BUTTE COLLEGE

2009/2010

An Annual Course Catalog of the Butte-Glenn Community College District

www.butte.edu

Butte College

A Public Community College
of the Butte-Glenn Community College District

Accredited By
Western Association of Schools and Colleges
an institutional accrediting body recognized by the
Commission on Recognition of Postsecondary Accreditation
and the U.S. Department of Education

Approved By
California Community College Board of Governors
Commission on Peace Officer Standards and Training
University of California
California State University
Commission on Accreditation of Allied Health Education Programs
Committee on Accreditation for Respiratory Care
Committee on Accreditation of Educational Programs for the EMS Professions
Board of Vocational Nurse and Psychiatric Technician Examiners
Board of Registered Nursing
Office of the State Fire Marshal
State Department of Health Services
Butte County Board of Health
State Department of Public Health
Immigration and Naturalization Service

Courses equivalent to college and university work are accepted by California State University and the University of California.

3536 Butte Campus Drive, Oroville, California 95965
www.butte.edu

Information
(530) 895-2511

Main Campus • 3536 Butte Campus Drive • Oroville
Chico Center • 2320 Forest Avenue • Chico
Glenn County Center • 604 East Walker Street • Orland

Information about course offerings, fees, refunds, and college policies published in this *Catalog* is subject to change without prior notice. Any updates to policy, enrollment, or fee information are published in the *Semester Class Schedule* prior to registration each semester.

Butte College President Diana Van Der Ploeg

A Message From The President

Welcome to Butte College…you have made a great choice! Our faculty and staff are some of the best you're going to find and are here to help you succeed in accomplishing your dreams. They are experts in their areas and will work with you on your goals. I know you'll find them to be helpful, knowledgeable, and interested in you and your success. Get to know them as they will be some of your greatest resources as well as provide you with encouragement and opportunities. They are some of the best and brightest.

Butte College has a wonderful variety of educational options from which to choose. Those include transfer degrees to a four-year college, Associate in Arts or Science Degrees, certificate programs, courses that will prepare you for employment, career skills coursework, and personal enrichment classes. Our services are designed to help you every step of the way through your college experience. You'll find our folks who offer these services to be some of the most caring and helpful people around!

Let this catalog be your guide to the variety of educational and service opportunities, plus other general information. You will find much of what you need in the catalog, yet don't hesitate to ask any one of us for more information…we're here to help.

We all welcome you to Butte College. We care about you and providing you with quality education and services, all in a great environment. We are excited about your future, so thanks again for choosing our college…you've made a great investment in your future and a great choice in attending Butte College!

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BUTTE COLLEGE IS A NON-SMOKING CAMPUS — Except in designated areas

About Butte College

Mission Statement

National Leader in Sustainability

Our Vision

To be the best community college in California.

About Butte College

Graduation

Butte College, with over 20,000 students, is a nationally accredited community college located just 75 miles north of Sacramento. Butte College offers a quality education where students can earn associate's degrees, train for over 100 career options, or take general education classes to transfer to CSU, Chico, UC Davis, UC Santa Barbara or private universities. Butte College has the highest transfer rate to CSU, Chico, and many of our alumni have successful careers in fire, nursing, law enforcement, welding, business, computer science and more.

The College's Mission Statement

The mission of Butte College is to create a student-centered, community-based learning environment which empowers students to become productive, literate, and responsible members of a diverse society.

Our mission is accomplished through

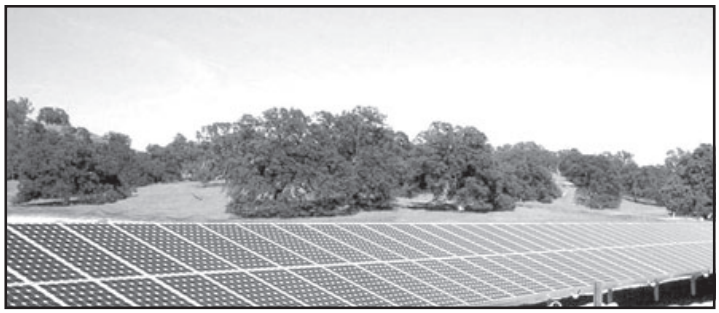
- Degree, transfer, career, technical, and certificate programs;
- Basic skills;
- English as a second language;
- Student support services that promote student access and achievement;
- Economic development and workforce training;
- Adult non-credit courses; and
- Community education.

Butte College—A National Leader in Sustainability

Butte College has been named the 2008 Grand Prize Winner in the National Wildlife Federation's *Chill Out: Campus Solutions to Global Warming* nationwide competition. This prestigious award was given to Butte College for its comprehensive campus climate action plan. Butte College boasts a broad array of comprehensive global warming pollution reduction initiatives. A Sustainability Studies certificate is now part of our certificate programs accelerating students into sustainability careers. The certificate provides students with an array of courses covering the social, economic, and environmental aspects of sustainability. Butte College has been awarded a National Science Foundation grant to create a new Green Building Systems program including green building technology and renewable energy courses. Students in these classes use the green buildings and solar arrays on campus as learning laboratories. These courses, certificates, and programs are the beginning of the educational support for the emerging green economy and the future careers of our students.

The college is a designated 928 acre wildlife refuge and has long been committed to sustainability. Students at Butte College have been instrumental in its environmental successes as well, including the "green design" café, classroom recycling, and creek habitat restoration. The Associated Students funded a Sustainability Resource Center with books, journals, magazines, and staff.

Butte College is on track to be carbon positive by 2015 and is employing energy efficiency measures in all campus facilities, as well as a Green Building certificate program for five new buildings to achieve this goal. From 2002 to 2006, Butte College has already decreased its electricity and natural gas use by 33 percent. Butte College recycles 75 percent of its waste stream and also runs the largest community college transportation system in California, keeping 1,000 cars off the road daily.



Butte College has one of the largest community college solar arrays in the nation.

2009-2010 Academic Calendar

Fall Semester, 2009 (Aug. 24-Dec. 18)

EOPS/DSPS/VETS Cont. Student Registration begins Apr. 6
Continuing Student Registration begins ..... Apr. 7
Returning Student Registration begins ..... May 11
New Exempt Student Registration begins ..... May 12
Open & K-12 TeleReg ..... Aug. 14
Instruction begins ..... Aug. 24
Last Day to:
- Pay fees ..... Sept. 4
- Add courses ..... Sept. 4
- Drop and receive a refund ..... Sept. 4
- Legal Holiday ..... Sept. 7
- Drop without appearing on transcript ..... Sept. 18
- Submit petitions ..... Sept. 25 (P/NP, Audit, Credit by Exam)
- Withdraw with a "W" ..... Oct. 16

Deadline to apply for graduation ..... Oct. 30
Veterans Day Holiday ..... Nov. 13
Thanksgiving Recess ..... Nov. 26-27
Non-Instructional Saturday ..... Nov. 28
Last day of instruction ..... Dec. 11
Final Examinations ..... Dec. 14-18

Winter Session, 2010 (Jan. 4 - Jan. 22)

(*Winter Session dates are subject to change*)

EOPS/DSPS/Vets/Cont. Student Registration begins . Nov. 2
Continuing Student Registration begins ..... Nov. 3
Returning Student Registration begins ..... Nov. 10
New/Exempt Student Registration begins ..... Nov. 11
Open & K-12 TeleReg ..... Dec. 11
Winter Session begins ..... Jan. 4
Refund date ..... Jan. 4

Winter Session continued

Last day to add & pay fees ..... Jan. 5
Drop without appearing on transcript ..... Jan. 7
Withdraw with a "W" ..... Jan. 12
Martin Luther King Legal Holiday ..... Jan. 18
Last day of Instruction ..... Jan. 22

Spring Semester, 2010 (Jan. 25-May 28)

EOPS/DSPS/Vets/Cont. Student Registration begins . Nov. 2
Continuing Student Registration begins ..... Nov. 3
Returning Student Registration begins ..... Nov. 10
New Exempt Student Registration begins ..... Nov. 11
Open & K-12 TeleReg begins ..... Jan. 15
Instruction begins ..... Jan. 25
Last Day to:
- Pay fees ..... Feb. 5
- Add courses ..... Feb. 5
- Drop and receive a refund ..... Feb. 5
- Drop without appearing on transcript ..... Feb. 19
- Submit petitions ..... Feb. 26 (P/NP, Audit, Credit by Exam)
- Withdraw with a "W" ..... March 26

Legal Holidays ..... Feb. 12, 15
Spring Break ..... March 15-19
Deadline to apply for graduation ..... March 31
Last day of instruction ..... May 21
Final Examinations ..... May 24-28
Graduation Ceremony ..... May 28

Summer Session, 2010 (June 7-July 29)

(*Summer Session dates are subject to change*)

WebReg open 24/7 • TeleReg open 11-1 daily

Mission and Objectives of the Butte College Foundation

Mission

The Mission of the Butte Community College Foundation is to support the Butte-Glenn Community College District as it provides quality and accessible education to students and supports and promotes the College as an integral part of the social and economic health of our local communities.

Objectives

- To help further the academic development and success of students through financial and other means of support
- To establish scholarships and assist programs and services that benefit students
- To support and assist the development staff with the Foundation's annual goal of raising funds through major, special, planned and annual gifts
- To enhance the expertise, diversity and structure of the Foundation Board membership to make it more effective in achieving its mission
- To promote and publicize Butte College and the role it plays in the communities of Butte and Glenn counties
- To regularly evaluate funding priorities and identify areas critical to Butte College's mission

The College's Advisory Committees

To ensure that Career and Technical Education programs respond to the needs of business, industry, and government, the Butte-Glenn Community College District establishes program advisory committees whose members are industry leaders in occupational areas related to the College's programs.

Individual program advisory committees provide valued advice related to:

- Curriculum
- Facilities and equipment
- Job market information
- Evaluation of the performance of students completing the requirements for any given program

A campus Career and Technical Education General Advisory Committee consults with the campus on the broader issues related to the Butte College vocational mission.

The 2009-2010 Academic Calendar
The College's Foundation
The College's Advisory Committees

Main Campus

Glenn County Center

Main Campus

3536 Butte Campus Drive, Oroville
(530) 895-2511, www.butte.edu
(see page 268 for Main Campus map)

Learning Resource Center

Butte College is located an hour and ten minutes north of Sacramento, nestled in the Sierra Nevada foothills. The Main Campus is a designated wildlife refuge, and rests on 928 acres—making it one of the largest community college campuses in California.

With its exceptional instructional programs and impressive technology, the College has earned an excellent reputation for high quality general and transfer education and career and technical skills preparation.

The Main Campus features training centers, ranging from fire, law enforcement, and fish and game warden academies to agriculture, welding, automotive technology, and fully-equipped science and nursing academic laboratories. Campus landmarks include the Everett Brott Campus Center, housing admissions and records, career and counseling centers, a cafeteria and bookstore; and the Frederick S. Montgomery Library that includes Media Services for Distance Learning.

Glenn County Center

Glenn County Center

604 East Walker Street, Orland
(530) 865-9728, (530) 934-2144, (530) 895-2429
(see page 267 for map to Glenn Center)

The Glenn County Center is Butte College's base of operations for the Glenn County area, which includes the communities of Orland, Willows, and Hamilton City. A variety of course offerings are available in Glenn County, including an extensive list of General Education/Transfer Classes.

Classes are held at the Center from 8 a.m. to 10 p.m., with classes also being offered at other locations within the county. The Center also provides many student services, including admissions, registration, counseling, assessment, and financial aid assistance.

For students unable to travel to the Main Campus for classes, the Glenn County Center's Media and Distance Learning Center (MDLC) offers an opportunity to attend selected Main Campus classes via television. This program allows students to participate in classes which are either broadcast live to the Glenn County Center, or transmitted there as previously recorded, giving them an opportunity to take classes not available locally.

Students may also register for classes, check out pre-recorded class tapes, have tests proctored, or access teletutoring services through the Glenn County Center. Public transportation to the Glenn County Center is available through Glenn Ride Transit. Students can access Glenn Ride from locations throughout Glenn County and Chico.

Chico Center

2320 Forest Avenue, Chico
(530) 895-1352

(see page 267 for map to Chico Center)

Chico Center

The Chico Center is a state-of-the-art building that offers day, evening and distance courses for the community. Classes are offered in speech, English, music, political science, history, philosophy, geography, business, computers, accounting, foreign languages and more. The Chico Center also offers a broad range of student services, including admissions, registration, counseling, financial aid, a bookstore, and a cafe. Additionally, the Chico Center offers computer labs, child development lab, student study hall, distance learning, and library services. The College offers seminars and workshops for businesses throughout the year through the Training Place, located on the first floor of the Chico Center.

Students can also access a teletutor for individual help over a special television with telephone and computer interface. For students unable to travel to the Main Campus for classes, the Chico facility's Academic Student Services Center (ASSC) offers an opportunity to attend selected Main Campus classes via television. This program allows students to attend and participate in classes that are broadcast live to the Chico Center or transmitted there as previously recorded, giving them an opportunity to take classes not available locally.

General Education, Career Programs, and Transfer Majors

Evening College

FastTrack Classes

Distance Learning

Study Abroad

Educational Opportunities

General Education, Career Programs, and Transfer Majors

Butte College offers students a variety of educational options, ranging from general and special-interest courses, complete career and technical education programs which prepare students for a career upon graduation, and transfer programs which allow students to complete their General Education and lower-division major requirements before transferring to a university. Classes are offered at the three campuses, as well as at locations in several communities throughout the Butte-Glenn Community College District. Upon successful completion of chosen programs, the College may award students an Associate in Arts or Associate in Sciences degree, and/or a Certificate of Achievement.

Evening College

The Evening College program is an extension of the day program, offering classes from 5 to 10 p.m. Monday through Thursday. Regular college credit may be earned in most courses. The purpose of the Evening College program is to satisfy transfer requirements, to help individuals advance vocationally, and to train students for employment. In addition, continuing education courses are provided in both vocational and avocational areas. Besides being offered at the Main Campus, evening classes are available in Glenn County and the communities of Chico, Gridley, Oroville, Paradise and Biggs.

FastTrack Classes

FastTrack classes allow students to obtain necessary units in less time than a full semester-long class. A FastTrack class may meet for one day, one week, or only half of the semester, yet award full credit upon completion. FastTrack courses also include sequenced "block classes," which allow students to fulfill two semesters' worth of work in back-to-back sessions of eight weeks each. Veterans or dependents of veterans should check with the Office of Veterans Affairs before adding these classes.

Distance Learning

Butte College uses three different delivery methods of instruction for Distance Learning. These courses offer increased convenience and flexibility in the pursuit of educational goals. For more information on Distance Learning courses, please visit the Butte College website at **www.butte.edu/distance** or call (530) 879-4055.

Online courses: Butte College offers a variety of courses online which are available from anywhere with Internet access.

Telecourses: Televised courses are available on Comcast Cable TV to subscribers in Butte and Glenn Counties. Telecourse video content is also available at the Main Campus, the Chico Center, and the Glenn County Center in Orland.

Educational Broadband Service (EBS): These courses are broadcast to the Chico Center and Glenn County Center, allowing students to participate in live classes using television receivers, microphones, and video cameras.

Study Abroad

Butte College has a thriving, dynamic Study Abroad Program, offering opportunities to live and study in exciting international destinations such as Costa Rica, Maya Country (Southern Mexico and the Yucatan) and Ireland. Check us out on our Website at **www.butte.edu/studyabroad** to find out more about our offerings, to download applications, and to learn about financial aid available. Additional information can be obtained by calling the office of Study Abroad at (530) 895-2251.

Contract Education, Training and Development

The Training Place: Mission - Responding to community needs by providing performance improvement solutions resulting in economic development, sustainability and growth.

Training & Development Resources: Our group of training professionals hold extensive local and state expertise developing and delivering high quality training to meet employee development needs. Training performance managers are available to assess, design, develop and implement training. Our performance based programs include solid measurements gathered through the collection of qualitative and quantitative data provided by employers and participants. Training can be customized for delivery at your workplace to meet specific business goals. In addition, The Training Place offers other courses open to the public.

Training Programs: Our supervisor and management development series provides new and aspiring leaders an opportunity to raise their skill level and increase overall productivity. Courses include Superworker to Supervisor, Understanding Personalities, Coaching for Success, Leadership, Managing Priorities, Motivation, Decision Making and Dealing with Challenging People.

Adapting to Change, Communication, and Conflict Management, Cross Cultural Awareness, Embracing Diversity, The Power of Positive Attitudes, Maximizing Team Performance, Time Management and Resiliency courses produce immediate results for application in the workplace.

Quality Assurance programs include introductory courses to ISO 9000 along with comprehensive Lean Processing and Six Sigma training. Compliance and safety training may include OSHA, Sexual Harassment Prevention and Workplace Violence Prevention.

Business Technology courses offer employees courses to build basic to advanced computer skills in Microsoft Excel, Word, Access, ASP.net, HTML and Web Design.

Sponsorship: Sponsorship partners invest in training for their employees by selecting one of our four levels of sponsorship – Platinum, Gold, Silver or Bronze. Our Sponsor board located on the first floor of the Chico Center provides visibility to demonstrate to employees attending training the investment employers place in the value in their development. Sponsors benefit with 50% additional training sessions at no cost, input on training topics and content to meet needs, employees exposed to learning with over 150 other local professionals and, use of our professional training facility with video conferencing capabilities. In addition, the enrollment is streamlined with just one annual invoice!

Learning Partners: Our industry learning partners include businesses in Architecture & Engineering, Agriculture, Healthcare, Technology, Manufacturing, Hospitality, Food and Beverage, Government, Green and Sustainable Businesses, Renewable Energy, Green Building Technology as well as the nonprofit sector.

Training Technology & Facilities: The Training Place provides a warm and professional learning environment with comfortable seating and, state of the art training equipment including web and video conferencing capabilities.

Contact Details: For more information , call us at (530) 895-9015, email us at thetrainingplace@butte.edu or visit The Training Place website in the Business Section at **www.butte.edu/thetrainingplace/**.

General Interest Community Services and Programs

As a community college serving the needs of district residents, Butte College provides several general interest services and programs which are open to the public. People need not be students to avail themselves of these services, many of which are free.

Among services offered are career assessments, counseling and workshops from the college's Career & Employment Services. Through assessment and counseling, people can become more aware of their interests and skills and careers for which they are suited. Services are available at the Main Campus, Chico and Oroville and address a variety of career and employment concerns. For more information on the college's Career & Employment Services, call the Career Center at (530) 895-2340 or Job Placement at (530) 895-2334.

To request a campus tour or have a guest speaker on services and programs at the college, call the Recruitment and Outreach Office at (530) 895-2511.

Contract Education Training and Development

General Interest Community Services and Programs

Career and Technical Education

Certificate and Associate Degree Programs

Career and Technical Education

Offering the Ultimate in a Community College Education

Career and Technical Education programs are designed to prepare students to enter their selected career or occupation and to advance socially, economically, and professionally within their selected careers. The District's plan for Career and Technical Education is an educational sequence that offers the potential of a transfer for a Baccalaureate Degree but has the flexibility of preparing and allowing students to leave the sequence with gainful employment skills short of the attainment of this Degree.

Associate Degree Programs

These are for students who want and are capable of the ultimate in a community college education: employment skills, plus General Education development. Upon completion of the Associate Degree program, students may enter skilled to semi-professional employment or advanced career education at another college or university.

Certificate of Achievement Programs

These are for students who want to take virtually all their work in specialized employment preparatory courses. Upon obtaining a Certificate of Achievement, students can enter skilled employment or continue for an additional year to obtain the Associate Degree.

Career Upgrading and Retraining Courses

These are offered at the College in a variety of occupations and on a number of levels, depending upon the expressed needs of people in the college community.

Planning to Transfer?

Students planning to transfer to a four-year college must complete coursework as outlined on pages 113-117. See a counselor for assistance with transfer planning.

Career Programs Offered At Butte College

Agriculture
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Agriculture Science 64
Environmental Horticulture 79-80
Heavy Equipment Operation Technician 85
Mechanized Agriculture 93
Natural Resources 98
Natural Resources/Parks and Recreation 99

Alcohol & Drug Treatment
see Addiction Studies 61

Auto Industry/Engine Mechanics
see Auto Tech 65
Mechanized Agriculture 93

Beautician/Hair Stylist
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Building Trades
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Civil Engineering Technology 71
Drafting and CAD Technology 76

Business
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Business Management 67-68
Computer Applications 72
Marketing 92
Real Estate 104

Computer Information Systems
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Child Care and Pre-School
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Computers in Business
see Computer Applications 72

Construction and Drafting
see Building Inspection Technology 66
Drafting and CAD Technology 76

Design
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Interior Design 86

Employability and Personal Performance
(Course series only-No degree awarded. For more information call Career Services (530) 895-2340)
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Engineering
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Drafting and CAD Technology 76

Farm, Livestock and Agriculture
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Agriculture Science 64
Environmental Horticulture 79-80
Heavy Equipment Operator Technician 85
Mechanized Agriculture 93
Natural Resources 98

Forestry/Natural Resources
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Natural Resources/Parks and Recreation 99

Fashion
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Visual Merchandising 108

Fine Arts
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Photography 102

Fire Fighting
see Fire Technology 82
Firefighter I Academy 83

Health Care
see Certified Nursing Assistant/Home Health Aid . 70
EMT - Paramedic 78
Licensed Vocational Nursing 91
Registered Nursing 105
Registered Nursing: LVN to ADN 106
Respiratory Care 107

Heavy Equipment Operator
see Heavy Equipment Operator Technician 85

Interior Design
see Interior Design 86

Law Enforcement
see Administration of Justice 62
Law Enforcement Academy - Basic 87
Law Enforcement Academy - Basic/ Fish and Game 88

Law and Social Welfare
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Court Personnel - Pre-law 75

Leadership
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Media/Television
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Multimedia Studies
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Merchandising
see Business Management 67-68
Marketing 92

Natural Resources
see Natural Resources 98

Nursery, Florist and Landscape Management
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Landscape/Turfgrass Technician 80
Nursery/Florist Technician 80
Natural Resources/Parks and Recreation 99

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Registered Nursing 105
Registered Nursing: LVN to ADN 106

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Peace and Global Studies
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Photography
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Real Estate
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Respiratory Care
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Sales
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Business Management 67-68
Marketing 92
Real Estate 104

Secretarial Career Programs
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Legal Office Assistant 90
Medical Front Office Assistant 94
Computer Applications 72
Medical Transcription 95

Small Business and Retail Management
see Business Management 67-68
Marketing 92

Welding
see Welding Technology 109

Transfer
Degree Programs

Help With
The Transfer
Process

Transfer Degree Programs

An Affordable and Attractive Option

Each year, many Butte College students transfer to universities to complete their baccalaureate degree work. These students' record of success is as good or better than students who enroll in the university as entering freshmen. The transfer pathway has resulted in thousands of individual success stories, and the number keeps growing.

The College's transfer programs offer coursework which can meet lower division General Education requirements for all campuses of the California State University and University of California systems. An extensive program of articulated coursework guarantees course equivalency between Butte College and four-year institutions in most major programs. This allows Butte College transfer students to arrive on the university campus as fully-prepared students with upper division (junior) standing.

Transfer students should use the community college to complete their lower division General Education requirements, lower division major preparation courses and, when necessary, complete skill development work in math, reading, and English which prepares them for success in university-level courses. Butte College offers courses which fully address each of these needs. Articulation agreements with various UC and CSU systems can be obtained in the Counseling Office or Transfer Counseling Center.

Help With The Transfer Process

The transfer process can be confusing as it involves highly technical information. To attempt it without the assistance of a college counselor may lead to mistakes which are expensive in both time and money. To that end, the College offers students help through the Transfer Counseling Center, Counseling Office, Extended Opportunity Programs and Services, Disabled Students Programs and Services, TRiO Student Support Services, Financial Aid, and the Career Center, as well as instructional faculty and college staff who are dedicated to helping students succeed. The ultimate responsibility for a successful community college transfer experience rests with the student. However, at Butte College, a support system is in place which allows students to reach their full academic potential as they achieve their educational goals.

Transfer Degree Programs Offered At Butte College

Agriculture and Natural Resources 118
Agriculture Business 119
Apparel Marketing and Design 120
Biological Science 121
Business Administration 122
Chemistry 123
Child Development 124
Communication Studies 125
Computer Science 126
Criminal Justice 127
Engineering 128
Environmental Science 129
Fine Arts 130
Graphic Design 131
Language Arts 132
Liberal Studies 133
Mathematics 134
Nutrition and Food Sciences 135
Physical Education 136
Physical Science 137
Physics 138
Radio-TV Film 139
Social and Behavioral Science 140
Sustainability Studies 141
University Studies 142

Attending Butte College

Open Enrollment Policy

Enrollment Restrictions

Student Classifications

Admissions

Butte College admits all high school graduates or the equivalent, and any persons 18 years of age or over who are capable of benefiting from the instruction offered. High school non-graduates who are over 18 years of age shall be admitted provisionally. Other K-12 students who have the permission of their principal, counselor, and a parent, may be eligible for admission. Students who meet the eligibility requirements for admission must submit an Application for Admission form to the Office of Admissions and Records prior to registration. K-12 students must also complete a concurrent enrollment form. Forms are available at the high school counseling office, Chico Center, Glenn County Center, or Main Campus Admissions Office, (530) 895-2361.

Open Enrollment Policy

It is the policy of this District that, unless specifically exempted by statute, every course, course section and class, in which attendance is reported for state aid, wherever offered and maintained by the District, is fully open to enrollment and participation by any person who has been admitted to the College and who meets such prerequisites as may be established pursuant to regulations contained in Article 1 (commencing with Section 55000) of Subchapter 1 of Chapter 6 of Division 6 of Title 5 of the California Code of Regulations.

Enrollment Restrictions

New Students

New students have enrollment restrictions until they have been assessed for English, reading and mathematics placement levels, have had Orientation, and have participated in pre-enrollment counseling and advising. All applicants are urged to complete the admission process as early as possible.

Returning Students

Former Butte College students who are returning to the College should contact the Orientation Office at (530) 895-2416 to make sure they are cleared for registration. Staff at the Orientation Office will explain the steps for re-entry into college.

Student Classifications

New Student: A student who has never attended Butte College before.

Continuing Student: A student who is currently enrolled at Butte College.

Returning Student: A former Butte College student who is returning after an absence.

Full-time: A student enrolled in 12 or more semester units. For fee purposes, full-time constitutes 6 or more credit units.

Part-time: A student enrolled in fewer than 12 semester units. For fee purposes, part-time constitutes fewer than 6 credit units.

Provisional: A first-time student enrolled full-time who is 18 years of age or older, but who does not possess a high school diploma or equivalent.

K-12: A special part-time student, who is under 18 years of age, is a nongraduate of a high school, and has appropriate permission. K-12 students may not enroll in more than 11 credit units for fall and spring semesters, 4 units Winter Session, 10 units summer session. For additional information please contact the Office of Admissions and Records at (530) 895-2361, or visit us online at **www.butte.edu/highschool/**.

For in-depth information on enrollment policies and procedures, please turn to page 16.

Quick Guide to Butte College Admission

7 Steps to Enroll

1 **Complete an application**

Fill out the Application online at **www.butte.edu**. You can also pick up an application at any of our locations (Main Campus, Chico Center, or the Glenn County Center) and after completing it, mail to A&R, 3536 Butte Campus Dr., Oroville, CA 95965, or drop it off! Can't get to one of our locations? Call Campus Information (530) 895-2511 for an application.

- **All new high school graduates must complete a new application the year they expect to graduate even if they have taken classes at Butte before.**

2 **Request official transcripts be sent to Butte College.**

If you have previously attended other colleges, have your transcripts sent to Admissions and Records. Allow six weeks for delivery; call (530) 895-2361 to confirm that they arrived. **Contact the Assessment Office at (530) 895-2350 if you need to have your transcript evaluated for placement purposes or to meet a prerequisite. Allow a minimum of three working days for the evaluation to be completed.**

3 **Complete the Assessment requirement.**

To be placed in appropriate courses, Butte College requires students to have math, reading, and English placement levels on file prior to registering. For information on signing up for the Assessment or exemption information see page 16.

- Attention: Students taking one or two classes that are not math, reading, or English and are not planning to earn a degree or certificate can skip to step 5.

4 **Attend Orientation**

Students participate in Orientation activities that include a campus tour, learning about student support services, and college procedures. Part of Orientation includes meeting with a counselor prior to selecting and registering for your classes. See START on page 17 for more information and exemptions.

5 **Register for your classes**

Students participating in pre-enrollment START activities register on the day they participate in Orientation.

- All other students register by Web (WebReg) or by phone (TeleReg) according to the times printed in the schedule or posted on the web **at www.butte.edu**. **Continuing students are mailed their appointment times or can locate these online with WebAdvisor.**
- Be sure to confirm your schedule and fees on the web after you register.

6 **Pay for your classes**

You can pay with a Visa, MasterCard or Check Card on the Web or through TeleReg. You may also send payment to: Butte College Payment Center, 3536 Butte Campus Dr., Oroville, CA 95965, or pay in person. See Basic Fees on page 21 for more information on college finances and expected costs and refund information.

7 **Attend Classes**

If you are going to miss the first day of class, contact the instructor to hold your spot.

- It is the student's responsibility to drop classes they are no longer attending.
- If you are dropped by the instructor, your account may not be credited.

Questions?

Admissions ..... (530) 895-2361	Assessment ..... (530) 895-2350	Registration ..... (530) 895-5060
Financial Aid ..... (530) 895-2311	Orientation ..... (530) 895-2416	Counseling ..... (530) 895-2378
Web Help ..... (530) 895-2925		

Application For Admission

Basic Skills Assessment (BSA)
Exemptions to The BSA

Enrollment Policies and Procedures

Application for Admission

Apply online a**t www.butte.edu**, or pick up an application in the Office of Admissions and Records. New students and returning high school students who have changed from high school to regular student are required to complete an Application for Admission. It is important to fill in all sections, front and back. Submitting an application does not require students to register for classes; it just gives them the option. Students should apply as soon as possible. Once the Application for Admission is completed, send or deliver it to: Office of Admissions and Records, Butte Community College, 3536 Butte Campus Drive, Oroville, CA 95965; or submit application on the Web at **www.butte.edu**.

When the application has been received, students are sent:

1. A postcard indicating receipt of the application;
2. A packet of material from the Office of Admissions and Records outlining pre-enrollment activities;
3. A packet of material from the Orientation Office containing Orientation and registration information.

Students who do not receive this information should contact the Office of Admissions and Records at (530) 895-2361 or the Orientation Office at (530) 895-2416.

Basic Skills Assessment (BSA)

All students who attend Butte College are required to have basic skills placement levels on file prior to enrolling in classes. Placement levels are a measurement of a student's skills in reading, English and math. These placement levels are established by completion of reading, English, and math classes in college or by the Basic Skills Assessment (BSA), unless students are determined to be exempt.

The purpose of establishing placement levels is to make a student's college experience more successful. Most classes offered through Butte College have recommended reading and English skill levels; some classes have recommended math skill levels. With a profile of a student's present skills, counselors can suggest courses where, with effort, academic achievement is likely. They can identify programs that will help students meet their vocational and educational goals.

Composed of multiple choice questions, the BSA lasts two and one-half hours and is given at various times and locations throughout the year. There is no charge for the assessment, though preregistration is required. Results are used with other information from the student's academic history to establish placement levels and course eligibility in reading, English and math.

Students can get a profile of their BSA results through the Assessment Office, a Butte College counselor, at the Chico and Glenn County centers, or through the Butte College home page at **www.butte.edu**. For more information or to make an appointment, call the Assessment Office at (530) 895-2350.

Exemptions to the BSA

To be considered as an exemption from the BSA, students need to provide the necessary paperwork (see below) to the Assessment Office for evaluation and clearance. Allow a minimum of three working days for the evaluation to be completed.

1. Students who have been awarded an Associate or higher degree. Need to provide verification of degree. Course eligibility will be established based on the degree type.
2. Students who have completed college coursework in English and math with grades of "C" or better. Need to provide transcripts (unofficial is sufficient) or grade reports. If a freshman composition class has <u>not</u> been completed, the Reading Assessment <u>will</u> <u>need</u> to be taken.
3. Students who have completed placement tests at other California colleges. Need to provide documentation of class placement and test date. The Reading Assessment may need to be completed.
4. Students enrolling in only performance classes (e.g., drawing, etc.), activity classes (e.g., P.E., etc.) or other specified classes. Check the list of exempt classes printed in the class schedule, Butte College website or contact the Assessment Office.
5. Students enrolling in **one or two non-exempt classes** and do not intend to earn a degree or certificate (assessment is required for reading, English and math classes).
6. Students who have SAT Verbal scores of 550, ACT English scores of 24, or EPT scores of 150 will be exempt from the BSA requirement but will NOT be cleared to enroll into Butte College English classes. Need to provide copies of test results.

Reading, English, ESL and Math Placement Levels and Course Eligibility

Students who wish to enroll in reading, English or math classes need qualifying eligibility prior to registering. Students establish reading, English, and math placement levels and course eligibilities by their performance on the BSA, combined with information from their academic history or by satisfactory completion (grades of P, C or better) of reading, English and math courses in college. Assessment scores used to establish eligibility for enrollment into reading, English, ESL, and math classes are valid for

five years. If the time limit is exceeded, the course eligibility is dropped back by one level; however, the placement levels remain the highest attained. Individual tests are administered on a regular basis through the Assessment Office and the Glenn County Center.

Basic Skills Assessment (BSA) Reading, Math, and English Placement Levels

START Program Assessment Orientation and Counseling

Reading Placement Levels

There are six reading placement levels. INTRO is the lowest level and Level V is the highest. Achievement of Level V meets the reading competency requirement for the Associate Degree. Courses matched with Level INTRO through Level II are offered by the Language Education and Development (LEAD) program. Students placed in levels INTRO, I, II, or III are strongly advised to enroll in the specified reading courses during their first term.

English Placement Levels

There are six English placement levels. INTRO is the lowest level and Level V is the highest. Satisfactory completion of freshman composition (ENGL 2) with a C or better establishes Level V in both English and reading. Courses matched with Levels INTRO, I and II are offered through the Language Education and Development (LEAD) program. Students placed in levels INTRO, I or II are strongly advised to enroll in the specified English course during their first term.

English as a Second Language (ESL) Placement Levels

Students who want to enroll into most English as a Second Language (ESL) classes must complete the ESL Assessment prior to registering. The ESL Assessment is administered through the Assessment Office, the Chico Center, and the Glenn County Center. There are seven ESL placement levels. Level INTRO is the lowest level and Level VI is the highest level. Students attain ESL placement levels by their performance on the ESL Assessment, combined with their educational background, or by satisfactory completion (grades of P) of ESL/LEAD courses. All ESL courses are offered through the Language Education and Development (LEAD) program. Most of these courses are double listed in both "200" and "300" numbered series to allow enrollment in the 200 series courses as earning units with fees needing to be paid, or in the 300 series courses and incurring neither fees nor earning units. LEAD (ESL) 300 A, B, and C classes do not require assessment. The faculty recommend that students placed into Levels I-VI enroll into the additional basic skills classes, as well as, the designated ESL courses. The additional or concurrent courses should all be taken during the same term.

Math Placement Levels

There are six math placement levels. INTRO is the lowest level and Level V is the highest. Courses offered within Level V have transfer status. There are several levels of course eligibility within Level V. Students placed into Levels INTRO, I, or II are strongly recommended to enroll into the specified math courses during their first term. Students attain math placement levels by their performance on one of three math assessments, Basic Math, Algebra I or Algebra II. Math courses used to establish placement levels must be completed in college.

START Program (Assessment, Orientation, and Counseling)

All new and new transfer students to Butte College are required to participate in pre-enrollment activities before they are allowed to register for more than 2 non-exempt classes (assessment is required for reading, English, and math). Presented by Student Services, the Student Access, Retention and Transition (START) program provides new students with the information and support necessary to ensure a smooth and successful transition into Butte College. After submitting an application, new and new transfer students receive packets from the Admissions and Orientation Offices. The letter directs them to call the Assessment and Orientation Offices to sign up for an Assessment Test and an Orientation session.

The new student orientation session provides students with:

1. An orientation to college services, programs, policies and procedures;
2. A tour of the campus;
3. Tips on classroom etiquette and instructor expectations;
4. Pre-enrollment counseling/advising to assist in course selection;
5. Registration.

Orientation classes:

The following courses are offered each semester for students who want to become more successful in college and in life: College & Life Success (CSL 20 - 3 units), and Life Management (LM 40 - 3 units). See course descriptions for more detail.

Exemptions to START

The following may exempt students from one or more components of the Orientation and START programs:

1. Hold an Associate or higher degree.*
2. Have completed 24+ units at another college and are in good academic standing (Assessment requirement must be met)*.

START Program
Assessment
Orientation
and Counseling

Registering
For Classes

Residency
Requirements

3. Concurrent enrollment in elementary school, junior or senior high school or CSU, Chico. Assessment is still required.*
4. Enrollment in performance, activity, or noncredit courses only. See the Exempt Class list.
5. Are enrolling in one or two non-exempt classes and do not intend to obtain a certificate or degree (Assessment is required for reading, English and math classes).

*These exemptions require verification prior to registration. Please contact the Orientation Office.

Registering for Classes

Most new students register for classes during Orientation. Students who are exempt from Orientation register for classes during specified registration dates listed in the class schedule or online at **www.butte.edu** under times to register. Students already attending Butte College are eligible for early registration for their next semester's classes. This Continuing Student Priority Registration begins in March for summer and fall and November for winter and spring.

Registering for classes

Registration, in addition to many student services, is available online. Times to register and complete instructions are listed in the latest class schedule, or online. Continuing students receive a Priority Registration Appointments. Web registration is open year round and never closes. We have free computer labs at all center locations and assistance to help you. Telephone registration (TeleReg) is also available but times are limited. TeleReg is open year round from 11-1 daily to add, drop or pay for classes.

- **WebReg** - To use the Web for registration, grades, schedules, unofficial transcripts, paying fees, assessment and financial information you must create an account. Go to the Butte College homepage at **www.butte.edu** and click on WebAdvisor. For additional help please call (530) 895-2925.
- **TeleReg** - Using your telephone, call (530) 895-5060 or Toll Free 1-877-895-5060 for callers in the 530 area code outside of Chico, Paradise or Durham. There are auto dial phones in our center offices and campus center or you can press *82 from any campus pay phone to auto dial as well.

Waitlists

The best opportunity for students to add into a closed class is to Waitlist. Students waitlist in Web Advisor the same way they register. It is important to attend the first day of each waitlisted class. Students must remove their names from any waitlisted class they no longer want. Up until class starts students will automatically be enrolled from the waitlist and be sent a confirmation email. Once class the begins, instructors sign add cards according to waitlist rankings. See current schedule or check online for more details.

Choosing Alternates for Closed or Cancelled Classes

Some courses may be closed or cancelled when a student tries to register for them. Waitlists are available for closed courses. Additionally, students should make alternative course choices or waitlist for the best opportunity to get added. Counselors are available to assist students in planning a full course schedule appropriate to the student's goals.

Adding Classes After the Semester Starts

During the first two weeks of regular term classes, students may add courses which still have space available using WebReg or TeleReg. However, to do so they must have already applied for admission and contacted the Orientation Office at (530) 895-2416. For the most up-to-date information on how to add classes during this time of the term, refer to the current *Semester Class Schedule* or our web page at **www.butte.edu**.

Special Registration Procedures for Certain Programs

Special procedures are required for a small number of the College's vocational programs. Special procedure programs include: Automotive Technology, Building Inspection Technology, Cosmetology, Registered Nursing, Vocational Nursing, Nursing Assistant, Paramedic, Respiratory Care, and Law Enforcement and Fire Academies. Students with questions about these programs should contact the specific department or the Counseling Office to discuss requirements.

Residency Requirements

As a public community college under California law, Butte College is bound by certain legal requirements pertaining to residence that must be observed. Students reaching their 19th birthday are deemed adults and may establish their own residence.

California Residents

Residency regulations stipulate that in order to be considered a California resident, the student may be required to present evidence of physical presence in California for at least one year and one day before the start of the semester. Regulations further state the student must also demonstrate clear intent to make California their home for other than a temporary purpose.

Nonresident Students

All students who indicated they have resided out of California in the two years previous to applying for admission and wish to be considered for residency must complete a Residency Re-evaluation Form available from the Admissions & Records Office. Students are required to meet the residency requirements as stated in the above paragraph as well as requirements for financial independence as described in Education Code 68044 and on the Residency Re-evaluation Form. Any student, other than a nonimmigrant alien, may be entitled to an exemption of the non-resident fees by meeting the requirements of AB 540. Contact the Residency Technicians, (530) 895-2572 (A-E), (530) 895-2991 (F-L), or (530) 895-2546 (M-Z) or the website, **www.butte.edu/admissions/** for more information.

International Students

Under federal law, the College is also authorized to enroll nonimmigrant, international students. All nonresident and international students are charged a non-resident fee in addition to other fees. Once the free application is submitted, along with other required documents found online at **www.butte.edu/international**, the applicant will hear from an admissions coordinator to confirm receipt of application and to offer assistance through the remainder of the application process.

Student Records

The College maintains the following types of student records: academic test results, counseling information, copies of correspondence, residency information, admission and enrollment data, copies of petitions and applications, certain medical records, some financial records, and certain information provided by Disabled Student Services. Student medical records are maintained by the Director of the Student Health Clinic, and student financial records are maintained by the Financial Aid Officer. All other records are maintained by the Director of the Office of Admissions and Records and the Vice President of Student Services.

Access to Records

Officials and employees who may access student records include administrative personnel as well as confidential and supervisory personnel acting on behalf of their supervisors; counselors working with their counselees; instructors with respect to their students; and certain classified employees in carrying out the responsibilities of their job descriptions. Additionally, members of certain groups, including the Academic Council and Judicial Council, may access student records in the performance of their duties while acting upon requests of students. Such officials and employees must have legitimate educational interest in the student record, including researching data, resolving problems, and ensuring that correct and accurate information is maintained. Students have the right to access their records and challenge their content, as provided in Board Policy 5040 and Procedure No. 3.5. Copies of this policy and its procedures are available in the Student Services Office and the Superintendent/President's Office. The log of persons and organizations requesting access to student records is maintained in the Office of Admissions and Records.

Release of "Directory Information"

The following "Directory Information" may be released without student consent: student's name, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards received. Students who do not want directory information released must inform the Office of Admissions and Records in writing on the appropriate form at the beginning of each term the information is to be withheld.

Transcripts

Official transcripts of previous academic work in college are required from all students. These transcripts become part of the student's permanent file and will not be released or forwarded to other institutions. Students may be exempt from assessment for English, Reading, and/or Mathematics if their prior course work meets the necessary criteria. No previous academic work may be disregarded. Students should request that their former school(s) send an official transcript of their records to Butte College. Any copy other than an official transcript is unacceptable. Students should be aware that schools may charge a fee for forwarding the transcripts. For students' convenience, transcript request forms are available at the Office of Admissions and Records. Students should contact the Assessment Office if they would like their transcript evaluated for placement purposes. Check online at **www.butte.edu** for details on how to have transcripts sent from Butte College.

Residency Requirements

Student Records

Transcripts

Payments Due At Registration

Making Payments

College Fees

One of the last hopes for affordable and convenient higher education for growing numbers of lower and middle class familes, community colleges continue to be the primary entry point for American adults intent on transfer education, vocational training and re-training, technological upgrading, and career advancement. Butte College is at the forefront of this trend.

Payments Due at the time of Registration

All college fees are due at the time of registration. Payments must be made during TeleReg or WebReg, mailed immediately after registering, or made in person. Services will be withheld if payment is not received by Friday of the second week of the term.

Students with unpaid balances or holds will not be allowed to register, receive grades or transcripts until the unpaid balances are cleared. Students with overdue college books, equipment or materials in their possession are not permitted to register. Registration privileges are restored after these obligations are resolved. ***Students who fail to drop classes they are not attending are still responsible for the fees*****. Students should be aware that they are responsible for dropping classes, as instructors may not drop them from the roll even if they do not attend class.**

Short-Term and One-Day Class Fee Payments

Fees for short-term or one-day classes are due at the time of registration. Short term classes have irregular Drop and Withdrawal dates, therefore, the drop date to receive a refund varies. Irregular class refunds are calculated at 10%, which is one or two days. Students should see their instructor or Area Administrator for exact Drop and Withdrawal dates.

