equations in several variables with an emphasis in matrix solutions.

MATH 115 Trigonometry (3)
3 hours lecture

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

Transfer acceptability: CSU

The trigonometric functions and their applications including emphasis on the analytical aspects, identities, and trigonometric equations.

MATH 120 Elementary Statistics (3)
3 hours lecture

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

Transfer acceptability: CSU; UC – MATH 120, BIOL 215, and PSYC/SOC 205, combined: maximum credit, one course

Selected topics include tabular and graphical representation of data, counting principles, permutations, combinations, discrete and continuous probability distributions, sampling distributions, the Central Limit Theorem, an introduction to inferential statistics, and simple linear regression analysis. Applications from the fields of business, economics, life sciences, social sciences, and the physical sciences.

MATH 130 Calculus for the Social Sciences (4)
4 hours lecture

Prerequisite: A minimum grade of 'C' in MATH 110 or eligibility determined through the math placement process

Note: Not open to students with credit in MATH 140

Transfer acceptability: CSU; UC – MATH 130 and 140 combined: maximum credit, one course

Functions and their graphs including exponential and logarithmic functions, single variable calculus, limits, differentiation, integration and their applications, multivariable calculus, with application to business, social sciences and behavioral science.

MATH 135 Precalculus Mathematics (5)
5 hours lecture

Prerequisite: A minimum grade of 'C' in MATH 115 or eligibility determined through the math placement process

Transfer acceptability: CSU; UC – MATH 110 and 135 combined: maximum credit, 4 units

Designed for students who intend to take calculus. Emphasizes study of the behavior and characteristics of functions from graphic, numerical, analytic, and applied perspectives. Includes trigonometric functions, general polynomial functions, rational functions, exponential functions, logarithmic functions, absolute value functions, functions with rational exponents, and sequences. Selected topics from analytic geometry and linear systems are also presented.

MATH 140 Calculus With Analytic Geometry, First Course (5)
5 hours lecture

Prerequisite: A minimum grade of 'C' in MATH 135, or MATH 110 and MATH 115, or eligibility determined through the math placement process

Transfer acceptability: CSU; UC – MATH 130 and 140 combined: maximum credit, one course; TCSU MATH 210; MATH 140 + 141 = TCSU MATH SEQ A

An introduction to analytic geometry, differentiation and integration of algebraic and transcendental functions of a single variable, and applications of differentiation.

MATH 141 Calculus With Analytic Geometry, Second Course (4)
4 hours lecture

Prerequisite: A minimum grade of 'C' in MATH 140

Transfer acceptability: CSU; UC; TCSU MATH 220; MATH 140 + 141 = TCSU MATH SEQ A

Continuation of MATH 140. Topics include definite integrals and their applications; methods of integration (including the use of modern computational technology as appropriate); indeterminate forms; improper integrals; sequences; infinite series; Taylor series; conic sections; polar coordinate; and parametric equations from analytic, graphic, and numeric perspectives.

MATH 146 Fortran-90 for Mathematics and Science (3)
2 hours lecture-3 hours laboratory

Prerequisite: A minimum grade of 'C' in MATH 135 or MATH 110 and MATH 115, or a passing grade on the appropriate placement test

Note: Cross listed as CSCI 146

Transfer acceptability: CSU; UC

Programming in FORTRAN 90 to solve typical problems in mathematics, computer science, physical sciences, and engineering. Programming is done on a PC.

MATH 197 Mathematics 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.

Prerequisite: A minimum grade of 'C' in either MATH 56 or MATH 60, or eligibility determined through the math placement process

Note: May be taken 4 times

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

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

MATH 200 Introduction to Linear Algebra (3)

3 hours lecture

Prerequisite: A minimum grade of 'C' in MATH 141

Transfer acceptability: CSU; UC; TCSU MATH 250

Matrices, determinants, vectors, linear dependence and independence, basis and change of basis, linear transformations, and eigen values.

MATH 205 Calculus With Analytic Geometry, Third Course (4)

4 hours lecture

Prerequisite: A minimum grade of 'C' in MATH 141

Transfer acceptability: CSU; UC; TCSU MATH 230

Vectors in the plane and space, three-dimensional coordinate system and graphing, vector-valued functions and differential geometry, partial differentiation, multiple integration, and vector calculus.