Fee Payments Made by a Patron

In cases where students are having their fees paid by an outside agency or patron, they should be aware they will not be reimbursed if they pay their own fees. After registration, class changes require additional authorization from the Butte College Business Office.

TeleReg participants: After registering, students should submit the agency authorization letter to the Butte College Business Office before the payment due date. If the letter has already been submitted, students should contact the Business Office after registering to verify fees are being covered by the agency.

WalkIn Reg participants: To receive a Patron Voucher, students should bring their authorization letter to the Business Office before registering.

For information on financial aid and fee waivers, please see pages 23-25.

Making Payments

By phone - Pay over the phone during TeleReg or WebReg with a credit card (Visa or MasterCard) or check card. Have the credit card number and expiration date ready to give to the operator.

On the Web - Pay your fees on the web with a credit card (Visa or MasterCard only), at **www.butte.edu**.

Pay by mail - Pay by mail immediately after TeleReg or WebReg.

In person - Pay in person with cash, check, or credit card weekdays from 8:00 a.m. to 5 p.m. at the Main Campus Office of Admissions and Records. To pay at the Chico Center or Glenn County Center, please call ahead of time to determine their hours.

Receipts are mailed upon processing of payment. A $20 per check charge is assessed for all checks drawn against insufficient funds, or if a "stop payment" is issued. Postdated checks are not accepted.

Quick Guide to Butte College Fees

Fees are subject to change without notice. Updated fees, program and policy information is published in the *Semester Class Schedule* prior to the start of each semester. It may be necessary to cancel courses or programs without prior notice.

Enrollment Fees

California Resident	$26 per unit
Nonresident	$190 per unit Nonresidents are defined as students who have not lived in California for one year prior to registering at Butte College. Nonresident students pay regular enrollment and service fees in addition to the nonresident fees.
International Student	$190 per unit. International students are defined as non-U.S. citizen students. International students pay regular enrollment and service fees in addition to the international student fees.

Miscellaneous Fees

Course Audit Fee	$15 per unit for all students enrolling in a course on an approved audit basis. Students auditing a course may not change their enrollment in that course to receive credit. A student enrolled in classes to receive credit for 10 or more units may audit 3 or fewer units at no charge. No refunds are granted for dropping or withdrawing from audited courses.
Materials, Supplies, and Equipment Fees	Materials fees are listed below specific class listings in the course schedule.
Textbooks and Supplies	Students purchase their own textbooks and supplies. The Butte College bookstore has all required items for sale. It is estimated that a fulltime student spends approximately $350 per semester for textbooks and supplies.
TeleReg	$2 per semester, for students who use the phone registration service.

Service Fees

Transportation Fee — Required

Students enrolled in 6 or more units	$60 per semester
Students enrolled in 1.1 to 5.9 units	$45 per semester
Students enrolled in .1 to 1 unit	$10 per semester
Summer Session	$45 per session regardless of unit load

Health Services Fee — Required*

Fall / Spring Semesters	$17 per semester regardless of unit load
Summer Session	$14 per session regardless of unit load

*Students who depend exclusively upon prayer for healing are exempt from the Health Fee.

Student Activities Fee — Optional*

Fee includes Student Activity card	$12 per semester

*Students whose class or classes are at the Chico Center or on the main campus during the daytime will be automatically charged and will be eligible to receive a Student Activity Card and/or current validation sticker. This fee is optional. Exemptions/refund information is available by calling 895-2391 or 895-2428. (Not charged for Winter or Summer Sessions)

Student Rep Fee — Mandatory*

All students	$1 per semester

*Students may refuse to pay this fee for religious, political, financial, or moral reasons. For more information call 895-2391 or 895-2428. (Not charged for Summer Session.)

Student Records Fees

Replacement Degree Fee	$10 per degree, for all students who request a replacement for a degree previously issued.
Second and Subsequent Degree Fee	$5 per additional degree achieved during subsequent terms.
Transcripts/Enrollment Verification	The first two copies are free. Subsequent transcripts are $5 and enrollment verifications are $3. On-demand services are available. See Semester Class Schedule for details.

Refunds

Materials, Supplies, and Equipment Fees

Refunds

Refunds for Dropped Classes

Refunds are only approved if drops are completed and a refund request is submitted to the Main Campus, the Chico Center, or the Glenn County Center within the first two weeks of the regular semester, or the first 10 percent of irregular or short term classes. Refunds are processed within 45 days of the refund drop date. Regulations permit districts to retain a maximum $10 from enrollment fees as a refund processing fee.

Refunds for Course Disenrollment

Refunds in the cases of course disenrollment for disciplinary/academic reasons, unauthorized course repetitions, or other emergencies are subject to review. A refund request must be submitted with any appropriate verification for quick approval.

Refunds for Class Cancellations

Upon submission of a Student Refund Request Form marked "Class Cancelled," a refund of pertinent fees will be granted to the student. The $10 refund processing fee is not assessed for cancelled classes.

Financial Aid Students

Students who receive financial aid funds and who fail to complete all of their classes may not be entitled to a refund. Funds may go back to financial aid programs.

Materials, Supplies, and Equipment Fees

Materials fees are listed below specific class listings in the *Semester Class Schedule*. It is the policy of the Board of Trustees to supply each instructor with the supplies, materials and equipment necessary for the implementation of each curriculum outline, and each student with objectives and competencies according to Title V. Section 59404.

The Board may require an Instructional Materials Fee in classes where materials used become one of continuing value to a student outside of the classroom as specified in Education Code Section 76365.

Exceptions to this Policy

1. Where individualized and non-reusable clothing or equipment is required for reasons of safety, health or the protection of school property, the student is requested to provide his or her own clothing or equipment.
2. Where a student prepares a useful item which they are permitted to keep, the student shall pay the District the cost of the materials used.
3. Where the College prepares a useful item which the student is permitted to keep, the student pays the District the cost of the materials used.
4. Where courses such as art, crafts, and shop require special tools and/or supplies, the student is requested to purchase such items.
5. Where equipment or uniforms are required in training for a certain profession and would normally be owned by the student, the student is requested to purchase such items.
6. Where a piece of equipment is so unique that it typically would not be owned either by the College or a student, the student may be asked to rent or purchase such an item.

Each term the cost for instructional supplies is reviewed by the departments in each instructional area. Recommendations for instructional supplies fees are made by program coordinators to the instructional deans. The deans evaluate the recommendations and forward recommended fees to the Vice-President for Instruction for review. The Vice President for Instruction notes the fees in the *Semester Class Schedule*.

Financial Aid

Butte College believes the primary responsibility for financing education lies first with students and their family. When the total resources they can provide do not meet expenses, the College, as a third partner, does all possible to assist so students are not denied an education. A variety of grants, work-study employment, scholarships and loans are available to Butte College students. Determination of students eligible to receive financial aid is made without regard to age, sex, race, religion, national origin, or handicap.

The Financial Aid Office

Students seeking information regarding financial assistance should check with the Butte College Financial Aid Office, located on the lower level of the Campus Center.

Brochures describing financial aid programs and application materials are available at this office, the Chico and Glenn County centers, and Butte and Glenn County high schools. Students may also complete an application on-line at **www.fafsa.ed.gov**. Applications and all requested materials should be submitted to the Financial Aid Office by May 1 for priority consideration, however, applications are accepted throughout the year. Funds are limited, and the full financial need of late applicants cannot be met. Even if they do qualify for financial aid, students should be prepared to pay for books and other expenses, as it may take some time before their aid comes through.

There are also many local, state and federal scholarship and grant programs which are not operated by the College. High school seniors should contact their high school counselors as to the availability and requirements of other programs.

Types of Financial Aid

Several types of financial aid are available to students, including grants, loans, Work Study, and scholarships. Distribution of money is based on financial need and the amount of funds available. For more information and applications, visit the Financial Aid Office, visit the Financial Aid Information page at **www.finaid.org**, or call (530) 895-2311.

Grants, Loans, Work Study, and Scholarships

Grants: Cash awards which do not have to be repaid.

Loans: Cash awards which are repaid according to a determined schedule.

Work Study: Provides payment for work a student performs while in school.

Scholarships: Cash awards which do not have to be repaid. Scholarships are granted for different reasons, including financial need, grade point average, career goals, or residency. Several scholarships are available through the Butte College Foundation. Call (530) 895-2359 for more information.

Fee Waivers

Board of Governors Fee Waiver: Waives an eligible student's enrollment fees, and part of the transportation fee. Call the Financial Aid Office at (530) 895-2311.

Remedial Course Fee Waiver: Waives enrollment and service fees for students enrolled in Butte College remedial courses offered on a California State University system campus. Refer to Education Code Section 76300(e)(2). Call Business Services at (530) 895-2421.

Part-time Special High School Student Fee Waiver: Waives enrollment fees and some service fees for special part-time high school students enrolled in Butte College classes. Refer to Education Code Section 76001. Call Admissions and Records at (530) 895-2361.

Call: (530) 895-2311
Information on-line at: www.finaid.org
Applications on-line at: www.fafsa.ed.gov

The BOGFW

Student Right-To-Know

Board of Governors Fee Waiver (BOGFW)

The Board of Governors Fee Waiver is open to all students who are California residents. Many students qualify due to their low income level. Students who qualify for financial aid, general or public assistance, SSI or who are dependents of disabled veterans should also qualify for the BOGFW.

The BOGFW Program waives the student's per unit enrollment fees, and a portion of the transportation fee. The student must still pay the health fee, part of the transportation fee (full-time $40/part-time $35), any materials fees required, a $2 TeleReg fee if they register by phone, and the $12 fee for a student ID card if they choose to purchase one.

Qualifying for the BOGFW

To qualify for the BOGFW, students must meet any one of the following criteria:

1. The student is a TANF/CalWorks (AFDC), SSI or general assistance recipient at the time of their enrollment. Dependent students are eligible if TANF/CalWorks (AFDC) is the only source of parental income, even if the student is not on the CalWorks grant.
2. The student is a dependent of a deceased or disabled veteran or National Guardsperson.
3. The student is eligible for any state or federal need-based aid, such as EOPS, Pell, FSEOG, BIA, Cal-Grant, subsidized GSL, or Work-Study.
4. The student is income eligible per state regulations.

Students interested in applying should contact the Financial Aid Office for an application or complete the free application for Federal Student Aid (FAFSA). The FAFSA can be completed on-line at **www.fafsa.ed.gov**.

For more information on the BOGFW, call the Financial Aid Office at (530) 895-2311.

Student Right-To-Know and Campus Security Act

In compliance with the Student Right-to-Know and Campus Security Act of 1990 (Public Law 101-542), it is the policy of Butte College to make available to all current or prospective students the completion and transfer rates of certificate, degree, or transfer-seeking first-time, full-time students entering the college, beginning in Fall, 2005 and annually thereafter.

Based upon the cohort defined above, 22.91 percent attained a certificate, degree, or became "transfer-prepared" during a three-year period (Fall 2005 to Spring 2008).

Based upon the cohort defined above, 19.81 percent transferred to another postsecondary institution (CSU, UC, or another California Community College) prior to attaining a degree, certificate, or becoming "transfer-prepared" during a five semester period (Spring 2006 to Spring 2008).

These rates do not represent the success rates of the entire student population at Butte College, nor do they account for student outcomes occurring after this three-year tracking period.

Annual reports of criminal activity on campus and procedures for prevention of campus crime, as required by the Crime Awareness and Campus Security Act of 1991 are available on page 37, or by request from the Campus Police, (530) 895-2351.

Standards of Satisfactory Academic Progress for Financial Aid Recipients

The policy of the Butte-Glenn Community College District is to provide financial aid assistance to those eligible students who are maintaining consistent progress towards an educational objective.

Three standards are used for the assessment of Satisfactory Academic Progress: (1) a *quantitative* standard, which measures the progress a student is making towards his/her objective; (2) a *qualitative* standard, which considers the quality of the coursework done towards the goal; and (3) the maximum time-frame allowed a student in order to reach his/her educational objective. These standards are subject to change.

A student is considered to be maintaining satisfactory academic progress (for financial aid purposes) at Butte College when he/she meets all of the requirements listed below.

Maximum Unit Timeframe

As a *quantitative* measurement of progress, the maximum time-frame in which students receiving financial aid must complete their transfer objective, degree, or certificate is defined as:

Transfer Goal:	Maximum of 90 semester units attempted
Associate Degree:	Maximum of 90 semester units attempted
Certificate Program:	Maximum of 45 semester units attempted

The maximum time-frame requirement applies to all financial aid recipients, and includes units from all prior colleges and all "non-aided" terms of attendance at Butte College. Based upon the above time-frame, each financial aid recipient is required to complete a graduated percentage of work towards his/her declared goal during the academic year.

A student pursuing an Associate Degree or transfer objective (which require approximately 60 units for completion) may attempt up to a maximum of 90 semester units. At the end of the student's first academic year (two semesters), at least 33.3% of all units attempted (DR, IP, and high school credit-only grades excluded) must count towards the student's declared objective. After completion of the third and subsequent semesters, at least 66.6% of all units attempted must count towards the declared objective.

A student pursuing a Certificate objective (which requires approximately 30 semester units for completion) may attempt up to a maximum of 45 semester units. At the end of the student's first academic year (two semesters), at least 33.3% of all units attempted (DR, IP, and high school credit-only grades excluded) must count towards the student's declared objective. After completion of the third and subsequent semesters, at least 66.6% of all units attempted must count towards the declared objective.

Transfer students who wish to apply for financial aid, must have all official transcripts sent to the Butte College Office of Admissions and Records.

Each year, the Financial Aid Office calculates the cumulative units which the student has attempted (DR, IP, and high school credit-only grades excluded). This total is then subtracted from the maximum time-frame/units attempted requirement to determine the remaining semesters the student may be allowed to reach their objective. The student is eligible to receive financial aid only for that number of academic terms.

Minimum GPA Requirement

In addition to the above requirements, a *qualitative* standard is also mandated by federal regulations. This standard is a graduated cumulative G.P.A. requirement (accumulated both during aided and non-aided terms). Students with under 21 semester units completed, will be required to meet a 1.50 cumulative G.P.A. standard. Students with 21 or more semester units completed, will be required to meet a 2.00 cumulative G.P.A. standard.

When a continuing or returning student at Butte College applies for aid, his/her academic progress during all previous terms is subject to these standards. For new, continuing and returning transfer students, their cumulative G.P.A. from all other postsecondary institutions will be included.

Office of Admissions and Records

Assessment Office

BCTV

Bookstore

Student Services and Resources

Butte College students have access to a wide variety of services and resources, each of which stands ready to offer valuable assistance in helping to make the most of each student's educational experience.

Office of Admissions and Records

(530) 895-2361 - located on the lower level of the Campus Center

This office handles all enrollment and registration duties, and maintains student records as they pertain to residency, admission and enrollment matters, copies of petitions, applications, correspondence, academic test results, and counseling information. The Main Campus Office of Admissions and Records is open Monday through Friday from 8 a.m. to 5 p.m. Students should contact the Chico Center, (530) 895-1352, and/or Glenn County Center, (530) 865-9728, to determine when they are open for registration.

Assessment Office

(530) 895-2350 - located in Quad 1, adjacent to the Campus Center

This office provides students with an assessment of their basic educational skills and establishes their course placement levels, necessary for most students prior to enrollment. The Assessment Office administers the Basic Skills Assessment (BSA) test, held throughout the year at various times and locations, and maintains the Exempt Class List, which lists courses exempt from the START and/or BSA requirements. Evaluations of test scores and transcripts from other colleges that are to be used for placement purposes are also conducted by this office.

BCTV

(530) 879-4025 - located in the Media Center.

Seen by more than 70,000 cable television subscribers in Butte and Glenn counties, BCTV provides valuable "hands on" training for Radio-TV Film students. A wide selection of educational and community-oriented programming is broadcast daily. Besides broadcasting telecourses and educational programs, BCTV also broadcasts Butte College athletic events and other informative and entertaining programming. In addition, the college television station serves as the public access channel for community members served by the Butte-Glenn Community College District. BCTV programming is carried on COMCAST Cable, Channel 11 to Chico, Durham, Corning, Orland, Paradise, Oroville, Gridley and Biggs.

Additionally, Broadcast & Electronic Services provides all smart classroom training and support for the campus as well as other media support services including the setup and operation of public address and video recording and presentation systems. A television studio facilitates television production, and a television operations center provides for television broadcasting over a two-channel, Educational Broadband Service (EBS) system.

Bookstore

www.buttecollegebookstore.com

(530) 895-2331 - located on the lower level of the Campus Center

(530) 879-4370 - Chico Bookstore

Textbooks for college courses are sold through the campus Bookstore, which also sells academic supplies, clothing, gifts, greeting cards, snack foods and other items. The bookstore is open Monday through Friday from 7:15 a.m. to 4:30 p.m., but for student convenience maintains special extended hours during the first two weeks of the semester.

Visit the bookstore's website at **www.buttecollegebookstore.com**. Students may order textbooks, course materials, and school supplies on-line from the comfort of their homes. The bookstore always has the right textbook for Butte College courses, in the right edition, at competitive prices. Textbooks may also be purchased at the Glenn County Center in Orland and at our bookstore located in the Chico

Bookstore
Bus Transportation
Dining Services
CalWORKs
Campus Information

Center on Forest Avenue in Chico. If students change classes and need to exchange books or need help, the staff at the bookstore is happy to help. Shopping the college bookstore or website saves time, money, and -- most of all -- mistakes and aggravation.

A full refund will be given during the first two weeks of the current semester on textbooks purchased for full-semester classes. Short-term classes have a three-day return-for-refund period from the first day of class. A textbook must be returned in the same condition as when purchased. Students must present the cash register receipt with any books, along with a picture ID and schedule of classes, or student ID card.

At the end of the semester, the bookstore will buy textbooks back. The best prices are paid at the Bookstore during Finals Week. Visit the Bookstore on the web at **www.buttecollegebookstore.com**.

Bus Transportation

(530) 895-2352 - Buses load and drop off in front of the Administration Building

Bus transportation is available to most students attending Butte College. Buses run regularly-with scheduled routes from all the major cities in the two-county district and Glenn County Center. Bus schedules are available in the Campus Information Office located in the Campus Quad, and the Job Placement Center, Counseling Center, Office of Admissions and Records, and the Bookstore — all located on the lower level of the Campus Center. The schedule is also available on the Facilities web page at **www.butte.edu/bus**. A bus schedule for each semester, including Summer Session, is published three times a year in the *Semester Class Schedule.* The College is committed to providing transportation to disabled students through an integrated transportation system accessible to all students.

For your safety, bus drivers check student identification. If you choose not to have a student ID, any other picture ID and a current class schedule will be accepted.

Butte College Dining Services

Campus Dining Center (530) 895-2327 - located on the main level of the Campus Center

- Daily **Smoothie** & **Coffee Bar** service in the **Wired Cafe** - Internet access, too!
- Lower-level Campus Center: Out Door service at the **Coffee Cart** and **Hot-Dog Cart**
- Breakfast and lunch meals cooked to order from our **Grill**
- A variety of menu options from our lunch time **Daily Specials**
- Fresh baked pizza from our **Pizza Station**
- Sandwiches, wraps and other items prepared fresh in our **Deli**
- **Salads, Snacks** and **Grab & Go** items available all day long

CalWORKs

(530) 895-2340 - located in the Career Center, on the lower level of the Campus Center

The CalWORKs program (welfare-to-work) provides support services to TANF recipients while they participate in pre-approved employment and/or training-related activities. The College helps students access County Employment and Social Service workers who can assist students with their programs. The College provides child care assistance to qualifying TANF recipients and ButteWORKs work study employment is available to those with a welfare to work participation requirement. For information on child care, contact the Career Center, and for information on work study, contact the Job Placement Office at (530) 895-2334.

Campus Information

(530) 895-2511 - located in the Welcome Center, adjacent to the Campus Center

The Campus Information Office, in partnership with the Orientation and Recruitment and Outreach offices, assists people with information regarding Butte College. Assistance is provided by phone or in person.

Information and Services found within Campus Information:

- Campus Maps
- Campus Tours
- Fax Services (for a fee)
- Housing Computer
- Information regarding Craig Hall (private dorm)
- Late starting classes information
- Lost and found inquiries
- Sports schedules
- Butte College Information Packets
- Information regarding other housing options

Located in the Welcome Center, the Campus Information Office is open Monday through Friday from 8 a.m. to 5 p.m. During summer months, the office is open Monday through Thursday from 7 a.m. to 5 p.m., and closed Fridays.

Career Center

Center for Academic Success (CAS)

Cooperative Agencies and Resources for Education (CARE)

Career Center

(530) 895-2340 - located on the lower level of the Campus Center

The Career Center offers a variety of career-related services and activities. Services include career counseling, career planning workshops, classes and vocational assessments, major, college and labor market information.

The Career Center subscribes to informative reliable career information Web sites. Students may use the Career Center computers for career research. The Career Center's library includes books, publications, videos and a computer based career guidance system.

The Career Center is open Monday through Friday from 8 a.m. to 5 p.m., mid-August through May. Summer hours are 7 a.m. to 5 p.m., Monday through Thursday.

Career counseling is available on the Main Campus and at the Chico Center by appointment. Call (530) 895-2340 for appointments and information.

Career-Life Planning

The Career Life Planning classes that focus on identifying personal strengths, exploring and identifying career options, setting goals, and developing short and long-term career plans. Check the section under "Career Life Planning" (CLP) for offerings.

Center for Academic Success (CAS)

www.butte.edu/services/student/cas - located on the main level of the LRC

CAS provides many services that enable students to take maximum advantage of Butte College's instructional programs, offering a friendly, supportive atmosphere and study space. The Center's goal is to enhance the academic success of the student. Tutors in a variety of subjects are available on a drop-in basis and by appointment. Some tutoring is also available at the Chico Center, (530) 879-4366, and the Glenn County Center, (530) 865-9728. Study space can be scheduled for group study sessions or teacher/student conferences.

Services include a Reading and Writing Center, complete with TIP sheets on a variety of subjects and trained tutors who support students throughout the writing process. CAS also offers Critical Skills Workshops on a variety of subjects to help students succeed. The Critical Skills Study Hour course is taught by CAS faculty and involves attendance at Critical Skills Workshops (see EDUC 10, 110, & 210).

CAS staff oversee the student drop-in computer labs (PC only) located in LRC 143 and LRC 224. Computer tutors are specifically trained to support students working on word processing, Internet research, WebCT, etc. Printing in CAS labs is available at a charge of 10 cents per page. Students must purchase a print card in the Bookstore to print in CAS labs. LRC 224 is open 8 a.m. - 4:45 p.m.. LRC 143 hours are posted at the lab. Check-in is required.

Check with the CAS Coordinator or Learning Resource Specialist for more information on tutoring, workshops, Critical Skills Study Hour courses, and other services offered by CAS (895-2386).

Cooperative Agencies Resources for Education (CARE)

(530) 895-2555 - located in the EOPS Office Quad 1, adjacent to the Campus Center

This office provides support services for single parents receiving services from CalWORKs and who have a child under the age of 14 years. These services include assistance with child care expenses, parenting skills workshops, group support, referrals, counseling, and free rebuilt personal computer systems. Students must be eligible for Extended Opportunity Program and Services (EOPS) before they can be considered for CARE. Students interested in applying should contact the EOPS Office.

Counseling/Advising Center

Disabled Student Programs & Services (DSPS)

Extended Opportunity Program and Services (EOPS)

Financial Aid Office

Counseling/Advising Center

(530) 895-2378 - located on the lower level of the Campus Center

Counselors at the center are available to provide students valuable counseling and guidance regarding their individual interests and abilities, schedule planning, transfer requirements, educational and vocational choices, resolution of personal issues, and adjustment to college life.

Counselors can assist students by providing essential information concerning Associate Degree and Certificate requirements, college policies and procedures, and by facilitating the student's transfer to four-year colleges and universities. They specialize in obtaining information about course equivalencies, requirements at other colleges, program requirements and course prerequisites. The Counseling Center also offers a variety of services and resources designed to aid students in choosing, changing, or confirming career goals and taking appropriate steps to reach those goals.

Unless exempted, all new students meet with a counselor during Orientation, prior to enrollment. The primary goal of this meeting is to assist students with appropriate course selection. It is essential that some form of Basic Skills Assessment be made before the meeting with a counselor prior to enrollment. Students are not required to have a counselor's approval to enroll in a course; however, they are strongly advised to review their plans with a counselor prior to enrollment each semester.

Counselors are also available for personal counseling: to assist students explore concerns and situations which may affect their learning and personal growth. Every effort will be made to help students resolve their difficulties and derive the maximum benefit from their educational experience. Personal counseling is available on a limited basis, and may include referral to other appropriate resources.

Disabled Student Programs & Services (DSPS)

(530) 895-2455 / (530) 895-2308 (TDD) - located in Quad 2, adjacent to the Campus Center

The office of Disabled Student Programs and Services (DSPS) provides assistance to Butte College students who have either permanent or temporary disabilities. Although students with documented disabilities are encouraged to contact the office of DSPS for assistance, students with disabilities are not required to register with the office and may request accommodations directly from any instructor or college office. In either instance, students are responsible for identifying themselves as an individual with a disability, and providing appropriate documentation. Accommodations may include, but are not limited to, specialized programs and instruction, assistive technology, or modifications to existing procedures, programs or facilities. Requests for accommodations require the student to meet timelines or procedural requirements established by the office of DSPS.

Extended Opportunity Program and Services (EOPS)

(530) 895-2555 - located in Quad 1, adjacent to the Campus Center

This office provides a comprehensive array of services to full-time, low income, under-represented, and under-prepared students. These services include early outreach, recruitment, priority registration, orientation, personal, academic and career counseling, free copier service, loan of calculators, tape recorders and word processors, book vouchers, financial aid/loans, financial aid for child care expenses (for eligible students), UC and CSU application fee waivers, low-cost PC purchase program, and one-to-one tutoring through the POWER Center. Interested students should visit the EOPS Office for more information.

Financial Aid

(530) 895-2311 - located on the lower level of the Campus Center

Students seeking information on financial assistance should check with the Financial Aid Office, as a variety of grants, work-study employment, scholarships and loans are available. Brochures describing financial aid programs and application materials are available at the Main Campus office, at the Chico and Glenn County centers, and on-line at **www.finaid.org**. For information, see page 23.

Foster Kinship Care Education Program

Job Placement and Cooperative Education Office

Library

Foster Kinship Care Education Program

(530) 897-6235 - located in Chico at 2491 Carmichael, Suite 300 (CEC Annex)

The Foster/Kinship Education Program provides topical workshops for care providers on discipline, health, community resources, guardianship, self-esteem and many other issues. Pre-service training programs and guardianship clinics are provided monthly for those interested in becoming foster parents and/or need help with the process of obtaining guardianship. Workshops are scheduled during the day, evenings and on Saturdays, and are open to everyone. There is no charge for the training but registration is required.

Job Placement and Cooperative Education Office

(530) 895-2334 - located in the Career Center, on the lower level of the Campus Center

The Job Placement and Cooperative Education office provides services to help students get jobs. We assist with part-time, temporary, on-campus, internships and full-time jobs. Our job board lists new local jobs daily. We focus on career-related jobs when possible and offer workshops and individual assistance with resume writing, cover letter writing, interview preparation and the job application process. Students can get assistance with Financial Aid Work-Study programs and Cooperative Work Experience Education programs. Students interested in seeking employment are encouraged to visit the Job Placement and Cooperative Education Office often.

Library

(530) 879-4017 - www.butte.edu/library

The Butte College Library on the Main Campus is located in the newly renovated three-level Frederick Montgomery Library building. The Library holds a print collection of more than 80,000 books and over 160 journals, magazines, and newspapers. In addition, the Library provides access to 72 online databases with full-text articles from over 22,000 periodicals and owns over 21,000 e-Books. All of the Library's online resources are accessible 24/7 via the Internet for Butte College students, faculty, and staff. An interlibrary loan service is available if materials need to be borrowed from other libraries. All library users must have a photo ID to borrow library materials.

Students have access to the Library's electronic and online resources via 73 computer workstations located in the Reference Service area on the second floor. A Bibliographic Instruction room with 40 computer workstations is available for library instruction. Five group study rooms are available on the third floor for students to use.

Reference staff is available to assist students with research. The Library offers scheduled bibliographic instruction sessions, library orientations and drop-in workshops, a one unit LIS 11 Research Strategies course, and a variable .5-2 units LIS 126 Basic Information Fluency/Research Skills course. An online reference chat is available 24/7 to provide reference assistance.

The Main Campus Library is open Monday through Thursday from 7:45 a.m. to 6 p.m. On Friday the Library is open from 8 a.m. to 5 p.m.

The Chico Center Library is located in room 219 – Academic Support Services Center (ASSC) at the Butte College Chico Center. The Library provides library instruction, drop-in workshops, reference service, reserve book circulation, and a reference collection. Circulating books from the Main Campus can be requested online to be sent to the Chico Center for check out. For more information, please call the reference desk (530) 879-4398. A reference librarian is on duty Monday through Thursday (Monday and Tuesday 12 p.m. to 5 p.m., Wednesday and Thursday 1 p.m. to 6 p.m.). The Library is open from Monday-Thursday 7:30 a.m. to 9:45 p.m. and Friday 7:30 a.m. to 4:45 p.m. during the ASSC hours.

Library hours are subject to change. For more information, please call (530) 879-4017.

Media Services for Distance learning

Office of Service Learning and Volunteerism

Orientation Office and START

ReEntry/New Horizons

Skills Lab

Media Services for Distance Learning

(530) 879-4055 - located in the Library, (LB 120)

This department offers a variety of media materials and equipment for use by faculty and students. The Media Library houses video tape and DVDs. A limited variety of equipment, including VHS and DVD players, LCD projectors, slide projectors, and overhead projectors are available for classroom use.

Students have access to the video library via MSDL. Media carrels in MSDL permit students to view VHS and DVD's upon demand. MSDL also provides coordination and guidance to students taking distance learning courses.

The Media Services for Distance Leaning at the Chico Center is located inside the Academic Support Services Center (ASSC) in Rm. 219. Class related DVDs and video tapes are available for check out. We are equipped with DVD/VHS viewing stations, EBS Classrooms and AT Stations. We also proctor tests, provide training and support for Smart Classrooms and computer labs. ASSC is open Monday through Thursday 7:30 a.m. to 9:45 p.m., and Friday 7:30 a.m. to 4:45 p.m. For more information, please call (530) 879-4366.

Office of Service Learning and Volunteerism

(530) 895-2509 - located in the Career Center, on the lower level of the Campus Center

Service Learning combines learning with action in real life situations outside of the classroom. Students have the opportunity to learn and develop as leaders through active participation in their own communities in a way that 1) meets important community needs; 2) provides time to think, talk, and write about new experiences; 3) brings enthusiasm to school work and enhances critical thinking skills; and 4) opens avenues for career exploration and promotes civic responsibility. Students can enroll in IDST 94 (1 unit) or IDST 93 (3 units).

Orientation Office and START

(530) 895-2416 - located in the Welcome Center, adjacent to the Campus Center

All new and new transfer students to Butte College are required to participate in pre-enrollment activities before they are allowed to register. The Student Access, Retention and Transition (START) program provides new students with the information and support necessary to insure a smooth and successful transition into Butte College. Appointments for START are scheduled through the Orientation Office prior to each semester. New and new transfer students who enroll in courses after the last available START date should contact the Orientation Office for a list of available orientation options. Only students who complete Orientation, the Basic Skills Assessment, and pre-enrollment counseling and advising will be allowed to register for more than two non-exempt courses.

ReEntry/New Horizons

(530) 895-2396 - located in the Career Center, on the lower level of the Campus Center

The Re-Entry/New Horizons Program is for men and women of all ages who are re-entering school after an absence due to marriage, work, child rearing, armed service duty, disability or other personal reasons. The Re-Entry Program is designed to counsel and help the returning student make the transition to campus life an easier experience, and provides services to qualified parents and displaced homemakers including a textbook lending library and/or book vouchers.

Skills Lab

(530) 879-3684 - located at the Butte Community Employment Center, Cypress Room, 2445 Carmichael Drive (at Park), Chico

The Skills Lab (CS 351) is a year-round program that offers basic skills instruction in Keyboarding, Microsoft Office (MS Word, Excel, Power Point, Access) and GED test preparation. The Skills Lab is open Tuesday and Wednesday from 1 p.m. to 5 p.m., Thursday and Friday from 8 a.m. to 12 p.m., and closed Monday.

GED ON-LINE OPTION

Students enrolled in CS 351, Specific Skill Development, may now access GED in the classroom via internet and can be set up to utilize the internet off campus. This is an exciting, versatile new program with great flexibility for those who wish to study for the GED test. Start working towards your GED now! Call 879-3684 for class and enrollment information.

Student
Health Clinic

The Transfer
Counseling Center

Student Health Clinic

(530) 895-2441 - www.butte.edu/services/student/shs
located in Quad 3 - Rm 103, adjacent to the Campus Center

SH Clinic offers low-cost/no cost medical evaluation, diagnosis, and treatment of illnesses and injuries. Reproductive health screening, including sexually transmitted infections, pregnancy testing, and limited forms of contraception are provided for a fee. Wellness services include immunizations, screening for tuberculosis, cardiac risk, anemia, breast and testicular cancer, diabetes, and other disorders. We offer personal therapy for disorders such as anxiety, depression panic attacks, post traumatic stress, substance abuse, mental health issues and more. Six sessions per student. Therapy sessions are always confidential and are provided by a licensed therapist. We can provide your DMV, pre-admission, and pre-employment physicals and assistance in obtaining immunization documentation. All services are strictly confidential. Eligibility for services requires course enrollment and paid Health fee.

Optional, self-purchase medical and dental student insurance plans through private insurance companies are available in the SHC lobby or by request. SHC encourages the purchase of student health insurance and does not endorse any specific insurance plan. Claims involving accidents and injuries that occur on campus or during college sponsored activities must be filed through the Student Health Clinic.

SHC hours are from 7:30 a.m. to 12:30 p.m., and 1:30 to 4 p.m. Monday through Friday. Two nurse practitioners are available daily by appointment. A physician is available by appointment from 8 a.m. to 4 p.m. on Thursday. Students are seen based on medical need and clinician availability. Triaged emergencies take precedence over scheduled appointments, and walk-ins may be seen when scheduled appointments fail to show.

The aim of the Student Health Clinic is to help students get well and stay well so that they may meet their academic and personal goals. SHC is dedicated to promoting the knowledge, skills, self development, and individual responsibility necessary to attend classes at an optimal level of physical, mental, and emotional wellness.

The Transfer Counseling Center (TCC)

(530) 895-2264 - located inside the Counseling Center, down the hall under our sign.

Did you know that California State Universities (CSUs) and Universities of California (UCs) require electronically filed university admission applications to be submitted one year in advance of transfer, and that independent universities have their own timeline for admission? Did you know that priority goes to students who submit an online admission application within the priority filing period? It's true, and the Transfer Counseling Center can help! The Transfer Counseling Center strives to make your transfer to the university system as smooth and seamless as possible. The Transfer Counseling Center provides major/university specific academic counseling, transitional services, workshops and various transfer-specific programs to all Butte College students who plan to continue their education through transfer to a four-year university. Transfer Counseling Center services are designed to provide assistance to students from the day they start taking classes to the time they are ready to transfer to a four-year university. The Transfer Counseling Center specializes in providing Student Education Plans (SEPs) focused on the university and major of the student's choice. The Transfer Counseling Center conducts admission application workshops each semester to assist students with completing the online CSU and UC admission applications. The Transfer Counseling Center hosts twenty-minute On-The-Spot-Admission (OTSA) appointments with admission evaluators from CSU, Chico, CSU, Sacramento and Humboldt State University on Butte's main campus. The Transfer Counseling Center provides UC-bound students the opportunity to complete Transfer Admission Guarantee (TAG) – available with seven of the nine UC campuses. The Transfer Counseling Center also provides students the opportunity to participate in the Cross Enrollment Program (XEN) with Chico State, allowing students to take a class at Chico State while attending Butte College – free of charge! Students who wish to participate in an admission application workshop, an OTSA appointment, Cross Enrollment, or complete a TAG written with a UC must SIGN UP IN ADVANCE with the Transfer Counseling Center. In collaboration with the Career Center, the Transfer Counseling Center co-hosts the Transfer/Career Day each fall semester. At the fall 2008 Transfer/Career Day over 40 public, private, and out-of-state universities representing five states were on-hand to answer student's transfer questions.

Additionally, the Transfer Counseling Center hosts university representative visits on campus year-round, giving students the opportunity to meet one-on-one with university representatives from

The Transfer Counseling Center

Office of Veterans Affairs

TRiO Student Support Services

Work Experience

different colleges to inquire about admission requirements, major-specific information, financial aid, housing, etc. The Transfer Counseling Center also provides Intersegmental General Education Transfer Course (IGETC) Certification - a university admission requirement for those following the Intersegmental General Education Transfer Course (IGETC) Sheet. The Transfer Counseling Center provides an updated TRANSFER TALK newsletter every semester. Packed with information to keep you on track with your transfer goals, the Transfer Talk newsletter keeps you informed of transfer news, such as university priority filing dates, admission application workshop schedules, OTSA appointment schedules, XEN and UC TAG deadlines. Whether you plan to transfer to a CSU, UC, independent college, or an out-of-state university, the Transfer Counseling Center is here to help you experience a smooth and seamless transfer to the university of your choice! Stop by and set an appointment with a transfer counselor in the Transfer Counseling Center today! To find the Transfer Counseling Center, enter the Counseling Department and go down the hall (past the front reception desk for the Counseling Department) and turn right, under Transfer Counseling Center sign - or call us at (530) 895-2264 for more information!

Office of Veterans Affairs

(530) 895-2566 - located in Quad 4 - Rm 105, adjacent to the Campus Center

The Office of Veterans Affairs serves students who have served in the U.S. Armed Forces, and their dependents, and receive special registration priority. Students wishing to apply for any of the VA's educational benefits should contact this office. Veterans Administration regulations pertaining to educational benefits do change occasionally, and students should periodically check with the office to ensure they are aware of and are following the latest regulations.

This office also handles the VA Work Study Program, which is not related to the college Work Study program. If a veteran is at least 3/4-time, taking 9 or more units, and is collecting VA Educational Benefits, he/she is eligible to participate in the VA Work Study Program providing that jobs are available. Federal minimum wage applies to VA Work Study, and employment will have a maximum of 425 hours per semester, and/or 1,300 hours per year.

TRiO Student Support Services

(530) 879-4346 – located in Quad 1-118

Student Support Services (SSS) is a federally funded TRiO Program. The program is designed to provide a supportive environment for participants that are first generation college students, low income, or have a disability. The program goal is to have a student finish his/her General Education here at Butte College and then to transfer to a 4-year university. Services include help with completing the Free Application for Federal Student Aid, scholarship searches, academic support, tutoring, educational workshops, cultural activities, and field trips to universities. A student needs to fill out an application form and meet with a TRiO staff member to determine if they are eligible for the program. Applications can be obtained by visiting the TRiO office.

Work Experience

(530) 895-2334 - located in the Career Center, lower level of the Campus Center

Career Work Experience is a learning partnership between a student, an employer, and an instructor from the student's major department. Through the Cooperative Work Experience Education Program, students may earn transferable credit for learning while working.

Students learning in a job which is directly related to their major may earn from .5 to 8 Career Work Experience units each semester, up to a maximum of 16 units. Enrollment in Career Work Experience is limited to students who have received the approval of an instructor in the student's major.

Students new to the workforce or who are in jobs which are not directly related to their major may earn .5 to 6 units of General Work Experience units each semester up to a maximum of 6. Work Experience, whether paid or unpaid, is a great way to break into an entry-level position, and is looked upon very favorably by employers.

Interested students may pick up Work Experience enrollment packets in the Cooperative Education Office, located in the Main Campus Career Center.

Coyote Art Gallery

Athletics and Intercollegiate Competition

Campus Clubs

Campus Life

College Mascot ● ROADRUNNER
College Colors ● BLACK and GOLD

Coyote Art Gallery

The Coyote Gallery, located in SSF 102, generally focuses on local and regional contemporary art. Displays feature media as varied as sculpture, painting, drawing, prints, ceramics, photography, fiber, mixed media, participatory installations and video. In addition, an Annual Juried Student Exhibition and Awards Ceremony honors some of the College's most talented art students. Lectures and demonstrations are often coordinated with exhibitions. All of the shows are curated, directed, and publicized by the gallery director with the assistance of students in Art 70, Gallery Production. In addition, The Lobby Gallery on the Main Campus in the Student Center features rotating displays on art and other interesting subjects. For more information, contact the gallery at (530) 895-2877, or Alexandra O'Neil at (530) 895-2397.

Athletics and Intercollegiate Competition

A wide variety of men and women's sports and intercollegiate athletics are available at Butte College. Intercollegiate sports for men include baseball, basketball, cross country, football, golf, soccer and track & field. For women, there's basketball, cross country, golf, softball, track & field, soccer, and volleyball. Butte College is a member of three intercollegiate conferences: Big 8, Golden Valley and the Northern California Football Alliance.

The College offers a selection of facilities for both training and competition. The John B. Cowan Sports Complex includes; a stadium which hosts track& field and football activities, a gymnasium for basketball and volleyball, baseball and softball diamonds, an archery range, and groomed athletic fields for various sports. All of Butte College's athletic events are open to the public. For students with Butte College ID cards and current Century Club members, admission is free.

Coverage of events is occasionally broadcast on local cable television channels. A schedule of televised athletic events is available through BCTV. For more information on the athletics program, call the Director of Athletics at (530) 895-2521.

Campus Clubs

There are many student clubs on campus representing diverse student interests. Clubs are organized with the aid of a faculty advisor, but controlled by the students. Starting a new club is as easy as finding 10 like-minded students and one faculty member willing to serve as an advisor. Club applications, event updates, Interclub Council information, and forms for all your club needs can be found in the Student Activities Office in Swing Space A (SSA). Current active clubs include:

- American Medical Student Association
- Anthropology Club
- Applied Science Club
- Asian Student Association
- Black Student Union
- Butte College Ag Ambassadors
- Butte College Bio-Fuels Club
- Butte College Celtic Culture Club
- Butte College Conservative Club
- Butte College Disc Golf
- Butte College Investor's Club
- Butte College Political Science Club
- Butte College Society of Engineers
- Butte College Sports Medicine Club
- Butte College Student Veterans Org.
- Ceramic Art Club
- Environmental Horticulture Club
- Friends of the Refuge
- Gay-Straight Alliance
- International Association of Administrative Professionals (IAAP)
- International Club
- Latter-Day Saints Student Association (L.D.S.S.A.)
- MEChA
- MESA
- National Student Nursing Association
- Phi Theta Kappa (Beta Theta Kappa Chapter)
- Student Alliance for Sustainability
- Student Chapter, California Landscape Contractor's Assoc.
- Wake-Up Club (Substance Abuse Education)

If you would like to join or start a club or for general club information, contact the Student Activities Office at (530) 895-2427.

Forensics Program
Internet Access
Performing Arts
Publications
Student Government (Associated Students)
Special Events

Forensics Program

The Butte College Forensics Program (CMST 12) offers a 1 to 4 unit open entry/open exit format, and options for individuals interested in intercollegiate speech and debate competition. It is also a great place for those students who are interested in developing communication, critical thinking, and socialization skills.

For more information on the Forensics Program, call David Payne at (530) 895-2236 or Stacey Bartlett at (530) 895-2243.

Internet Access

Students can access the Internet in the free CAS (Center for Academic Success) labs (LRC 143 and LRC 224) on a drop-in basis. Students are limited to an hour on the web, with academic research the primary use. Internet access is not provided for non-study sessions. Students using lab machines for social networking, shopping, or games will be asked to leave the lab. Use of the web is on a first-come, first-served basis. Printing from the internet is available at a cost of $ .10 per page in the CAS labs. Purchase a print card at the Bookstore if you need to print in this lab. There are several other labs on campus that offer drop-in Internet access; ask at CAS for more information.

Performing Arts Program

Students who enjoy the performing arts will find plenty to keep them occupied at Butte College. The Music and Drama departments regularly stage musical and theater productions which allow students to showcase their talents. Auditions for these productions are open to both students and community members, making it a true community theater experience. For more information, call the Music and Drama departments at (530) 895-2994.

Publications

There are a variety of publications available to our students. A complete schedule of semester classes is mailed to all residents of Butte and Glenn Counties prior to each semester. The *College Catalog* is available in the college bookstore, at the Chico and Glenn County Centers, and by calling (530) 895-2511. The *Catalog* and *Semester Class Schedules* are also available online at the College's Web site: **www.butte.edu**.

The *Student Handbook* is also available online and explains student rights and responsibilities: **www.butte.edu/departments/associatedstudents/handbook.html**.

The Roadrunner newspaper is produced by students enrolled in Journalism 6. This monthly publication provides students with an opportunity to improve their skills as writers, photographers, and graphic designers while participating in the entire production process. For more information, contact John Osborne, Chair of Language Arts, at (530) 895-2285.

Student Government (Associated Students)

The Associated Students (AS) is a student-elected body of officers who represent Butte College students in all facets of cam pus governance, campus events, and activities. Elections for AS officers are held each Spring semester. Coordinators and representative positions are appointed throughout the year. Visit the AS office in Swing Space A or call (530) 895-2392.

Special Events

A number of special annual events are held on-campus throughout the year. They include:

Welcome Week ..... September
Student Leadership Conference ... September
Career and Transfer Day ..... September
Halloween ..... October
Red Ribbon Week ..... October
Butte College Family Day ..... October
Make a Difference Day ..... October
Day of the Dead ..... November
(Dia de los Muertos)
International Education Week ..... November

Welcome Week ..... January
Black History Month ..... February
Women's History Month ..... March
Earth Day Celebration ..... April
Math Awareness Week ..... April
Cinco de Mayo ..... May
Making it Happen Workshop ..... May
Rattlesnake Days ..... May

Campus Police

Access To Campus Facilities

Crime Prevention

Reporting Crimes and Emergencies

Annual Crime Statistics

Campus Safety

The District considers the safety and well-being of its students, faculty, staff and visitors a top priority. With the support of many departments, the College is dedicated to keeping the campus safe and secure. Of course, no college can be totally risk-free in today's society. Students, faculty, staff, and visitors must work together to create an atmosphere that is safe and conducive to learning. This is in compliance with the Crime Awareness and Campus Security Act of 1990.

Campus Police Department

The Campus Police Department is responsible for law enforcement, security and all emergency responses on campus. It is also responsible for providing support services tailored to meet the needs of the campus community. These include:

- Provide parking enforcement
- Register and issue parking permits
- Assist campus motorists with vehicle lockouts, battery jumps, and other minor vehicle problems
- Refer individuals in need of help to the proper campus or county organizations
- Respond to emergency situations
- Assist in medical emergencies and assist Health Services as needed
- Maintain an inventory and monitor the service of fire extinguishers on campus
- Maintain a lost and found department
- Open doors in emergency situations

The department's ability to function as an independent law enforcement agency enables it to provide a sensitive, measured approach to all situations requiring police assistance, while still maintaining the autonomy of the College. The department also employs student assistants, who help with vehicle assist calls and provide campus police officers with extra "eyes and ears" on campus. As need arises, the department requests assistance from outside agencies for incidents which require special resources.

Campus Police officers also patrol the campus with physical plant safety and security in mind. As a regular part of their patrol duties, they look for safety problems such as defective lighting, inoperative doors or locks, broken sidewalks, steps and hand railings, poorly lit areas, and any other problem which might cause concern. All problems observed are forwarded to Facilities Planning and Management in the form of a written work order, or directly discussed with the Director of Facilities Planning and Management. The campus is patrolled 24 hours a day, 7 days a week. Individuals can report criminal activity or other emergencies at any time. Each incident is investigated by a Campus Police officer, who strives to identify and prosecute criminals, and recover stolen property.

Campus Police officers are sworn peace officers and comply with section 13522 of the California Penal Code relative to recruitment and training. Campus Police officers have peace officer authority pursuant to California Penal Code Section 830.32A and Educational Code 72330. They are required to receive the same training as municipal police or deputy sheriff's as mandated by the State of California. Campus Police officer authority extends to any place in the state for the purpose of performing their primary duty or when making an arrest pursuant to section 836 P.C. for any public offense which poses immediate danger to person or property.

Off-Campus Center Safety

Butte College maintains several off-campus facilities, including the Chico Center and the Glenn County Center in Orland. Emergency Responses to these centers is provided by local law enforcement. Any criminal activity or any other emergencies occurring in or around these centers should be reported to the campus police and center staff.

Access to Main Campus Facilities

Grounds: The Main Campus grounds are open from 5:30 a.m. to 11 p.m. Monday through Friday, from 5:30 a.m. to 6 p.m. Saturday, Sunday, and 5:30 a.m. to 6 p.m. on non-instructional days. The campus is closed on holidays.

Buildings: Main access areas (hallways, lobbies, etc.) are opened by Campus Police during the week. These main access doors are locked on weekends and holidays.

Quick Guide to Butte College Safety

Crime Prevention

It is the College's intent to inform students and staff of any criminal activity or security problem which may pose a reasonable threat to their physical safety. Such information will normally be distributed through staff newsletters, in-house memos and bulletins. Students are the main ingredient in the crime prevention recipe, and their efforts help keep criminal activity at the lowest possible level on campus.

Students are asked to:

1. Report all criminal activity and/or suspicious circumstances to the Campus Police Department.
2. Protect personal property as if it were money.
3. Mark personal property such as tape recorders, calculators, radios, etc., with some identification, such as Butte College I.D. number or driver's license number.
4. Do not walk alone at night if at all possible.
5. Do not leave books, jewelry, purses, wallets, backpacks, or other valuables unattended for any length of time.
6. Do not leave personal property in desks or file cabinets unattended unless they are locked.

Campus Crime Statistics - Butte-Glenn Community College District/All Campuses

Catagory of Offense	On Campus[4]			Public Property[5]			Non-CampusProperty[6]		
	2006	2007	2008	2006	2007	2008	2006	2007	2008
Murder	0	0	0	0	0	0	0	0	0
Manslaughter	0	0	0	0	0	0	0	0	0
Sex Offenses/Forcible[1]	0	0	0	0	0	0	0	0	0
Rape	0	0	0	0	0	0	0	0	0
Sodomy	0	0	0	0	0	0	0	0	0
Sexual Assault w/object	0	0	0	0	0	0	0	0	0
Sexual battery	3	0	0	0	0	0	0	0	0
Sex Offenses/Non-Forcible[2]	0	0	0	0	0	0	0	0	0
Incest	0	0	0	0	0	0	0	0	0
Statutory Rape	0	0	0	0	0	0	0	0	0
Robbery	1	0	0	0	0	0	0	0	0
Aggravated Assault	0	0	1	0	0	0	0	0	0
Burglary	4	8	10	1	0	0	0	0	0
Vehicle Theft	0	1	0	0	0	0	0	0	0
Arson	0	1	1	0	0	0	0	0	0
Total	8	10	12	1	0	0	0	0	0
Special Category Arrests (Liquor, Drugs and Weapons)									
Liquor[3]	0	0	2	0	0	0	0	0	0
Drug Violations	0	0	4	0	0	0	0	0	0
Weapons Possession	0	0	1	0	0	0	0	0	0
Total	0	0	7	0	0	0	0	0	0
Campus Disciplinary Action									
Liquor	0	0	2	0	0	0	0	0	0
Drug Violations	3	0	4	0	0	0	0	0	0
Weapons Possession	0	0	1	0	0	0	0	0	0
Total	3	0	7	0	0	0	0	0	0

* Sex Offenses not broken down by specific crime for these years

** Reporting format change applied to 2004 referrals. Prior referrals are campus totals, not broken down by area of occurrence

[1]**Forcible:** Includes rape and attempted rape, forcible fondling, forcible sodomy and sexual assault with an object.

[2]**Non-Forcible:** Includes incest and statutory rape.

[3]**Liquor Law Arrests:** Includes vehicle code violations involving alcoholic beverages. Does not include the offense of Driving Act. Under the Influence or Public Intoxication.

On Campus: For the purpose of this report, "On Campus" offenses are defined as those offenses reported to the Campus Police Department and occurred within the boundaries of the College.

[5]**Public Property:** For the purpose of this report, "Public Property" offenses are defiend as those offenses reported either to the Chico Police Department, the Oroville Police Department, the Butte County Sheriff's Department, or the Glenn County Sheriff's Department, and occurred within the jurisdiction of the respective City or County.

[6]**Non-Campus Property:** For the purpose of this report, "Non-Campus Property" us defined as any other properties not located within the boundaries of the Butte College Main Campus.

Reporting Emergencies

- Call from on Campus Office Phones or Pay/Cell Phones: **911**

  Always stay on the line with the Emergency Operator.

Reporting Crimes and Suspicious Activity

- Call from on Campus Office Phone: 2351

  From Pay/Cell Phones: (530) 895-2351
- Use one of several Fire/ Police Emergency red phones located throughout the campus. These phones are a direct line to Campus Police.
- Report in person at the Facilities Planning & Management building, located on the west side of campus. After hours a police emergency red phone is available, located next to the Facilities Planning and Management Office front door.
- Notify any college employee, who will then contact Campus Police.

Campus Police

located in Facilities Planning & Management

(530) 895-2351

Campus Driving and Parking Policies

Rules and Regulations

1. All California Vehicle Code provisions relating to the use of bicycles, motorized bicycles and motor vehicle traffic upon the highways will be applicable to the traffic on the District property as stipulated in California Vehicle Code Section 21113.
2. No vehicles will be driven or parked on any sidewalk, service road, fields, or grounds. Exceptions may include private, emergency or District vehicles as authorized by the Director of Human Resources, Chief of Police or Director of Facilities Planning & Management.
3. Students and staff will park in the public parking lots only. Visitors may park in the public parking lots, meter spaces marked visitor on Administration Drive, or obtain a visitors parking permit at Facilities Planning & Management or offices located campus wide if there is a need to park in a staff parking area. Vendors may obtain a vendor parking permit at Facilities Planning and Management if there is a need to park in restricted areas.
4. Faculty and staff members may park in the designated staff parking areas by obtaining a staff parking permit. Staff parking permits will be issued one permit per staff and faculty. It will be the responsibility of the employee to ensure their permit is displayed and clearly visible from the outside of the vehicle. The permit should be affixed to the plastic permit hanger and hung from the rear view mirror. Butte College parking permits may be obtained at the Facilities Planning & Management office.

   Human Resources will provide Facilities Planning & Management an annual updated and complete list of all employees on District payroll which will include employees full name, status and department. This list will be used to determine eligibility for staff parking permit.
5. Only disabled persons will be allowed to park in areas marked by the international physically disabled symbol. Vehicles parked in these areas must display the Department of Motor Vehicles disabled license plate or plaque. Disabled parking spaces on campus will meet the requirements set forth in the Americans with Disabilities Act.

   Violation for unauthorized parking in marked disabled parking stall may results in issuance of a citation and fine in accordance with the provisions of California State law.
6. Double parking is not allowed in any parking area on campus. The meaning of double parking includes any position a vehicle is parked in which it blocks the exit of another vehicle from a parking space.
7. Special parking permits and reserved parking areas for constructions, facilities services, special events, District vehicles, car pool parking, staff parking, loading zones, disabled parking, etc., will be instituted by Facilities Planning and Management as the need arises.
8. Bicycles, motorized bicycles, skate-boards, roller-skates and roller-blades will not be ridden on any sidewalk, roadway or on any public bench, planter, monument or other public or District property owned or under control of Butte-Glenn Community College District. The only exceptions to this procedure are that bicycles and motorized bicycles may be operated on any roadway or parking area where a vehicle could lawfully be operated.
9. Horseback riding will be allowed only in designated areas as identified by the Assistant Director of Facilities Planning & Management. Individuals wanting to ride horses on campus or in the horse arena must obtain permission from Facilities Planning & Management through the facility and equipment use application process and obtain a permit from Butte College Campus Police.
10. Carpool parking spaces have been designated on campus. There are requirements for using these spaces.
    a. Register your vehicle at Facilities Planning and Management Office as a car poolvehicle.
    b. Display a valid Butte College car pool parking permit on your vehicle. The permit must be hung from the rear view mirror so that it can be viewed from the rear of the vehicle.
    c. Arrive on campus and park in a designated car pool parking space with at least two people in the vehicle. Car pool permits are ONLY valid in the designated car pool parking spaces.
11. Traffic citations will be issued for violating Butte College driving and parking regulations as set for in the California Vehicle Code. (Regulations are available in the Facilities Planning and Management Office.
12. Violation of this policy may result in one or all of the following:
    a. A written warning
    b. A written citation
    c. A fine of $25.00 dollars per each violation
    d. Impounding of equipment

Student Conduct

The Board of Trustees recognizes that as citizens of the Butte-Glenn Community College District, students are free, individually and collectively, to express their interest. Students of the College are afforded certain rights and privileges, in addition to the freedom to learn. However, these privileges carry with them an obligation to respect the rights and privileges of others, as well as an obligation to abide by rules and regulations set by the College, its various agencies, and its agents.

Student Rights and Privileges

Grounds for Disciplinary Action

Student Rights and Privileges

The Butte-Glenn Community College District believes that each student has an earnest purpose and that students will adhere to acceptable standards of personal conduct. In the development of responsible student conduct, disciplinary proceedings play a role substantially secondary to example, counseling, and admonition. In the exceptional circumstances, when these preferred means fail to produce student acceptance of responsibility commensurate with student freedom, due process shall be observed to protect the student from the unfair and arbitrary imposition of serious penalties. The College has developed procedures for protecting student rights. The rights protected under these procedures include, but are not limited to, those guaranteed by the established rules and regulations of the Butte-Glenn Community College District, the Education Code of the State of California, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973. The Superintendent/President is authorized to suspend any student for good cause for an indefinite period of time as prescribed by code.

Grounds for Disciplinary Action

The following categories of behavior constitute good and sufficient cause for disciplinary action. Inappropriate behavior includes, but is not limited to, the following categories:

Dishonesty	This includes cheating, plagiarism, or knowingly furnishing false information to the College.
Cheating	This is the willful and intentional fraud and deception for the purpose of of improving a grade or obtaining course credit, and includes all behavior by a student which is intended to gain unearned academic advantage by fraudulent and/or deceptive means.If charges are brought and proved, the consequences are severe, ranging from failure in an individual course to long-term suspension from the College.
Forgery	This includes altering or issuing College documents, records, or identification.
Obstruction/Disruption	This includes obstruction or disruption of teaching, research, computingservices, administration, disciplinary procedures, or other College activities, including its public service functions and other College-authorized activities.
Physical Abuse	This includes the physical abuse of any person on College-owned or controlled property or at College-sponsored or supervised functions, or conduct which threatens or endangers the health of any such person.
Property Theft/Damage	This includes printed or software materials of the College, a member of the College community, or a campus visitor.
Policy/Regulation Violations	This includes violation of College policies or campus regulations, including regulations concerning the registration of student organizations, the use of College facilities, or the time, place, and manner of public expression.
Alcohol and/or Narcotics	This includes the use, possession, sale, or distribution of narcotics or other restricted drugs and alcoholic beverages on campus or at College-sponsored activities.
Discrimination	This includes discrimination due to race, color, creed, sexual orientation, age, physical or mental disability, veteran status, political affiliations, ancestry, religion, national origin, marital status, or any other protected characteristic.
Harassment	This includes harassment of a student or employee, and sexual harassment.

Complaint and Grievance Procedures

District Policies
Hazing
Smoking
Substance Abuse

Complaint and Grievance Procedures

Grievance or complaint action may be initiated by a student against another student, an instructor, or administrator, or any other District employee, and the College may initiate a grievance against a student. The following list indicates acts that are grounds for grievance: a) Violation of student rights; b) Act or threat of intimidation or harassment by a District employee or by a student; and c) Act or threat of physical aggression by a District employee or by a student. All grievances will be presented to the Office of the Vice President for Student Services located in the Campus Center adjacent to Admissions & Records (phone number: 895-2239). The Vice President's Office will be moving in December 2009 to the new Student and Administrative Services Building.

Hazing Policy

Participation in any kind of hazing is a misdemeanor. Hazing is defined as "Any method of initiation into a student organization or any pastime or amusement engaged in with respect to such an organization which causes, or is likely to cause, bodily danger of physical harm to any student or other person attending the College."

Smoking Policy

Butte College's Main Campus and Chico Center Campus are designated as non-smoking campuses except in designated areas. At the main campus smoking is banned in all undeveloped areas of the campus. Smoking is banned in all of the inner campus, except in designated areas. At all leased facilities, smoking policy is determined by local government. Butte County Ordinance No. 3039, "Regulation of Smoking in Work Places and Enclosed Public Places," prohibits smoking in all public places and work places. Glenn County Ordinance No. 1011, "Controlled Use of Tobacco Products in Public Buildings and Vehicles," bans smoking in any public place, building, or vehicle. State Health and Safety Code makes it unlawful for any person to smoke in any public transportation vehicle. The bus loading zone is a non-smoking area.

Substance Abuse Policy

In accordance with Public Law 101-226, "Drug Free Schools and Communities Act Amendment of 1989", the Board of Trustees of the Butte-Glenn Community College District prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students or employees on Butte College property and as part of any Butte College sponsored or sanctioned activity. Any student or employee who is in violation of this policy is subject to disciplinary action up to, and including, expulsion from Butte College or termination of employment for violations of the standards of conduct. The decision to take disciplinary action in any instance rests with the Superintendent/President of Butte College. The possession, use, and sale of alcoholic beverages by anyone on Butte College-controlled property is a misdemeanor as per California Business Code 25608 (community college) and a violation of the Standards of Student Conduct. The use, sale or possession of any illegal drug is a violation of state law and any person found in violation may be subject to arrest by federal, state, local, or campus law enforcement authorities. Criminal prosecution is separate from any administrative discipline that may be imposed by the District.

Drug Free Campus Policy Board Statement

The Board of Trustees is committed to providing a drug-free work environment for the students, staff, and faculty of Butte College. This concern with the use of illegal substances and the inappropriate use of alcohol and other controlled substances is demonstrated by using the resources appropriate to each segment of the campus community. The goal is to maximize student and staff potential through the provision of resources which will empower them to make informed decisions about substance use and abuse and enable them to be healthy and productive. The substance abuse committee, made up of faculty, staff, and students, will be a standing committee with the specific task of developing procedures to implement this policy. This committee will be responsible only to the Superintendent/President and the Board of Trustees.

Disciplinary Actions

Use, possession or distribution of narcotics or other restricted drugs and alcoholic beverages on campus is subject to disciplinary actions.

District Policies
Substance Abuse

Health Risks of
Drugs and Alcohol

Resources for Help

Legal Sanctions

Drug or alcohol abuse on campus or at college-sponsored functions could result in suspension, expulsion, or criminal prosecution. Students should be aware of these penalties.

Possession or use of alcohol: one year in jail and/or fine.
Possession or use of alcohol by minor: one year in jail and/or fine.
Possession of marijuana -- less than 1 oz: a fine; -- more than 1 oz: county jail and/or fine.
Possession of cocaine: imprisonment for one year.
Sale of any illegal drug: imprisonment in a state prison.
Students are required to report any convictions within five days of the occurance.
If students are a student employee, their employment may be terminated.
Students will be ineligible for financial aid.

Health Risks of Use/Abuse of Drugs and Alcohol

In general, drug and alcohol misuse may cause

impaired performance	*due to* drowsiness, poor concentration, memory loss, and indifference
impaired judgement	*leading to* accidents, unwanted pregnancy, sexually-transmitted diseases, violent behavior, and financial problems.

Specific risks of drug and alcohol misuse include

Alcohol	lowered resistance to disease ulcers, sexual dysfunction, liver, heart and pancreas damage, brain damage, cancer
Cocaine	depression, seizures cardiac arrest
Marijuana	lung damage cardiovascular problems loss of brain cells
MDMA	degeneration of neurons brain damage, heart disease
PCP	schizophrenia difficulty with pregnancy brain and nerve damage sudden death
Intravenous drug use	can spread hepatitis, and HIV

Alcohol/Drug Treatment and Referral Sources

On Campus

Counseling Center
(530) 895-2378
on campus Ext. 2378

Student Health Clinic
(530) 895-2441
on campus Ext. 2441

Off Campus

Alcoholics Anonymous
(530) 342-5756

Alanon Club
(530) 533-9865

Help for Drinkers, Family or Friends
(530) 533-9865
(530) 877-6238

Butte County Alcohol and Drug Center
(530) 891-2784

Family Service Association
(530) 891-1731

Narcotics Anonymous
(530) 877-6361

Northern Valley Indian Health Inc.
(530) 534-8440

Prevention Education Program, Inc.
(530) 891-6148

Equal Opportunity

Non-Discrimination

Off-Campus and Field Trip Excursions Liability

ADA Requirements

District Policy Statements

Equal Opportunity Statement

Butte-Glenn Community College District in compliance with Title VI and VII of the Civil Rights Act of 1964 as amended in 1991, Title IX of the Educational Amendment of 1972, and Sections 503 and 504 of the Rehabilitation Act of 1973, and Titles I, II, and III of the Americans With Disabilities Act of 1992, does not discriminate on the basis of race, color, national origin, ethnic group identification, religion, sex/gender, sexual orientation, or physical or mental disability in any of its policies, procedures, or practices except where a bona fide occupational qualification exists; nor does the college in compliance with the Age Discrimination in Employment Act of 1967 and Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, discriminate against any employees or applicants for employment on the basis of their age or because they are disabled veterans or veterans of the Vietnam Era. This unlawful discrimination policy covers admissions, access, and treatment in college programs and activities, and applicants for and treatment in college employment. In conformance with District policy and pursuant to Executive Order 11246 as amended, Section 503 of the Rehabilitation Act of 1973 and Section 402 of the Vietnam Era Veterans Readjustment Act of 1974, the District is an Equal Opportunity Employer.

In Spanish

El Distrito del Colegio de la Comunidad de Butte-Glenn, de conformidad con los Títulos VI y VII del Acta de Derechos Civiles de 1964, rectificada en 1991, el Título IX de la Enmienda Educacional de 1972 y las secciones 503 y 504 del Acta de Rehabilitación de 1973, y Títulos I, II, y III del Acta de Americanos Incapacitados de 1992, no ejerce discriminación en base a la raza, el color, el orígen nacional, la identificatión de grupo étnico, la religión, el sexo/género, la orientación sexual, o los impedimentos físicos o mentales, en ninguna de sus políticas, procedimientos o prácticas, excepto cuando existe cualificación ocupacional de buena fe; el Colegio, de conformidad con las políticas sobre Discriminación de Edad contenidas en el Acta de Empleo de 1967 y en la sección 402 del Acta de Reajuste de los Veteranos de la Era del Vietnam de 1974, tampoco discrimina en contra de ningún empleado o aspirante a empleo, en base a su edad o porque sea veterano incapacitado o veterano de la Era del Vietnam. Esta política de discriminación ilegal cubre aspectos tales como admisiones, acceso y trato en los programas y actividades del Colegio y a los aspirantes a los empleos ofrecidos en éste. De acuerdo con la política del Distrito y la Orden Ejecutiva 11246 tal y como se corrigió, la sección 503 del Acta de Rehabilitación de 1973 y la sección 402 del Acta de Reajuste de los Veteranos de la Era del Vietnam de 1974, el Distrito cumple con las Oportunidades Iguales de Empleo.

Unlawful Discrimination Statement

No person in the Butte-Glenn Community College District shall, on the basis of ethnic group identification, national origin, religion, age, sex/gender, sexual orientation, race, color, or physical or mental disability, be unlawfully subjected to discrimination under any program or activity that is funded directly by the state or receives any financial assistance from the state. No person will be barred from admission to or participation in any of the Butte College vocational programs because of limited English language skills. Language tutors are available. Inquiries regarding compliance and/or grievance procedures may be directed to the District's Title IX Officer and/or Section 504/ADA Coordinator: Allen Renville, Vice President of Student Services, Butte Community College, 3536 Butte Campus Drive, Oroville, CA 95965, (530) 895-2239. Inquiries regarding District Equal Opportunity Employment programs may be directed to Claudia Trujillo, Director of Human Resources, (530) 895-2400. In addition, inquiries may be directed to the Office of Civil Rights San Francisco Office, U.S. Department of Education, 50 Beale Street, Suite 7200, San Francisco CA 94105, (415) 486-5555.

In Spanish

Ninguna persona en el Distrito del Colegio de la Comunidad de Butte-Glenn podrá ser ilegalmente sujeta a discriminación, en ningún programa o actividad que reciba fondos directamente del estado o que reciba alguna asistencia financiera de éste, a causa de su identificación con un grupo étnico, su origen nacional, su religión, su edad, su sexo/género, su orientación sexual, su raza, su color, o sus impedimentos físicos o mentales. A ninguna persona se le impedirá el ser admitida o ser participante en cualquier programa vocacional de Butte College a causa de limitaciones en el manejo del inglés. Hay tutores disponibles en el uso del lenguaje. Preguntas con respecto a la conformidad y/o sistemas de trámite de quejas pueden ser dirigidas al Oficial del Título IX del Distrito y/o al Coordinador de la Sección 504/ADA: Allen Renville, el Vice-presidente de Servicios de Estudiantes, Butte Community College, 3536 Butte Campus Drive, Oroville, CA 95965, (530) 895-2239. Investigaciones con respecto a programas del empleo de la oportunidad igual del districto se pueden dirigir a Claudia Trujillo, director de recursos humanos, (530) 895-2400. Además, preguntas pueden ser dirigidas a la Oficina de Derechos Civiles en San Francisco, Departamento de Educación de E.U., 50 Beale Street, Suite 7200, San Francisco CA 94105,(415)486-5555.

Off-Campus Field Trips and Excursions Liability Policy

Throughout the semester, the district may sponsor voluntary off-campus field trips/excursions. If you choose to participate, be advised that pursuant to California Code of Regulations, Subchapter 5, Section 55450, you have agreed to hold the district, its officers, agents and employees harmless from any and all liability or claims which may arise out of or in connection with your participation in the activity. Unless specifically advised otherwise, the college is not providing the transportation and it is your responsibility to arrange for your transportation to and from the activity. If the college is providing transportation but you do not use the transportation, you are responsible to make your own arrangements and the college assumes no responsibility or liability of any kind.

Receiving and Requesting Accommodations Under ADA

The Butte-Glenn Community College District shall not discriminate against a qualified individual with a disability because of the disability with regard to employment or provision of District programs, services, and activities. A person who is otherwise qualified may request accommodation related to their disability. The procedures for requesting accommodation are maintained in the Dean of Students/ADA Coordinator Office, and in the Disabled Student Programs and Services Office. The ADA Coordinator for Butte College is Allen Renville, Dean of Student Services.

Academic Standards

This *Catalog* is a student's contract with Butte College. To aid students in achieving their personal and academic goals, the College has in place certain Academic Regulations that govern the matriculation process and provide guidelines on common concerns, such as how to add and drop classes, applying for Leaves of Absence, and challenging grades. Any regulations printed in this *Catalog* may be superseded if the Board of Trustees of the Butte-Glenn Community College District adopts new or revised rulings on the same subject.

The Matriculation Process

Academic Freedom

Catalog Rights

The Matriculation Process

Matriculation is a process which brings Butte College into an agreement with a student for the purpose of realizing that student's educational objectives. All students who enroll for the first time in credit courses are matriculants. The matriculation agreement acknowledges the responsibilities of both Butte College and the student to attain those objectives through the College's established programs, policies, and requirements.

The College agrees to:

- Provide an Admissions process
- Provide an Assessment of basic educational skills and career goals
- Provide pre-enrollment counseling/advising and course selection assistance
- Provide assistance in developing a student educational plan
- Provide an Orientation to college programs, services, and procedures
- Provide suitable curriculum or program of courses
- Provide quality instruction
- Provide continuous follow-up on student progress, with referral to support services when needed

Students agree to:

- Express a broad educational intent at the time of admission
- Identify a specific educational goal after completing 15 semester units of degree applicable credit coursework. Once the student has developed a specific educational goal, Butte College must provide the student with an opportunity to develop a Student Educational Plan within 90 days after declaration of the educational goal. If the student fails to abide by the terms of their educational plan, Butte College may limit or suspend to the student any services the College normally provides.
- Attend classes and complete assigned coursework
- Confer with counselors/advisers to discuss choices and seek out support services as needed
- Complete courses and maintain progress toward an educational goal

Academic Freedom

The Butte-Glenn Community College District seeks to encourage and protect academic freedom and responsibility. The District is committed to the free pursuit and dissemination of knowledge, and it seeks to foster the integrity of the teaching-learning process. The Board of Trustees, administration, faculty, staff, and students all bear an obligation to protect, preserve, and promote academic freedom within the institution. For faculty, academic freedom in the classroom constitutes the right of instructors to interpret their fields and to communicate conclusions without interference or penalty because these conclusions may be at variance with those of constituted authorities, organized groups, or individuals. For students, academic freedom is the freedom to express and to defend their views, the freedom to question, and to differ without penalty from the faculty or the college.

Catalog Rights

This *Catalog* is the student's contract with the college. "Catalog Rights" define the set of graduation requirements a student follows as long as they maintain continuous enrollment at Butte College. Degree requirements fall into four categories: major requirements; General Education requirements; competencies; and other college requirements such as residency and grade point average. Category requirements may be fulfilled under different catalog years provided the student is eligible to use the respective catalogs. Eligibility is determined according to the following:

Catalog Rights

Grade Reports and Transcripts

Grade Definitions A, B, C, D, F, and FW

Major Requirements

All major courses must be selected from any one *Catalog* in effect during the student's most recent period of continuous enrollment.

General Education

A Butte College course may be used to fulfill an area requirement if it is on the approved General Education list at the time the course is taken. A General Education course taken at another college can meet an area requirement when:

1. It is determined that the course is equivalent to a Butte College course listed in that area; or
2. The course is listed in that area at the College where the course was taken.

Competencies

Competencies may be completed by fulfilling requirements listed in any one *Catalog* in effect during the student's most recent period of continuous enrollment.

Additional District Requirements

These may be completed by fulfilling those requirements listed in any one *Catalog* in effect during the student's most recent period of continuous enrollment.

Continuous Enrollment, Leaves, and Attending Other Colleges

Continuous enrollment is defined as attendance in at least one semester in each calendar year when a letter grade, P, NP, or a W is received for one or more courses, or a Leave of Absence is granted for that semester. Summer and Winter Intersessions are not to be considered for the establishment or maintenance of continuous enrollment status. Students who leave Butte College to attend another accredited college or university retain Catalog Rights and maintain continuous enrollment status, providing there is no break in enrollment before returning to Butte College. Students who are granted medical, military, or educational Leaves of Absence are considered to be in continuous enrollment status, and retain their Catalog Rights as outlined above.

Academic Achievement

Grade Reports and Transcripts

Grade reports and unofficial transcripts are available on the Web. See instructions on creating your account in the Admission and Enrollment section of this *Catalog*. Transcripts are released and forwarded by the Office of Admissions and Records only upon written request by the student. Transcripts to educational institutions are sent directly to the institution. Transcripts may be mailed directly to students. Up to two copies shall be furnished free of charge. The College charges a fee for each subsequent copy.

Withholding Grades, Transcripts, Certificates, and Diplomas

Any student who has a financial obligation to the College shall have their grades, transcripts, certificate or diploma withheld, and their enrollment into subsequent terms restricted. These documents and restrictions are released from the prescribed restrictions when the Office of Admissions and Records verifies that the financial obligation is no longer outstanding.

Grade Definitions

Letter grades of A, B, C, D, F, and FW are used to determine the student's Grade Point Average (GPA), while grades such as P, NP, I, W, IP, and RD have no effect on GPA.

Note: Non-degree applicable credit course grades do not count in calculating the GPA.

Letter Grades

The following letter grades may be used to measure student effort:

Symbol	Grade Point Value	Definition
A	4	Excellent
B	3	Good
C	2	Satisfactory
D	1	Passing, not satisfactory
F	0	Failing
FW	0	Failing, ceased participating

P (Pass)

To obtain this grade, the course must be passed at least at the satisfactory level (C or better). Units graded with the "P" symbol are awarded, but are not included in determining GPA. The P/NP grading option is available for most courses. However, certain courses are designated as being graded P/NP only, or as graded only (A, B, C, D, and F). For a course where no option is available, it is noted in the *Catalog* description of the course.

NP (No Pass)

To obtain this grade, coursework is less than satisfactory, or failing. Units graded with the "NP" symbol are not included in determining GPA. This grade is used in determining progress probation and dismissal.

I (Incomplete)

Incomplete academic work for an unforeseeable emergency and justifiable reason at the end of the term may result in an "I" symbol being entered in a student's record. The condition for removal of the I and the grade to be assigned in lieu of its removal is stated by the instructor on the "Incomplete Grade Report," signed by the student, and submitted by the instructor at the end of each term. The original copy of the "Incomplete Grade Report" is filed in the Office of Admissions and Records and a copy given to the student by the instructor. A final grade is assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed. The I may be made up no later than one year following the end of the term in which it was assigned. A student may petition the Academic Council for an extension of time due to unusual circumstances. Units graded with the I symbol are not included in determining the GPA. This grade is used in determining probation and dismissal.

W (Withdrawal)

The "W" symbol is used to denote withdrawal from a course through the last day of the eighth week of instruction or before 50 percent of an irregular term course has passed. Students who do not withdraw prior to the deadline must be awarded a grade other than W. No notation is made on the academic record of a student who withdraws during the first four weeks of instruction of a semester, or during the first 25 percent of an irregular term course. The W grade is not used in calculating grade point average. It is used in determining progress probation and dismissal. Under certain extenuating circumstances, a petitioning process is available to provide for withdrawal with a W after the deadline.

IP (In Progress)

The "IP" symbol is used for those courses that are "in progress," and that assignment of a substantive grade must await their completion. The appropriate evaluative grade and unit credit is assigned and appears on the student's record for the term in which the course is completed. The IP grade is not used in calculating grade point average nor in determining progress probation and dismissal.

RD (Report Delayed)

The "RD" symbol may be assigned only by the Office of Admissions and Records. It is to be used when there is a delay in reporting the grade of a student due to circumstances beyond the student's control. It is a temporary notation, to be replaced by a permanent symbol as soon as possible. RD is not used in calculating grade point average nor in determining probation and dismissal.

Pass/No Pass Options

Challenges to Grades

Scholastic Honors

Student Effort

Pass/No Pass Options

Credit courses (all those excluding the ones numbered in the 300's and 400's) are graded in one or more ways. Some are graded Pass/No Pass Only, and are so stated in the course description. For such courses, unless an I, RD, W, or IP is assigned, the only possible grades are P or NP. Some courses are Graded Only, and are so stated in the course description. For such courses, unless an I, RD, W, or IP is assigned, the only possible grades are A, B, C, D, or F. Most courses are graded optional, that is, the student may opt for a P or NP rather than for A, B, C, D, or F.

If the course description in this catalog does not state Pass/No Pass Only, or Graded Only, then the course is optionally graded. This option, however, is subject to the following limitations:

1. For each course, an Election for Optional Pass/No Pass form must be completed and submitted to the Office of Admissions and Records prior to the last day of the fifth week of instruction, or during the first 30 percent of an irregular term course.
2. Unless an I, RD, W, or IP is assigned, the grade awarded is P if the student achieves an evaluative grade of A, B, or C. Similarly, if the student achieves an evaluative grade of D or F, only an NP grade symbol is awarded.
3. A maximum of 8 units optionally graded with the P symbol may apply toward an Associate Degree.
4. A maximum of 6 units optionally graded with the P symbol may apply toward a Certificate of Achievement.

- **Once submitted, the P/NP declaration can only be rescinded by successfull petitioning the Academic Council.**
- **Students should make any Pass/No Pass Option elections with due consideration.**

Challenges to Grades

To conform to the provision of Section 55025 of the California Administrative Code, Title 5, the determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetency. All changes or modifications to a student record must be requested no later than three years from the semester in question.

The procedures for challenging a final grade are as follows:

1. The instructor must be consulted to determine if the appropriate grade(s) were issued.
2. Students who wish to appeal the decision of the instructor must seek resolution with the appropriate dean within 15 school days after meeting with the instructor. The appeal to the dean must be in writing. In the appeal, the student should:
   a. Identify the term, control number, course name, course number, and instructor.
   b. State the action requested; i.e., change a grade of C to an A, change an I to a grade of C.
   c. Provide the reason(s) why they believe this request should be approved.
   The dean has 15 school days from receipt of the request to provide a written response.
3. Final appeal rests with the Vice President for Learning. The Vice President has 15 school days from receipt of the appeal to respond in writing. The Vice President's decision is final.

Scholastic Honors

Each semester Butte College recognizes students who have demonstrated a high level of academic performance. Students who have completed 15 units of courses numbered 1 through 199 graded with evaluative symbols (those applicable to GPA computation), including no more than one physical education activity course, and who have an academic status in Good Standing, may be recognized by having their names placed on the Honors List, either on the Roll of Academic Distinction or the Roll of Academic Excellence. Students who consistently excel may Graduate With Honors.

Academic Distinction:	Student has a GPA between 3.75 and 4.0.
Academic Excellence:	Student has a GPA which is at least 3.50 but less than 3.75.
Graduation with Honors:	A graduating student who has a cumulative grade point average of 3.40 or above in all college work. A notation is made on the student's permanent record that they have been awarded this distinction.

Student Effort

It is generally recognized that to adequately learn the material presented in one hour of lecture, the student should study approximately two hours outside of class. The faculty of Butte College expect this of their students. Therefore, being a full-time student is an honorable profession and requires as much work as full-time employment.

Academic Regulations

Academic Council
Academic Renewal
Alternative Degree Credits

The Academic Council

Enforcement, interpretation, and waiving of academic regulations is handled by the Academic Council, which is comprised of representatives from the College's administration, counseling staff, faculty members, and student body.

The Academic Council may act upon regulations pertaining to the following policies and procedures:

- Academic renewal
- Choice of *Catalog*
- Course repetition
- Unit load limitation
- Readmission after disqualification
- P/NP grading option
- Degree requirements
- Leaves of absence
- Credit by exam
- Schedule change after deadline
- Special studies/problems
- Withdrawal after deadline

Academic Renewal

Academic renewal allows the College to alleviate or disregard previous substandard academic work when computing a student's cumulative grade point average. The College recognizes that some students accumulate an academic history of poor performance and that such students, on occasion, need a means of tempering their previous academic record so that they may successfully accomplish an academic goal.

In recognition of this need, the College limits such opportunity to only those students who meet the following criteria:

1. At least two years have elapsed since the most recent work to be alleviated;
2. The student must have completed, since the most recent work to be alleviated, at least 15 semester units at 3.00 GPA; or 20 semester units at 2.50 GPA; or 30 semester units at 2.00 GPA.;
3. Work to be eliminated is not needed for degree and/or transfer;
4. Past work must impair the student's progress toward a legitimate educational or specific career goal. Documentation of these goals must be provided. Examples may include, but are not limited to the following:
   a. Cumulative GPA is below a 2.00
   b. Cumulative GPA is necessary to enter a specific program
   c. Cumulative GPA is necessary for specific career goal;
5. Work to be eliminated is not reflective of the student's demonstrated ability.

The Academic Council evaluates each petition on an individual basis. Any extenuating circumstances which contributed to the substandard work, such as acute medical problems, family problems, or other personal problems, must be discussed on the petition. Documentation of these issues is required. A maximum of 20 semester units from any college or university may be alleviated.

Alternative Degree Credits

College Level Examination Program (CLEP)

Butte College awards credit for successful performance on CLEP General Examinations. Upon submission of CLEP Examination Reports to the Assessment Office, units of credit are awarded, provided a specified score for awarding credit is obtained. Credit awarded may be substituted for coursework applicable to degree and certificate requirements, and also may be used for transfer to four-year colleges and universities, subject to limitations imposed by those institutions. For more information about CLEP examinations, call the Assessment Office at (530) 895-2350.

Veterans (Advanced Standing)

Upon presentation to the Office of Admissions and Records of discharge papers (D.D. Form 214) verifying one or more years of satisfactory service in the United States Armed Forces, veterans receive 6 units of unassigned elective credit. Veterans may receive additional credit or advanced placement for work satisfactorily completed under the training program of the armed forces. Interested students should check with a counselor regarding credits for military training; however, students in the six-month Reserve Training program are not eligible for this credit. This is in accordance with the recommendation of the American Council on Education, issued September 1968.

Alternative Degree Credits

Attendance

Students who wish to transfer credit from a service school or other special institution may apply for acceptance of these credits towards the Associate Degree. After completing a minimum of 12 units with a grade point average of 2.0 or above at this college, students should apply through a counselor.

For more information regarding veterans' educational benefits, call the Office of Veterans Affairs at (530) 895-2566.

Advanced Placement Exams

Butte College awards credit for successful completion of certain Advanced Placement Examinations of the College Board. Students who submit Advanced Placement Score Reports for specified tests with scores of three or higher to the Assessment Office are granted up to 6 semester units of credit for each examination. Credit awarded may be substituted for coursework applicable to degree and certificate requirements, and also may be used for transfer to four-year colleges and universities subject to limitations imposed by those institutions. For more information, call the Assessment Office at (530) 895-2350.

Unit Limitation on Alternative Degree Credit

Since units awarded for successful completion of Advanced Placement examinations, CLEP and CSU English Equivalency Examinations, constitute credit by examination, such units shall not be counted in determining the 12 semester units in residence required for an Associate Degree.

Acceptance of Transfer Credit

Students who have attended other colleges or universities may transfer credit to Butte College depending upon the outcome of an evaluation of an official transcript from that college or university. Transfer credit will be counted toward an Associate Degree or Certificate if completed at a Regionally Accredited Institution. Official transcripts, when received, will be reviewed by an Admissions and Records evaluator and Associate Degree level units will be accepted as elective credit if completed at a Regionally Accredited College or University. To determine if a course is equivalent to, or is an acceptable substitute for a course or program prerequisite or for a required course in an established Career Major or Program the course must be reviewed and approved by a faculty representative from that major or program area. In order for a course to be considered for General Education purposes it must be evaluated by a Counselor and determined to be either equivalent to a Butte College General Education course or an approved General Education course in a corresponding category at the institution where is was completed.

Attendance

Regular attendance in all Butte College courses is crucial to doing well. Attendance is taken during the first two weeks of regular term courses, and a student may be dropped for lack of attendance in order to accommodate others seeking to add. Dropping a class is the student's responsibility, although an instructor may choose to drop a student for unsatisfactory attendance. After the eighth week, students receive a letter grade for the class unless they can demonstrate a serious and compelling reason for their withdrawal. Specific instructors' attendance policies are included in the course syllabus, along with the drop date in short-term or irregular courses. Roll is taken for all positive attendance courses. See a counselor for more information on dropping or withdrawing from classes.

Attending the First Day of Class

Because many students try to add classes after school starts, instructors may drop "no shows" to the first class session in order to make room for others. If a student can't make the first class but does not wish to be dropped, they are advised to call the department secretary or off-campus center where the class is being held, or bring a note to be placed in the instructor's mailbox before school starts. The note should explain the student's situation and request that the instructor not drop them from class. Doing this does not guarantee the student won't be dropped, but their chances are considerably improved.

Auditing Courses

Credit
By Examination

Drops and
Withdrawals

Auditing Courses

Under certain circumstances, as provided in Board Policy No. 2.12, certain courses may be taken on an audit basis. Auditing is subject to the following limitations:

1. An Application for Audit, approved by the appropriate Instructional Dean or their designee, must accompany the appropriate Class Schedule Card.
2. Any authorized fees must be paid. Audit fees are non-refundable.
3. A student who enrolls on an audit basis is not awarded a grade or credit. Instead, the notation "*Audit*" appears on the transcript of record appropriate to the course or courses thu enrolled.
4. A student who plans to attend a course or courses on an audit basis is permitted enrollment provided space is available and the auditor's enrollment does not impact the classroom of regularly enrolled students.
5. A student attending a class on an audit basis is disenrolled to provide room for regularly enrolled students when necessary.
6. Students enrolling on an audit basis must declare so at the time of registration into the course and the registration must be completed prior to the Audit deadline. Once declared, it cannot be reversed.

Credit by Examination

After satisfactorily completing 12 units of resident credit at Butte College, a regularly enrolled student may be permitted to obtain credit by examination in subject matter fields in which they are especially qualified through previous training or experience for which credit or advance placement has not been given. Credits earned through Credit by Examination may only be awarded for classes listed in the catalog.