MATH 206 Calculus With Differential Equations (4)

4 hours lecture

Prerequisite: A minimum grade of 'C' in MATH 205

Transfer acceptability: CSU; UC; TCSU MATH 240

A first course in ordinary differential equations from analytic, geometric, numeric and applied perspectives (including the use of modern computational technology as appropriate). Topics include exact, separable, and linear equations; initial value and boundary-value problems; systems of first-order equations; reduction of order; undetermined coefficients; variation of parameters; series solutions; and Laplace transforms.

MATH 245 Discrete Mathematics (3)

3 hours lecture

Prerequisite: A minimum grade of 'C' in MATH 130 or MATH 140, or a passing score on the appropriate placement test

Transfer acceptability: CSU; UC

The study of propositional and predicate logic, number theory and methods of proof, elements of set theory, relations and functions, the Pigeonhole Principle, sequences, infinite sets, basic counting techniques, permutations, combinations, graphs and trees, and applications directed to the field of computer science.

Medical Assisting (MA)

Contact the Life Sciences Department for further information.

(760) 744-1150, ext. 2275

Office: NS-207A

Associate in Arts Degrees -

AA Degree requirements are listed in Section 6 (green pages).

- Administrative Medical Assisting
- Clinical Medical Assisting

Certificates of Achievement -

Certificate of Achievement requirements are listed in Section 6 (green pages).

- Administrative Medical Assisting
- Clinical Medical Assisting

PROGRAMS OF STUDY

Administrative Medical Assisting

Provides specific skills for entry level positions as an administrative assistant in a physician's office or a medical clinic.

A.A. DEGREE MAJOR OR CERTIFICATE OF ACHIEVEMENT

Program Requirements	Units
MA 50 Introduction to Medical Assisting	3
MA 55 Medical Terminology and Anatomy	3
MA 56 Medical Terminology and Anatomy	3
MA 60 Medical Insurance	3
BUS 125 Business English	3
OIS 102 Intermediate Keyboarding	2
OIS 136.1 Word Basic	1
OIS 136.2 Word Intermediate	1
OIS 205 Office Procedures	3
CE 100* Cooperative Education	2
TOTAL UNITS	24

* Cooperative Education must be related to this major.

Clinical Medical Assisting

Provides specific skills for entry level positions as a clinical assistant in a physician's office or a medical clinic.

A.A. DEGREE MAJOR OR CERTIFICATE OF ACHIEVEMENT

Program Requirements	Units
MA 50 Introduction to Medical Assisting	3
MA 55 Medical Terminology and Anatomy	3
MA 56 Medical Terminology and Anatomy	3
MA 65 Clinical Assisting: Patient Care	5
MA 66 Clinical Assisting: Diagnostic Procedures	5
MA 70 Supervised Clinical Experience	3.5
ZOO 145 Introduction to Anatomy and Physiology	3
BUS 125 Business English	3
OIS 101* Beginning Keyboarding	2
TOTAL UNITS	28.5 - 30.5

* May be exempt by typing proficiency exam.

COURSE OFFERINGS

Courses numbered under 100 are not intended for transfer credit.

MA 50 Introduction to Medical Assisting (3)

3 hours lecture

History and development of the medical profession and its specialties. Roles and functions of the medical assistant and medical assisting organizations. Principles of interpersonal relationships, professional attitudes, medical ethics, and law. Reception and scheduling of patients.

MA 55 Medical Terminology and Anatomy (3)

3 hours lecture

Basic medical terms with emphasis on word analysis and construction. Overview of anatomy and the pathological, diagnostic, therapeutic, and surgical terms related to the body as a whole and the integumentary, digestive, urinary, musculoskeletal, and male reproductive systems.

MA 56 Medical Terminology and Anatomy (3)

3 hours lecture

Basic medical terms with emphasis on word analysis and construction. Overview of anatomy and the pathological, diagnostic, therapeutic and surgical terms related to the cardiovascular, respiratory, hematologic, endocrine, and female reproductive systems, and to oncology.

MA 60 Medical Insurance (3)

3 hours lecture

Recommended preparation: MA 55 or 56

Provides entry-level skills training in medical insurance billing. Surveys private and government health and accident insurance plans and methods for preparing claim forms. Emphasis on compiling and extracting data for completion of forms.