The examination shall include written, oral or skill tests, or a combination of all three types, and will be sufficiently comprehensive to determine that the student has essentially the same knowledge and skills as those students who successfully complete the course as a result of regular course enrollment. The examination must be administered prior to the last day of final examinations.

Procedures and Limitations

1. Students may not challenge a course until they have completed 12 units of study at Butte College.
2. Students may not challenge a course unless they have a minimum cumulative grade point average of 2.0.
3. Students may not challenge prerequisite courses after completing advanced level courses.
4. A maximum of 9 units may be challenged. However, three courses may be challenged, even though the third course may exceed the 9 unit limit.
5. Students petitioning for credit by examination must be enrolled in the course and in good standing. Attendance shall not be counted for state apportionment purposes (FTE).
6. Students may not petition a course for which they have received previous high school or college credit.
7. Instructors assign an appropriate grade according to the grading system.
8. Transcript entries shall be clearly annotated to reflect that credit was earned by examination.
9. Courses to be petitioned are determined by a counselor, the appropriate instructor, and appropriate administrator at the time of petition. The petition for credit by examination must be approved prior to the fifth week of instruction each semester.
10. Exceptions and appeals to this policy shall be referred to the Academic Council.
11. Credit earned by examination cannot be used to satisfy the 12 units in residence required for the Associate Degree. This limitation is not subject to waiver.
12. Students must be in good standing. This limitation is not subject to waiver.

Drops and Withdrawals

Students may *drop* classes during the first four weeks of instruction of a semester, or the first 25 percent of an irregular term course, and not have the class appear on their transcript. Students may *withdraw* from classes during the fifth through eighth weeks, or first 50 percent of an irregular term course, and have a W grade appear for the class on their transcripts. To withdraw from a class between the eighth and twelfth weeks (50-75 percent), students must identify "serious and compelling" reasons (see definition, next page), and obtain the signature of the course instructor. After the instructor's signature has been obtained, the completed withdrawal card must be submitted to the Office of Admissions and Records for processing. The late withdrawal is then granted. The date the student submits the card to the Office of Admissions and Records is the official date of withdrawal.

Drops and Withdrawals

Enrollment Status

Final Examinations

Withdrawal from All Classes

Students who need to withdraw from all their classes after the withdrawal deadline may have an exit interview with a college counselor. With the counselor's signature, permission may be granted for students to withdraw late from all their classes. Prior to granting late withdrawals for students enrolled in specialized vocational programs (e.g., Construction Inspection, Nursing, Law Enforcement Academy, etc.), counselors will contact the respective departments regarding the students' status.

"Serious and Compelling Reasons"

The following may reasonably be defined as "serious and compelling"

1. An extended absence due to a verifiable accident, illness, or personal problem; for example, a one or two week absence with a doctor's written excuse;
2. An extended absence due to a death in the family. This applies to absences exceeding a week due to family affairs that must be attended to by the student;
3. A necessary change in employment status which interferes with the student's ability to attend class. This change in status must be verified in writing by the student's employer;
4. Other unusual or very special cases, to be considered on their own merit.

The following situations would not fall under the intent of "serious and compelling"

1. Grade anticipated in class not sufficiently high or student is doing failing work;
2. Failure to attend class, complete assignments or take a test;
3. Dissatisfaction with course material, instructional method or instructor;
4. Class is harder than expected;
5. Pressure of other classes, participation in social activities, or simple lack of motivation;
6. A change of major.

Withdrawal from Classes During the Final Four Weeks

During the final four weeks of instruction a "W" can be assigned only when the need for withdrawal is due to circumstances beyond the student's control, such as an accident or serious illness, and an assignment of an Incomplete is not practical. The student must obtain the instructor's signature and last date of attendance and submit the drop card with a completed Academic Council Petition to the Counseling Center. If a student is unable to complete the paperwork the Counseling and Advising Office will assist with the process. Please provide all documentation of the respective accident or serious illness.

Dropping/Withdrawing From Short-term Classes

Students may drop with a "DR" grade through 25 percent of the course, and a "W" grade through 50 percent of the course. A "Serious and Compelling" reason is needed to withdraw 50 to 75 percent through the course. The Academic Council must approve withdrawals after 75 percent of the course has passed.

Enrollment Status

Students are responsible for making sure they are officially registered for their courses. Should an instructor not have proof of enrollment, the student is not admitted to class and must clear their status with the Office of Admissions and Records. Students may be dropped from courses if they fail to appear on the first day of instruction, unless they have made prior contact with the instructor. However, dropping a class is the student's responsibility.

Final Examinations

Final examinations are given in all courses. Students are personally responsible for taking all assigned final examinations as they are listed on the final examination schedule. Final examinations will not be given in advance of the scheduled time. Exceptions may be granted by the instructor for compelling reasons. This request must be submitted prior to the scheduled final examination week.

Leaves of Absence

There are two types of approved Leaves of Absence: those interruptions which are involuntary (medical and military), and those interruptions which are voluntary (planned educational leave).

There are two major benefits to a student taking a Leave of Absence. First, the student may be absent from the College without losing rights to specific degree and General Education requirements under an earlier, and usually more advantageous, set of requirements. Secondly, the student remains eligible to participate in Continuing Student Registration upon returning to college.

A student must have a "term of enrollment", indicated by a letter grade, "W", "I", "P", "NP", or 300 level courses only on the official transcript, for the prior term to be eligible for a leave of absence for the requested term. Students enrolled only in Summer or Winter session are not eligible for Leaves of Absence.

Students subject to disqualification or dismissal due to academic deficiencies or disciplinary action are not eligible for Leaves of Absence. There is one exception: disqualified students readmitted immediately or readmitted after one term retain Catalog Rights.

Medical Leave

Requests for a medical Leave of Absence must be accompanied by a statement from a health care provider explaining why the student must interrupt enrollment. Three years absence is the maximum allowed, except that leaves for pregnancy are restricted to the term of delivery and one year following, unless verified medical circumstances indicate a longer time is required for recuperation.

Military Leave

Requests for a military Leave of Absence must be accompanied by a copy of military orders indicating entry date. One year absence is the maximum that can be approved. Military withdrawals shall not be counted in Progress Probation and Dismissal calculations. Catalog Rights are retained with military withdrawal (MW) grade designation.

Planned Educational Leave

A Planned Educational Leave of Absence is defined as a planned interruption or pause in a student's regular education, during which they temporarily cease formal studies at Butte College to pursue other activities that contribute to their particular educational goals and objectives.

Such activities may be for the purpose of clarifying or enriching educational goals, and may include travel for educational purposes, on the job experience in the area of vocational or educational opportunities, or undertaking expanded responsibilities in an activity related to their educational or career goals. The student must plan to return to Butte College at the end of the leave.

Planned interruptions may also be granted to allow the solution of personal problems and thus enhance the prospect of successful completion of the student's academic program. The maximum duration of Planned Educational Leaves is one year. Such a leave does not jeopardize the rights and privileges normally associated with continuous enrollment.

Filing for a Leave of Absence

Petitions for Leaves of Absence may be obtained from the Counseling Center, and should be filed in advance of the interruption in enrollment. The Academic Council is authorized to approve, deny, or modify such petitions. Medical and military leaves may be considered retroactively if supported by individual circumstances, but Planned Educational Leaves cannot since they constitute an agreement or "contract" which must be set in advance. Students who do not return to Butte College at the conclusion of their planned leaves are considered to have withdrawn from the College at the end of their last term of regular enrollment at Butte College.

Renewal of Leave

Renewal of Leave of Absence may be requested through the Academic Council.

Probation, Dismissal and Reinstatement

Probation

Beginning with the 1981 Fall semester, all Butte College students were accorded good standing, and any probationary status became clear. Since then, students are placed on probation according to the guidelines below. A student who has been placed on probation is notified of their probationary status by mail, and directed to confer with a counselor immediately.

Academic Probation: A student is placed on Academic Probation when their cumulative GPA is less than 2.0 in all units attempted that semester. Academic Probation in dismissal status commences during the semester that at least 12 cumulative units have been attempted.

Progress Probation: A student is placed on Progress Probation when 50 percent or more of all the units attempted that semester are graded with the symbols W, I, and/or NP. Progress Probation in dismissal status commences during the semester that the student has enrolled in at least 12 cumulative units.

Removal from Probation

A student who has been placed on probation is removed from this status when:

1. The Grade Point Average (GPA) in all units attempted at Butte College is greater than or equal to 2.0
2. The percentage of all units attempted at Butte College graded with the symbols "W," "I," and "NP" is less than fifty percent (50%).

Dismissal

At the end of each academic year, students on probation are dismissed when one or more of the following conditions apply:

1. The student has been on Academic Probation for three consecutive semesters;
2. The student has been on Progress Probation for three consecutive semesters;
3. The student has been on a combination of Academic and Progress probation for three consecutive semesters.

For purposes of this section, semesters shall be considered consecutive on the basis of the student's enrollment, so long as the break in the student's enrollment does not exceed one full primary term. Students are notified of their dismissal from the College by mail, and urged to confer with a counselor immediately. Butte College dismisses students only at the conclusion of each spring semester after 3 semesters of probation.

Dismissal of Veterans

Effective with the 1995 Fall semester, students receiving VA educational benefits must comply with new, more stringent Standards of Satisfactory Academic Progress than those required for non-aided veterans/dependents and the general student body.

A veteran or eligible person is placed on academic probation if their cumulative grade point average falls below graduation requirements (2.0), or on progress probation if the percentage of all units graded with the symbols W, I, and NP exceeds 50 percent. A veteran or eligible person may continue to receive veterans benefits while on probation for a maximum of two semesters, but shall be terminated from benefits if their academic progress remains below graduation requirements (2.0) after two semesters. If the veteran or eligible person is allowed to remain on probation beyond this period, they will have all veterans benefits terminated. Students disqualified from benefits are required to check with the Office of Veterans Affairs as to reinstatement of their benefits. Counseling may be required prior to reinstatement.

Under this new policy it is possible that a veteran-students's or dependent's VA educational benefit payments could be terminated due to unsatisfactory progress while they are still technically in a probationary status with the College and allowed to continue in attendance. Any questions regarding this policy should be directed to the Office of Veterans Affairs at (530) 895-2566.

Readmission After Dismissal

A student who has been dismissed from Butte College may appeal for readmission by seeing a counselor and filing a petition to and receiving the approval of the Academic Council.

Repeating a Course

Revision of Regulations

Special Studies/Problems

Repeating a Course

1. Certain courses are designated as repeatable. Course descriptions, located in the back of this catalog, identify repeatable courses and list the number of times the course may be repeated. When a course is designated as repeatable each attempt will be graded and included in the computation for student GPA.
2. Courses not designated as repeatable may be taken and completed with a C or P grade, or better, one time. Should a student receive a substandard grade of D, F, FW, NP, or NC a second attempt will be allowed to alleviate the substandard grade without filing a petition. Should the student receive a substandard grade on the second attempt a third attempt will be allowed by petition. To petition for a third attempt contact Counseling and Advising. In this scenario each subsequent attempt will replace the previous grade and credit, regardless of the result, for purposes of calculating student GPA.
3. Under special circumstances a student may request a second attempt of a course not designated as repeatable for which substandard work has not been recorded (previous grade was A, B, C, P, or CR). Such repetition must have prior approval from the Academic Council. Previous grade and credit will be disregarded in computing the students GPA. Contact Counseling and Advising for more information.
4. Courses designated as variable unit may be repeated an unlimited number of times until the student completes the entire curriculum, as listed in the course description, one time. Students may repeat the course, or any portion thereof, in order to alleviate substandard grades.

   Note: Under all circumstances listed in paragraphs 2-4, where subsequent attempts of a course alleviate the grade and credit awarded under a prior attempt, the student's academic record will be annotated in a way in which all coursework will remain legible.

Revision of Regulations

Any regulations adopted by the Butte-Glenn Community College District Board of Trustees will have the same force as a printed regulation in the *Catalog,* and will supersede upon promulgation by posting on official bulletin boards and announcement in any publication, any ruling on the same subject which may appear in the printed *Catalog* or other official bulletins of the College.

Special Studies/Problems

Special Studies/Problems courses provide an opportunity for students to carry out a supervised individual field, laboratory, or library research project in a subject area relevant to their major and are designed primarily for students studying in areas not covered by the College's curriculum. Any student interested in registering for a Special Studies/Problems course should contact an instructor in the appropriate area no later than the last day of the tenth week of instruction.

Enrolling in Special Studies/Problems

1. When an instructor works with a student to fill out a Petition for Special Studies/Problems, as well as an Add Form, the instructor is to ensure that it is completely filled out before approving the request. The student's ID number, the units for the project, and the units completed at Butte College (which must be at least 12) must appear on the form and the Objectives and Procedures must be explicit. If the petition is incomplete and inappropriate, it is returned to the area dean/director.
2. Instructors may only authorize Special Studies/Problems petitions that fall within their teaching discipline. A maximum of four student projects per semester per instructor may beapproved.
3. Petitions shall be reviewed by the area dean/director with the intent of Special Studies/ Problems in mind. The area dean/director shall carefully evaluate the number of units being given for the project.
4. The Special Studies/Problems petitions must be confined to the student's major.
5. When the petition is received in the Office of Student Learning, it is again reviewed. If any questions exist, it is returned to the area dean's/director's office with the questions noted. The dean/director reviews the matter with the instructor and makes any necessary corrections. The petition is again forwarded to the Office of Student Learning for approval or disapproval.
6. Upon approval of the petition by the Vice President for Educational and Student Programs and Services, the original copy (white) of the form is returned to the instructor. The second copy (yellow) is submitted by the student with a signed Add Form to the Office of Admissions and Records for appropriate enrollment. The petition is placed in the student's file. The third copy (pink) is returned to the area dean/director where a Special Studies/Problems file is maintained.

7. The instructor is required to maintain a record of each contact made with the student; namely the date, beginning and ending times, and a brief notation of what was discussed. This information must appear on the back portion of the petition.
8. Upon completion of the project, the instructor and student fill out the Summary for Special Studies/Problems form. This form is given to the area dean/director, who reviews the summary and approves or disapproves the project.
9. The area dean/director retains the pink copy of the Summary and files it with the pink copy from the Petition for Special Studies/Problems request. The original (white) and second copy (yellow) of the Summary are returned to the instructor.
10. The instructor submits the original Petition for Special Studies/Problems form (white) and the Summary for Special Studies/Problems (white and yellow) for filing to the Office of Admissions and Records, along with their grade input roster with appropriate grade notations.

Limitations on Special Studies/Problems

1. Units are assigned on the basis of one unit of credit for each three hours of work per week.
2. A maximum of 3 units may be taken in any one semester.
3. A maximum of 6 units may be taken for credit in any given subject area.
4. Grades are assigned according to the college grading policy.
5. Students may not petition for a Special Studies/Problems course until they have completed satisfactorily 12 units of study at Butte College.

Unit Load Limitations

A normal course load is 12 to 16 units. A student wishing to take over 21 units during a seventeen week semester, 4 units during a Winter session, or 10 units total in Summer session must petition the Academic Council. The petition must be approved prior to enrollment. Excess unit petition forms are available in the Counseling Center.

Career and Technical Education Programs

Certificate and Associate Degree Programs

Career Degree • Certificate • Training Programs
Offered for the 2009-2010 Academic Year

Unless indicated otherwise, all programs offer a certificate and a degree
*Programs listed with one asterisk offer a degree only
**Programs listed with two asterisks offer a certificate only

Agriculture Career Programs
- Agriculture Business 63
- Agriculture Science* 64
- Environmental Horticulture 79-80
- Heavy Equipment Operation Technician** 85
- Landscape/Turfgrass Technician** 80
- Nursery/Florist Technician** 80
- Mechanized Agriculture 93
- Natural Resources 98
- Natural Resources/Parks and Recreation 99

Addiction Studies 61
Automotive Technology 65
Building Inspection Technology 66
Business Career Programs
- Accounting 60
- Business Management 67- 68
- Computer Applications 72
- Legal Office Assistant 90
- Marketing 92
- Medical Front Office Assistant 94
- Medical Transcription** 95
- Office Assistant 100
- Real Estate 104

Civil Engineering Technology 71
Computer Information Systems 73
Cosmetology 74
Drafting and CAD Technology 76
Early Childhood Education 77
Fashion Merchandising 81
Fine Arts Career Programs
- Ceramics 69
- Graphic Design for Print* 84
- Photography 102

Health Career Programs
- Certified Nursing Assistant** 70
- EMT - Paramedic 78
- Licensed Vocational Nursing 91
- Registered Nursing* 105
- Registered Nursing: LVN to ADN* 106
- Respiratory Care 107

Interior Design 86
Leadership and Civic Engagement** 89
Multimedia Studies 96-97
Peace and Global Studies** 101
Public Safety Education and Training Programs
- Administration of Justice 62
- Court Personnel - Pre-law 75
- Fire Technology 82
- Firefighter I Academy** 83
- Law Enforcement Academy-Basic* 87
- Law Enforcement Academy-Basic/ Fish & Game 88

Radio/TV Film 103
- Agriculture Communications 103
- Media Sales and Management 103
- Video Production 103

Visual Merchandising 108
Welding Technology 109

Certificate and Associate Degree Programs

General Education Philosophy

Certificate and Associate Degree Programs

The Butte-Glenn Community College District offers Career and Technical Education programs designed to prepare students to enter their selected career or occupation, and to advance socially, economically, and professionally within their selected careers. The District's plan for Career and Technical Education is an educational sequence that offers the potential of a Baccalaureate Degree but has the flexibility of preparing and allowing students to leave the sequence with gainful employment skills short of the attainment of this Degree.

Associate in Arts (AA) and/or Associate in Sciences (AS) Degree Programs

These programs are for students who want and are capable of the ultimate in a community college education: employment skills plus General Education development. Upon completion of the Associate Degree program, that student may enter skilled to semi-professional employment or advanced career education at a state university.

Certificate of Achievement Programs

These programs are for students who want to take virtually all their work in specialized employment preparatory courses. Upon obtaining a Certificate of Achievement, the student can enter skilled employment or continue schooling an additional year for the Associate Degree.

Career Upgrading and Retraining Courses

Courses will be offered at the community college for a variety of occupations on a number of levels depending upon the expressed needs of people in the college community.

Planning To Transfer?
Students planning to transfer to a four-year college with their General Education requirements certified by Butte College must complete additional coursework as outlined in the new GE requirements. See pages 113-117 for information on transfer GE requirements.

General Education Philosophy

General Education at Butte College involves much more than merely the acquisition of knowledge; it also involves utilization of that knowledge to achieve outcomes, solve problems, and reach academic and career goals. More than that, the process promotes learning as a lifelong endeavor, one that will continue long after educational goals are achieved. General Education at Butte College is rooted in its mission, to "create a student-centered, community-based learning environment which empowers students to become productive, literate, and responsible members of a diverse society." Carefully designed curriculum and exemplary teaching, coupled with effective and efficient student support services and administrative support, play integral roles in student success and are therefore central to what we do.

At the heart of the General Education experience itself is the basic content and methodology related to the Natural Sciences, the Social and Behavioral Sciences, the Humanities, English Composition, Communications and Analytical Thinking, Self-Integration, and Physical Education. Each of these areas has associated outcomes identified below. Students are further expected to meet minimum competency standards in the areas of Written Communication, Mathematics, Reading Comprehension, and Multicultural Awareness. As with the General Education areas, each of the competencies has associated outcomes, and those outcomes are identified below.

Students successfully completing the General Education Requirements will be able to:

1) utilize knowledge gained during his or her educational experience when evaluating and appreciating the physical environment, the culture, and the society in which he or she lives;
2) demonstrate an increased level of self-understanding; and
3) actively examine values inherent in proposed solutions to major social problems.

Certificate Requirements

Associate in Sciences and Associate in Arts Degree Requirements

Requirements for Certificates and degrees

Certificates

Certificates of Achievement are given to indicate a satisfactory level of achievement in selected programs requiring less than two years of full-time study. Some programs require full-time registration; others may be completed over an extended period of time in the regular day and Evening College classes.

Certificate of Achievement programs are comprised of either (1) a complete curriculum pattern, or (2) a major and related courses selected from an Associate Degree curriculum on the recommendation of the appropriate advisory committee. The following restrictions apply to such programs:

1. Students must obtain a "C" grade or better for each course used in a prescribed pattern of courses in the student's certificate.
2. Students must take a minimum of 6 units in residence at Butte College.
3. Students must maintain a minimum cumulative grade point average of 2.0.

Other Certificates are given to indicate a student's satisfactory completion of short-term courses or programs, such as the Nursing Assistant Program.

AS and AA Degrees

Upon completing state and local academic requirements and filing an Application for Graduation, students may be awarded an Associate Degree.

To be eligible for a second Associate Degree, a student must complete any additional required courses for the major and pay any required fee. In addition, if there has been a break in enrollment between the first and second or subsequent degree without an approved Leave of Absence, and the student returns to complete additional major requirements, the Catalog Rights as defined on pages 43-44 apply.

This rule will encompass the Area F requirement and competency requirements. Any exceptions must be approved by the Academic Council. Only one English (or ESL) course below transferable freshman composition may be used towards the Associate Degree.

Major Requirement

Students must complete one of the established Associate Degree majors as listed in this catalog. Only two courses can be double counted for both the major and general education.

General Education Requirements

Students must complete a minimum of 20 semester units of General Education, distributed according to the GE pattern beginning on page 58.

Competency Requirements

Students must complete competency requirements in writing, math, reading, and multicultural breadth. See a counselor and/or page 59 for more information.

Unit Requirement

Students must complete an overall minimum of 60 degree applicable semester units.

Application Requirements

Students must file a formal Application for Graduation by the deadline published in the *Semester Class Schedule*. Applications are filed through the Counseling Center. Students may apply to graduate in either fall, spring, or summer. Official transcripts of prior college work attempted must be on file in the Office of Admissions and Records before the application can be considered.

Limitation to Degree Requirements

1. Units graded Pass/No Pass—A maximum of 8 units graded with the symbol "P," if optionally elected, apply toward graduation.
2. Independent Studies/Work Experience—A cumulative maximum of 4 semester units of the following type of courses apply toward graduation: general work experience (WKE), Special

Studies/Problems (courses numbered 95 and/or 97), supervised experience courses (AGR 100 and PE 100), and advanced career development (courses numbered 195).

3. Students may use the same course to meet a General Education requirement for the Associate Degree and to partially satisfy a General Education requirement of the California State University system in accordance with the provision of the Butte College transfer General Education policy. Ethnic studies courses will be offered in at least one of the required areas.
4. No more than two courses in the student's major can be applied toward the 20 units of required General Education. (See a counselor for exceptions).

Note: These limitations are not subject to waivers.

Remedial Coursework Limit

Remedial coursework refers to pre-collegiate basic skills courses in reading, writing, computation, learning skills, study skills, and English as a Second Language which are offered as non-degree credit courses. Beginning Fall Semester 1990, no student shall receive more than 30 semester units of credit for remedial coursework. A student who does not attain full eligibility status for college level work within this unit limit shall be dismissed and referred to adult, non-credit education courses.

The following students are exempt from the limitation on remedial coursework:

1. Students enrolled in one or more courses of English as a Second Language;
2. Students identified by the District as having a learning disability.

A student may, upon successful completion of appropriate coursework or upon demonstration of skill levels which will reasonably assure success in college-level courses, request reinstatement to proceed with college-level coursework by filing a petition and receiving approval from the Academic Council.

Note: Only one English (or ESL) course below the transferable freshman composition may be used towards the Associate Degree.

Scholarship Requirement

Students must maintain a minimum overall grade point average of 2.0 ("C" average) in all college course work.

Residence Requirement

Students must complete a minimum of 12 semester units at Butte College. Units earned through Credit by Examination do not apply towards this residency requirement.

General Education areas and courses which satisfy requirements for AA and AS degrees

** Meets Natural Science only when taken with corresponding lecture course.*

Students must complete a minimum of 20 semester units of General Education, distributed according to the following pattern:

A. Natural Science

Students completing courses in the Natural Sciences area will be able to demonstrate an appreciation and understanding of the scientific method; and understand the relationships between science and other human activities.

Minimum requirement: one 3-unit course

AGS 22, 30, 50
ANS 20
ANTH 2
BIOL 1, 2, 4, 5, 6, 7, 9, 11, 12, 13, 15, 20, 21
CHEM 1, 2, 10, 21, 22, 51, 52
EH 33
FN 2
GEOG 2, 3
GEOL 10/11*, 20/21*, 32*, 50
HON 7
NR 28/29*
PHYS 10/11*, 21, 22, 41, 42, 43
PSC ..... 4, 6, 10,12, 20/21*, 30, and 50/51*, 52/51*
PLS ..... 15+ & 16*, 20, 25

B. Social and Behavioral Sciences

Students completing courses in the Social and Behavioral Sciences will be able to demonstrate an awareness of the method of inquiry used by the social and behavioral sciences think critically about the ways people act and have acted in response to their societies; and appreciate how societies and social sub-groups operate.

Minimum requirement: one 3-unit course

AJ 1, 2
AGR 10
ANTH ..... 4+,13+, 14+, 16, 18+, and 32+, 33+, 34+
BUS 20
CDF 12, 14
CMST ..... 9+, 10, 13
ECON 2, 4, 20, 25, 30, 35
GEOG ..... 4+, 5+, 8+, 10+, 12+
HIST ..... 4, 6+, 8, 10, 18+, 20+, 22, 28+, 30
HON 3, 4
HUM 23, 60
MCS ..... 32+, 34+, 36+, 38+, 50+
NR ..... 26+
POS 2, 3, 12, 14, 16, 18, 20
PSY ..... 1, 2, 4, 11, 16, 24, 41+, 52
RTVF 12
SOC ..... 2, 3, 4+, 5, 8, 12, 14, 23, 30+, 60

GE requirements for AA and AS degrees continued

C. Humanities

Students completing courses in the Humanities area will be able to demonstrate an awareness of the ways in which people throughout the ages and in different cultures have responded to themselves and the world around them in artistic and cultural creation; and demonstrate aesthetic understanding and an ability to make value judgments.

Minimum requirement: one 3-unit course

ART ..... 1+, 2, 3+, 4, 6+
CMST 6, 16
DRAM 2, 4, 8, 18
ENGL ..... 4, 6, 8, 10, 14, 15, 16, 18, 19, 20, 21 ..... and ENGL 23, 25, 28, 35+, 47+
FASH 74
FREN 1, 2
GERM 1, 2, 3, 4
HIST 2, 12, 14, 30
HON ..... 1, 2, 6+
HUM 8, 17, 22, 44
ID 24, 25
ITAL 1, 2
JPN 1, 2, 3, 4
LATN 1, 2, 3
MUS ..... 1, 2, 4, 5, 6, 7, 9+
PHIL ..... 2, 5, 16, 18+, 58
RTVF 13, 15
SPAN ..... 1, 2, 3, 4, 14+, 16+

D. English Composition

A student completing courses in the English Composition area will be able to utilize the principles and applications of the English language toward logical thought, clear and precise written expression, and critical evaluation of written communication, including both expository and argumentative writing.

Minimum requirement: one 3-unit course

ENGL 2, 119

E. Communication and Analytical Thinking

Students completing courses in the Communication and Critical Thinking area will be able to demonstrate the principles and applications of language toward logical thought, clear and precise expression and critical evaluation of communication in whatever symbol system the student uses.

Minimum requirement: one 3-unit course

CMST ..... 2, 3+, 4, 14
CSCI 2, 6, 8, 20
DFT 4, 6
ENGL 11
MATH ..... 4, 5, 7, 11, 12, 13, 18, 19, 20, 26, 30, 31, 32 ..... and MATH 40, 42, 44, 108, 108A/B, 124
PHIL 6, 7, 8

F. Self Integration and Physical Education

Students completing courses in the Self-Integration area will be able to demonstrate an understanding of the human being as an integrated physiological, social, and psychological organism; and consider a majority of the following topics as they relate to decision making; substance abuse, sexuality, nutrition, mental health, fitness, disease prevention, stress, health care (including the effects of environmental issues and consumerism) and instruction which results in increased sensitivity to issues of aging, death and dying. A student completing courses in the Physical Education area will be able to discuss the principles and benefits of lifelong fitness; and assess his or her own physical activity level as it relates to lifelong fitness.

Minimum requirement: One 3-unit course plus two PE Activity courses. The DD214 may be used to satisfy this requirement. The Self Integration 3 unit course (not physical education) is waived for students completing RT, MICU, VN, and ADN degrees; however, an additional 3 unit course from Areas A through E will be required.

BUS 62
CSL ..... 20+, 92
ENGL 31
HLTH 2
LM 40
PSY ..... 20, 34+
POS 92
PE ..... 2 PE Activity Courses

Competency Requirements for Graduation

Comparable course work from other accredited institutions may be substituted. Reading, writing, and math competency requirements cannot be waived. However, certain students with documented (learning) disabilities directly related to the competency area, may, if eligible, appeal for a substitution of a specific competency requirement (course). See your counselor for further details.

A - Writing Competency: A student meeting the Writing Competency Requirement will be able to utilize college-level writing skills to communicate ideas and supporting details in a variety of properly-documented written formats. This competency may be fulfilled by:

1. Satisfactory (P or C or better) completion of ENGL 2 or ENGL 2H or equivalent.

B - Mathematics Competency: A student meeting the Mathematics Competency Requirement will be able to apply a variety of college-level math skills to comprehend and solve real world problems. This competency may be fulfilled by:

1. Satisfactory (P or C or better) completion of a MATH course numbered 4-42 (excluding MATH 7), or MATH 110, or MATH 124, or equivalent
2. Proof of a math score of 560 on Math portion of the SAT, or a score of 25 on the Math portion of the ACT, or 54 on the College Mathematics portion of the CLEP, or
3. Achieving a specified score on the Butte College Algebra II Assessment.

C - Reading Competency: A student meeting the Reading Competency Requirement will be able to utilize a range of reading strategies to comprehend and critically analyze a variety of college-level reading materials. This competency may be fulfilled by:

1. Satisfactory (C or better) completion of READ 2 or ENGL 2, or
2. Achieving Level V on the Butte College Reading Assessment, or
3. Proof of minimum English score on the SAT, ACT, or CLEP.

D - Multicultural Competency: A student meeting the Multicultural Competency Requirement will be able to demonstrate thoughtful consideration and understanding of diverse cultural or ethnic groups as well as their practices and points of view. This competency may be fulfilled by:

1. Completion of one approved Multicultural course.
   AJ 14, 140, 141, AGR 10, ANTH 4, 13, 14, 18, 32, 33, 34, ART 1, 3, 6, BUS 35, 64, CDF 59, CSL 20, ENGL 35, 47, GEOG 4, 5, 8, 10, 12, HIST 6, 12, 14, 18, 20, 28, 30, HON 6, HUM 44, Law Enforcement Academy, Law Enforcement Academy/Fish & Game, LVN Program, LVN to ADN Program, MCS 32, 34, 36, 38, 50, MUS 9, NR 26, PHIL 18, POS 14, PSY 34, 41, RN Program, RT Program, SOC 4, 30, SPAN 14, 16, CMST 3, 9.

Multicultural courses are marked with an + within the GE pattern.

General Education Requirements for AA and AS Degrees

Competency Requirements

Accounting

About the Program

The Accounting program is designed to teach students accounting principles and practices. The objective is to provide students with employable business skills and provide a framework for the further study of accounting and related business programs.

Students planning an accounting career should be detail oriented, be able to analyze and interpret facts and figures quickly and accurately, and make sound decisions. They also must be able to communicate the results. Patience, persistence, self-discipline and concentration are essential. High school students considering an accounting career are encouraged to take English, mathematics, computer, accounting, and related business courses.

Career Opportunities

The Accounting Program is designed to enable students to: set up, complete, adjust, and summarize records of business activities according to accepted accounting principles and techniques; use accounting information to enhance business planning, decision making, problem solving, and management control; and apply both financial and managerial accounting principles and techniques.

Accounting employment opportunities are expected to increase faster than for many other occupations due to pressure on business and governmental agencies to improve their financial accountability. Demand for skilled accountants will rise as managers rely more on accounting information to make decisions. Knowledge of basic computer applications is essential.

Recommended Sequence of Study

This sequence may require adjustment if students need to fulfill basic prerequisites. General Education and competency requirements must be integrated into this sequence of study.

Freshman Year

First Semester
ACCT 20, BCIS 46
BCIS 20 or Competency
BCIS 13

Second Semester
ACCT 2 , ACCT 100
BCIS 85, Eective

Sophomore Year

First Semester
ACCT 4, ACCT 110,
BUS 20, BUS 35

Second Semester
ACCT 25 (Spring only)
BUS 8, BCIS CDEF

AS Degree, Career/Technical Program
Certificate of Achievement
Certificate

Accounting Program
Donna Weaver, Chair (530) 895-2568
Business Education Department Office, BE 116, (530) 895-2371
Counseling and Advising (530) 895-2378

Required Courses for the Major

The following courses for the major in Accounting are grouped numerically by department. Elsewhere on this page, major courses are listed sequentially in the order department faculty feel is most beneficial for the development of skills and knowledge in the field. Courses may be taken out of sequence if necessary. Courses in this program have recommended basic skills placement levels. A "C" grade or better is required for each course in the major or certificate.

ACCT 20	Introduction to Accounting		3 units
ACCT 2	Financial Accounting		4 units
ACCT 4	Managerial Accounting	(Pre)	4 units
ACCT 25	Intermediate Accounting (Spring Semester only)	(Pre)	4.25 units
ACCT 100	QuickBooks Pro-Computerized Accounting	(Pre)	2 units
ACCT 110	Accounting for Payroll		3 units
BUS 8	Legal Environment of Business		3 units
BUS 20	Introduction to Business		3 units
BUS 35	Management and Human Relations		3 units
BCIS 20	Beginning/Refresher Keyboarding (competency of 35 wpm)		1 unit
BCIS 46	Electronic Calculator (Ten-Key)		2 units
BCIS 85	Microsoft Excel		2 units
BCIS 70(C-F)	Office Administration Seminar		1 unit
BCIS 13	Business Communication		3 units
Electives	Required to select 3 units from BCIS 80, BUS 18, ECON 2, or BUS 62		3 units

Certificate of Achievement (33 units)

A Certificate of Achievement in Accounting will be awarded upon completion of the following courses. Applications for Certificates of Achievement can be downloaded from the web site at www.butte.edu/curriculum/degrees_and_programs.html or in paper form from your faculty advisor or in AHPS 251.

ACCT 2 ACCT 20 ACCT 100 ACCT 110 BUS 8 BUS 20 BUS 35
BCIS 20 BCIS 46 BCIS 85 BCIS 70(C-F) BUS 62 BCIS 13
ELECTIVES Required to select 3 units from BCIS 80, ECON 2, BUS 62, or BUS 18

Certificates in Accounting Requirements (17 units)

A Certificate in Accounting will be awarded upon completion of the following courses listed under each emphasis.

Account Clerk
ACCT 20 or ACCT 128 ACCT 100 BCIS 20 BCIS 46 BCIS 85
BCIS 13 BCIS 70(C-F)
ELECTIVES Required to select from BCIS 80, BUS 62, ECON 2, or BUS 18

Tax Preparer
ACCT 20 ACCT 100 ACCT 105 BCIS 46 BCIS 85 BCIS 70(C-F)
ELECTIVES Required to select from BCIS 13, BCIS 80, BUS 62, ECON 2, or BUS 18

GE, Competencies, and additional Graduation Requirements

See pages 57-59 for complete information on General Education, competencies and other degree requirements. See a counselor for program planning and assistance.

Addiction Studies

About the Program

This program is designed to:

1. Prepare students for entry level employment in alcohol and drug treatment programs;
2. Provide training in alcohol and drug abuse counseling for students who seek employment with human service organizations;
3. Provide training for employed human services professionals who wish to expand their knowledge and skills.

For success in this program the student must be mature, emotionally stable, and have strong writing and interpersonal skills. Non-abuse and non-dependency on chemicals, including alcohol, is required. The goal of this program is to develop basic competencies in counseling, case management, record keeping, treatment planning, pharmacology and physiology of substance abuse-dependency, and social service systems. The Certificate of Achievement and major in Addiction Studies includes the course work and Supervised Field Work Practicum (255 hours) required by the California Association of Alcoholism and Drug Abuse Counselors (CAADAC) and the California Association of Alcohol and Drug Educators (CAADE) for certification (250 hours).

Career Opportunities

The AS degree is the minimum entry level for most addiction counseling employment opportunities. To enhance career options, it is recommended that students obtain a BA or MA degree in counseling. Upon completion of this program, students can look forward to employment in alcohol and drug treatment or in human service organizations with an early intervention, education, and prevention program.

AS Certificate Sequence of Study

The courses for the certificate and the major listed sequentially below satisfy the requirements for a Certificate of Achievement in Addiction Studies and the coursework requirements for California Association of Alcoholism and Drug Abuse Counselors (CAADAC) and the California Association of Alcohol and Drug Educators (CAADE) certification. **The sequence of study should not be altered.** To complete the AS degree General Education and competency requirements must be integrated into this sequence of study. Students who are not compelled to complete the AS Certificate within a two-year time frame need to look at pages 57-59. This way students may take longer than two years to complete the program, and students who are not regularly enrolled in the ADS Program sequence may still enroll in specific ADS classes.

Freshman Year

First Semester
ADS 2, ADS 32, ADS 4

Second Semester
ADS 6, ADS 16, ADS 18, ADS 26 (2nd or 3rd semester)

Sophomore Year

Third Semester
ADS 8, ADS 10, ADS 17

Fourth Semester
ADS 12, ADS 30

AS Degree, Career/Technical Program Certificate of Achievement

Addiction Studies Program
Department Office, LRC 346
Jody Eble, Coordinator (530) 895-2265
Social and Behavioral Sciences Department (530) 895-2471
Counseling and Advising (530) 895-2378

Required Courses for the Certificate of Achievement and Major

The courses below are listed in the sequence of study required by the department and should not be taken out of sequence. Elsewhere on this page, courses are listed in a semester-by-semester pattern. Courses in this program have recommended basic skills placement levels. The abbreviations (Pre), (Co), or (Pre/Co) following a course title indicate that this required course has a prerequisite/corequisite course. Students can find prerequisite/corequisite information, and recommended preparation, listed with each course description.

The courses below satisfy the requirements for a Certificate of Achievement and the major in Addiction Studies and the coursework requirements for California Association of Alcoholism and Drug Abuse Counselors (CAADAC) and California Association of Alcohol and Drug Educators (CAADE). Applications for Certificates of Achievement can be downloaded from the web site at www.butte.edu/curriculum/degrees_and_programs.html or in paper form from your faculty advisor or in AHPS 251. Students with less than a BA/BS could meet with a college counselor, (530) 895-2378, to plan an Associate Degree or Transfer Degree. Past or present chemically dependent students must be clean and sober by the conclusion of the first semester.

ADS 2	Introduction to Chemical Dependency		3 units
ADS 32	Communication Skills for Helping Relationships		3 units
ADS 4	Physiology and Pharmacology of Chemical Dependency		3 units
ADS 6	The Helping Services and Chemical Dependency	(Pre)	3 units
ADS 8	Case Management and Documentation	(Pre)	4 units
ADS 10	Group Leadership and Group Process	(Pre)	4 units
ADS 12	Professional Competency and Personal Recovery Process	(Pre/Co)	3 units
ADS 16	Family and Addiction	(Pre)	3 units
ADS 17	Adolescent Treatment		3 units
ADS 30	Supervised Field Work Practicum and Seminar	(Pre/Co)	6 units
ADS 18	Dual Disorders	(Pre)	3 units
ADS 26	Addiction Assessment		2 units
Total			40 units

Disqualification

The AS degree and/or the Certificate of Achievement in Addiction Studies signifies readiness for beginning alcoholism and drug addiction counseling. The ADS faculty recognizes a responsibility to students whose attitudes and behavior indicate a suitability and readiness to carry out professional responsibilities in chemical treatment settings. A student may be denied or postponed placement in the Supervised Practicum (ADS 30) if they are deemed not ready. The Director and at least one faculty member will meet to make these determinations. Such students will be allowed to graduate with an AS degree in Behavioral and Social Science with a focus on Addiction Studies.

GE, Competencies, and additional Graduation Requirements

See pages 57-59 for complete information on General Education, competencies and other degree requirements. See a counselor for program planning and assistance.

Administration of Justice

About the Program

The Butte College Administration of Justice Program, with an emphasis in law enforcement, provides students with the skills and knowledge to assist them in obtaining employment in a variety of areas, including law enforcement, corrections, probation, and fish and game.

There are many job opportunities available in federal, state, county and municipal law enforcement. Employment is also available in state and local correctional facilities and county probation offices. To compete successfully with other law enforcement applicants, individuals must be well trained and have a broad educational background. Most positions require at least an Associate Degree. Those already working in law enforcement may take classes at Butte College to enhance their chances for promotional advancement.

Students need competency in reading and writing. High school students should take courses in speech, English composition and basic math. Students in this program will improve their ability to read, write, and analyze situations. Students also will gain a basic understanding of California laws and case law.

Law Enforcement Academy

A peace officer must complete the Basic Law Enforcement Academy which is also offered at Butte College. This P.O.S.T. accredited Academy is separate from the two-year Associate Degree, and is offered on a continuous basis. Satisfactory completion of the Butte College Basic Law Enforcement Academy qualifies graduates to apply for law enforcement positions statewide.

The AS Degree

The AS degree should be considered a step towards a higher degree or specialized instruction. Students who complete the two-year AS degree will have the knowledge and skills to assist them in seeking employment in many different areas of law enforcement.

Recommended Sequence of Study

This sequence may require adjustment if students need to fulfill basic skills prerequisites. General Education and competency requirements must be integrated into this sequence of study.

Freshman Year

First Semester
AJ 1, AJ 2, AJ 3
AJ 4, AJ 6, AJ 99

Second Semester
AJ 5, AJ 13
AJ 8, AJ 10, AJ 11

Sophomore Year

Third Semester
AJ 14, AJ 99 (optional)
PE 18 (optional)

Fourth Semester
CMST 2, PSY 4, PE 18

AS Degree, Career/Technical Program Certificate of Achievement

Administration of Justice Program
Public Safety Education and Training Center
Department Office, AHPS 144, (530) 895-2401
Counseling and Advising (530) 895-2378

Required Courses for the Major

Students interested in this major should contact the Public Safety Education and Training Center on the Butte College Main Campus. Any modification of this program must have the approval of the Dean for the Office of Career and Technical Education, or the Director of the Public Safety Education and Training Center. The following courses for the Administration of Justice Major are grouped numerically by department. Elsewhere on this page, major courses are listed sequentially in the order department faculty feel is most beneficial for the development of skills and knowledge in the field. Courses in this program have recommended basic skills placement levels. The abbreviations (Pre), (Co), or (Pre/Co) following a course title indicate that this required course has a prerequisite/corequisite course. Prerequisite/corequisite information and recommended preparation is listed with each course description.

AJ 1	Criminology		3 units
AJ 2	Administration of Justice		3 units
AJ 3	Legal Research		2 units
AJ 4	Criminal Law I		3 units
AJ 5	Criminal Law II	(Pre)	3 units
AJ 6	Evidence		3 units
AJ 8	Criminal Investigation		3 units
AJ 10	Juvenile Procedures		3 units
AJ 11	Criminal Procedure	(Pre)	3 units
AJ 13	Organized Crime/Gangs		3 units
AJ 14	Community Oriented Policing		3 units
AJ 99	Work Experience (optional)		.5-4 units
PE 18	Fitness (optional for Police Academy)		2 units
PSY 4	Introduction to Psychology: Individual & Social Processes (GE: Area B)		3 units
CMST 2	Public Speaking (GE: Area E)		3 units

Certificate of Achievement

A Certificate of Achievement in Administration of Justice will be awarded upon successful completion of the courses below. Applications for Certificates of Achievement can be downloaded from the web site at www.butte.edu/curriculum/degrees_and_programs.html or in paper form from your faculty advisor or in AHPS 251.

AJ 1	AJ 2	AJ 3	AJ 4	AJ 5	AJ 6
AJ 8	AJ 13	AJ 14	AJ 10	AJ 11	AJ 99

GE, Competencies, and additional Graduation Requirements

See pages 57-59 for complete information on General Education, competencies and other degree requirements. See a counselor for program planning and assistance.

Agriculture Business

About the Program

The Agriculture Business program provides the student with employable skills and provides a framework for further study if desired. Course work is practical and broad based. Emphasis is placed on the development of skills in business management, marketing, finance, computers, human relations, and agricultural accounting.

The computer labs, campus farm, and greenhouses provide an ideal setting for hands on learning. To gain practical experience on and off campus internships are available. Numerous area agriculture businesses provide opportunities for field trips, internships, and employment. Student clubs such as the Agriculture Ambassadors provide opportunities for leadership development and community service.

Career Opportunities

A career in Agriculture Business is both financially rewarding and personally challenging.

For job seekers, it is probably the most readily available entry-level position in the agriculture industry. Numerous specialized companies throughout northern California require qualified persons for marketing, sales, finance, policy, government, farm ranch management, and international trade and development.

For job entry and advancement, however, certain basic skills remain fundamental. These include proficiency in computers, record keeping, finance, management and marketing.

Agriculture Business Career Opportunities

Bookkeeper
Business Manager
Business Owner
Commodity Broker
Community Development
Consultant
Equipment Dealer
Farm and Ranch Manager
International Development Specialist
Insurance Agent
Land Appraiser
Livestock buyer
Loan Officer
Management Specialist
Produce Buyer
Public Relations
Retail Sales
Sales Representative

AS Degree, Career/Technical Program Certificate of Achievement

Agriculture Business Program
Bruce Hicks, Advisor, LS 102, (530) 895-2514
E-mail HicksBr@butte.edu
Agriculture, Environmental Sciences & Welding
Department Office, AHPS 251, (530) 895-2551
Dept. Web site: www.butte.edu/departments/careertech/agriculture/
Counseling and Advising (530) 895-2378

Required Courses for the Major

The following courses for the major are grouped numerically by department. Courses in this program have recommended basic skills placement levels. Students can find prerequisite/corequisite information, and recommended preparation, listed with each course description.

AB 20	Careers in Agriculture and Environmental Studies	1 unit
AB 22	Agricultural Economics	3 units
AB 25	Computer Applications in Agriculture	2 units
AB 26	Introduction to Ag Business	3 units
AB 50	Agricultural Accounting	3 units
AB 54	Supervision and Management	3 units
AGS 22*	Applied Physical Science	3 units
or CHEM 51	Elementary Inorganic Chemistry	5 units
AET 30	Tractors and Crawlers	3 units
AGS 50	General Soils (GE: Area A)	4 units
AGR 10[=]	World Food and Hunger Issues (GE: Area B)	3 units
or ECON 2	Principles of Macroeconomics	3 units
or NR 26	Environmental World	3 units
AGR 99	Work Experience AGR	2 units
PLS 20*	Basic Plant Science (GE: Area A)	3 units
or ANS 20	Introduction to Animal Science	3 units
or EH 33	Horticultural Plant Science	3 units

* These courses are also available via video tape and the Internet. Refer to Search for classes at www.butte.edu or the *Semester Class Schedule* for meeting details. Additional information available at www.butte.edu/~rslavich/.

[=] Meets Multicultural Breadth requirement for AA/AS degree.

Certificate of Achievement

A Certificate of Achievement in Agriculture Business will be awarded upon completion of the courses below. Applications for Certificates of Achievement can be downloaded from the web site at www.butte.edu/curriculum/degrees_and_programs.html or in paper form from your faculty advisor or in AHPS 251.

AB 20 AB 22 AB 25 AB 26 AB 50 AB 54
PLS 20* or AGS 22* or ANS 20

GE, Competencies, and additional Graduation Requirements

See pages 57-59 for complete information on General Education, competencies and other degree requirements. See a counselor for program planning and assistance.

Agriculture Science

About the Program

The Agriculture Science program offers an Associate of Science degree for students interested in a more general course of study. Students with a background in production agriculture, 4-H or FFA will find success in this program as they pursue a career with an emphasis in agriculture sciences, agriculture education, and agribusiness occupations.

Career Opportunities

This option allows flexibility in class selection, career direction and opportunities. California ranks first in the nation in annual gross agricultural returns. The livestock industry and over 250 specialty crops provide a variety of career choices. Trained personnel are employed on ranches and farms, as well as the vast agriculture service industry. Career opportunities also exist with governmental agencies. Every year there are several openings in Agriculture Education in California as well as other states.

Recommended Sequence of Study

This is a suggested sequence of classes which may require adjustment to fulfill individual needs, or if basic skills prerequisites need to be fulfilled. Contact a faculty adviser or a counselor for Certificate and/or Associate Degree requirements. General Education and competency requirements are integrated into this sequence of study.

Freshman Year
(Certificate)
Fall Semester
AB 20, AET 30
PLS 20†* or EH 33
Ag Electives (3 units)
MATH108

Spring Semester
AB 26, AET 34
AGS 22*, AB 25
Ag Electives (3 units)

Summer Session
AGR 99 Ag WKE

Sophomore Year
(Degree)
Fall Semester
AB 22, AB 50
AGS 50, PE Activity
GE Elective: English

Spring Semester
AB 54, HLTH 2
NR 26*=, PE Activity
CMST2
GE Elective: Humanities

AS Degree, Career/Technical Program

Agriculture Science Program
Lyman Hagen, Advisor - LS 134, (530) 895-2593
E-mail HagenLy@butte.edu
Agriculture, Environmental Sciences & Welding
Department Office, AHPS 251, (530) 895-2551
Dept. Web site: www.butte.edu/departments/careertech/agriculture/
Counseling and Advising (530) 895-2378

Required Courses for the Major

The following courses for the major are grouped numerically by department. Elsewhere on this page, courses are listed sequentially in the order department faculty feel is most beneficial for the development of skills and knowledge in the field. Courses may be taken out of sequence if necessary. Courses in this program have recommended basic skills placement levels. The abbreviations (Pre), (Co), or (Pre/Co) following a course title indicate that this required course has a prerequisite/corequisite course. Students can find prerequisite/corequisite information, and recommended preparation, listed with each course description.

AB 20	Careers in Agriculture and Environmental Studies	1 unit
AB 22	Agricultural Economics	3 units
AB 25	Computer Applications in Agriculture	2 units
AB 26	Introduction to Ag Business	3 units
AB 50	Agricultural Accounting	3 units
AB 54	Supervision and Management	3 units
AET 30	Tractors and Crawlers	3 units
AET 34	Farm Machinery	3 units
AGR 99	Agricultural Work Experience (Suggested AGR 99 enrollment during Summer Session)	2 units
AGS 22*	Applied Physical Science	3 units
AGS 50	General Soils (GE: Area A)	4 units
NR 26*=	Environmental World (GE: Area B)	3 units
or AGR 10=	World Food and Hunger Issues (GE: Area B)	3 units
PLS 20*	Basic Plant Science (GE: Area A)	3 units
or EH 33	Horticultural Plant Science (GE: Area A)	3 units
CMST 2	Public Speaking	3 units
ELECTIVES	Agricultural Electives	9 units

Select 9 units from: AET 22, AET 26, AET 35, AET 36, AET 37, AET 38, AET 40, AET 41, AET 42, AET 43, AGS 24, AGS 30, AGS 56, AGR 90, ANS 20, ANS 30, ANS 33, ANS 40, ANS 42, ANS 50, ANS 80, EH 20, EH 22, EH 24, EH 26, EH 28, EH 30, EH 33, EH 38, EH 39, EH 40, EH 41, EH 42, EH 43, EH 44, EH 45, EH 46, EH 50, EH 51, EH 70, EH 72, EH 74, EH 80, EH 94, NR 20, NR 28, NR 29, NR 55, NR 56, NR 60, NR 65, NR 66, PLS 15, PLS 16, PLS 25.

Agriculture electives may be taken at any time in a course of study. Electives should be selected with the help of an Agriculture faculty adviser to enhance those agricultural areas in which the student wishes to specialize.

* These courses are also available via video tape and the Internet. Refer to Search for classes at www.butte.edu or the *Semester Class Schedule* for meeting details. Additional information available at www.butte.edu/~rslavich/.

= Meets Multicultural Breadth requirement for AA/AS degree.

GE, Competencies, and additional Graduation Requirements

See pages 57-59 for complete information on General Education, competencies and other degree requirements. See a counselor for program planning and assistance.

Automotive Technology

About the Program

The Automotive Technology program is a vocational core of classes designed to prepare students for employment as automotive technicians. Training is given in both theory and practical skills in the operation, maintenance and repair of today's automotive systems. Classes are held in a completely modern and well-equipped lab where the student learns the practical skills and work habits essential to sound pre-employment training. The program's goal is to produce a highly-skilled apprentice, entry-level technician with strong basic skills in both principles of operation and system service procedures. Butte College offers several ASE-certified programs that lead to successful careers in the Automotive Technology industry. Each program has its advantages and offers different entry levels and income.

The Automotive Department also offers the following coursework not required for a certificate or degree that might be of interest.

AUT 10	History of Motorsports
AUT 12	Motorsports Dynamics
AUT 13	Motorsports Dynamics Lab
AUT 14	Motorsports Leadership
AUT 114	Auto Body Repair
AUT 115	Automotive Painting

There is a limitation on enrollment into the Automotive program. If you are interested in this program, please contact Tom Baird at 895-2448. Those students who complete the program and who elect to do so, may transfer to CSU, Chico or Fresno to complete a Bachelor's degree.

Total Program Hours

The Automotive Technology program has 362 hours of lecture and 1,100 hours of lab. Completion times depends on the training program each student selects. The Specialized Certificate programs can be completed in just one or two semesters, while the General Automotive Certificate program takes four or five semesters, depending on how long a student wants to attend school each day (based upon a 17 week semester).

Program Schedule

Each of the core classes meet five days per week, four hours per day, for a total of 20 hours each week. Every lab class runs a working shop. Students work in teams of two and have their own work stations. This schedule allows students to work part-time and/or take General Education courses for the Associate Degree.

Program Cost and Tools

Per semester cost, including registration, materials fees and textbooks, is approximately $400 to $600. Overall, the General Automotive Certificate Program costs approximately $2,500 to $3,500. Tools are supplied for student use while they are enrolled in the Automotive Technology program; however, auto technicians must purchase their own tools before they can be employed or participate in the Automotive Sponsorship Program.

Program Prerequisite

AUT 1, Intro to Automotive Technology, is a prerequisite for all automotive core courses. It may be taken concurrently, or waived for anyone who has completed one of the following: 1) One or more years of high school automotive courses; or 2) A basic working knowledge of automotive systems and hand tools.

AS Degree, Career/Technical Program Certificate of Achievement

Automotive Technology
Department Office, AHPS 251, (530) 895-2450
Division Office (530) 879-6103
Counseling and Advising (530) 895-2378

Courses required for the major and Certificate of Achievement

The following courses are required for a Certificate of Achievement. For an Associates Degree in Automotive Technology, the following courses plus General Education and other District requirements are required. The Automotive Department Chair will work with each student on their educational plan beginning with their first semester in the program and continuing each semester until program completion. Students wishing to obtain an Associates Degree should also work with a Butte College Counselor. Applications for Certificates of Achievement can be downloaded from the web site at www.butte.edu/curriculum/degrees_and_programs.html or in paper form from your faculty advisor or in AHPS 251.

AUT 1	Introduction to Automotive Technology	4 units
AUT 41	Specialized Automotive Electronics and Micro Computers	6 units
AUT 6A	Automotive Electrical, Brake/Suspension, & Steering Lecture	5 units
AUT 7A	Automotive Electrical, Brake/Suspension, & Steering Systems Lab	5 units
AUT 8A	Automotive Engines, Heating, & Air Conditioning	5 units
AUT 9A	Automotive Engines, Heating, & Air Conditioning Lab	5 units
AUT 52A	Automotive Transmissions, Drive Lines and Axles	5 units
AUT 53A	Automotive Transmissions, Drive Lines and Axles-Lab	5 units
AUT 30*	Engine Performance and Emission Controls	5 units
AUT 31*	Engine Performance and Emissions Controls Lab	5 units

* AUT 41 is a prerequisite.

Smog Technician Coursework (no certificate available)

It is recommended that students complete the following courses prior to taking the California State Smog License Exam. (Daytime courses only)

AUT 41	Specialized Automotive Electronics and Microcomputers	6 units
AUT 8A	Automotive Engines, Heating, & Air Conditioning	5 units
AUT 9A	Automotive Engines, Heating, & Air Conditioning Lab	5 units
AUT 30*	Engine Performance and Emission Controls	5 units
AUT 31*	Engine Performance and Emissions Controls Lab	5 units

* AUT 41 is a prerequisite.

Other ASE Certificates, Licenses

Students are strongly encouraged to obtain their Enhanced Area Smog License and as many ASE certifications as possible before seeking employment.

Students interested in starting their own businesses should refer to the Small Business/ Entrepreneurship Option found under Business Management in this *Catalog*.

GE, Competencies, and additional Graduation Requirements

See pages 57-59 for complete information on General Education, competencies and other degree requirements. See a counselor for program planning and assistance.

Building Inspection Technology

About the Program

The Building Inspection Technology program is designed to prepare students to meet entry-level requirements for jobs in the building inspection profession. The curriculum has sufficient breadth to allow students to pursue a career in a variety of agencies and industries that employ inspectors.

Programs can be arranged in any of the following ways:

Certificate of Achievement Program: Virtually all course work is closely associated with entering employment.

Associate Degree Program: Employable skills are developed in conjunction with General Education.

Refresher Courses: Upgrade skills.

Career Opportunities

Building inspectors observe, evaluate, judge and enforce laws and regulations pertaining to building construction. An inspector must be versed in new construction, remodeling, rehabilitation, additions and energy conservation with sustainability in mind. The inspector is required to have a broad base of knowledge in all components of construction, including plan reading, specification interpretation, engineering fundamentals, and legal requirements. Verbal and written communication skills are important.

There is a wide range of job opportunities in a variety of locations for those who choose a building inspection career. Graduates of the Building Inspection Technology Program—men and women—have obtained well-paying positions throughout California and the western United States.

Job opportunities may be found in many areas in the private sector, such as architectural and engineering firms, lending institutions, and inspection services, and in all levels of government agencies.

Special Requirements

The BIT program operates on the theory that with proper formal training an individual possessing little or no building trades experience can become a competent building inspector.

It is important, however, that the person have certain personal qualities which include: the ability to observe accurately; the ability to exercise designated authority with discretion; competence in technical, trade and academic areas; the potential for using and applying codes and laws fairly and making competent judgments; and the ability to communicate effectively. A laptop or notebook computer is required. Students should check with the program advisor for specifications.

AS Degree, Career/Technical Program Certificate of Achievement

Building Inspection Technology Program
BIT Department (530) 895-2402
Public Safety Education and Training Center
Department Office, AHPS 144
Counseling and Advising (530) 895-2378

Required Courses for the Program

The Building Inspection Technology Program begins in the fall semester of each academic year. During the semester prior to fall semester of anticipated enrollment, students should contact the Building Inspection Technology office at (530) 895-2284 for enrollment information. An AS degree in Building Inspection Technology requires the completion of the courses listed under the Certificate of Achievement plus General Education, competencies and other district requirements. It is recommended that students planning to earn an AS degree complete these courses before taking BIT certificate courses.

Certificate of Achievement

Applications for Certificates of Achievement can be downloaded from the web site at www.butte.edu/curriculum/degrees_and_programs.html or in paper form from your faculty advisor or in AHPS 251.

Fall Semester

BIT 1A	Building Inspection Technology 1A		26 units

Spring Semester

BIT 1B	Building Inspection Technology 1B	(Pre)	26 units

GE, Competencies, and additional Graduation Requirements

See pages 57-59 for complete information on General Education, competencies and other degree requirements. See a counselor for program planning and assistance.

Business Management

About the Program

The Business Management Program is designed to provide students with a well-rounded education in business operations, management techniques, human relations, basic marketing principles, accounting, business law, economics and business computer applications.

Program specialties include: Management, Retail Management, and Small Business/Entrepreneurship.

To be successful, students need basic competence in reading, written and oral communication, and mathematics. Also, students in this field should possess an interest in working with others, developing business strategies, and responding to today's competitive business environment and changing technology.

High school students are encouraged to take courses in business, mathematics, communication, and computer applications. Foreign language and social science courses would be helpful.

Career Opportunities

This program is designed to teach students to solve problems, develop management strategies, make oral presentations, and write reports such as business plans and case analyses. Management skills are useful in many job settings: retail, wholesale, manufacturing, social services, government, and education. These skills are also important for people who wish to improve their performance in existing jobs or develop their own businesses.

Students completing the Business Management Certificates of Achievement will increase their practical skills relating to devising plans, organizing tasks, leading others, and controlling operations. Students may pursue their interests in management, in general, or choose to focus on managing in retail and/or small business settings.

Recommended Sequence of Study

This sequence may require adjustment if students need to fulfill basic skills prerequisites.

First Semester
ACCT 2, BUS 20
BCIS 80
6 units of GE math,
English recommended*

Second Semester
BUS 8, BUS 35
9 units of GE
or elective courses

Third Semester
BUS 64, ECON 25
9 units of GE or
elective courses

Fourth Semester
BUS 44, 15 units
of GE or electives

* It is recommended that students begin to take the math and English sequences during their first semester. Math 12 and 19 are required to complete the recommended sequence of study for transfer. Contact a counselor for program and school specific courses required for transfer.

AS Degree, Career/Technical Program

Business Management Option
Retail Management Option
Small Business/Entrepreneurship Option

Certificate of Achievement

Business Management
Retail Management

Certificates

Small Business Institute
Human Resources
Business on the Web

Business Management Program
Donna Weaver, Chair (530) 895-2568
Business Education Department, BE 116, (530) 895-2371
Counseling and Advising (530) 895-2378

Required Courses for the Major

The following courses for the Associate Degree in Business Management are listed sequentially in the order department faculty feel is most beneficial for the development of skills and knowledge in the field. Courses may be taken out of sequence if necessary. Courses required for the Certificate of Achievement for each option are shown in a separate section on these pages. Courses in this program have recommended basic skills placement levels. A "C" grade or better is required for each course in the major or certificate.

Required Core Courses for All Options

BUS 8	Legal Environment of Business		3 units
BUS 20	Introduction to Business		3 units
BUS 35	Management and Human Relations		3 units
BUS 44	Human Resource Management		3 units
BUS 64	Principles of Marketing (Fall semester only)		3 units
ECON 25	Introduction to Economics		3 units
BCIS 80	Introduction to Computer Applications		3 units
ACCT 2	Financial Accounting		4 units

Option A - Business Management

BUS 25	Small Business Management	(Pre)	3 units
BUS 40	Organization Management		3 units
CMST 2	Public Speaking		3 units
ELECTIVES	Business electives		6 units

Select 6 units from BUS 13, BUS 18, BUS 50, BUS 60, BUS 68, BUS 66, BUS 120, BCIS 13, BCIS 85, ACCT 20, ACCT 4 (Pre), or ACCT 100 (Pre). Other business related courses may be substituted as Business electives with the approval of the Business Education Department Chairperson.

Option B - Retail Management

BUS 50	Sales in Today's World	3 units
BUS 60	Advertising and Copywriting	3 units
BUS 66	Retail Management	3 units
CMST 2	Public Speaking	3 units
ELECTIVES	Business/Radio/TV Film/Fashion Merchandising	3 units

Select 3 units from the following courses: BUS 13, BUS 40, BUS 68, BCIS 13, ACCT 20, ACCT 4 (Pre), CSCI 96, CSCI 92, FASH 80, FASH 18, FASH 88. Other courses may be substituted as electives with the approval of the Business Education Department Chairperson.

Students employed by food retailers that are members of the WAFC (Western Association of Food Chains) should, in conjunction with their employers, make arrangements to earn a Retail Management Certificate sponsored by WAFC, in collaboration with many of California's community colleges.

Continued

Business Management

Option C - Small Business/Entrepreneurship

BUS 25	Small Business Management (Pre)	3 units
or SBM 125, SBM 127,		
and either	SBM 126, or SBM 133	3.5-4.5 units total
SBM 128	Bookkeeping	2 units
BCIS 85	Microsoft Excel	3 units
BUS 40	Organization Management	3 units
BUS 60	Advertising and Copywriting	3 units
ELECTIVES	BUS, ACCT, or SBM electives	3 units

Select 3 units from the following courses: BUS 13, BUS 66, BUS 68, SBM 78, SBM 76, SBM 74, SBM 72, ACCT 20, or ACCT 4. Other courses may be substituted as electives with the approval of the business education department chairperson.

Certificate of Achievement

A Certificate of Achievement for the following option will be awarded upon completion of the core requirements and the courses listed under each certificate option. Applications for Certificates of Achievement can be downloaded from the web site at www.butte.edu/curriculum/degrees_and_programs.html or in paper form from your faculty advisor or in AHPS 251.

Business Management • Core Plus:

BUS 25 (Pre), BUS 40, BUS 50

Retail Management • Core not required:

BUS 35, BUS 64, BCIS 80 OR CSCI 2, ACCT 20 or ACCT 2, CMST 2, BUS 66, BCIS 13, Math Competency, BUS 40, BUS 44

Small Business Institute Certificate (10.5 units)

A Small Business Institute Certificate will be awarded upon completion of the following courses.

SBM 125	Steps to Starting a Small Business	1.5 units
SBM 126	Marketing the Small Business	1 unit
SBM 127	Planning and Financing the Small Business	1.5 units
SBM 128	Bookkeeping	2 units
SBM 133	Supervisory Skills	1.5 units
ACCT 20	Introduction to Accounting	3 units

NOTE: Students may substitute BUS 25 for SBM 125, SBM 126, and SBM 127.

Human Resources Certificate (17 units)

A Certificate in Human Resources will be awarded upon completion of the following courses:

BUS 35	Management and Human Relations	3 units
BUS 40	Organization Management	3 units
BUS 44	Human Resource Management	3 units
ACCT 110	Accounting for Payroll	3 units
BUS 8	Legal Environment of Business	3 units
BCIS 86	Microsoft Access	1 unit
BCIS 70CDEF	Essential Communication Skills, Conflict Management skills, Managing Attitude, Creating Your Successful Appearance (.25 units each)	1 unit

Certificate in Business on the Web (17 units)

A Certificate in Business on the Web will be awarded upon completion of the following courses:

BUS 60	Advertising and Copywriting	3 units
BUS 64	Principles of Marketing (Fall semester only)	3 units
BUS 68	Business on the Internet	3 units
BCIS 47	Desktop Publishing Photoshop	2 units
MSP 5	Introduction to Interactive Web Design and Authoring	3 units
CSCI 74	Intro to Multimedia Production	3 units

GE, Competencies, and additional Graduation Requirements

See pages 57-59 for complete information on General Education, competencies and other degree requirements. See a counselor for program planning and assistance.

Ceramics

About the Program

The Ceramics program offers a solid foundation in the technical and aesthetic aspects of the medium.

Students are taught the importance of minute details as well as overall excellence. Many specific skills are emphasized including handbuilding, wheel throwing, clay and glaze chemistry, mold making, kiln firings, and the specialized techniques of raku and primitive firings. Students have access to a fully equipped studio and have the opportunity to learn the operational requirements of the facility.

Although ceramics as an art medium is emphasized, students also study the inter-relationship between industry, business and ceramics. The program offers a well rounded art education including the ability to install exhibitions. A working portfolio for employment purposes is developed. The Ceramics Department offers courses which satisfy lower division requirements in many of the CSU colleges.

Career Opportunities

Many job opportunities exist for the individual proficient in ceramics. These include, but are not limited to: artist, art teacher or therapist, self-employed crafts-person, mold maker, glaze technician, ceramic restorer, industrial ceramist, gallery or art shop manager, museum employee, interior design specialist, tile decorator, dental ceramist, and production designer. Students interested in pursuing a four-year degree are provided with a strong foundation for further coursework.

Recommended Sequence of Study

This sequence may require adjustment if students need to fulfill basic skills prerequisites. General Education and competency requirements must be integrated into this sequence of study.

Freshman Year	Sophomore Year
First Semester	**Third Semester**
ART 50	ART 52
ART 1 or ART 2	ART 56
ART 59	ART 59
ART 9 or ART 7	ART 60
ART 8	
Second Semester	**Fourth Semester**
ART 52	ART 56
ART 58	ART 54
ART 59	ART 99
ART 1 or ART 4	CMST 2
ART 70	

AA Degree, Career/Technical Program Certificate of Achievement

Ceramics Program
Alex O'Neil, Chair (530) 895-2397
Art/Digital Art and Design Department Office, ARTS 224, (530) 895-2404
Counseling and Advising (530) 895-2378

Required Courses for the Major

The following courses for the major in Ceramics are grouped numerically by department. Elsewhere on this page, major courses are listed sequentially in the order department faculty feel is most beneficial for the development of skills and knowledge in the field. Courses may be taken out of sequence if necessary. Courses in this program have recommended basic skills placement levels. The abbreviations (Pre), (Co), or (Pre/Co) following a course title indicate that this required course has a prerequisite/corequisite course. Prerequisite/corequisite information and recommended preparation is listed with each course description.

ART 1	Art Appreciation		3 units
or ART 2	Art History Survey I		
or ART 4	Art History Survey II		

These courses satisfy GE Area C requirements. Note for transfer Art majors: ART 1 transfers as an elective. It does not satisfy the art history requirements. Art 2 and ART 4 partially satisfy requirements for GE and Art History.

ART 7	Basic Design I, Color		3 units
or ART 9	Three Dimensional Design		
ART 8	Basic Drawing		3 units
ART 50	Beginning Ceramics		3 units
ART 52	Wheel Throwing and Intermediate Ceramics	(Pre)	9 units
	(ART 52 must be taken three times for a total of 9 units)		
ART 54	Ceramics - Low Fire		3 units
ART 56	Advanced Ceramics		6 units
	(ART 56 must be taken twice for a total of 6 units)		
ART 58	Raku-Native American and Primitive Clay Techniques		3 units
ART 59	Beginning/Intermediate Ceramic Laboratory	(Co)	3 units
	(ART 59 must be taken three times for a total of 3 units)		
ART 60	Beginning Sculpture	(Pre)	3 units
ART 70	Gallery Production/Business of Art		2 units
ART 99	Work Experience - Ceramics		2 units
ENGL 2	Reading and Composition (GE: Area D)	(Pre)	3 units

Certificate of Achievement

A Certificate of Achievement in Ceramics will be awarded upon completion of the courses below. Applications for Certificates of Achievement can be downloaded from the web site at www.butte.edu/curriculum/degrees_and_programs.html or in paper form from your faculty advisor or in AHPS 251.

ART 50 ART 52 ART 54 ART 56 ART 58 ART 59
ART 70

GE, Competencies, and additional Graduation Requirements

See pages 57-59 for complete information on General Education, competencies and other degree requirements. See a counselor for program planning and assistance.

Certified Nursing Assistant/Home Health Aid

About the Program

The Certified Nursing Assistant/Home Health Aid program is designed to prepare students for state certification as a Nursing Assistant. Students undergo a minimum of 190 hours of instruction: 82 hours of theory, and 108 hours of supervised clinical instruction in a nursing facility. The program is scheduled in a 12 week, three days per week format, with students attending classes eight hours per day. Successful completion of the program makes students eligible to take the written and manual skills test for state certification.

Career Opportunities

The rapidly growing need for skilled health personnel provides good employment opportunities for Certified Nursing Assistants and Home Health Aides. Positions are found in general and convalescent hospitals, physicians' offices, private homes, community health agencies and in industry.

Admission to the Program

This program requires special admission. To enroll, potential students should contact the Allied Health Department at (530) 895-2328 to get the necessary paperwork.

Certificates

Certified Nursing Assistant
Home Health for the CNA

Certified Nursing Assistant/Home Health Aid Program
Department Chair (530) 895-2329
Allied Health/Nursing Department Office, AHPS 215, (530) 895-2328
Counseling and Advising (530) 895-2378

Required Courses for the Program

The CNA program takes one semester to complete, while the Home Health for the CNA program may be completed in the semester following CNA certification. Completion of the program will qualify students to take the state examinations for certification. Upon completion of either program, students must consult with their faculty advisor, file an official request for the certificate with the Department head, and submit it to the Office of the Dean for Career and Technical Education for approval.

Certified Nursing Assistant and Home Health Aid Certificate

NSG 200	Basic Nursing Care - Theory	(Pre)	3 units
NSG 201	Basic Nursing Care - Clinical	(Co)	3 units
NSG 205	Home Health for the CNA	(Pre)	1.5 units

Civil Engineering Technology

About the Program

The Civil Engineering Technology program is designed to prepare students to enter the world of Civil Engineering Technologists or Technicians. The program has sufficient breadth to include surveying, map drafting, and computer aided drafting (CAD). After completion of the two-year program, the student will be prepared to enter civil engineering technology at the entry level.

To be successful in this program it is desirable that students have a background in math through intermediate algebra, physics, and science. A year or more of high school drafting is a plus. Students should be prepared for a rigorous two-year training program.

Students who are still enrolled in high school and considering a career as a civil engineering technologist or technician are encouraged to take classes in math, drafting, and computer science.

Career Opportunities

Students who complete this program will be able to serve on a field survey crew, work in an engineering office, and prepare maps for recordation. Students will be able to prepare maps with both conventional drafting instruments and with the help of the computer (CAD).

In every constituency there exists a need for trained engineering technicians and technologists. The information in this course of study is used daily in most public works departments in all counties and in all engineering offices in the state.

Recommended Sequence of Study

This sequence may require adjustment if students need to fulfill basic skills prerequisites. General Education and competency requirements must be integrated into this sequence of study.

Freshman Year

First Semester
ENGR 1
ENGR 3
DFT 12
MATH 20

Second Semester
ENGR 2
ENGR 4
ENGL 2

Sophomore Year

Third Semester
Elective
DFT 32
Phys Sci Elective

Fourth Semester
Phys Sci Elective
Elective
DFT 24

AS Degree, Career/Technical Program Certificate of Achievement

Civil Engineering Technology Program
Boyd Trolinger, Chair (530) 895-2503
Computer Science/Drafting/Engineering
Department Office, ARTS 224, (530) 895-2864
Counseling and Advising (530) 895-2378

Required Courses for the Major

The following courses for the major in Civil Engineering Technology are grouped numerically by department. Elsewhere on this page, major courses are listed sequentially in the order department faculty feel is most beneficial for the development of skills and knowledge in the field. Courses may be taken out of sequence if necessary. Courses in this program have recommended basic skills placement levels. The abbreviations (Pre), (Co), or (Pre/Co) following a course title indicate that this required course has a prerequisite/ corequisite course. Prerequisite/corequisite information and recommended preparation is listed with each course description.

DFT 12	Beginning AutoCAD Drafting		3 units
DFT 24	Beginning Architectural Drafting	(Pre)	3 units
DFT 32	Intermediate AutoCAD	(Pre)	3 units
ENGR 1	Introduction to Engineering		2 units
ENGR 2	Engineering Graphics I - Beginning Solid Modeling		3 units
ENGR 3	Plane Surveying I	(Pre)	3 units
ENGR 4	Plane Surveying II	(Pre)	3 units
ENGL 2	Reading and Composition	(Pre)	3 units
MATH 20	Trigonometry	(Pre)	3 units
ELECTIVES	Required Electives		14 units

Select 14 units of coursework from the following courses:
CHEM 51, CHEM 52, PHYS 21, PHYS 22, GEOL 10, GEOL 11, GEOL 20, GEOL 21

Certificate of Achievement

A Certificate of Achievement in Civil Engineering Technology will be awarded upon completion of the courses below. Applications for Certificates of Achievement can be downloaded from the web site at www.butte.edu/curriculum/degrees_and_programs.html or in paper form from your faculty advisor or in AHPS 251.

ENGR 1 ENGR 2 ENGR 3 MATH 20 ENGR 4 DFT 12
ENGL 2

GE, Competencies, and additional Graduation Requirements

See pages 57-59 for complete information on General Education, competencies and other degree requirements. See a counselor for program planning and assistance.

Computer Applications

About the Program

The Business Computer Information Systems (BCIS) Department provides entrance into a variety of exciting career paths. Many opportunities are available that can lead to immediate employment and/or career advancement.

Students enrolled in this program will be prepared to pursue certification as a **Microsoft Certified Application Specialist**. This certification, which serves as a validation of proficiency in Microsoft Office, is recognized and valued in businesses worldwide.

Students working toward any of the certificates or a comprehensive Associate Degree in Business Computer Information Systems may choose one of the following programs: **Computer Applications, Legal Office Assistant, Medical Front Office Assistant, Medical Transcriptionist, or Office Assistant.** These options are listed in the Career and Technical Education Programs section of the *Catalog*.

Career Opportunities

Applicants having the skills and knowledge to use computer applications will be in high demand in any field of business. In particular, applicants who are certified with the Microsoft Certified Application Specialist will have a distinct advantage over other candidates.

The computer and information processing industry, including the computer applications sector, is one of the fastest growing employment areas today.

Degree Required Electives

BCIS 24 Keyboarding Speed/Accuracy Development (additional unit)
BCIS 70A, B, or G Office Administration Seminar
BCIS 70I or J Certification Prep - MOS Additional units
BCIS 97 Special Problems
ACCT 2 Financial Accounting
ACCT 100 QuickBooks Pro
ART 31 Graphic Design I
ART 7 Basic Design 1, Color
CSCI 2 Computer Literacy
CSCI 6 Programming with Visual BASIC
MSP 1 Multimedia Careers
MSP 5 Intro to Interactive Web Design and Authoring
MSP 10 Digital Video Design and Production
MSP 18 Intro to Digital Photography
MSP 19 Intermediate Digital Color Photography
MSP 45 3-D Computer Modeling & Animation 1
MSP 96 Intro to Computer Graphics

Recommended Sequence of Study

This sequence may require adjustment if students need to fulfill basic skills prerequisites. General Education and competency requirements must be integrated into this sequence of study.

Freshman Year
First Semester
BCIS 12, BCIS 20 or 24
BCIS 80

Second Semester
BCIS 13, BCIS 28
BCIS 70C, BCIS 70D
BCIS 84, BCIS Degree Required Electives

Sophomore Year
Third Semester
BCIS 25, BCIS 47
BCIS 70L, BCIS 85

Fourth Semester
BCIS 70E/F, BCIS 70I/J,
BCIS 86, BCIS 99, BUS 20,
BCIS Degree Required Electives

GE, Competencies, and additional Graduation Requirements

See pages 57-59 for complete information on General Education, competencies and other degree requirements.
See a counselor for program planning and assistance.

AS Degree, Career/Technical Program
Certificate of Achievement
Certificate

Computer Applications Program
Dorene Thompson, Advisor (530) 895-2971
Sandy Sloan, Advisor (530) 895-2385
Business Education/BCIS Department Office, BE 116, (530) 895-2371

Required Courses for the Major

The following courses for the Computer Applications major are listed sequentially in the order department faculty believes is most beneficial for the development of skills and knowledge in the field. Advanced courses in BCIS may be substituted if a student has previous training. Courses in this program have recommended basic skills placement levels. A minimum entry-level keyboard proficiency of 35 wpm touch-typing with 3 or fewer errors or concurrent enrollment in BCIS 20/24 is required to attain minimum skill level. The abbreviations (Pre), (Co), or (Pre/Co) following a course title indicate that this required course has a prerequisite/corequisite course. Prerequisite/corequisite information and recommended preparation is listed with each course description.

BCIS 12	Business Writing Skills	(Pre)	3 units
BCIS 80◆	Introduction to Computer Applications		3 units
BCIS 84◆	Windows/Internet		2 units
BCIS 28*●	Microsoft Word		3 units
BCIS 13	Business Communication		3 units
BCIS 85*●	Microsoft Excel		3 units
BCIS 70C	Essential Communication Skills		.25 unit
BCIS 70D	Conflict Management Skills		.25 unit
BCIS 25	Voice Recognition		1 unit
BCIS 86*●	Microsoft Access	(Pre)	4 units
BCIS 70L	Introduction to Microsoft Outlook		1 unit
BCIS 70I/J	MOS		1 unit
BCIS 70E	Managing Attitude		.25 unit
BCIS 70F	Creating Your Successful Appearance		.25 unit
BCIS 47	Desktop Publishing/Photoshop	(Pre)	3 units
ACCT 128	Bookkeeping		2 units
or ACCT 20	Introduction to Accounting (3 units)		
BCIS 99	Work Experience		2 units
BUS 20	Introduction to Business (GE Area B)		3 units
Degree Required Electives selected from list at left			6 units

● Preparation for Microsoft certification testing.
* Recommended preparatory course for BCIS 70I or J Certification Prep-MOS
◆ Basic Computer Competency Certificate - Complete the following with a grade of C or better: Ability to key 25 wpm or completion of BCIS 20/24 (1 unit), BCIS 80 (3 units) or equivalent, and BCIS 84

Certificate of Achievement

A Certificate of Achievement in Computer Applications will be awarded upon completion of the courses below (28 units). Applications for Certificates of Achievement can be downloaded from the web site at www.butte.edu/curriculum/degrees_and_programs.html or in paper form from your faculty advisor or in AHPS 251. Minimum keyboard proficiency for the Certificate of Achievement is 45 wpm on a three-minute timing with three or fewer errors.

BCIS 12 BCIS 28 BCIS 80 BCIS 84 BCIS 85 BCIS 13 BCIS 47
BCIS 25 BCIS 86 BCIS 70C/D/E/F/I/J/L

Certificate in Computer Applications

A Certificate in Computer Applications will be awarded upon completion of the Core courses below (14.5 units). To receive a certificate, an official request must be approved by the Faculty Advisor and Department Chair. Minimum keyboard proficiency for a certificate is 40 wpm on a three-minute timing with three or fewer errors.

BCIS 12 BCIS 13 BCIS 28 BCIS 70C/D BCIS 80 BCIS 84

Basic Computer Competency Certificate

A Basic Computer Competency Certificate will be awarded upon completion of the courses below (5 units). To receive a certificate, an official request must be approved by the Faculty Advisor and Department Chair.

BCIS 20 or 24 (1 unit or ability to key 25 wpm), BCIS 80, BCIS 84

Computer Information Systems

About the Program

The Computer Information Systems Program is designed to provide students with the knowledge, skills and hands-on experience in computer hardware, operating systems and entry-level computer programming including the development of macros for use with popular business applications software. Students will learn to use several programming languages including Visual Basic, JAVA and C++. Professional programming proficiency certificates such as the Microsoft MCP are available for students who become competent in certain programming languages.

In addition to programming certificates, instruction is also available to prepare students to take professional certification exams in the areas of computer hardware, operating systems and network systems. These professional certificates include CompTIA A+, Cisco System CCNA, and Microsoft MCSA.

Career Opportunities

Computer Information Systems graduates who have obtained the knowledge, skills and experience in computer hardware, operating systems and programming will be very employable in Information Technology fields. Individuals possessing professional certifications of their skills will have a distinct advantage over other job applicants. Information Technology, of which the Computer Information Systems program is a part, is one of the fastest growing employment categories.

GE, Competencies, and additional Graduation Requirements

See pages 57-59 for complete information on General Education, competencies and other degree requirements. See a counselor for program planning and assistance.

AS Degree, Career/Technical Program Certificates

CompTIA A+
Cisco Systems CCNA
Microsoft MCSA

Computer Information Systems
Boyd Trolinger, Chair (530) 895-2503
Computer Science/Drafting/Engineering
Department Office, ARTS 224, (530) 895-2864
Counseling and Advising (530) 895-2378

Required Courses for the Major

The following courses for the major in Computer Information Systems are grouped sequentially by semester and include the general education and competency requirements for the degree. The Computer Science Department faculty believe that taking the courses in the order shown below is most beneficial for the development of knowledge and skills in the field. In addition, the sequence will provide a balanced workload for a student wishing to complete the program in four semesters. Courses in this program have recommended basic skills placement levels. The abbreviations (Pre), (Co), or (Pre/Co) following a course title indicate that this required course has a prerequisite/corequisite course. Prerequisite/ corequisite information and recommended preparation is listed with each course description.

First Semester

BUS 20	Introduction to Business		3units
CSCI 2	Computer Literacy		3units
CSCI 3	Introduction to Computer Science		3units
CSCI 50	A+ Certification, Hardware		3units
CSCI 51	A+ Certification, Operating Systems (Pre)		3units

Second Semester

ACCT 2	Financial Accounting		4 units
BCIS 85	Microsoft Excel		3 units
CSCI 6	Programming with Visual Basic	(Pre)	3 units
CSCI 14	Programming in C++	(Pre)	3 units
CSCI 25	UNIX Operating System	(Pre)	3 units

Third Semester

BCIS 86	Microsoft Access	(Pre)	3 units
CSCI 16	Adv. Programming with Visual Basic	(Pre)	3 units
CSCI 20	Programming and Algorithms I	(Pre)	4 units
ECON 4	Principles of Microeconomics		3 units

Fourth Semester

BUS 35	Management and Human Relations	(Pre)	3 units
CSCI 10	Assembly Language Programming	(Pre)	4 units
CSCI 21	Programming and Algorithms II	(Pre)	4 units

Certificates

A Butte College Certificate in Computer Information Systems for the following emphases will be awarded upon the successful completion of the following courses listed under each certificate emphasis. Applications for Certificates of Achievement can be downloaded from the web site at www.butte.edu/curriculum/degrees_and_programs.html or in paper form from your faculty advisor or in AHPS 251.

Professional certificates for the emphases listed below may be obtained from authorized testing centers. Please contact the Computer Science Department for details.

CompTIA A+ Certification

CSCI 50 CSCI 51

Cisco Systems CCNA

CSCI 52 CSCI 53 CSCI 54 CSCI 55

Microsoft MCSA

CSCI 60 CSCI 61 CSCI 63 CSCI 64 CSCI 65

Cosmetology

About the Program

The Cosmetology Program consists of 40 hours of weekly lecture and lab instruction. To be licensed, one must be age 17 or older, have a high school education or GED, successfully complete the state approved 1600-hour cosmetology curriculum, and pass the state examination (written and practical). Cosmetologists are licensed by the State of California's Bureau of Barbering and Cosmetology.

Cosmetologists are required to observe professional ethics and adhere to the sanitation rules and regulations established by the Department of Consumer Affairs. It is also desirable for cosmetologists to have good eye-hand coordination, color and form perception, finger dexterity, and a personable manner and creative flair.

Career Opportunities

Job opportunities for licensed cosmetologists include working for chain and independent beauty salons and spas (large and small), salons and spas on luxury ships, department store salons and cosmetic departments, beauty supply stores, retail and wholesale selling, manufacturer's representatives, research and development, salon managers, owners and educators.

Cosmetologists provide customers with a range of services including: hair cutting, coloring, styling, shampooing, conditioning, and permanent waving. Ethnic services including relaxing and straightening over curly hair, and braiding. Cosmetologists are also licensed to do scalp and facial treatments, waxing, makeup, manicuring, pedicuring and artificial finger nail applications.

Licensing Requirements

Students are examined and licensed by the Department of Consumer Affairs Bureau of Barbering and Cosmetology. The Barbering and Cosmetology Bureau mandates a completion of 1,600 hours in an approved school in order to file for the state cosmetology exam. The Butte College program allows up to 1,680 hours to complete all state requirements or make up deficiencies.

Admission to the Program

To enroll in this program, potential students should contact the Office of Contract Education at (530) 895-9015 or the Chico Beauty College at (530) 343-4201 to get the necessary paperwork for registration.

AS Degree, Career/Technical Program Certificate of Achievement

Cosmetology Program
Ron Morrison, Chico Beauty College (530) 343-4201
Program Department Office, Chico Center 144
Office of Contract Education (530) 895-9015
Office of Admissions and Records (530) 895-2401
Counseling and Advising (530) 895-2378

Required Courses for the Certificate and Major

Cosmetology is a 1,600 hour course of study designed to meet the State of California Cosmetology Act Standard of required hours of instruction necessary for state licensing.

Butte College offers the 1,680 hours in a seven-module sequence of classes, with each module six weeks in duration and containing 240 hours of instruction. By meeting required academic and attendance standards, each six-week module will result in 5 semester units of college credit.

The 5 units are offered in sequential six-week modules. The seven six-week modules can be completed in approximately ten months. Successful completion will enable the student to meet the 1600 hour state licensing requirement and will result in a total of 35 units of credit.

A Certificate of Achievement can be earned by completing the seven-module, 1600-hour COS 100 program. No other General Education, competency, or district requirements need be completed for the certificate.

COS 100	Cosmetology	5 units

This course must be completed seven times for a total of 35 units.

Certificate in Manicuring

A Certificate in Manicuring will be awarded to the student upon satisfactory completion of the course below. For questions, please contact Chico Beauty College at 343-4201.

C0S 108	Manicuring	10 units

Certificate in Esthetician

A Certificate in Esthetician will be awarded to the student upon satisfactory completion of the course below. For questions, please contact Chico Beauty College at 343-4201.

C0S 109	Esthetician (Skin Care)	16 units

GE, Competencies, and additional Graduation Requirements

See pages 57-59 for complete information on General Education, competencies and other degree requirements. See a counselor for program planning and assistance.

Court Personnel/Pre-law

About the Program

This program is designed around a core of law-related courses. From this basic core, a student can expand into a number of specialized areas such as pre-law, court personnel, paralegal, law enforcement, public administration, social welfare and probation.

Students entering this program should have a high level of reading and writing ability. It is recommended that students still in high school concentrate on English and business skills.

The AS degree should be considered a step towards a higher degree or specialized instruction.

Career Opportunities

There are many opportunities available including: positions in a private law firm, district attorney's office, court, social welfare agency, educational institution and all law enforcement-related offices.

Recommended Sequence of Study

This sequence may require adjustment if students need to fulfill basic skills prerequisites. General Education and competency requirements must be integrated into this sequence of study.

Freshman Year

First Semester

AJ 2
AJ 3
AJ 4
AJ 6
PE 18
READ 2 or BCIS 50
AJ 99 (optional)

Second Semester

AJ 1
AJ 5
AJ 8
AJ 11
BUS 8
AJ 99 (optional)

Sophomore Year

Third Semester

BUS 20
AJ 99 (optional)
or BCIS 60

Fourth Semester

ACCT 20
POS 12
PE 18

AS Degree, Career/Technical Program Certificate of Achievement

Court Personnel/Pre-law Program
Public Safety Education and Training Center
Department Office, AHPS 144, (530) 895-2401
Counseling and Advising (530) 895-2378

Required Courses for the Major

The following courses for the major in Court Personnel - Pre-law Program are grouped numerically by department. Elsewhere on this page, major courses are listed sequentially in the order department faculty feel is most beneficial for the development of skills and knowledge in the field. Courses may be taken out of sequence if necessary. Courses in this program have recommended basic skills placement levels. The abbreviations (Pre), (Co), or (Pre/Co) following a course title indicate that this required course has a prerequisite/ corequisite course. Prerequisite/corequisite information and recommended preparation is listed with each course description.

ACCT 20	Introduction to Accounting		3 units
AJ 1	Criminology (GE: Area B)		3 units
AJ 2	Administration of Justice		3 units
AJ 3	Legal Research		2 units
AJ 4	Criminal Law I		3 units
AJ 5	Criminal Law II	(Pre)	3 units
AJ 6	Evidence		3 units
AJ 8	Criminal Investigation		3 units
AJ 11	Criminal Procedures	(Pre)	3 units
AJ 99	Work Experience		1-4 units
or BCIS 60	Legal Office Procedures	(Pre)	3 units
BUS 8	Legal Environment of Business		3 units
BUS 20	Introduction to Business		3 units
POS 12	California State and Local Government (GE: Area B)		3 units
READ 2	Speed Reading	(Pre)	3 units
or ENGL 2	Reading and Composition	(Pre)	

Certificate of Achievement

A Certificate of Achievement in Court Personnel/Pre-law will be awarded upon successful completion of the courses below. Applications for Certificates of Achievement can be downloaded from the web site at www.butte.edu/curriculum/degrees_and_programs.html or in paper form from your faculty advisor or in AHPS 251.

AJ 1	AJ 2	AJ 3	AJ 4	AJ 5	AJ 6
AJ 8	AJ 11	AJ 99	BUS 8	READ 2 or ENGL 2	

GE, Competencies, and additional Graduation Requirements

See pages 57-59 for complete information on General Education, competencies and other degree requirements. See a counselor for program planning and assistance.

Drafting and CAD Technology

About the Program

The Drafting and CAD Technology program is designed to prepare students to meet the drafting requirements of industry. The diversity of the program allows students to pursue a career with a variety of companies that employ drafters. The program can be arranged to earn either a Certificate of Achievement or an Associate in Sciences degree.

To be successful in this program it is desirable that students have a background in math and science. A year or more of high school drafting is very beneficial. Students need to be neat, methodical and have an aptitude for spatial thinking.

Students who are still enrolled in high school and who are considering a career as a drafter are encouraged to take classes in trigonometry, physical science and computer science.

Career Opportunities

Students who complete this program will be able to prepare drawings for individuals and companies in the architectural, civil engineering, and construction technology fields. Students will have experience using both manual drafting and computer aided drafting (CAD) techniques. Students will also have experience reading construction drawings and interpreting specifications.

Courses in surveying and geographic information systems (GIS) have been included to help students in finding employment in the technical support areas for civil engineering and related technologies.

Recommended Sequence of Study

This sequence may require adjustment if students need to fulfill basic skills prerequisites. General Education and competency requirements must be integrated into this sequence of study.

Freshman Year

First Semester
DFT 4, DFT 12
CSCI 2, MATH 20

Second Semester
ENGR 2, GEOG 11
GEOG 14, GEOG 15
PSC 20

Sophomore Year

Third Semester
DFT 32, ID 10
ENGR 3, ENGL 2

Fourth Semester
DFT 24

AS Degree, Career/Technical Program
Certificate of Achievement
AutoCAD Specialist Certificate

Drafting and CAD Technology Program
Boyd Trolinger, Chair (530) 895-2503
Computer Science/Drafting/Engineering
Department Office, ARTS 224, (530) 895-2864
Counseling and Advising (530) 895-2378

Required Courses for the Major

The following courses for the major in Drafting and CAD Technology are grouped numerically by department. Elsewhere on this page, major courses are listed sequentially in the order department faculty feel is most beneficial for the development of skills and knowledge in the field. Courses may be taken out of sequence if necessary, but any deviation from the sequence should be reviewed with a counselor or the program adviser. Courses in this program have recommended basic skills placement levels. The abbreviations (Pre), (Co), or (Pre/Co) following a course title indicate that this required course has a prerequisite/corequisite course. Prerequisite/corequisite information and recommended preparation is listed with each course description.

CSCI 2	Computer Literacy		3 units
DFT 2	Engineering Graphics I - Beginning Solid Modeling	(Pre)	3 units
DFT 4	Construction Print Reading and Freehand Sketching		3 units
DFT 12	Beginning AutoCAD Drafting		3 units
DFT 24	Beginning Architectural Drafting	(Pre)	3 units
DFT 32	Intermediate AutoCAD	(Pre)	3 units
ENGL 2	Reading and Composition (GE: Area D)	(Pre)	3 units
ENGR 3	Plane Surveying I	(Pre)	3 units
GEOG 11	Introduction to ArcView@ Desktop GIS		1 unit
GEOG 14	Intermediate ArcView Desktop GIS		1 unit
GEOG 15	Advanced ArcView Desktop GIS		1 unit
ID 10	Commercial Codes/Specs for Interior Design		3 units
MATH 20	Trigonometry (GE: Area E)	(Pre)	3 units
PSC 20	Introductory Physical Science (GE: Area A)		3 units

Certificate of Achievement

A Certificate of Achievement in Drafting and CAD Technology will be awarded upon completion of the following courses. Applications for Certificates of Achievement can be downloaded from the web site at www.butte.edu/curriculum/degrees_and_programs.html or in paper form from your faculty advisor or in AHPS 251.

DFT 4 DFT 12 DFT 24 DFT 32 ENGL 2
ENGR 2 MATH 20

AutoCAD Specialist Certificate

An AutoCAD Specialist Certificate will be awarded upon completion of the following courses. To receive a certificate, please contact your advisor or the Computer Science/Drafting/Engineering/Interior Design department office, BE 116, (530) 895-2864.

DFT 4 DFT 12 DFT 24 DFT 32

GE, Competencies, and additional Graduation Requirements

See pages 57-59 for complete information on General Education, competencies and other degree requirements. See a counselor for program planning and assistance.

Early Childhood Education

About the Program

Butte College offers Child Development courses designed to develop skills used by parents, professionals, and others involved in the care, nurturing, and development of children. The program is complemented by an on-campus Child Development Center that serves as a laboratory for students in Child Development, Early Childhood Education, and other disciplines. Students can focus on one or more of the following areas:

Early Childhood Education: Includes training leading to certification of early childhood directors, teachers, aides, and other child care workers.

Parent Education: Includes courses in the community emphasizing specific parenting skills.

Career Opportunities

Career opportunities in the early childhood education and child development fields are many and varied. Programs for infants, toddlers, preschoolers, and school-aged children and their parents continue to increase in number.

Potential careers include: early childhood teacher/ administrator, day care provider, playground program specialist, social worker, consultant, play therapist/ activity specialist or teacher for hospitalized children, elementary school teacher, designer of children's products, legislative analyst/aide, and human services lobbyist. Opportunities are dependent upon the amount of education acquired.

Licensing Requirements:

State of California Community Care Licensing requires that all teachers working with young children have a minimum of 12 semester units of coursework in Early Childhood Education. Six of the 12 units must include three units in Child Development (CDF 14) and three units in Child, Family and Community (CDF 12).

Recommended Sequence of Study

This sequence may require adjustment if students need to fulfill basic skills prerequisites. General Education and competency requirements must be integrated into this sequence of study.

Freshman Year

1st Semester
CDF 14, CDF 40,
CDF 48, LM 40

2nd Semester
CDF 12, CDF 44
CDF 63* *or* CDF 65*
FN 2

Sophomore Year

3rd Semester
CDF 56, CDF 77*
CDF 80, CDF 99
CDF Elective(s)
3 units

4th Semester
CDF 58, CDF 78*
CDF Elective(s) 3 units

* Additional Information
* CDF 63 - only offered in Spring (Main Campus)
* CDF 65 - only offered in the Fall (Main Campus)
* CDF 77 - prerequisites are CDF 12 and 14
* CDF 78 - prerequisites are CDF 14, 40, 44 and 63 or 65; only offered in Spring.

GE, Competencies, and additional Graduation Requirements

See pages 57-59 for complete information on General Education, competencies and other degree requirements. See a counselor for program planning and assistance.

AS Degree, Career/Technical Program
Certificate of Achievement
Certificate

Early Childhood Education Program
Kathie McAfee, Chair (530) 895-2550
Family and Consumer Studies
Department Office, APHS 251, (530) 895-2542
Counseling and Advising (530) 895-2378

Required Courses for the Major

The following courses for the major in Early Childhood Education are grouped numerically by department. Elsewhere on this page, major courses are listed sequentially in the order department faculty feel is most beneficial for the development of skills and knowledge in the field. Some courses may be taken out of sequence if necessary. Courses in this program have recommended basic skills placement levels. The abbreviations (Pre), (Co), or (Pre/Co) following a course title indicate that this required course has a prerequisite/corequisite course. Prerequisite/corequisite information and recommended preparation is listed with each course description. CDF courses marked with an asterisk (*) can be applied to the State of California requirements for the Child Development Permit. CDF 78 meets the supervised field work requirement for the State of California Teacher and higher Child Development Permits. CDF 80 and 84 meet the State of California requirements for coursework in administration.

CDF 12*	Child, Family and Community		3 units
CDF 14*	Child Growth and Development (GE: Area B)		3 units
CDF 40*	Directed Observation		4 units
CDF 44*	Child Guidance and Discipline		3 units
CDF 48*	Principles and Practices of Teaching Young Children		3 units
CDF 56*	Prenatal and Infant Development		3 units
CDF 58*	Critical Issues in Child Development		3 units
CDF 63*	Curriculum Planning in ECE		3 units
or CDF 65*	Infant/Toddler Curriculum		3 units
CDF 77*	Advanced ECE Professional Career Development	(Pre)	1 unit
CDF 78*	Early Childhood Education Practicum	(Pre)	5 units
CDF 80*	Administration of Nutrition, Health and Safety		3 units
CDF 99*	Work Experience		1-3 units
LM 40	Life Management		3 units
FN 2	Basic Nutrition (GE: Area A)		3 units
ELECTIVES*	CDF Electives		6 units

Select 6 units from: CDF 15, CDF 18, CDF 20, CDF 30, CDF 34, CDF 36, CDF 50, CDF 52, CDF 54, CDF 55, CDF 59, CDF 61, CDF 62, CDF 64, CDF 65, CDF 66, CDF 68, CDF 84 (Pre), CDF 88, CDF 89, CDF 90, CDF 91, CDF 93, and CDF 96 B-Z.

Certificate of Achievement

A Certificate of Achievement in Early Childhood Education will be awarded upon satisfactory completion of the courses below. Applications for Certificates of Achievement can be downloaded from the web site at www.butte.edu/curriculum/degrees_and_programs.html or in paper form from your faculty advisor or in AHPS 251.

CDF 12	CDF 14	CDF 40	CDF 44	CDF 48	CDF 56
CDF 63 or 65	FN 2	LM 40	CDF 99		

Please contact Kathie McAfee at 895-2550 to discuss applying for the State of California Child Development Permit.

Certificate in Early Childhood Education

A Certificate in Early Childhood Education will be awarded upon satisfactory completion of the courses below. To receive a certificate, obtain an application from the child Development Department Secretary

CDF 12 CDF 14 6 CDF units, Program/Curriculum

EMT - Paramedic

About the Program

The Paramedic program is designed to prepare the student to become a licensed paramedic in the State of California. It meets all California requirements and is approved by Nor Cal EMS. The program is also accredited by the Committee on Accreditation for the EMS Professions (CoAEMSP). Licensure examinations may be taken upon completion of the two-semester program.

To be successful in this program, the student must be able to work with a wide variety of people, have a good knowledge of anatomy and physiology, have good math and English skills, be able to adapt to new situations, and be in good physical condition. It is also recommended that the student have experience as an Emergency Medical Technician, a medical corpsman, or have a background in other emergency medical services.

Students who are still in high school and are considering a career as a paramedic should take courses in mathematics, anatomy, physiology, and first aid.

Career Opportunities

Working under the supervision of physicians and nurses, students who successfully complete the program will be able to evaluate and treat a wide variety of medical and trauma emergencies in the pre-hospital setting. They will be able to administer medications, start intravenous lines, interpret EKG rhythm strips, defibrillate patients in cardiac arrest, and administer many other advanced life support procedures.

Employment opportunities for licensed paramedics are available within the State of California. These opportunities are expected to continue in the foreseeable future.

AS Degree, Career/Technical Program
Certificate of Achievement
Emergency Medical Technician 1 Certificate

EMT-Paramedic Program
Belinda Schafer, Chair (530) 895-2487
Allied Health/EMT-Paramedic Dept. Office, AHPS 215, (530) 879-4310
Counseling and Advising (530) 895-2378

Requirements for EMT – Paramedic Program

Requires special application for admission. Requirements for application are listed below.

Required Courses

All courses used to fulfill requirements for this certificate or degree, including prerequisites, must be completed with a "C" grade or better. Courses in this program have recommended basic skills placement levels. See prerequisites (Pre) and recommended preparation listed with each course description.

Program Prerequisites

High school graduate or equivalent
Current EMT I or EMT II certificate or National Registry (NREMT) certification
Current Basic Cardiac Life Support Healthcare Provider certificate from the American Heart Association or the American Red Cross or equivalent
BIOL 20 Human Anatomy (no online labs)
BIOL 21 Human Physiology (no online labs)
ENGL Level IV
Reading Level IV
Math Level IV

Program Sequence (Certificate of Achievement)

Applications for Certificates of Achievement can be downloaded from the web site at www.butte.edu/curriculum/degrees_and_programs.html or in paper form from your faculty advisor or in AHPS 251.

First Semester

EMT 170	Emergency Medical Technician Paramedic-Theory	18 units

Second Semester

EMT 171	Emergency Medical Technician Paramedic-Clinical and Field Internship	15 units
FSC 201 A	First Responder Awareness	.5 unit
FSC 201 D	Confined Space Rescue Awareness	.5 unit
FSC 203 N	Rescue Awareness and Operations	.5 unit
FSC 203 O	Medical Incident Command	.2 unit
FSC 203 E	Vehicle Extrication	.3 unit

The following course is required for the Paramedic degree program only, GE Area B.

PSY 1	Principles of Psychology	3 units
or PSY 2	Introduction to Psychology: Basic Processes	3 units
or PSY 4	Introduction to Psychology: Individual/Social Processes	3 units

Emergency Medical Technician I Certificate

EMT 111	Emergency Medical Technician I	7.5 units

GE, Competencies, and additional Graduation Requirements

See pages 57-59 for complete information on General Education, competencies and other degree requirements. See a counselor for program planning and assistance.

Environmental Horticulture

About the Program

The Environmental Horticulture program offers an AS degree in Environmental Horticulture, three Certificates of Achievement, and a Certificate of Completion in floral design. A Certificate of Achievement in general Environmental Horticulture focuses on growing, maintaining, and designing with plants and flowers. It focuses on skills and knowledge pertinent to several fields of study within the Environmental Horticulture industry.

Career Opportunities

The outlook for jobs in Environmental Horticulture is excellent. With over 2,000 potential employers in the north state and over 300 within the college district, opportunity is great. The major occupations include floriculture, nursery production, landscaping, sales, park maintenance, turfgrass management, research, education, and retail nursery and floristry. Butte College's programs are designed to give students skills necessary for entry-level positions in the various horticulture industries. An AS degree enhances an individual's opportunity to advance into supervisory positions. A two- or four-year degree is a job requirement in some businesses and government agencies.

Recommended Sequence of Study

This is a suggested sequence of classes which may require adjustment to fulfill individual needs, or if basic skills prerequisites need to be fulfilled. Contact a faculty adviser or a counselor for Certificate and/or Associate Degree requirements. General Education and competency requirements are integrated into this sequence of study.

Freshman Year (Certificate)

First Semester
AB 20, AET 30
EH 20, EH 30
EH 70, EH 33

Second Semester
AGS 22*, EH 24/124
EH 28, EH 38
EH 72

Summer Session
EH 99 (2 units)

Sophomore Year (Degree)

Third Semester
AGS 50, AB 25
HLTH 2, EH 26
GE Elective: English
GE Elective: Social Science
PE Activity

Fourth Semester
AB 26, AGS 30
GE Elective:Humanities
GE Elective: Communication/Analytical Thinking
PE Activity

MATH 108/109 may be taken in any semester

AS Degree, Career/Technical Program
Certificate of Achievement

Environmental Horticulture
Nursery/Florist
Landscape/Turfgrass

Environmental Horticulture Program
Tip Wilmarth, Coordinator (530) 895-2540
E-mail: wilmarthti@butte.edu
Agriculture, Environmental Sciences & Welding
Department Office, AHPS 251, (530) 895-2551
Dept. Web site: www.butte.edu/departments/careertech/agriculture/
Counseling and Advising (530) 895-2378

Required Courses for the Major

Environmental Horticulture Core Courses:

AB 20	Careers in Agriculture and Environmental Studies	1 unit
AB 25	Computer Applications in Agriculture	2 units
AB 26	Introduction to Ag Business	3 units
AET 30	Tractors and Crawlers	3 units
EH 99	Environmental Horticulture Work Experience (Suggested EH 99 enrollment during Summer Session)	2 units
AGS 22*	Applied Physical Science	3 units
AGS 50	General Soils (GE: Area A)	4 units
EH 33	Horticultural Plant Science (GE: Area A)	3 units

Additional courses required for the major:

AGS 30	Ecology of Insect and Disease Management	3 units
EH 20	Introduction to Environmental Horticulture	3 units
EH 24	Ornamental Plant Identification I	3 units
or EH 124	Identification of Ornamental Plants	
EH 26	Landscape Planning and Design	3 units
EH 28	Turf Management and Equipment	4 units
EH 30	Irrigation Practices and Materials	3 units
EH 38	Greenhouse Production	3 units
EH 70	Plant Propagation and Nursery Practices	4 units
EH 72	Park and Landscape Management	3 units
AGS 22*	Applied Physical Science	3 units

* These courses are also available via video tape, cable tv, and the Internet. Refer to the *Semester Class Schedule* for times, dates, and orientation meetings. Internet course information available at www.butte.edu/~rslavich/.

Certificate of Achievement

To receive an Environmental Horticulture Certificate of Achievement a completed application must be filed with the Office of the Dean for Career and Technical Education. Applications for Certificates of Achievement can be downloaded from the web site at www.butte.edu/curriculum/degrees_and_programs.html or in paper form from your faculty advisor or in AHPS 251. See information on these pages concerning certificates in Landscape/Turfgrass Technician and Nursery/Florist Technician.

AB 20	AET 30	AGS 22*	EH 99	EH 20	EH 24
EH 28	EH 30	EH 33	EH 38	EH 70	EH 72

Continued

GE, Competencies, and additional Graduation Requirements

See pages 57-59 for complete information on General Education, competencies and other degree requirements. See a counselor for program planning and assistance.

Environmental Horticulture (Certificate Programs)

Recommended Sequence of Study

This is a suggested sequence of classes which may require adjustment to fulfill individual needs, or if basic skills prerequisites need to be fulfilled. Contact a faculty adviser or a counselor for Certificate and/or Associate Degree requirements. Competency requirements are integrated into this sequence of study.

Freshman Year

First Semester
AB 20
AET 30
EH 20
EH 30
EH 50
EH 70

Second Semester
AB 26
AGS 22*
EH 24/124
EH 51
EH 38

Summer Session
EH 99 (2 units)

Sophomore Year

Third Semester
AGS 50
AB 25
MATH 216
EH 33

Nursery/Florist Technician Certificate of Achievement

Career opportunities are excellent in the nursery and florist industries. The Nursery/Florist certificate program focuses on skills pertinent to the nursery and florist industries. These industries include plant propagators, wholesale nurseries, plant brokers, retail nurseries, florist shops, and floral departments in large stores. Upon completion of a Certificate of Achievement, a student can continue to meet other district requirements and receive an Associate Degree in Environmental Horticulture.

Required Courses for the Certificate

Environmental Horticulture core classes plus the following:

EH 20	Introduction to Environmental Horticulture	3 units
EH 24	Ornamental Plant Identification I	3 units
or EH 124	Identification of Ornamental Plants	
EH 30	Irrigation Practices and Materials	3 units
EH 38	Greenhouse Production	3 units
EH 50	Beginning Floral Design	3 units
EH 51	Advanced Floral Design	3 units
EH 70	Plant Propagation and Nursery Practices	4 units
AGS 22*	Applied Physical Science	3 units

* These courses are also available via video tape, cable TV, and the Internet. Refer to the *Semester Class Schedule* for times, dates, and orientation meetings. Internet course information available at www.butte.edu/~rslavich/.
MATH proficiency requirement

Certificate of Achievement

Applications for Certificates of Achievement can be downloaded from the web site at www.butte.edu/curriculum/degrees_and_programs.html or in paper form from your faculty advisor or in AHPS 251.

Recommended Sequence of Study

This is a suggested sequence of classes which may require adjustment to fulfill individual needs, or if basic skills prerequisites need fulfilling. Contact a faculty adviser or a counselor for Certificate and/or Associate Degree requirements. Competency requirements are integrated into this sequence of study.

Freshman Year

First Semester
AB 20
AET 30
EH 20
EH 30
EH 22
AGS 56

Second Semester
AB 26
AGS 22*
EH 24/124
EH 28
EH 72

Summer Session
EH 99 (2 units)

Sophomore Year

Third Semester
AGS 50
AB 25
Math 216
EH 26
EH 74
EH 33

Landscape/Turfgrass Technician Certificate of Achievement

Career opportunities are excellent in the landscape and turfgrass industries. The Landscape/Turfgrass Technician certificate program focuses on skills pertinent to the landscape and turfgrass industries include landscape maintenance, irrigation, golf course and park maintenance, landscape contracting and landscape design. Upon completion of a certificate, a student can continue to meet other district requirements and receive an Associate Degree in Environmental Horticulture.

Required Courses for the Certificate

Environmental Horticulture core classes plus the following:

AGS 56	Commercial Pesticide Application	2 units
EH 20	Introduction to Environmental Horticulture	3 units
EH 24	Ornamental Plant Identification I	3 units
or EH 124	Identification of Ornamental Plants	
EH 26	Landscape Planning and Design	3 units
EH 28	Turfgrass Management and Equipment	4 units
EH 30	Irrigation Practices and Materials	3 units
EH 72	Park and Landscape Management	3 units
EH 74	Irrigation System Design	3 units
EH 22	Landscape Construction	3 units
AGS 22*	Applied Physical Science	3 units

* These courses are also available via video tape, cable TV, and the Internet. Refer to the *Semester Class Schedule* for times, dates, and orientation meetings. Internet course information available at www.butte.edu/~rslavich/.

Certificate of Achievement

Applications for Certificates of Achievement can be downloaded from the web site at www.butte.edu/curriculum/degrees_and_programs.html or in paper form from your faculty advisor or in AHPS 251.

Fashion Merchandising

About the Program

Classes in Fashion Merchandising give students the opportunity to discover the inner workings of the fashion industry, with many "hands-on" experiences.

Fashion Merchandising emphasizes the business of buying, distributing and selling of merchandise from the manufacturing level through to the retailer and, ultimately, the consumer.

A highly-specialized one-year program in Fashion Merchandising enables students to acquire marketable skills in a minimum time. A two-year program leading to the Associate Degree is available. Transfer programs to a four-year university are also available in Fashion Merchandising and Clothing and Textiles at Butte College.

Career Opportunities

As long as fashion continues to change, lucrative careers will always be available for those who are prepared to expand their personal and professional horizons. The world of fashion merchandising is a challenging, fast-paced and highly competitive field with numerous opportunities for monetary and career advancement. Positions in the ever-expanding world of fashion are available in, but not limited to, these areas:

Retail: Buyer, assistant buyer, department manager, fashion/bridal consultant, store manager, merchandise manager, salesperson, shop owner, sales representative, showroom associate, personal shopper, management trainee.

Promotion: Fashion stylist, fashion coordinator, public relations, fashion commentator, special events director, model.

Media: Fashion reporter, copy writer, fashion illustrator, fashion writer, fashion editor, publicity manager, fashion researcher.

Recommended Sequence of Study

This sequence may require adjustment if students need to fulfill basic skills prerequisites. General Education and competency requirements must be integrated into this sequence of study.

Freshman Year	Sophomore Year
FASH 6, FASH 64	BUS 20, BUS 35
FASH 18, FASH 74	or Bus 25, BUS 50
FASH 90, FASH 99	BUS 66, ECON 25
BCIS 80	FASH 80

AS Degree, Career/Technical Program
Certificate of Achievement
Certificate in Fashion Design

Fashion Merchandising Program
Daniel Donnelly, Chair (530) 895-2880
Art/Digital Art & Design Department Office, ARTS 224, (530) 895-2404
Counseling and Advising (530) 895-2378

Required Courses for the Major

The following courses for the major in Fashion Merchandising are grouped numerically by department. Elsewhere on this page, major courses are listed sequentially in the order department faculty feel is most beneficial for the development of skills and knowledge in the field. Courses may be taken out of sequence if necessary. Courses in this program have recommended basic skills placement levels. The abbreviations (Pre), (Co), or (Pre/Co) following a course title indicate that this required course has a prerequisite/corequisite course. Prerequisite/corequisite information and recommended preparation is listed with each course description.

BUS 20	Introduction to Business (GE: Area B)	3 units
BUS 35	Management and Human Relations	3 units
or Bus 25	Small Business Management	3 units
BUS 50	Sales in Today's World	3 units
BUS 66	Retail Management	3 units
BCIS 80	Introduction to Computer Applications (Pre/Co)	3 units
ECON 25	Introduction to Economics	3 units
FASH 6	Understanding Fibers, Fabrics and Textiles	3 units
FASH 64	Introduction to Fashion/Retail Careers	3 units
FASH 74	Historic Costume (GE: Area C)	3 units
FASH 80	Retail Fashion Buying	3 units
FASH 18	Visual Merchandising	3 units
FASH 90	Fashion Show Production	3 units
FASH 99	Career Work Experience	3 units

Certificate of Achievement

A Certificate of Achievement in Fashion Merchandising will be awarded upon completion of the courses below. Applications for Certificates of Achievement can be downloaded from the web site at www.butte.edu/curriculum/degrees_and_programs.html or in paper form from your faculty advisor or in AHPS 251.

FASH 6 FASH 64 FASH 80 FASH 18 FASH 74 FASH 90
FASH 99 BCIS 80

Certificate in Fashion Design

A Certificate in Fashion Design will be awarded upon completion of the courses below. To receive a certificate, please contact your advisor or the Art and Digital Art and Design department office, BE 116, (530) 895-2404.

Fall Semester: FASH 9/10 FASH 64 FASH 74
Spring Semester: FASH 90 FASH 40 or FASH 13

GE, Competencies, and additional Graduation Requirements

See pages 57-59 for complete information on General Education, competencies and other degree requirements. See a counselor for program planning and assistance.

Fire Technology

About the Program

The Fire Technology program is designed to give students the knowledge to pursue a career in fire science. Students will gain a broad working knowledge of building inspection and the many aspects of municipal and wildland firefighting.

Students interested in a fire science career have two options: the 19-week Firefighter I Academy or the two-year AS degree program. Both are highly recommended. The Fire Technology Program is very flexible to allow for the needs of the student and the fire service.

Students should be in good physical condition. Academy applicants are required to pass reading and writing tests. A basic understanding of chemistry and competence in mathematics is desirable. Students who are still enrolled in high school and considering a career in fire science are encouraged to take classes in reading, writing, mathematics and chemistry.

Firefighter I Academy

This Academy is offered each semester, and is accredited by the California State Fire Marshal and the State Board of Fire Services. Upon successful completion, students will be ready for entry-level work with a city, county or state fire department.

The AS Degree

The AS degree should be considered a step towards a higher degree or specialized instruction. Students who complete the two-year AS degree will be able to seek employment in many different areas including careers in fire fighting, building inspection and fire prevention.

Twenty-four (24) units of Fire Technology courses are required for the AS Degree. The following five courses are mandated by the California State Fire Marshal's Office for an AS Degree. These are: FSC 2, 4, 10, 12, and 14.

Recommended Sequence of Study

This sequence may require adjustment if students need to fulfill basic skills prerequisites. General Education and competency requirements must be integrated into this sequence of study.

Freshman Year

First Semester
FSC 2, FSC 4
FSC 12, HLTH 2
PE 18, MATH 108

Second Semester
FSC 8, FSC 10
FSC 14, POS 2
PE 18
ENGL Requirement

Sophomore Year

Third Semester
FSC 6
FSC 16
PE 18

Fourth Semester
Gen. Ed. requirements

AS Degree, Career/Technical Program Certificate of Achievement

Fire Technology Program
Public Safety Education and Training Center
Department Office, AHPS 144, (530) 895-2402
Counseling and Advising (530) 895-2378

Required Courses for the Major

Those students who are interested in an Associate in Sciences degree in Fire Technology who have already achieved a Firefighter I certificate issued from the California State Fire Marshal, should contact the department chairperson. Courses may be taken out of sequence if necessary. Courses in this program have recommended basic skills placement levels. The abbreviations (Pre), (Co), or (Pre/Co) following a course title indicate that this course has a prerequisite/corequisite course. Prerequisite/corequisite information and recommended preparation is listed with each course description.

FSC 2	Introduction to Fire Science		3 units
FSC 4	Fundamentals of Fire Behavior and Control		3 units
FSC 10	Building Construction for Fire Protection	(Pre)	3 units
FSC 12	Fundamentals of Fire Prevention	(Pre)	3 units
FSC 14	Fire Protection Equipment and Systems	(Pre)	3 units
PE 18	Fitness (must be taken three times for a total of 3 units)		3 units
POS 2	United States Government (GE: Area B)		3 units

Plus a minimum of 9 units of coursework from the following:

FSC 6	Fire Tactics and Strategy		3 units
FSC 8	Personal Fire Safety		3 units
FSC 16	Fire Company Organization and Management	(Pre)	3 units
FSC 18	Basic Wildland Firefighting	(Pre)	3 units

Certificate of Achievement

A Certificate of Achievement in Fire Technology will be awarded upon successful completion of the courses below. Applications for Certificates of Achievement can be downloaded from the web site at www.butte.edu/curriculum/degrees_and_programs.html or in paper form from your faculty advisor or in AHPS 251.

FSC 2 FSC 4 FSC 12 PE 18 (twice) FSC 8 FSC 10
FSC 14 POS 2 ENGL requirement

GE, Competencies, and additional Graduation Requirements

See pages 57-59 for complete information on General Education, competencies and other degree requirements. See a counselor for program planning and assistance.

Firefighter I Academy

Special Admit Program

This program requires special admission. To apply, potential students should contact the Public Safety Education and Training Center at (530) 895-2402 to get the necessary paperwork.

Firefighter I Academy
Larry Tovani, Coordinator (530) 895-2402
Public Safety Education and Training Center
Department Office, AHPS 144
Counseling and Advising (530) 895-2378

Academy Program

- Offered Fall and Spring semesters
- 19 week program, 8 hrs daily
- Trainees are qualified to enter professional fire service on graduation.

Accredited by the California State Fire Marshal (CSFM) and the State Board of Fire Services as an Accredited Regional Fire Academy, the Butte College Firefighter I Academy has developed a reputation as one of the premier fire academies in the country. Academy graduates have secured fire service positions in agencies from coast to coast.

A majority of the fire agencies in California require both a CSFM Firefighter I certificate and an EMT - Basic certificate from applicants applying for a position as a firefighter. The Butte College Firefighter I Academy far exceeds these requirements.

Besides fulfilling the academic requirements qualifying for CSFM-FFI, cadets also receive enhanced training in related areas. (See certificates, below.)

Physical conditioning has become an important concern in the fire service. During the Academy, cadets receive more than 100 hours of combined physical fitness and agility course training by certified physical fitness instructors. Graduates will not only be in good physical shape, but will also be prepared for the difficult, varied and competitive fire service physical agility entry-level testing. There is also a required 24 hour ride-a-long.

It is also important in the fire service to develop interpersonal skills. The Academy offers a segment on interpersonal skills and ethics, and also assists its cadets by offering instruction in job-acquiring skills. Providing a videotaped mock oral board practice session improves the cadet's interview process when seeking employment. It is the College's belief these added areas of instruction are of extreme importance in today's fire service, and that certificates in these areas make Butte's graduates more marketable. Satisfactory completion of the Academy qualifies graduates to apply for positions in the fire service.

A laptop or notebook computer is required. Students should check for specifications.

Upon successful completion of the Firefighter I Academy, graduates receive certificates for the following:

- EMT-1
- Low Angle Rescue
- Confined Space
  Rescue Awareness
- Hazardous Materials
  First Responder-Operational (from CSTI)
- Emergency Response to Terrorism
- Fire Control 3-Live fire
- ICS 100 and 200
- Cal Fire Basic Firefighter (67 hours)
- Swift Water Rescue Awareness
- Vehicle Extrication Techniques
- Rapid Intervention Crew Tactics

Graphic Design for Print

About the Program

In the Graphic Design program, students receive hands-on training in many areas of the visual communications field. Butte College offers a complete design and computer lab to aid in the development of job-related skills and techniques.

Many of the instructors are working professionals who take time from their careers to teach. Their awareness of the demands of business and industry brings knowledge to the classroom of what is happening now in the field as well as future trends.

The goal of the Butte College Graphic Design program is to prepare students for entry level positions. Students who successfully complete the program and plan to earn a four-year degree will have a solid foundation for application to the design school of their choice.

Career Opportunities

The field of graphic communications offers many opportunities and options for the creative individual who has worked hard to develop the necessary skills and techniques. Upon completion of the program at Butte College, the student will have a working familiarity with most aspects of this rapidly growing field. The department highly recommends that the student entering the second year of the Graphic Design program be able to type 30 words per minute or better.

Recommended Sequence of Study

This sequence may require adjustment if students need to fulfill basic skills prerequisites. General Education and competency requirements must be integrated into this sequence of study.

Freshman Year

First Semester
ART 1
ART 7
ART 8
PHO 2
ART 31

Second Semester
ART 32
MSP 1
ART 35

Sophomore Year

Third Semester
ART 34
ART 36
BUS 60
ART 96

Fourth Semester
MSP 18
ART 5
ART 95
RTVF 12
ART 70

AS Degree, Career/Technical Program

Graphic Design for Print Program
Daniel Donnelly, Chair (530) 895-2880
Art/Digital Art and Design Department Office, ARTS 224, (530) 895-2404
Counseling and Advising (530) 895-2378

Required Courses for the Major

The following courses for the major in Graphic Design for Print are grouped numerically by department. Elsewhere on this page, major courses are listed sequentially in the order department faculty feel is most beneficial for the development of skills and knowledge in the field. Courses may be taken out of sequence if necessary. Courses in this program have recommended basic skills placement levels. The abbreviations (Pre), (Co), or (Pre/Co) following a course title indicate that this required course has a prerequisite/corequisite course. Prerequisite/corequisite information and recommended preparation is listed with each course description.

ART 1	Art Appreciation		3 units
or ART 2	Art History Survey I		
or ART 4	Art History Survey II		

The above courses satisfy the AS Degree GE Area C requirement. Note for transfer Art majors: ART 1 transfers as an elective. It does not satisfy the art history requirements. Art 2 and ART 4 partially satisfy requirements for CSU GE and Art History.

ART 5	Introduction to Interactive Web Design and Authoring		3 units
ART 7	Basic Design I, Color		3 units
ART 8	Basic Drawing		3 units
ART 31	Graphic Design I		3 units
ART 32	Creative Typography	(Pre)	3 units
ART 34	Graphic Design II	(Pre)	3 units
ART 35	Illustration Art I	(Pre)	3 units
ART 36	Illustration Art II	(Pre)	3 units
ART 70	Gallery Production/Business of Art		2 units
ART 95	Special Studies		3 units
ART 96	Introduction to Computer Graphics		3 units
BUS 60	Advertising and Copywriting		3 units
MSP 1	Multimedia Careers		3 units
MSP 18	Introduction to Digital Photography		3 units
PHO 2	Basic Photography		3 units
RTVF 12	Mass Media and Society (GE: Area B)		3 units

GE, Competencies, and additional Graduation Requirements

See pages 57-59 for complete information on General Education, competencies and other degree requirements. See a counselor for program planning and assistance.

Heavy Equipment Operator Technician

About the Program

The Butte College Heavy Equipment Operator Technician Certificate Program is a one-year Certificate of Achievement program. An exciting, hands-on approach is used to introduce students to a wide range of skills necessary for equipment operation. Every effort is made for classroom laboratory work to closely reflect field experiences. Construction equipment operation requires good hand-eye coordination and demands attention to details like timelines, precision driving, coordination of multiple operations, and following plan directions. Development of problem solving skills and safe and cooperative work habits is emphasized.

Career Opportunities

Students who successfully fulfill the Heavy Equipment Operator Technician program requirements will have the operation, repair and diagnostic skills necessary to obtain entry-level employment. Each year, the demand for qualified operators and maintenance technicians increases. Our partners include Operating Engineers Local 3, CalTrans, CDF, local and statewide contractors, and agricultural companies. Most jobs are obtained with smaller contractors. Jobs are also available in production agriculture, land leveling, orchard removal, and with other agricultural employers.

Working Conditions

Heavy Equipment Operation requires physical work in all weather conditions. Much of the learning in this program is done in laboratory (shop), or outside on actual projects. Many features of the campus have been constructed by program students, including roads, parking lots, marsh ponds, and the amphitheater. The program works in conjunction with the Wildlife Refuge to maintain fire breaks and restore natural habitat. We assist other programs on the campus in building for their needs as well. Program students also will work outside the campus on projects for public benefit. Examples are restoration work at the historic Patrick Ranch, parking lots at Oroville's Helen Wilcox School, road work at the Chico Observatory in Bidwell Park, soccer fields at Chico's Community Park at 20th Street, and restoration of the Feather River Recreation District's River Bend Park.

Recommended Sequence of Study

It is recommended that students begin in the fall. The fall classes contain basic information and an introduction to the machines used. Taking all classes together in each semester is also recommended. This enables students to make maximum use of the resources and instruction throughout the curriculum. Courses also interconnect, and learning is enhanced by taking the program as a piece. The students in this program will spend many hours together and will learn to work as a team. While completion of all courses is required for attainment of the Heavy Equipment Operator Certificate, any course may be taken for skills acquisition or enhancement. Since skills are enhanced by supervised repetition and practice, some courses can be repeated if desired.

Certificate of Achievement

Heavy Equipment Operator Technician Program
Bruce Enyeart - MA 102, (530) 895-2418
E-mail EnyeartBr@butte.edu
Agriculture, Environmental Sciences & Welding
Department Office, AHPS 251, (530) 895-2551
Dept. Web site: www.butte.edu/departments/careertech/agriculture/
Counseling and Advising (530) 895-2378

Requirements for the Certificate of Achievement

Applications for Certificates of Achievement can be downloaded from the web site at www.butte.edu/curriculum/degrees_and_programs.html or in paper form from your faculty advisor or in AHPS 251.

Fall Semester

AB 20	Careers in Agriculture and Environmental Studies	1 unit
AET 26	Basic Surveying	3 units
AET 30	Tractors And Crawlers	3 units
AET 38	Diesel Engines and Machine Systems	4 units
WLD 20	Beginning Welding	3 units

Spring Semester

AET 34	Farm Machinery	3 units
AET 35	Heavy Equipment Methods	3 units
AET 36	Heavy Equipment Operation (two 3-unit courses)	3-6 units
AET 43	Hydraulic and Pneumatic Systems	2 units
MATH 216	Basic Math, or eligible for MATH 217	3 units

Interior Design

About the Program

The Interior Design program emphasizes technical and practical knowledge in Interior Design, while giving students a strong background of professional skills, innovation and creativity. The program of study is structured to prepare students for responsible careers as professional Interior Designers. Now that Interior Design is certified as a profession in the State of California, those entering the field will be more likely to succeed with educational training and experience.

Interior Design faculty lead off-campus field trips exploring various businesses and careers related to the Interior Design field giving the students the opportunity to meet with practicing interior designers, explore product showrooms, and experience significant interior environments.

The Butte College American Society of Interior Designers (ASID) Student Chapter offers active participation in a nationwide professional design association.

After completing both phases of the Butte College Interior Design Program, the student will have earned the industry recognized Interior Design Level I Certificate for entry-level positions. Completion of both phases also meet the requirement for an AS Degree in Interior Design.

After completing both Certificates of Completion and the Certificate of Achievement, the student will have earned the industry recognized Interior Design Level II certificate. The Certificate of Achievement is a combination of concentrated Interior Design courses intended to ready the student for career access such as: residential design practice, design related practice, design related industries, and support positions in Interior Design and Architectural offices.

Career Opportunities

Residential Interior Designer

Visual Merchandiser

Model Home Design

Retail Design Sales

Design Product Representation

Architectural Design Support

GE, Competencies, and additional Graduation Requirements

See pages 57-59 for complete information on General Education, competencies and other degree requirements. See a counselor for program planning and assistance.

AS Degree, Career/Technical Program
Certificate of Achievement
Certificate

Interior Design Program
Daniel Donnelly, Chair (530) 895-2880
Art/Digital Art and Design Department Office, ARTS 224, (530) 895-2404
Counseling and Advising (530) 895-2378

Required Courses for the Major

Courses in the program have recommended basic skills placement levels. The abbreviations (Pre), (Co), or (Pre/Co) following a course title indicate that this course has a prerequisite/corequisite course. Prerequisite/corequisite information and recommended preparation is listed with each course description.

The completion of courses required for the AS Degree also meet the requirements for the level I Certificate of Achievement in Interior Design.

Certificates

Level 1A Certificate

ID 4	Fundamentals of Interior Design	3 units
ID 5	Materials of Interior Design	3 units
ID 16	Applied Color and Design Theory	2 units
ID 18	Visual Merchandising	3 units
DFT 4	Construction Print Reading and Freehand Sketching	3 units
		14 units

Level 1B Certificate

ID 6	Understanding Fibers, Fabrics and Textiles	3 units
ID 24	Early Periods of Furniture and Architecture	3 units
or ID 25	American Furniture and Architecture	3 units
ID 12	Careers in Interior Design	1 unit
ID 14	Estimating and Costing in Interior Design	3 units
ID 17	Interior Design Studio	3 units
DFT 12	Beginning AutoCAD	3 units
		16 units

Courses from the Certificate of Achievement requirements (below) can be substituted for Certificate courses listed above, contact faculty advisor or department chair.

One unit Interior Design Elective courses: ID 20A - Business Practices, ID 20B - SR House/ Environ Design, ID 20C - Feng Shui, ID 20D - Drafting Tools. Three of these elective courses can be substituted for one Certificate of Completion course requirement.

After completing both Level A and Level B, the student will have earned the industry recognized Interior Design Level I certificate for entry-level positions. Completion of both Phase A and B also meets the requirement for the major.

Certificate of Achievement (Level 2) - Not required for degree

The Certificate Program is a combination of concentrated Interior Design courses intended to ready the student for career access such as: residential design practice, design related industries, and support positions in Interior Design and Architectural offices. Applications for Certificates of Achievement can be downloaded from the web site at www.butte.edu/curriculum/degrees_and_programs.html or in paper form from your faculty advisor or in AHPS 251.

ID 8	Fundamentals of Lighting		3 units
ID 10	Commercial Codes and Specifications for Interior Design		3 units
ID 19	Advanced Visual Merchandising		3 units
ID 99	Work Experience ID		1-5 units
DFT 22	AutoCAD for Interior Design	(Pre)	3 units
DFT 24	Beginning Architectural Drafting	(Pre)	3 units
or ART 8	Basic Drawing		
			19-23 units

Law Enforcement Academy - Basic

About the Program

The Law Enforcement Academy program is designed to prepare students to meet entry-level requirements for jobs in the law enforcement profession. The curriculum has sufficient breadth to allow students to pursue a career in a variety of agencies.

Associate Degree Program: Employable skills are developed in conjunction with General Education.

Career Opportunities

Careers in law enforcement are constantly open statewide. Satisfactory completion of the Butte College Basic Law Enforcement Academy qualifies graduates to apply for these positions.

The California Commission on Peace Officer Standards and Training designates 42 areas of law enforcement instruction designed to prepare academy graduates for entry-level law enforcement positions. Following are a few of the subjects presented in the academy:

- Emergency Vehicle Operations
- Firearms/Chemical Agents Training
- Arrest Methods/Defensive Tactics
- Use of Force
- Laws of Arrest
- Leadership, Professionalism, Ethics
- Patrol Techniques
- Policing in the Community
- Gang Awareness
- Handling Disputes/Crowd Management
- Juvenile Laws and Procedure
- Search and Seizure
- Investigative Report Writing
- Cultural Diversity/Discrimination

AS Degree, Career/Technical Program

Law Enforcement Academy
Don Beasley, Coordinator (530) 895-2401
Public Safety Education and Training Center
Department Office, AHPS 144
Counseling and Advising (530) 895-2378

Academy Program

- Please contact the Public Safety Education and Training Center at 530-895-2401 for Academy start dates and application material. Typically the Basic Law Enforcement Academy begins in July and again in January.
- 900 hrs total instruction
- Recruits are qualified to enter professional law enforcement on graduation.

The Butte College Law Enforcement Academy-Basic meets and exceeds state training requirements for an entry-level law enforcement officer.

The Academy is certified by the Commission on Peace Officer Standards and Training (POST). While California law requires that, prior to entering law enforcement, a minimum of 664 hours of training be completed, the Butte College Academy exceeds this requirement, providing 900 hours of instruction. The Academy also assists recruits by offering instruction in job-finding skills, and conducting mock oral examination practice.

POST also requires 60 hours of Defensive Tactics instruction. Instructors at the Academy feel very strongly about officer safety, and this training has been increased to more than 84 hours. The College takes its responsibility to its students very seriously, and this increased training helps provide for recruits' future well-being.

Officer stress and conditioning are important concerns, and Butte College has increased the required 40 hours of physical fitness training to 82 hours. Academy graduates will be in their best shape ever.

The Academy's Emergency Vehicle Operations Course (EVOC) is state of the art. In addition to "behind-the-wheel" pursuit training, instruction is offered on driving simulators. Actual driving skills are developed on our newly constructed EVOC Track consisting of seven-tenths of a mile of intersections, lane changes, and pursuit lanes.

A laptop or notebook computer is required. Students should check for specifications.

Required Courses for the Major

AJLE 140	Law Enforcement Academy – Basic	35.5 Units

Students who complete the two-year AS degree will have the knowledge and skills to assist them in seeking employment in many different areas of law enforcement.

GE, Competencies, and additional Graduation Requirements

See pages 57-59 for complete information on General Education, competencies and other degree requirements. See a counselor for program planning and assistance.

Law Enforcement Academy - Basic/Fish and Game Emphasis

About the Program

The Law Enforcement Academy program is designed to prepare students to meet entry-level requirements for jobs in the law enforcement profession. The curriculum has sufficient breadth to allow students to pursue a career in a variety of agencies.

Programs can be arranged in any of the following ways:

Associate Degree Program: Employable skills are developed in conjunction with General Education.

Certificate of Achievement Program: Virtually all course work is closely associated with entering employment.

Career Opportunities

Careers in law enforcement are constantly open statewide. Satisfactory completion of the Butte College Basic Law Enforcement Academy with a Fish and Game emphasis qualifies graduates to apply for these positions.

The California Commission on Peace Officer Standards and Training designates 42 areas of law enforcement instruction designed to prepare academy graduates for entry-level law enforcement positions. Following are a few of the subjects presented in the academy:

- Emergency Vehicle Operations
- Firearms/Chemical Agents Training
- Arrest Methods/Defensive Tactics
- Use of Force
- Laws of Arrest
- Leadership, Professionalism, Ethics
- Patrol Techniques
- Policing in the Community
- Gang Awareness
- Handling Disputes/Crowd Management
- Juvenile Laws and Procedure
- Search and Seizure
- Investigative Report Writing
- Cultural Diversity/Discrimination

AS Degree, Career/Technical Program
Certificate of Achievement

Law Enforcement Academy
John Lawson, Coordinator (530) 893-7627
Public Safety Education and Training Center
Department Office, AHPS 144
Counseling and Advising (530) 895-2378

Academy Program

- Please contact the Public Safety Education and Training Center at 530-895-2401 for Academy start dates and application material. Typically this Academy begins in January.
- 1200 hrs total instruction
- Recruits are qualified to enter professional law enforcement on graduation.

The Butte College Law Enforcement Academy-Basic with a Fish and Game emphasis meets and exceeds state training requirements for an entry-level law enforcement officer and it satisfies entry training needs for the California State Department of Fish and Game.

The Academy is certified by the Commission on Peace Officer Standards and Training (POST). While California law requires that, prior to entering law enforcement, a minimum of 664 hours of training be completed, the Butte College Academy exceeds this requirement, providing 1200 hours of instruction. The Academy also assists recruits by offering instruction in job-finding skills, and conducting mock oral examination practice.

POST also requires 60 hours of Defensive Tactics instruction. Instructors at the Academy feel very strongly about officer safety, and this training has been increased to more than 84 hours. The College takes its responsibility to its students very seriously, and this increased training helps provide for recruits' future well-being.

Officer stress and conditioning are important concerns, and Butte College has increased the required 40 hours of physical fitness training to 82 hours. Academy graduates will be in their best shape ever.

The Academy's Emergency Vehicle Operations Course (EVOC) is state of the art. In addition to "behind-the-wheel" pursuit training, instruction is offered on driving simulators. Actual driving skills are developed on our newly constructed EVOC Track consisting of seven-tenths of a mile of intersections, lane changes, and pursuit lanes.

A laptop or notebook computer is required. Students should check for specifications.

Required Courses for the Major

AJLE 141 Law Enforcement Academy – Basic/Fish and Game 50 units

Students who complete the two-year AS degree will have the knowledge and skills to assist them in seeking employment in many different areas of law enforcement. Applications for Certificates of Achievement can be downloaded from the web site at www.butte.edu/curriculum/degrees_and_programs.html or in paper form from your faculty advisor or in AHPS 251.

GE, Competencies, and additional Graduation Requirements

See pages 57-59 for complete information on General Education, competencies and other degree requirements. See a counselor for program planning and assistance.

Leadership and Civic Engagement

About the Program

The Leadership & Civic Engagement Certificate will give students a foundation and hands-on experience in leadership theory and civic engagement activities. The courses focus on the themes of understanding self, understanding others, working in teams, civic engagement, and social and global responsibility and are applicable to all areas of study and careers. Students will have the opportunity to seek out and perform in leadership positions throughout the program and will participate in a monthly cohort.

Certificate in Leadership and Civic Engagement

Leadership and Civic Engagement Program
Kelly Munson, Advisor (530) 895-2945
Student Activities Department Office, SSA (530) 895-2427
Counseling and Advising (530) 895-2378

Required Courses for the Certificate

A Certificate in Leadership and Civic Engagement will be awarded upon completion of the courses below (16 units).

POS/CSL 92	Exploring Leadership	3
IDST 94	Introduction to Service Learning	1
IDST 93	Civic Engagement: Practicum in Project Leadership	3
Select 1 course from the following:		
LM 40	Life Management	3
or PSY 20	Personal and Social Growth & Wellness	
Select 2 courses from the following:		
CMST 2	Public Speaking	3
CMST 4	Group Discussion	3
CMST 9	Intercultural Communication	3
ANTH 18	World Cultures	3
PHIL 4	Ethics	3
SOC 30	Introduction to Minority Relations	3
SOC 5	Our Sustainable Future	3
Total		16 units

Legal Office Assistant

About the Program

The Business Computer Information Systems (BCIS) Department provides entrance into a variety of exciting career paths. Many opportunities are available that can lead to immediate employment and/or career advancement. Students are encouraged to examine each program carefully to find the one that fits.

The curriculum is based on the current needs of both students and employers, as well as today's changing business environment. Students completing the various certificates are prepared for employment as administrative assistants and office support staff in a variety of business offices including legal and medical. All programs use the most recent microcomputer equipment and the latest software application programs.

Students enrolled in this program will be prepared to pursue certification as a **Microsoft Certified Application Specialist**. This certification, which serves as a validation of proficiency in Microsoft Office, is recognized and valued in businesses worldwide.

Students working toward any of the Certificates or a comprehensive Associate Degree in Business Computer Information Systems may choose one of the following programs: **Computer Applications, Legal Office Assistant, Medical Front Office Assistant, Medical Transcriptionist, or Office Assistant.** These options are listed in the Career and Technical Education Programs section of the *Catalog*.

Career Opportunities

The legal field is one of the hottest occupational areas in the 21st Century and jobs are plentiful. Attorneys, courts, banks, manufacturers, movie studios, record companies—all these businesses need people with a legal background and fine-tuned legal skills. Whether as a major in the Legal Office Assistant program or as additional coursework to complement another major, the student will find classes of interest in the Business Computer Information Systems (BCIS) Department. These may include legal procedures, legal documents, the courts, family law, lawsuits, and many other topics for managing daily life**.**

Recommended Sequence of Study

This sequence may require adjustment if students need to fulfill basic skills prerequisites. General Education and competency requirements must be integrated into this sequence of study.

Freshman Year

First Semester
BCIS 12, BCIS 20 or 24 (recommended), BCIS 51
BCIS 80

Second Semester
BCIS 13, BCIS 25, BCIS 28
BCIS 40, BCIS 70C & 70D
BCIS 70K, BCIS 70L

Sophomore Year

Third Semester
BCIS 60, BCIS 29
BCIS 85, BUS 8, AJ 3

Fourth Semester
ACCT 20 or ACCT 128
BCIS 46, BCIS 50
BCIS 70E & 70F, BCIS 99

GE, Competencies, and additional Graduation Requirements

See pages 57-59 for complete information on General Education, competencies and other degree requirements.
See a counselor for program planning and assistance.

AS Degree, Career/Technical Program
Certificate of Achievement
Certificates

Legal Office Assistant Program
Connie Petlack, Chair/Advisor (530) 895-2506
Business Education/BCIS Department Office, BE 116, (530) 895-2371

Required Courses for the Major

The following courses for the Legal Office Assistant major are listed sequentially in the order department faculty believes is most beneficial for the development of skills and knowledge in the field. Advanced courses in BCIS may be substituted if a student has previous training. Courses in this program have recommended basic skills placement levels. A minimum entry-level keyboard proficiency of 35 wpm touch-typing with 3 or fewer errors or concurrent enrollment in BCIS 20/24 is required to attain minimum skill level. The abbreviations (Pre), (Co), or (Pre/Co) following a course title indicate that this required course has a prerequisite/corequisite course. Prerequisite/corequisite information and recommended preparation is listed with each course description.

BCIS 12	Business Writing Skills	(Pre)	3 units
BCIS 51	Records Management		3 units
BCIS 80	Introduction to Computer Applications		3 units
BCIS 28*	Microsoft Word		3 units
BCIS 40	Machine Transcription	(Pre)	3 units
BCIS 70C	Essential Communication Skills		.25 unit
BCIS 70D	Conflict Management Skills		.25 unit
BCIS 29	Introduction to PowerPoint		1 unit
BCIS 13	Business Communication		3 units
BCIS 50	Office Procedures	(Pre)	4 units
BCIS 70K	Adobe Acrobat Pro		1 unit
BUS 8	Legal Environment/Business (Law I)		3 units
BCIS 85*	Microsoft Excel		1 unit
BCIS 70L	Introduction to Microsoft Outlook		1 unit
BCIS 60	Legal Office Procedures	(Pre)	3 units
BCIS 70E	Managing Attitude		.25 unit
BCIS 70F	Creating Your Successful Appearance		.25 unit
AJ 3	Legal Research		2 units
BCIS 25	Voice Recognition		1 unit
ACCT 20	Inroduction to Accounting		
or ACCT 128	Bookkeeping		2-3 units
BCIS 46	Electronic Calculator (Ten-Key)		2 units
BCIS 99	Career Work Experience		3 units

* Recommended preparatory course for BCIS 70I-J Certification Prep-MOS

Certificate of Achievement

A Certificate of Achievement in Legal Office Assistant will be awarded upon completion of the courses below (33 units). Applications for Certificates of Achievement can be downloaded from the web site at www.butte.edu/curriculum/degrees_and_programs.html or in paper form from your faculty advisor or in AHPS 251. Minimum keyboard proficiency for the Certificate of Achievement is 45 wpm on a three-minute timing with three or fewer errors.

BCIS 12	BCIS 80	BCIS 51	BCIS 84	
BCIS 70C, D, E, F	BCIS 85 (1 unit)	BCIS 28	BCIS 13	BCIS 50
BCIS 40	BCIS 60	BUS 8	BCIS 70K (1 unit)	BCIS 70L

Legal Office Assistant Certificate

A Legal Office Assistant Certificate will be awarded upon completion of the Core courses below (16.5 units). To receive a certificate, an official request must be approved by the Faculty Advisor and Department Chair. Minimum keyboard proficiency for a certificate is 40 wpm on a three-minute timing with three or fewer errors.

BCIS 12 BCIS 80 BCIS 51 BCIS 29 BCIS 28 BCIS 40 BCIS 70C, D

Basic Computer Competency Certificate

- A Basic Computer Competency Certificate will be awarded upon completion of the courses below (5 units). To receive a certificate, an official request must be approved by the Faculty Advisor and Department Chair. BCIS 20 or 24 (1 unit) or ability to key 25 wpm, BCIS 80, BCIS 84

Licensed Vocational Nursing

About the Program

The Licensed Vocational Nursing program is a state-approved vocational program which provides the curriculum necessary for an individual to qualify for the state board examination for licensure as a vocational nurse. The curriculum includes prerequisite courses and the equivalent of three academic semesters of nursing theory and supervised clinical experiences.

The primary role of the licensed vocational nurse is to provide bedside nursing in a variety of clinical settings. The student will study common medical-surgical conditions—their origin, prevention and treatment—emphasizing the related nursing care. To help the student provide "individualized" nursing care, other courses provide basic psychology and sociology concepts relevant to the development, motivation and reactions of people—healthy and ill.

At the successful completion of the program, students will be able to:

1. Perform effectively the functions and duties of the vocational nurse.
2. Qualify for the examination leading to licensure by the California Board of Vocational Nurse and Psychiatric Technician Examiners.
3. Qualify for a Butte College Certificate of Achievement.

The rapidly growing need for skilled health personnel provides good employment opportunities for the Licensed Vocational Nurse. Positions are found in general and convalescent hospitals, physicians' offices, private homes, community health agencies and in industry.

Admission to the Program

Contact the Nursing Department secretary for specific dates and application. Nursing classes are limited in size. Admission to the program is based on academic and general requirements.

General Requirements for Application and Admission

Prerequisite courses may be in progress during application semester. However, priority is given to applicants who have all prerequisite course work complete prior to the application deadline. In the event that more candidates have completed all prerequisites and meet the requirements than there are vacancies in the class, a computer lottery will be used to select the individuals to be enrolled to participate in the program.

GE, Competencies, and additional Graduation Requirements

See pages 57-59 for complete information on General Education, competencies and other degree requirements. See a counselor for program planning and assistance.

AS Degree, Career/Technical Program Certificate of Achievement

Vocational Nursing Program
Department Chair (530) 895-2329
Allied Health/Nursing Department Office, AHPS 215, (530) 895-2328
Counseling and Advising (530) 895-2378

Requirements for the LVN Program

Requires special application for admission. Requirements for application are listed below.

Required Courses for the Certificate of Achievement

Completion of the following college-level courses with a "C" grade or better or demonstrated competency by course challenge. Courses in this program have recommended basic skills placement levels. See prerequisites (Pre), corequisites (Co) and recommended preparation listed with each course description. Example: CHEM 110, or the equivalent, is a prerequisite for BIOL 15 and 21. Applications for Certificates of Achievement can be downloaded from the web site at www.butte.edu/curriculum/degrees_and_programs.html or in paper form from your faculty advisor or in AHPS 251.

Prerequisites Prior to Admission

BIOL 20	Human Anatomy (GE: Area A) (no online labs)	(Pre)	4 units
BIOL 21	Human Physiology (GE: Area A) (no online labs)	(Pre)	4 units
ENGL 2	Reading and Composition I	(Pre)	3 units
FN 50	Nutrition and Diet Therapy		4 units
or FN 2	Basic Nutrition		3 units
MATH 108	MATH Proficiency (test or course)		

First Semester

NSG 18	Fundamentals of Nursing	3 units
NSG 21	Clinical Nursing I	7 units
NSG 22	Gerontology Nursing	1 unit
NSG 23	Pharmacology Nursing	3 units
NSG 24	Musculoskeletal Nursing	1 unit
NSG 28	Role Development	1 unit

Second Semester

NSG 31	Clinical Nursing II	7 units
NSG 32	Perioperative Nursing and Patient Education	2 units
NSG 35	Cardiovascular and Respiratory Nursing	3 units
NSG 36	Gastrointestinal and Renal/Urinary Nursing	2 units
NSG 37	Metabolic Disorders	2 units

Third Semester

NSG 41	Clinical Nursing III	7 units
NSG 42	Maternal Child Nursing	2 units
NSG 43	Neurological and Rehabilitation Nursing	2 units
NSG 44	Psych/Mental Health Nursing	2 units
NSG 47	Oncology Nursing	2 units
NSG 49	Role Development and Vocational Relations/Leadership	2 units

Marketing

About the Program

The Marketing Program is designed to provide students with a well-rounded education in business operations, marketing principles, human relations, accounting, business law, economics and computer applications.

To be successful, students need basic competence in reading, written and oral communication, and mathematics. Also, students in this field should possess an interest in working with others, developing business strategies, and responding to today's competitive business environment and changing technology.

High school students are encouraged to take courses in business, mathematics, communication, and computer applications. Foreign language and social science courses would be helpful.

Career Opportunities

This program is designed to teach students to solve problems, develop marketing strategies, make oral presentations, and write reports such as marketing plans and sales proposals. Marketing skills are useful in many job settings: retail, wholesale, manufacturing, social services, government, and education. These skills also are important for people who wish to improve their performance in existing jobs or develop their own businesses.

Recommended Sequence of Study

This sequence may require adjustment if students need to fulfill basic skills prerequisites.

Freshman Year

Fall (first) Semester
BUS 20, BUS 35
BUS 64 (Fall semester only)
6 units of GE Math
English recommended

Spring (second) Semester
BUS 8, BUS 50 (Spring semester only), ECON 25
6 units of GE or electives

Sophomore Year

Fall (third) Semester
ACCT 20, BCIS 80
BUS 60
6 units of GE

Spring (fourth) Semester
BUS 44, BUS 68
CMST 2
6 units of GE or electives

AS Degree, Career/Technical Program
Certificate of Achievement
Certificate in E-commerce

Marketing Program
Donna Weaver, Chair (530) 895-2568
Business Education Department Office, BE 116, (530) 895-2371
Counseling and Advising (530) 895-2378

Required Courses for the Major

The following courses for the Associate Degree in Marketing are listed sequentially in the order department faculty feel is most beneficial for the development of skills and knowledge in the field. Courses may be taken out of sequence if necessary. Courses required for the Certificate of Achievement for each option are shown in a separate section on these pages. Courses in this program have recommended basic skills placement levels. The abbreviations (Pre), (Co), or (Pre/Co) following a course title indicate that this required course has a prerequisite/corequisite course. Prerequisite/corequisite information and recommended preparation is listed with each course description. A grade of "C" or better is required for each course in the major or certificate.

BUS 8	Legal Environment of Business	3 units
BUS 20	Introduction to Business	3 units
BUS 35	Management and Human Relations	3 units
BUS 64	Principles of Marketing (Fall semester only)	3 units
ECON 25	Introduction to Economics	3 units
BCIS 80	Introduction to Computer Applications	3 units
ACCT 20	Introduction to Accounting	3 units
BUS 50	Sales in Today's World (Spring semester only)	3 units
BUS 60	Advertising and Copywriting	3 units
BUS 68	Business on the Internet	3 units
CMST 2	Public Speaking (GE: Area E)	3 units
BUS 44	Human Resource Management	3 units
ELECTIVES	Business/Radio/TV Film/Graphic Design electives	6 units

Select 6 units from the following courses: ART 31, ART 32 (Pre), BUS 13, BUS 25 (Pre), BUS 66, BCIS 47.

Certificate of Achievement

A Certificate of Achievement in Marketing will be awarded upon completion of the following courses. Applications for Certificates of Achievement can be downloaded from the web site at www.butte.edu/curriculum/degrees_and_programs.html or in paper form from your faculty advisor or in AHPS 251.

Courses listed above excluding: BUS 44 and 6 elective units.

Certificate in E-commerce

A Certificate in E-commerce will be awarded upon completion of the following courses. To receive a Certificate, an official request must be filed with the Business Education Department, and approval must be obtained.

Students completing the E-Commerce Certificate will increase their practical skills in the use of technology, and their abilities to design, use and critique E-Commerce sites to facilitate Business-to-Business and Business-to-Consumer transactions.

Core not required: BUS 20, BUS 60, BUS 64, BUS 66, BCIS 47.

GE, Competencies, and additional Graduation Requirements

See pages 57-59 for complete information on General Education, competencies and other degree requirements. See a counselor for program planning and assistance.

Mechanized Agriculture

About the Program

The Mechanized Agriculture program offers students an option to earn either a one-year Certificate of Achievement or an Associate in Sciences degree. An exciting, hands-on approach introduces students to a wide range of mechanical skills dealing with the operation, maintenance and repair of small to midsize gasoline, diesel and electrically-operated equipment. Problem-solving, emphasizing safe and cooperative work habits, is encouraged. Success in this program will be enhanced by high school work in shop and basic skills classes.

Career Opportunities

Wherever power equipment is operated, maintained or repaired, there exists a need for well-trained employees. Production agriculture and its equipment suppliers, the rental industry, landscape businesses, recreation and construction industries are just a few of the employment possibilities. Upon completion of the Associate in Sciences degree, students may transfer to one of the California state universities which offer a Bachelor's degree in mechanized agriculture.

AS Degree, Career/Technical Program Certificate of Achievement

Mechanized Agriculture Program
Bruce Enyeart - MA 102, (530) 895-2418
E-mail: EnyeartBr@butte.edu
Agriculture, Environmental Sciences & Welding
Department Office, AHPS 251, (530) 895-2551
Dept. Web site: www.butte.edu/departments/careertech/agriculture/
Counseling and Advising (530) 895-2378

Required Courses for the Major

The following courses for the major may be taken out of sequence with the permission of the department. The courses are grouped numerically by department. Elsewhere on this page students may find the courses listed sequentially in the order the department faculty feel is most beneficial for the development of skills and knowledge in the field. Courses may be taken out of sequence if necessary. Courses in this program have recommended basic skills placement levels. The abbreviations (Pre), (Co), or (Pre/Co) following a course title indicate that this required course has a prerequisite/corequisite course. Students can find prerequisite/corequisite information, and recommended preparation, listed with each course description.

AB 20	Careers in Agriculture and Environmental Studies	1 unit
AB 25	Computer Applications in Agriculture	2 units
AET 30	Tractors and Crawlers	3 units
AGR 99	Agricultural Work Experience (Suggested AGR 99 enrollment during Summer Session)	2 units
AGS 22*	Applied Physical Science	3 units
AGS 50	General Soils (GE: Area A)	4 units
PLS 20*	Basic Plant Science (GE: Area A)	3 units
AB 54	Supervision and Management	3 units
AET 22	Natural Resources/AGRI-Construction	3 units
or EH 22	Landscape Construction	3 units
AET 34	Farm Machinery	3 units
AET 36	Heavy Equipment Operation	3 units
AET 38	Diesel Engines and Machine Systems	4 units
AET 43	Hydraulic and Pneumatic Systems	2 units
NR 26*=	Environmental World (GE: Area B)	3 units
CMST 2	Public Speaking	3 units
WLD 20	Beginning Welding	3 units

* These courses are also available via video tape, cable tv, and the Internet. Refer to the *Semester Class Schedule* for times, dates, and orientation meetings. Internet course information available at www.butte.edu/~rslavich/.
= Meets Multicultural Breadth requirement for AA/AS degree.

Certificate of Achievement

A Certificate of Achievement in Mechanized Ag will be awarded upon completion of the courses below. Applications for Certificates of Achievement can be downloaded from the web site at www.butte.edu/curriculum/degrees_and_programs.html or in paper form from your faculty advisor or in AHPS 251.

AB 20 AET 30 AET 38 AET 22 or EH 22 AET 34 AET 36
WLD 20 AET 43

GE, Competencies, and additional Graduation Requirements

See pages 57-59 for complete information on General Education, competencies and other degree requirements. See a counselor for program planning and assistance.

Medical Front Office Assistant

About the Program

The Business Computer Information Systems (BCIS) Department provides entrance into a variety of exciting career paths. Many opportunities are available that can lead to immediate employment and/or career advancement. Students are encouraged to examine each program carefully to find the one that fits.

The curriculum is based on the current needs of both students and employers, as well as today's changing business environment. Students completing the various certificates are prepared for employment as administrative assistants and office support staff in a variety of business offices including legal and medical. All programs use the most recent microcomputer equipment and the latest software application programs.

Students enrolled in this program will be prepared to pursue certification as a **Microsoft Certified Application Specialist**. This certification, which serves as a validation of proficiency in Microsoft Office, is recognized and valued in businesses worldwide.

Students working toward any of the certificates or a comprehensive Associate Degree in Business Computer Information Systems may choose one of the following programs: **Computer Applications, Legal Office Assistant, Medical Front Office Assistant, Medical Transcriptionist, or Office Assistant.** These options are listed in the Career and Technical Education Programs section of the *Catalog*.

Career Opportunities

According to the American Association of Medical Assistants (AAMA), employment of medical assistants is expected to grow much faster than the average for all occupations through the year 2010. The health services industry is expanding due to technological advances in medicine and a growing and aging population. Potential employment opportunities include private physician's practice, clinics, chiropractic clinics, podiatry offices, hospitals, insurance billing agencies, medical transcription agencies, ophthalmology clinics, laboratories, and emergency rooms.

Recommended Sequence of Study

This sequence may require adjustment if students need to fulfill basic skills prerequisites. General Education and competency requirements must be integrated into this sequence of study.

Freshman Year

First Semester

BCIS 12, BCIS 20 or 24 (recommended), BCIS 75 BCIS 104, BCIS 80

Second Semester

BCIS 13, BCIS 28 BCIS 51, BCIS70C BCIS 70D

Sophomore Year

Third Semester

ACCT 20 or ACCT 128 BCIS 46, BCIS 62 BCIS 85, BCIS 40

Fourth Semester

BCIS 25, BCIS 63, BCIS 70E BCIS 70F, BCIS 99, BIOL 20 or BIOL 2, BCIS 50

GE, Competencies, and additional Graduation Requirements

See pages 57-59 for complete information on General Education, competencies and other degree requirements. See a counselor for program planning and assistance.

AS Degree, Career/Technical Program Certificate of Achievement Certificate

Medical Front Office Assistant Program
Connie Petlack, Chair (530) 895-2506
Medical Transcription Advisor: Dorinda Salvo (530) 895-2205
Business Education/BCIS Department Office, BE 116, (530) 895-2371

Required Courses for the Major

The following courses for the Medical Front Office Assistant major are listed sequentially in the order department faculty believes is most beneficial for the development of skills and knowledge in the field. Advanced courses in BCIS may be substituted if a student has previous training. A minimum entry-level keyboard proficiency of 35 wpm touch-typing with 3 or fewer errors or concurrent enrollment in BCIS 20/24 is required to attain minimum skill level. Courses in this program have recommended basic skills placement levels. The abbreviations (Pre), (Co), or (Pre/Co) following a course title indicate that this required course has a prerequisite/corequisite course. Prerequisite/corequisite information and recommended preparation is listed with each course description.

BCIS 104	Medical Terminology		3 units
BCIS 80◆	Introduction to Computer Applications		3 units
BCIS 75	Medical Front Office Procedures		3 units
BCIS 12	Business Writing Skills	(Pre)	3 units
BCIS 28●	Microsoft Word		3 units
BCIS 46	Electronic Calculator (Ten-Key)		2 units
BCIS 70C	Essential Communication Skills		.25 unit
BCIS 70D	Conflict Management Skills		.25 unit
BCIS 62◆	Medical Insurance Coding		3 units
BCIS 63	Medical Insurance Billing(Pre)		3 units
BCIS 51	Records Management		3 units
BCIS 85●	Microsoft Excel		1 unit
BCIS 40	Machine Transcription	(Pre)	2 units
BCIS 13	Business Communications	(Pre)	3 units
BCIS 70L	Introduction to Microsoft Outlook		1 unit
BCIS 70E	Managing Attitude		.25 unit
BCIS 70F	Creating Your Successful Appearance		.25 unit
BIOL 20	Human Anatomy (GE Area A)		
or BIOL 2	Introduction to Human Biology (GE Area A)(Pre)		3-4 units
BCIS 25	Voice Recognition		1 unit
BCIS 50	Office Procedures		4 untis
ACCT 20	Introduction to Accounting		2-3 units
or ACCT 128	Bookkeeping		
BCIS 99	Career Work Experience		2 units

● Preparation for Microsoft Certified Application Specialist.

Certificate of Achievement

A Certificate of Achievement in Medical Front Office Assistant will be awarded upon completion of the courses below (33 units). Applications for Certificates of Achievement can be downloaded from the web site at www.butte.edu/curriculum/degrees_and_programs.html or in paper form from your faculty advisor or in AHPS 251.

Minimum keyboard proficiency for the Certificate of Achievement is 45 wpm on a three-minute timing with three or fewer errors.

BCIS 12, BCIS 80, BCIS 51, BCIS 28, BCIS 13, BCIS 104, BCIS 70C/D/E/F, BCIS 40, BCIS 46, BCIS 62, BCIS 63, BCIS 75, BCIS 85

Medical Front Office Assistant Certificate

A Medical Front Office Assistant Certificate will be awarded upon completion of the Core courses below (17.5 units). To receive a certificate, an official request must be approved by the Faculty Advisor and Department Chair. Minimum keyboard proficiency for a certificate 40 wpm on a three-minute timing with three or fewer errors. BCIS 12, BCIS 75, BCIS 46, BCIS 80, BCIS 28, BCIS 104, BCIS 70C/D.

Basic Computer Competency Certificate

◆ A Basic Computer Competency Certificate will be awarded upon completion of the courses below (5 units). To receive a certificate, an official request must be approved by the Faculty Advisor and Department Chair. BCIS 20 or 24 (1 unit) or ability to key 25 wpm, BCIS 80, BCIS 84

Medical Transcription

About the Program

The Business Computer Information Systems (BCIS) Department provides entrance into a variety of exciting career paths. Many opportunities are available that can lead to immediate employment and/or career advancement. Students are encouraged to examine each program carefully to find the one that fits.

The curriculum is based on the current needs of both students and employers, as well as today's changing business environment. Students completing the various certificates are prepared for employment as administrative assistants and office support staff in a variety of business offices including legal and medical. All programs use the most recent microcomputer equipment and the latest software application programs.

Students enrolled in this program will be prepared to pursue certification as a **Microsoft Certified Application Specialist**. This certification, which serves as a validation of proficiency in Microsoft Office, is recognized and valued in businesses worldwide.

Students working toward any of the certificates or a comprehensive Associate Degree in Business Computer Information Systems may choose one of the following programs: **Computer Applications, Legal Office Assistant, Medical Front Office Assistant, Medical Transcriptionist, or Office Assistant.** These options are listed in the Career and Technical Education Programs section of the *Catalog*.

Career Opportunities

As long as people get sick, are injured, or visit medical personnel for other reasons, there will be a job for a medical transcriptionist. A medical transcriptionist works in a variety of settings: clinics, doctors' offices, hospitals, private transcription businesses, and home offices. Because there is currently a critical nationwide shortage of qualified professionals in the medical transcription field, employment opportunities are many. Students interested in starting their own businesses should refer to the Entrepreneurship Option of the Business Management Program.

Recommended Sequence of Study

This sequence may require adjustment if students need to fulfill basic skills prerequisites. General Education and competency requirements must be integrated into this sequence of study.

Freshman Year

First Semester
BCIS 12, BCIS 24 (1 unit)
BCIS 28, BCIS 71
BCIS 104

Second Semester
BCIS 24 (1 unit)
BIOL 2 or BIOL 20
BCIS 72

Sophomore Year

Third Semester
BCIS 24 (1 unit)
BCIS 25, BCIS 73

Fourth Semester
BCIS 74
BCIS 99

Certificate of Achievement Certificate

Medical Transcription Program
Connie Petlack, Chair (530) 895-2506
Medical Transcription Advisor: Dorinda Salvo (530) 895-2205
Business Education/BCIS Department Office, BE 116, (530) 895-2371

Required Courses for the Certificate of Achievement

A Certificate of Achievement in Medical Transcription will be awarded upon completion of the courses listed below. The courses are listed sequentially in the order department faculty believes is most beneficial for the development of skills and knowledge in the field. Advanced courses in BCIS may be substituted if a student has previous training. Courses in this program have recommended basic skills placement levels. A minimum entry-level keyboard proficiency of 50 wpm touch-typing with a 3 or fewer errors is required. The abbreviations (Pre), (Co), or (Pre/Co) following a course title indicate that this required course has a prerequisite/corequisite course. Prerequisite/corequisite information and recommended preparation is listed with each course description. Applications for Certificates of Achievement can be downloaded from the web site at www.butte.edu/curriculum/degrees_and_programs.html or in paper form from your faculty advisor or in AHPS 251.

Prerequisite: Keyboarding rate of 65 wpm with three or fewer errors.

BCIS 104	Medical Terminology		3 units
BCIS 24	Keyboarding Speed/Accuracy Development	(Pre)	3 units
BCIS 12	Business Writing Skills	(Pre)	3 units
BCIS 28●	Microsoft Word	(Pre)	3 units
BCIS 71	Medical Transcription for Certification I	(Pre)	6 units
BIOL 20	Human Anatomy (GE Area A)	(Pre)	4 units
or BIOL 2	Introduction to Human Biology (GE Area A)		3 units
BCIS 72	Medical Transcription for Certification II	(Pre)	6 units
BCIS 73	Medical Transcription for Certification III	(Pre)	6 units
BCIS 74	Medical Transcription for Certification IV	(Pre)	6 units
BCIS 25	Voice Recognition		1 unit
BCIS 99	Career Work Experience		2 units

Students completing this program are eligible to take the Registered Medical Transcription (RMT) Exam which assesses entry-level competency in medical transcription. This exam is administered by the American Association for Medical Transcription (AAMT). Certification is awarded upon successful completion of the AAMT RMT exam (written and practical) and is valid for three years. Contact advisor if CMT information is desired. For more general information you may go to: www.aamt.org.

Minimum keyboard proficiency for a Certificate of Achievement is 75 wpm on a three-minute timing with three or fewer errors. It is strongly recommended that students enroll in BCIS 212 each semester.

● Preparation for Microsoft Certified Application Specialist.

Certificate in Medical Transcription

A Certificate in Medical Transcription will be awarded upon completion of the courses below (17 units). Students must complete BCIS 104, BCIS 24, BCIS 12, and BCIS 28 before enrolling in BCIS 71. To receive a certificate, an official request must be approved by the Faculty Advisor and Department Chair.

Prerequisite: Keyboarding rate of 50 wpm with three or fewer errors.

BCIS 104	Medical Terminology		3 units
BCIS 24	Keyboarding Speed/Accuracy Development	(Pre)	2 units
BCIS 12	Business Writing Skills	(Pre)	3 units
BCIS 28	Microsoft Word	(Pre)	3 units
BCIS 71	Medical Transcription for Certification I	(Pre)	6 units

Minimum keyboard proficiency for a certificate is 65 wpm on a three-minute timing with three or fewer errors. It is strongly recommended that students enroll in BCIS 212 each semester.

Multimedia Studies

About the Program

Multimedia Studies is a comprehensive program that recognizes the need to prepare the student for the world of work in today's high performance organization. This program delivers a dynamic, multidisciplinary, interactive, project-based curriculum designed to foster creativity, teamwork, and professionalism.

While providing laboratory experiences for the development of skills in multimedia and related technical areas, the student will also develop competencies in workforce preparation, such as in portfolio development, communications, and high performance organization workplace skills.

The Multimedia Studies Program New Media Lab is a state-of-the-art Macintosh-based multimedia lab equipped with 26 G3 computers running industry standard computer and state-of-the-art multimedia applications. At the lab, students are offered introductory and intermediate courses leading to a state-certified certificate in Multimedia and Graphic Design, as well as access to other Butte College students during open lab session.

The Multimedia Studies Program offers an Associate in Arts degree major with emphasis in five areas of specialization: Graphic Design for Print and Electronic Media, Digital Audio and Video, Electronic Photography, Three-Dimensional Modeling and Animation, and Authoring.

A Certificate of Achievement is awarded on the completion of major requirements within a particular area of emphasis. An AA degree in Multimedia Studies is awarded on the completion of major requirements, Butte College General Education requirements, and selected electives.

All students will build a strong foundation of skills and knowledge in image design and sequencing, idea presentation, portfolio development, and an overview of the opportunities in Multimedia.

To be successful in multimedia careers, one must be highly motivated, talented, and possess a high level of professionalism. Students entering the program should have good communications skills, an interest in working with people, and a strong desire to develop the skills needed to pursue a career in Multimedia.

Career Opportunities

All areas of the multimedia industry are experiencing unprecedented growth in order to meet the industry's needs. At present, there is more demand for skilled, qualified, and knowledgeable workers than is available in the current labor pool.

AS Degree, Career/Technical Program Certificate of Achievement

Multimedia Studies Program
Daniel Donnelly, Chair (530) 895-2880
Art/Digital Art & Design Department Office, ARTS 224, (530) 895-2404
Counseling and Advising (530) 895-2378

The Academy Model

Students are encouraged to participate in the academy setting provided through the academy model of delivery for the MSP program. In the academy, students work in groups, enrolled in the same classes throughout the semester-long program.

The program will culminate in a group project which will bring together students in all of these specialized areas of study and which will simulate real-world project development.

The following courses for the Multimedia Studies major and options are listed in the order department faculty feel is most beneficial for the development of skills and knowledge in the field. Courses may be taken out of sequence if necessary.

Courses in this program have recommended basic skills placement levels. The abbreviations (Pre), (Co), or (Pre/Co) following a course title indicate that this required course has a prerequisite/corequisite course. Prerequisite/corequisite information and recommended preparation is listed with each course description.

Required Courses for the Major

Complete of one area of emphasis plus
a) another area of emphasis
or
b) 15 units selected from among other areas of emphasis.

MSP Areas of Emphasis

Digital Photography

First Semester

MSP 1	Multimedia Careers	3 units
MSP/PHO 18	Introduction to Digital Photography	3 units
PHO 2	Basic Photography	3 units
PHO 4	Beginning Color (Digital Emphasis)	3 units

Second Semester

ART 95	Special Studies-ART	3 units
MSP/PHO 19	Intermediate Digital Color Photography	3 units
PHO 8	Photographic Studio Arts I	3 units
MSP 5	Introduction to Interactive Web Design and Authoring	3 units

Graphic Design for Print and Digital Media

First Semester

ART 7	Basic Design I, Color	3 units
ART 31	Graphic Design I	3 units
MSP 1	Multimedia Careers	3 units
MSP/PHO 18	Introduction to Digital Photography	3 units

Second Semester

ART 32	Creative Typography	3 units
ART 35	Illustration Art I	3 units
or MSP 5	Introduction to Interactive Web Design and Authoring	
ART 95	Special Studies-ART	3 units

Multimedia Studies

Three-Dimensional Arts

First Semester

ART 8	Basic Drawing I	3 units
or ART 14	Basic Figure Drawing	
MSP 1	Multimedia Careers	3 units
MSP/PHO 18	Introduction to Digital Photography	3 units
MSP/CSCI 96	Introduction to Computer Graphics	3 units

Second Semester

ART 9	Three-Dimensional Design	3 units
ART 95	Special Studies-ART	3 units
MSP 12	Two Dimensional Animation	3 units
MSP 45	3-D Computer Modeling and Animation I	3 units

Interactive Web Design and Digital Authoring

First Semester

MSP 1	Multimedia Careers	3 units
MSP/PHO 18	Introduction to Digital Photography	3 units
MSP 74	Introduction to Multimedia Production	3 units
MSP 96	Introduction to Computer Graphics	3 units

Second Semester

MSP 5	Introduction to Interactive Web Design and Authoring	3 units
MSP/PHO 19	Intermediate Digital Photography	3 units
MSP 75	Intermediate Multimedia	3 units
ART 95	Special Studies-ART	3 units

Digital Audio and Video

First Semester

MSP 1	Multimedia Careers	3 units
MSP 30	Digital Audio Production	3 units
MSP/PHO 18	Introduction to Digital Photography	3 units
RTVF 40	Digital Video Production	3 units

Second Semester

MSP 5	Introduction to Interactive Web Design and Authoring	3 units
MSP 10	Digital Video Design and Production	3 units
MSP 12	2-D Animation	3 units
ART 95	Special Studies-ART	3 units

Certificate of Achievement

A Certificate of Achievement in Multimedia Studies will be awarded upon completion of the courses in an area of emphasis. Applications for Certificates of Achievement can be downloaded from the web site at www.butte.edu/curriculum/degrees_and_programs.html or in paper form from your faculty advisor or in AHPS 251.

GE, Competencies, and additional Graduation Requirements

See pages 57-59 for complete information on General Education, competencies and other degree requirements. See a counselor for program planning and assistance.

Natural Resources

About the Program

The Natural Resources curriculum is designed to meet the demand for trained personnel in a broad range of Natural Resource/Environmental Science fields in addition to numerous private organizations. This program is designed for students to complete all college requirements for a certificate and/or A.S. Degree. The student may also enter this program with a combination of course work to fit individual needs upon approval of his/her advisor. The student may enroll in a wide selection of course offerings, from on-campus, Internet, and cable television/video courses. The college counseling department will preview transcripts.

Associate Degree: Advanced career skills are developed along with General Education classes (60 units required).

Certificate of Completion: Course work closely related to entry-level employment opportunities (15-17 units required).

Transfer Information: Transfer-level GE courses aid in advancing to a state college or university.

Refresher Courses: Upgrade skills.

Career Opportunities

Intense pressures are being placed on the Nation's environmental resources as the population increases. This creates an ever-growing demand for trained people to work in forestry, recreation, water, soil, wildlife and other natural resource/environmental management areas. Career opportunities exist with the U.S. Forest Service, Bureau of Land Management, Bureau of Reclamation, California Department of Fish and Game, National Park Service, and U.S. Soil Service as well as numerous private management firms, environmental companies, and land developers, to list a few job possibilities. Employment in any of these areas will provide an opportunity for working in one of the nation's most interesting, diversified and rapidly expanding fields. The work is varied. However, certain basic skills are fundamental.

Recommended Sequence of Study

This sequence may require adjustment if students need to fulfill basic skills and prerequisites. General Education and competency requirements must be integrated into this sequence of study when required.

Freshman Year

First Semester
NR 20* & PLS 20**
or PLS 25*††
GE/ Elective Courses

Second Semester
NR 26*† & AGS 22*
GE/ Elective Courses

Sophomore Year

Third Semester
NR 55*/56*
GE/ Elective Courses

Fourth Semester
NR 65*/66* &
NR 28*/29*
GE/Elective Courses

Summer Semester:
(Or anytime during course of study)
AGR 99 Work Experience or AGR 97 Special Problems

AS Degree, Career/Technical Program Certificate

Natural Resources Program
Richard Slavich, Advisor - LS 131, (530) 895-2395
E-mail: slavichri@butte.edu
Agriculture, Environmental Sciences & Welding
Department Office, AHPS 251, (530) 895-2551
Dept. Web site: www.butte.edu/departments/careertech/agriculture/
Counseling and Advising (530) 895-2378

Required Courses for the Major

The following courses for the major may be taken out of sequence with the permission of the department advisor. Visit instructor web site for course details at the departments web site: http://www.butte.edu/instruction/agr/ag or email instructor: slavichri@butte.edu. General Educational Requirements for Associate Degree for Butte College can be located within the college catalog.

Major Required Course List

AGS 22*	Applied Physical Science	3 units
PLS 20**	Basic Plant Science	3 units
or PLS 25*††	Plant Science	3 units
NR 20*	Intro, to Forestry and Natural Res.	3 units
NR 26*†	Environmental World	3 units
NR 28*	Environmental Management	3 units
NR 29*	Environmental Management Laboratory	1 units
NR 55*	Wildlife Management	3 units
NR 56*	Wildlife Management Laboratory	1 units
NR 65*	Recreational Land Management	3 units
NR 66*	Recreational Land Management Laboratory	1 units
AGR 97/99	Special Problems/Work Experience	2 units

* These courses are available on campus, DVD, and/or Internet. Email instructor for additional details. Class schedules vary. Details located at this web location: www.butte.edu/~rslavich/

† Meets Multicultural Breadth Requirement for AA/AS Degree.

†† With permission of faculty advisor.

** **Note**: PLS15/16 may substitute for PLS20.

Certificate in Natural Resources (May be completed online)

A Certificate in Natural Resources will be awarded upon completion of any five of the courses listed below (15/17-Units required).

Choose from: PLS 20 or PLS 25 AGS 22 NR 20 NR 26 NR 28/29 NR 55/56 NR 65/66

To receive a certificate, submit an official request to the department office.

GE, Competencies, and additional Graduation Requirements

See pages 57-59 for complete information on General Education, competencies and other degree requirements. See a counselor for program planning and assistance.

Natural Resources/Parks and Recreation

About the Program

The Natural Resources/Parks & Recreation curriculum is designed to meet the demand for trained personnel in a broad range of Natural Resource/Parks & Recreation agencies and private organizations. This program is designed for a student to complete all college requirements for a certificate and/or AS Degree. The student may also enter this program with a combination of course work to fit their individual needs upon approval of advisor. The student may enroll in a wide selection of course offerings, from on-campus, Internet, and cable television/video courses. Individual programs may be arranged in any of the following methods. **Note:** Transcripts will be previewed by the college counseling department.

Associate Degree: Advanced career skills are developed along with General Education classes (60 units required).

Certificate of Completion: Course work closely related to entry-level employment opportunities (15-17 units required).

Transfer Option: See counselor for transfer information.

Refresher Courses: Upgrade skills.

Career Opportunities

Heavy pressures are being placed on the Nation's Parks & Recreation resources as the population increases. This creates an ever-growing demand for trained people to work in forestry, recreation, water, soil, wildlife and other environmental management areas. Career opportunities exist with the U.S. Forest Service, Bureau of Land Management, Bureau of Reclamation, California Department of Fish and Game, National Park Service, and U.S. Soil Service as well as numerous private management firms, environmental companies and land developers, to list a few job possibilities. Employment in any of these areas will provide an opportunity for working in one of the nation's most interesting, diversified and rapidly expanding fields. The work is varied. However, certain basic skills are fundamental. For example, computer skills along with skills developed from course work are required.

Recommended Sequence of Study

This sequence may require adjustment if students need to fulfill basic skills prerequisites. General Education and competency requirements must be integrated into this sequence of study.

Freshman Year

First Semester
NR 20*, PLS 20*!
AET 26, AB 20

Second Semester
NR 26*=, AGS 22*
NR 65*/66*
AET 22 or EH 22

Summer Session (Or anytime during course of study)
AGR 99 (2 units) or
AGR 97 Special Problems

Sophomore Year

Third Semester
NR 55*/56*
AGS 50
AET 30

Fourth Semester
NR 28*/29*
AB 54++
EH 24
AGS 30

AS Degree, Career/Technical Program Certificate

Natural Resources/Parks and Recreation Program
Richard Slavich, Advisor - LS 131, (530) 895-2395
E-mail: slavichri@butte.edu
Agriculture, Environmental Sciences & Welding Department, AHPS 251, (530) 895-2551
Dept. Web site: www.butte.edu/departments/careertech/agriculture/
Counseling and Advising (530) 895-2378

Required Courses for the Major

The following courses for the major may be taken out of sequence with the permission of the department advisor. Visit the instructor web site for course details at the departments web site: http://www.butte.edu/instruction/agr/ag or email instructor: slavichri@butte.edu. General Educational Requirements for Associate Degree for Butte College can be located within the college catalog.

AB 20	Orientation to Ag and Natural Resources	1 unit
AB 54	Supervision and Management	3 units
AET 22	NR/AGRI-Construction	3 units
or EH 22	Landscape Construction	3 units
AET 26	Basic Surveying	3 units
AET 30	Tractors and Crawlers	3 units
AGR 99	Agricultural Work Experience (Suggested AGR 99 enrollment during Summer Session)	2 units
or AGR 97	Special Problems	2 units
AGS 22*	Applied Physical Science	3 units
AGS 30	Entomology/Disease Control	3 units
AGS 50	General Soils	4 units
NR 20*	Introduction to Forestry and Natural Resources	3 units
NR 26*=	Environmental World (GE: Area B)	3 units
NR 28*	Environmental Management	3 units
NR 29*	Environmental Management Laboratory	1 units
NR 55*	Wildlife Management	3 units
NR 56*	Wildlife Management Laboratory	1 units
NR 65*	Recreational Land Management	3 units
NR 66*	Recreational Land Management Laboratory	1 units
EH 24	Ornamental Plant Identification	3 units
PLS 20*!	Basic Plant Science	3 units
CMST 2	Public Speaking	3 units

Plus General Education Requirements

* These courses are also available via DVD and the Internet. Refer to Search for classes at www.butte.edu or the Semester Class Schedule for meeting details. Internet course information available at www.butte.edu/~rslavich/.

= Meets Multicultural Breadth requirement for AA/AS degree.

! PLS 15/16 may substitute for PLS 20.

++ Maybe substituted for another class with permission of advisor.

Certificate in Natural Resources/Parks and Recreation

Details located online at this web location: www.butte.edu/~rslavich/.

A Certificate in Natural Resources/Parks and Recreation will be awarded upon completion with a combination of the courses below (15/17 total units required).* To receive a certificate, submit an official request to the department office.

Choose from: PLS 20, AGS 22, NR 20, NR 26, NR 28/29, NR 55/56, NR 65/66.

GE, Competencies, and additional Graduation Requirements

See pages 57-59 for complete information on General Education, competencies and other degree requirements. See a counselor for program planning and assistance.

Office Assistant

About the Program

The Business Computer Information Systems (BCIS) Department provides entrance into a variety of exciting career paths. Many opportunities are available that can lead to immediate employment and/or career advancement. Students are encouraged to examine each program carefully to find the one that fits his or her needs.

The curriculum is based on the current needs of both students and employers, as well as today's changing business environment. Students completing the various certificates are prepared for employment as administrative assistants and office support staff in a variety of business offices including legal and medical. All programs use current computer equipment and Microsoft Office software.

Students enrolled in this program will be prepared to pursue certification as a Microsoft Certified Application Specialist. This certification, which serves as a validation of proficiency in Microsoft Office, is recognized and valued in businesses worldwide.

Students working toward any of the certificates or a comprehensive Associate Degree in Business Computer Information Systems may choose one of the following programs: **Computer Applications, Legal Office Assistant, Medical Front Office Assistant, Medical Transcriptionist, or Office Assistant.** These options are listed in the Career and Technical Education Programs section of the *Catalog*.

Career Opportunities

The demand for professional, qualified office workers continues to be constant. Office employment opportunities listed in the classified section of newspapers confirm the U.S. Department of Labor's predictions that the severe shortage of qualified administrative assistants and office support staff will continue. According to the Bureau of Labor Statistics, more than half a million office occupation positions are expected to open up every year in the next decade.

Recommended Sequence of Study

This sequence may require adjustment if students need to fulfill basic skills prerequisites. General Education and competency requirements must be integrated into this sequence of study.

Freshman Year

First Semester

BCIS 12, BCIS 20 or 24 (recommended), BCIS 51
BCIS 46, BCIS 80

Second Semester

BCIS 13, BCIS 28
BCIS 70C, BCIS 70D
BCIS 29, BCIS 25

Sophomore Year

Third Semester

BCIS 40, BCIS 70L
BCIS 85, BCIS 47

Fourth Semester

BCIS 50, BCIS 86,
BCIS 70E, BCIS 70F
Electives ACCT 20 or
ACCT 128, BCIS 99

GE, Competencies, and additional Graduation Requirements

See pages 57-59 for complete information on General Education, competencies and other degree requirements. See a counselor for program planning and assistance.

AS Degree, Career/Technical Program
Certificate of Achievement
Certificate

Office Assistant Program
Connie Petlack, Chair/Advisor (530) 895-2506
Dorene Thompson, Advisor (530) 895-2971
Business Education/BCIS Department Office, BE 116, (530) 895-2371

Required Courses for the Major

The following courses for the Office Assistant major are listed sequentially in the order department faculty believes is most beneficial for the development of skills and knowledge in the field. Advanced courses in BCIS may be substituted if a student has previous training. Courses in this program have recommended basic skills placement levels. A minimum entry-level keyboard proficiency of 35 wpm touch-typing with 3 or fewer errors or concurrent enrollment in BCIS 20/24 is required to attain minimum skill level. The abbreviations (Pre), (Co), or (Pre/Co) following a course title indicate that this required course has a prerequisite/corequisite course. Prerequisite/corequisite information and recommended preparation is listed with each course description.

BCIS 12	Business Writing Skills	(Pre)	3 units
BCIS 46	Electronic Calculator (Ten-Key)		2 units
BCIS 80◆	Introduction to Computer Applications		3 units
BCIS 29	Introduction to PowerPoint		1 unit
BCIS 28*	Microsoft Word	(Pre)	3 units
BCIS 13	Business Communication		3 units
BCIS 70C	Essential Communication Skills		.25 unit
BCIS 70D	Conflict Management Skills		.25 unit
BCIS 25	Voice Recognition		1 unit
BCIS 51	Records Management		3 units
BCIS 40	Machine Transcription	(Pre)	2 units
BCIS 85*	Microsoft Excel		2 units
BCIS 70L	Introduction to Microsoft Outlook		1 unit
BCIS 50	Office Procedures	(Pre)	4 units
BCIS 86*	Microsoft Access		2 units
BCIS 70E	Managing Attitude		.25 unit
BCIS 70F	Creating Your Successful Appearance		.25 unit
BCIS 47	Desktop Publishing/Photoshop	(Pre)	3 units
BCIS 99	Work Experience		2 units
ACCT 128	Bookkeeping		2 units
or ACCT 20	Introduction to Accounting		3 units
Degree Required Electives			3 units

Select 3 units from: BCIS 24, BCIS 70A, BCIS 70I or J, BCIS 85, BCIS 86, BCIS 97, BUS 8, RLS 20, ACCT 100, ACCT 20

* Recommended preparatory course for BCIS 70I MOS Certification Preparation, Specialist Level and BCIS 70J MOS Certification Preparation, Expert Level

Certificate of Achievement

A Certificate of Achievement in Office Assistant will be awarded upon completion of the courses below (31 units). Applications for Certificates of Achievement can be downloaded from the web site at www.butte.edu/curriculum/degrees_and_programs.html or in paper form from your faculty advisor or in AHPS 251. Minimum keyboard proficiency for the Certificate of Achievement is 45 wpm on a three-minute timing with three or fewer errors.

BCIS 12, BCIS 80, BCIS 51, BCIS 29, BCIS 28, BCIS 13, BCIS 25, BCIS 40, BCIS 46, BCIS 50, BCIS70L BCIS 85, BCIS 86, BCIS 70C/D/E/F, BCIS 47

Certificate in Office Assistant

A Certificate in Office Assistant will be awarded upon completion of the Core courses below (15.5 units). To receive a certificate, an official request must be approved by the Faculty Advisor and Department Chair. Minimum keyboard proficiency for a certificate is 40 wpm on a three-minute timing with three or fewer errors.
BCIS 12, BCIS 80, BCIS 29, BCIS 28, BCIS 46, BCIS70C/D, BCIS 51

Basic Computer Competency Certificate

◆ A Basic Computer Competency Certificate will be awarded upon completion of the courses below (5 units). To receive a certificate, an official request must be approved by the Faculty Advisor and Department Chair. BCIS 20 or 24 (1 unit) or ablility to key 25 wpm, BCIS 80, BCIS 84

Peace and Global Studies

About the Program

The Certificate of Achievement in Peace and Global Studies provides students with a broad global knowledge and appreciation for the complexity of human diversity and conflict. The selected courses will enhance knowledge of global issues, systems of thought, language and art, and will provide practical skills toward living more peacefully, cooperatively, and dynamically in the world. By recognizing the challenges and conflicts existent with in the global family, students will also explore opportunities toward building a world of peace personally and interpersonally, and thus, become effective global citizens.

Career Opportunities

This Certificate will serve as a valuable adjunct to careers in: Psychological Counseling (School Psychology), International Relations, Political Science, Human Services (Health and Environmental Services), Domestic Emergency Services (Police, Fire, and Medical), NGO's, Human Rights Organizations, Business, Administration, and Education. Currently international corporations are seeking specialists with global knowledge and skill sets in conflict resolution and prevention through peacemaking and peace building.

GE, Competencies, and additional Graduation Requirements

See pages 57-59 for complete information on General Education, competencies and other degree requirements. See a counselor for program planning and assistance.

Certificate of Achievement
Certificate in Peace and Global Studies

Peace and Global Studies Program
Christine Wood, Advisor (530) 895-2232
Social and Behavioral Sciences Dept. Office, LRC 304, (530) 895-2471

Required Courses for the Certificate of Achievement

A Certificate of Achievement in Peace and Global Studies will be awarded upon completion of the courses below. Applications for Certificates of Achievement can be downloaded from the web site at www.butte.edu/curriculum/degrees_and_programs.html or in paper form from your faculty advisor or in AHPS 251.

Note: Letter and number in parentheses next to a course indicates CSU, GE area and category in which the course may be used.

Personal and Social Perspectives. (14 Core Units Required)

PSY 11	Peace Psychology (D9)	3 units
SOC 5	Our Sustainable Future D7)	3 units
CMST 9	Intercultural Communication* (D3)	3 units
IDST 90	Special Topics	1 unit
PSY 10	Integrated Perspectives in Peace & Global Studies	1 unit
	(This course can be taken twice during the completion of this certificate. When taking this class, students must have taken, or are currently enrolled in three of the courses required for the Certificate)	
PSY 34	Eastern Psychology Through Yoga Traditions (E) and Practices**	3 units
or PHIL 58	Teaching About Religion (C2)	3 units

The World in Its Current State. Select one of the following (3 Units)

AGR 10	World Food and Hunger Issues** (D7)	3 units
ANTH 18	World Cultures** (D1)	3 units
POS 14	Politics of Third World Nations** (D8)	3 units

Foreign Language: A Means to Knowing Others. Select one of the following (4 Units)
(Select from French, German, Spanish, Italian, Japanese)

SPAN 1	First Semester Spanish (C2)	4 units
SPAN 2	Second Semester Spanish (C2)	4 units
SPAN 3	Third Semester Spanish (C2)	4 units
SPAN 4	Fourth Semester Spanish (C2)	4 units

Our History, Economics & Behavior. Select one of the following (3 Units)

HIST 6	The Twentieth Century World (D6)	3 units
ANTH 14	Language & Culture (D1)	3 units
ECON 2	Principles of Macroeconomics (D2)	3 units

Understanding Others Through the Arts. Select one of the following (3 Units)

ART 3	Asian Art History Survey** (C1)	3 units
ART 6	African, Oceanic, & Native American Art History Survey** (C1)	3 units
ENGL 21	Mythology (C2)	3 units
ENGL 35	Cross-Culture Film and Literature (C2)	3 units
Total		27 units

**Meets Non-Western Requirement for CSU / *Meets Ethnic Requirement for CSU

Certificate in Peace and Global Studies

A Certificate in Peace and Global Studies will be awarded upon completion of the courses below (17 units).

PSY 11	Peace Psychology	3 units
PSY 10	Integrated Perspectives in Peach & Global Studies	1 unit
PSY 34	Eastern Psychology Through Yoga Traditions & Practices	3 units
SOC 5	Our Sustainable Future	3 units
AGR 10	World Food and Hunger Issues	3 units
CMST 9	Intercultural Communication	3 units
IDST 94: Service Learning		1 unit

Photography

About the Program

The Photography program provides students with a working knowledge of black-and-white and color photography, and fundamental laboratory and technical skills required for entry-level employment. The curriculum is designed to teach students to become independent professional photographers or to work as technician/photographers for others. Photography is a two-year Associate Degree program.

Career Opportunities

Photography is used in virtually every field in this media-conscious age. Public relations and advertising firms, newspapers, magazines and the fashion industry are among the more traditional employers.

Camera and lab skills also are required for portraiture, wedding and scientific photography. Staff photographers are employed by industrial and architectural firms, hospitals, telecommunication and record companies, galleries and schools, as well as state agencies. Photographers also are needed for aerial surveying for land and/or agricultural development projects.

Working photographers encounter challenges requiring their technical skills and artistic innovation. Jobs involve scheduling photographic assignments for a variety of clients.

Recommended Sequence of Study

This sequence may require adjustment if students need to fulfill basic skills prerequisites. General Education and competency requirements must be integrated into this sequence of study.

Freshman Year

First Semester
PHO 2
PHO 4
BUS 25

Second Semester
PHO 8
ART 7
RTVF 12
ART 2 or ART 4
PHO 13

Sophomore Year

Third Semester
PHO 9
PHO 18 or 19
PHO 95
ART 8

Fourth Semester
PHO 10
ART 2 or 4
ART 70

AS Degree, Career/Technical Program Certificate

Photography Program
Daniel Donnelly, Chair (530) 895-2880
Dennis Wickes, Advisor (530) 895-2975
Art/Digital Art and Design Department Office, ARTS 224, (530) 895-2404
Counseling and Advising (530) 895-2378

Required Courses for the Major

The following courses for the major are grouped numerically by department. Elsewhere on this page, major courses are listed sequentially in the order department faculty feel is most beneficial for the development of skills and knowledge in the field. Courses may be taken out of sequence if necessary. Courses in this program have recommended basic skills placement levels. The abbreviations (Pre), (Co), or (Pre/Co) following a course title indicate that this required course has a prerequisite/corequisite course. Prerequisite/corequisite information and recommended preparation is listed with each course description.

ART 2	Art History Survey I		3 units
ART 4	Art History Survey II		3 units
ART 7	Basic Design I, Color		3 units
ART 8	Basic Drawing		3 units
PHO 2	Basic Photography		3 units
PHO 4	Beginning Color (Digital Emphasis)	(Pre)	3 units
PHO 6	Advanced Black and White Photography	(Pre)	3 units
PHO 8	Photographic Studio Arts I		3 units
PHO 18	Introduction to Digital Photography (MSP 18)		3 units
or PHO 19	Intermediate Digital Color Photography (MSP 19)		
PHO 13	Intermediate Black and White Photography	(Pre)	3 units
PHO 95	Special Studies-Photography		2 units
PHO 99	Photography Work Experience		2 units
RTVF 12	Mass Media and Society (SOC 12)		3 units
PHO 9	Photographic Studio Arts II		3 units
PHO 10	Digital Mural Printing	(Pre)	3 units
BUS 25	Small Business Management	(Pre)	3 units
ART 70	Gallery Production/Business of Art		2 units

Students wishing to transfer should refer to the Art or Radio TV-Film programs listed in the Transfer Program section of this *Catalog.*

Certificate in Photography

A Certificate in Photography will be awarded upon completion of the following courses. To receive a certificate, please contact your advisor or the Art and Digital Art and Design department office, BE 116, (530) 895-2404.

PHO 2 PHO 4 PHO 18 PHO 19

GE, Competencies, and additional Graduation Requirements

See pages 57-59 for complete information on General Education, competencies and other degree requirements. See a counselor for program planning and assistance.

Radio-TV Film (RTVF)

About the Program

To develop the media skills needed for a career or for transfer to a four-year college or university, students will have access to a four-camera remote production van, a video production studio, digital video editing systems, and an audio production facility.

Students will be part of the Butte College TV production team that works to cover athletic and community events for broadcast over the college operated cable TV station.

Butte offers students the skills they need to get a job with as little as one year of training. If students plan to earn a B.A. degree, they can complete many courses which will meet lower division requirements in various media majors. These courses are accepted at all California State University campuses.

Career Opportunities

Computer, satellite teleconferencing, the Internet, interactive video, CD-ROM games, desktop video production—the world of electronic communication is exploding across the country from the smallest elementary classroom to international corporations and government agencies.

Media related industries continue to be one of the fastest growing segments of the job market. As computer and video technology continue to expand and become more user-friendly, there will be an ever-increasing demand for skilled workers at all levels of production and application.

Radio-TV Film Certificates of Achievement

Certificates of Achievement serve many of purposes. Students may incorporate them into a transfer program or utilize them in a job portfolio. Certificates of Achievement have helped many students advance in their current job. Receiving a certificate will enhance a student's chances for entry into the job market. Many students pursue certificates to hone existing skills.

The Radio-TV Film faculty strongly recommend students research what topics are available. The Radio-TV Film advisor, Mark Hall, (530) 879-4033, is available to answer questions.

A Certificate of Achievement for the following Radio-TV Film options will be awarded upon completion of the core requirements and the courses listed under each certificate option. Applications for Certificates of Achievement can be downloaded from the web site at www.butte.edu/curriculum/degrees_and_programs.html or in paper form from your faculty advisor or in AHPS 251.

Certificate of Achievement in Ag Communications
Core courses plus:
AB 22 AB 20 AB 50 NR 26 PLS 20

Certificate of Achievement in Media Sales and Management
Core courses plus:
BUS 20 BUS 64 BCIS 13 BUS 50

Certificate of Achievement in Video Production
Core courses plus: RTVF 45 RTVF 50

AS Degree, Career/Technical Program

Agriculture Communications
Media Sales and Management
Video Production

Certificate of Achievement

Agriculture Communications
Media Sales and Management
Video Production

Radio-TV Film Program
Mark Hall, Advisor (530) 879-4033
Daniel Donnelly, Chair (530) 895-2880
Art/Digital Art and Design Department Office, ARTS 224, (530) 895-2404
For information, visit http://www.butte.edu/instruction/telcom/
Counseling and Advising (530) 895-2378

Required Courses for the Major

The following courses for the Radio-TV Film major and options are listed in the order department faculty feel is most beneficial for the development of skills and knowledge in the field. Courses may be taken out of sequence if necessary. Courses in this program have recommended basic skills placement levels. The abbreviations (Pre), (Co), or (Pre/Co) following a course title indicate that this required course has a prerequisite/corequisite course. Prerequisite/corequisite information and recommended preparation is listed with each course description.

Required Core Courses for All Options

RTVF 30	Digital Audio Production	3 units
RTVF 12	Mass Media and Society	3 units
RTVF 40	Digital Video Production	3 units
RTVF/BUS 60	Advertising and Copywriting	3 units
MSP 74	Introduction to Multimedia Production	3 units

Agriculture Communications Option

AB 20	Careers in Agriculture & Environmental Studies	1 unit
AB 50	Agricultural Accounting	3 units
AB 22	Ag Economics	3 units
NR 26	Environmental World	3 units
CMST 2	Public Speaking	3 units
RTVF 45	Remote Video Production	4 units
PLS 20	Basic Plant Science	3 units
BCIS 13	Business Communications	3 units
BUS 50	Sales in Today's World	3 units
RTVF 99	Work Experience	2-3 units

Media Sales and Management Option

BUS 20	Introduction to Business	3 units
BUS 64	Marketing	3 units
BUS 50	Sales in Today's World	3 units
RTVF/BUS 60	Advertising and Copywriting	3 units
BCIS 13	Business Communications	3 units
RTVF 45	Remote Video Production	4 units
RTVF /BUS99	Work Experience	2-3 units

Video Production Option

RTVF 45	Remote Video Production	4 units
RTVF 99	Work Experience	2-3 units

GE, Competencies, and additional Graduation Requirements

See pages 57-59 for complete information on General Education, competencies and other degree requirements. See a counselor for program planning and assistance.

Real Estate

About the Program

The Real Estate program is designed with two broad objectives. The first is to prepare beginning students for entry into the real estate field, and the second objective is to upgrade the knowledge and skills of real estate professionals.

Three options of study are offered: a one-year program leading to a Certificate of Achievement; a two-year program leading to an Associate Degree; and a program leading to a California license for salespersons and brokers.

Courses are also available for individuals interested in increasing their awareness and skills in the technical aspects of real estate transactions. The successful real estate professional is a person who relates well with people and is a "self-starter."

Career Opportunities

The real estate industry offers many interesting areas of employment and specialization. Positions may be found in real estate sales, appraisal, property management, finance, land development and consulting.

A license is required of all real estate salespeople. In addition, a salesperson must work under the supervision of a licensed broker.

Minimum requirements to apply for the Salesperson Examination are: Age: 18 or older; Experience: None required; Education: Evidence of successful completion of nine units of college level courses in Real Estate Principles, Practices, and one elective is required.

Honesty: A felony conviction may result in the denial of a license.

To qualify to take the State Examination for a broker's license a total of eight courses are required.

Recommended Sequence of Study

This sequence may require adjustment if students need to fulfill basic skills prerequisites. General Education and competency requirements must be integrated into this sequence of study.

Freshman Year

First Semester
RLS 20, RLS 25
ACCT 20 or ACCT 2
BUS 8

Second Semester
RLS 40, BUS 35
BUS 50

Sophomore Year

Third Semester
BCIS 80 or CSCI 2
BUS 25, RLS 50
RLS 55

Fourth Semester
RLS 35, RLS 60
RLS 45 or ECON 2

AS Degree, Career/Technical Program
Certificate of Achievement
Certificates

Sales Person
Appraiser

Real Estate Program
Donna Weaver, Chair (530) 895-2568
Business Education Department Office, BE 116, (530) 895-2371
Counseling and Advising (530) 895-2378

Required Courses for the Major

The following courses for the major in Real Estate are grouped numerically by department. Elsewhere on this page the major courses are listed sequentially in the order department faculty feel is most beneficial for the development of skills and knowledge in the field. Courses may be taken out of sequence if necessary. Students should be familiar with California Dept. of Real Estate requirements for licensing. Students should write the Department of Real Estate, Information Section, PO Box 187000, Sacramento, CA 95818, for their publication titled "Instructions to License Applicants", or call (916) 227-0931, or visit the website at www.dre.ca.gov. Courses in this program have recommended basic skills placement levels. A "C" grade or better is required for each course in the major or certificate.

ACCT 20	Introduction to Accounting		3 units
or ACCT 2	Financial Accounting		4 units
BUS 25	Small Business Management		3 units
BUS 35	Management and Human Relations		3 units
BUS 50	Sales in Today's World		3 units
BUS 8	Legal Environment of Business		3 units
BCIS 80	Introduction to Computer Applications		3 units
or CSCI 2	Computer Literacy		3 units
RLS 20	Real Estate Principles		3 units
RLS 25	Real Estate Practices		3 units
RLS 35	Real Estate Appraisal		3 units
RLS 40	Real Estate Finance	(Pre)	3 units
RLS 45	Real Estate Economics		3 units
or ECON 2	Principles of Macroeconomics		3 units
RLS 50	Escrow Procedures		3 units
RLS 55	Property Management		3 units
RLS 60	Real Estate Mortgage Brokerage		3 units

Certificate of Achievement

A Certificate of Achievement in Real Estate will be awarded upon completion of the courses below. Applications for Certificates of Achievement can be downloaded from the web site at www.butte.edu/curriculum/degrees_and_programs.html or in paper form from your faculty advisor or in AHPS 251.

RLS 20	RLS 25	BUS 35	RLS 40	BUS 50	BUS 8
BCIS 80 or CSCI 2		ACCT 2 or 20			

Sales Person Certificate

RLS 20	RLS 25	RLS 50	SBM 25	BUS 50	BCIS 70

Appraiser Certificate

RLS 20	RLS 30	RLS 35	RLS 55	SBM 25	BCIS 70

GE, Competencies, and additional Graduation Requirements

See pages 57-59 for complete information on General Education, competencies and other degree requirements. See a counselor for program planning and assistance.

Registered Nursing (Two Year Program)

About the Program

The two-year traditional Registered Nursing Associate Degree program prepares the student for licensure as an RN at the Associate Degree Nursing (ADN) level. The four-semester program provides theory and clinical content required for registered nursing licensure. Upon completion of the degree, the student will be eligible for the national/state licensure examination for registered nursing.

Career Opportunities

A registered nurse can seek employment in a variety of settings: acute care hospital, community/home health care, skilled and long term care, clinics, physician offices, and any number of private industries that interface with health care delivery. A national shortage of registered nurses is predicted for the next two decades.

Admission to the Program

Students are admitted by application only. Contact the Nursing Department for application dates and materials. Admission to the program is based on academic and general requirements. In the event that there are more qualified candidates than spaces in the program, a computerized lottery will be used to select the individuals to be enrolled.

Requirements for Application and Admission

- Age 17 years or older with a 12th grade education or equivalent.
- Completion of all prerequisite courses (prerequisites may not be in progress at the time of application)
- An overall grade point average (GPA) of 2.5 for the Human Anatomy, Human Physiology, and Microbiology courses, with no grade less than "C" for each course and no more than one repetition of one of these courses
- An overall GPA of 2.5 for all prerequisite courses
- A minimum 67% composite score on the TEAS test (may be repeated once)

GE, Competencies, and additional Graduation Requirements

See pages 57-59 for complete information on General Education, competencies and other degree requirements. See a counselor for program planning and assistance.

AS Degree, Career/Technical Program

Registered Nursing Program
Department Chair (530) 895-2329
Allied Health/Nursing Department Office AHPS 215, (530) 895-2328
Counseling and Advising (530) 895-2378

Requirements for Associate Degree Program/Registered Nursing

Requires special application for admission. Requirements for application are listed below.

Required Courses

Completion of the following college-level courses with a "C" or better or demonstrated competency by course challenge. Courses in this program have recommended basic skills placement levels. See prerequisites (Pre), corequisities (Co) and recommended preparation listed with each course description. Example: CHEM 110, or the equivalent, is a prerequisite for BIOL 15 and 21.

Prerequisite Courses

BIOL 20	Human Anatomy (GE: Area A) (no online labs)	(Pre)	4 units
BIOL 21	Human Physiology (no online labs)	(Pre)	4 units
BIOL 15	Introduction to Microbiology (no online labs)	(Pre)	5 units
FN 2	Basic Nutrition		3 units
or FN 50	Nutrition and Diet Therapy		4 units
ENGL 2	Reading and Composition I (GE: Area D)	(Pre)	3 units
MATH 108	Beginning Algebra (test/course)		
PSY 1	Principles of Psychology		3 units
or PSY 2	Introduction to Psychology: Basic Processes		3 units
or PSY 4	Introduction to Psychology: Individual/Social Processes		3 units
CMST 2	Public Speaking		3 units
or CMST 4	Group Discussion (GE: Area E)	(Pre)	3 units
or CMST 10	Interpersonal Communication		3 units

Other Required Courses

(May be taken prior to or concurrently with the first year of the program)

HUM	G.E. Requirement for AS degree	3 units
ANTH 4	Cultural Anthropology (GE: Area B)	3 units
or SOC 2	Principles of Sociology (GE: Area B)	3 units
or SOC 4	Modern Social Problems	3 units
PE	PE Activity (2 classes) (GE: Area F)	2 units

Program Sequence

First Semester

NSG 54	Foundations of Practice	3 units
NSG 55	Medical Surgical Nursing I	3 units
NSG 56	Clinical Nursing I	5 units
NSG 57	Theory Integration Seminar I	1 units

Second Semester

NSG 60	Maternity Nursing	3 units
NSG 61	Pharmacology	2 units
NSG 62	Medical Surgical Nursing II	3 units
NSG 66	Clinical Nursing II	5 units
NSG 63	Pediatric Nursing	2 units

Third Semester

NSG 67	Complex Medical Surgical Nursing III	2 units
NSG 68	Clinical Nursing III	4.5 units
NSG 69	Gerontology/Community-Based Nursing	2 units
NSG 71	Theory Integration Seminar III	2 units
NSG 82	NCLEX-RN Exam Prep (Optional, but highly recommended)	2 units

Fourth Semester

NSG 74	Management and Supervision	2 units
NSG 77	Complex Medical Surgical Nursing IV	2 units
NSG 78	Clinical Nursing IV	5 units
NSG 79	Mental Health Nursing	2 units
NSG 81	Theory Integration Seminar IV	2 units

Multicultural breadth requirement met by completion of program.

Registered Nursing: LVN to ADN

About the Program

The Registered Nursing: LVN to ADN (Associate Degree) program admits LVNs to a curriculum to prepare them for licensure as RNs at the Associate Degree level (ADN). Training as a vocational nurse and prerequisite classes count as the first year of a traditional two-year Associate Degree registered nursing program. Two semesters of clinical nursing provide the additional nursing content required for registered nursing licensure.

Upon completion of the program, the student will be eligible for the national/state licensure examination for registered nursing. A registered nurse can seek employment in a variety of settings: acute care hospital, community/home health care, skilled and long term care, clinics, physician offices, and any number of private industries that interface with health care delivery. A national shortage of registered nurses is predicted for the next two decades.

Admission to the Program

Students are admitted by application only. Contact the Nursing Department for application dates and materials. Admission to the program is based on academic and general requirements. In the event that there are more qualified candidates than spaces in the program, a computerized lottery will be used to select the individuals to be enrolled.

Requirements for Application and Admission

- Age 17 years or older with a 12th grade education or equivalent
- Current California licensure as a vocational nurse
- Completion of an approved IV Therapy course
- Minimum of 16 units of college level nursing credit from a vocational or practical nursing program (or an alternative means of satisfying this requirement approved by the Department Chair)
- Completion of all prerequisite courses (prerequisites may not be in progress at the time of application except for NSG 64 and NSG 65)
- An overall grade point average (GPA) of 2.5 for the Human Anatomy, Human Physiology, and Microbiology courses, with no grade less than "C" for each course and no more than one repetition of one of these courses
- An overall GPA of 2.5 for all prerequisite courses
- A minimum 67% composite score on the TEAS test (may be repeated once)

Eligibility for Licensure for Non-Degree Students

A 30-semester-unit option is available for LVNs who wish eligibility for the California Board of Registered Nursing Licensure Examination but who do not wish to complete the Associate Degree Nursing Program. General and academic requirements for this option are limited to:

- Current California LVN licensure
- Successful completion of BIOL 15 and BIOL 21 or equivalent courses
- Successful completion of nursing courses marked with an *.

Students interested in this option should request further information and application materials from the Nursing Department Office.

AS Degree, Career/Technical Program

Nursing: LVN to ADN Program
Department Chair (530) 895-2329
Allied Health/Nursing Department Office AHPS 215, (530) 895-2328
Counseling and Advising +(530) 895-2378

Requirements for the LVN to ADN Program/Registered Nursing Degree

Requires special application for admission. Requirements for application are listed below.

Required Courses

Completion of the following college-level courses with a "C" or better or demonstrated competency by course challenge. Courses in this program have recommended basic skills placement levels. See prerequisites (Pre), corequisities (Co) and recommended preparation listed with each course description. Example: CHEM 110, or the equivalent, is a prerequisite for BIOL 15 and 21.

Prerequisite Courses

ENGL 2	Reading and Composition I (GE: Area D)	(Pre)	3 units
PSY 1	Principles of Psychology		3 units
or PSY 2	Introduction to Psychology: Basic Processes		3 units
or PSY 4	Introduction to Psychology: Individual/Social Processes		3 units
MATH 108	MATH Proficiency (test or course)		
BIOL 15	Introduction to Microbiology (no online labs)	(Pre)	5 units
BIOL 20	Human Anatomy (GE: Area A) (no online labs)	(Pre)	4 units
BIOL 21	Human Physiology (no online labs)	(Pre)	4 units
CMST 2	Public Speaking (GE: Area E)	(Pre)	3 units
or CMST 4	Group Discussion		3 units
or CMST 10	Interpersonal Communication		3 units
NSG 64	Transition to ADN Nursing I		1.5 units
NSG 65	Transition to ADN Nursing II		2.5 units

Other Required Courses
(May be taken prior to or concurrently with the program)

GE	Humanities Requirement (GE: Area C)	3 units
ANTH 4	Cultural Anthropology (GE: Area B)	3 units
or SOC 2	Principles of Sociology (GE: Area B)	3 units
or SOC 4	Modern Social Problems	3 units
PE	PE Activity (2 classes) (GE: Area F)	2 units

Multicultural breadth requirement met by completion of program.

Program Sequence for the Associate Degree or 30-Unit Option

Courses required for the 30 Unit Option are marked with an *.
All coursework for licensure eligibility must be completed with a "C" grade or better.

First Semester

NSG 67*	Complex Medical/Surgical Nursing III	2 units
NSG 68*	Clinical Nursing III	4.5 units
NSG 69*	Gerontology/Community-Based Nursing	2 units
NSG 71	Theory Integration III	2 units
NSG 82	NCLEX-RN Exam Preparation (Optional, but highly recommended)	2 units

Second Semester

NSG 74*	Nursing Supervision and Management	2 units
NSG 77*	Complex Medical/Surgical Nursing IV	2 units
NSG 78*	Clinical Nursing IV	5 units
NSG 79*	Mental Health/Psychiatric Nursing	2 units
NSG 81	Theory Integration IV	2 units

GE, Competencies, and additional Graduation Requirements

See pages 57-59 for complete information on General Education, competencies and other degree requirements. See a counselor for program planning and assistance.

Respiratory Care

About the Program

The Respiratory Care program is designed to prepare students to become licensed Respiratory Care Practitioners in the state of California. In addition, the program prepares the successful graduate to participate in the Certified Respiratory Therapist (CRT) and Registered Respiratory Therapist (RRT) examinations administered by the National Board for Respiratory Care (NBRC).

Respiratory care practitioners are highly skilled allied health professionals involved in the therapy, management, rehabilitation, diagnostic evaluation and care of patients with deficiencies and abnormalities that affect the cardiopulmonary system. They are employed in a variety of health care settings, including hospitals, physician offices, home health agencies, specialized care hospitals, medical equipment supply companies, diagnostic laboratories, and patients' homes. They may further specialize in such areas as adult critical care, neonatal or pediatric intensive care, pulmonary function testing, transport medicine, hyperbaric medicine, home care, management or education.

Graduates practicing in California are required to take a state licensure examination. ***Note:** A person convicted of any offense other than a minor traffic violation may not qualify to be licensed as a Respiratory Care Practitioner in California. Questions regarding this should be directed to the Respiratory Care Program Director.

Admission to the Program

The Respiratory Care Program accepts approximately 30 students each year. When the number of applicants exceeds 30, students are selected by lottery. Estimated expenses average about $4,500 - $5,000 for the entire program, including licensure. Financial aid is available to qualified students.

Recommended Sequence of Study

This sequence may require adjustment if students need to fulfill basic skills prerequisites. General Education and competency requirements must be integrated into this sequence of study.

Freshman Year

First Semester
RT 110, CMST 2 or CMST 4
BIOL 21, GE: Area D, PE

Wintersession
RT 115

Second Semester
RT 120, RT 125
RT 128, BCIS 70C
BCIS 70D or BCIS 70E

Summer Session
RT 135

Sophomore Year

Third Semester
RT 140, RT 142
RT 145, PSY 1 or
PSY 2 or PSY 4

Wintersession
RT 155

Fourth Semester
RT 160, RT 165
GE: Area C, PE

AS Degree, Career/Technical Program Certificate of Achievement

Respiratory Care Program
Donna Davis, Respiratory Care Chair, (530) 895-2827
Respiratory Care Department Office, AHPS 215, (530) 879-4310
Counseling and Advising (530) 895-2378

Required Courses for the Program

All courses, including major, prerequisites, General Education and Competencies, used to fulfill a requirement for this degree must be completed with a "C" grade or better.

Prerequisites for admission to the program

Prerequisites for admission to the program must be completed with a grade of "C" or better. MATH 108, high school algebra, or meeting the math competency for the associate degree

BIOL 15	Introduction to Microbiology (no online labs)	(Pre)	5 units
BIOL 20	Human Anatomy (GE: Area A) (no online labs)	(Pre)	4 units
CHEM 110	Introductory Chemistry	(Pre)	4 units

Additional courses required for completion of the program.

The following courses may be taken prior to or during the program; however, completing any of these courses prior to admission will significantly reduce the student's workload while in the program. These courses must be completed with a "C" grade or better.

BIOL 21	Human Physiology (no online labs)	(Pre)	4 units
GE	General Education Requirement - Area D		3 units
GE	General Education Requirement - Area C		3 units
PSY 1	Principles of Psychology		3 units
or PSY 2	Introduction to Psychology: Basic Processes		3 units
or PSY 4	Introduction to Psychology: Individual/Social Processes		3 units
CMST 2	Public Speaking (GE: Area E)		3 units
or CMST 4	Group Discussion		3 units
PE	PE Activity Courses (Two courses)		2 units
BCIS 70C	Essential Communication Skills		.25 units
BCIS 70D	Conflict Management Skills		.25 units
or BCIS 70E	Managing Attitude		.25 units

Courses required for the Major

Must be completed with a "C" grade or better.

RT 110	Fundamentals of Respiratory Care	7 units
RT 115	Clinical Preparation for Respiratory Care	.75 units
RT 120	Concepts in Respiratory Care	7 units
RT 125	Introduction to Clinical Respiratory Care	3 units
RT 128	Pharmacology of Respiratory Care	3 units
RT 135	Fundamentals of Clinical Respiratory Care (RT 135 is offered during Summer Session)	3.75 units
RT 140	Fundamentals of Intensive Care	6 units
RT 142	Neonatal-Pediatric Respiratory Care	3 units
RT 145	Advanced Respiratory Care Principles	3.25 units
RT 155	Respiratory Care Practicum I (RT 155 is offered during Intersession in January)	2.25 units
RT 160	Respiratory Care Seminar II	4 units
RT 165	Respiratory Care Practicum II	8 units

Certificate of Achievement

All courses used to fulfill requirements for this certificate must be completed with a "C" grade or better. Applications for Certificates of Achievement can be downloaded from the web site at www.butte.edu/curriculum/degrees_and_programs.html or in paper form from your faculty advisor or in AHPS 251.

RT 110	BIOL 21	GE: Area D	RT 115	RT 120	RT 125
RT 128	BIOL 15	RT 135	RT 140	RT 142	RT 145
PSY 1 or PSY 2 or PSY 4	PE		RT 155	RT 160	RT 165
CMST 2 or CMST 4	GE: Area C				

GE, Competencies, and additional Graduation Requirements

See pages 57-59 for complete information on General Education, competencies and other degree requirements. See a counselor for program planning and assistance.

Visual Merchandising

About the Program

The Visual Merchandising program provides students the opportunity to experience firsthand the emerging career area of retail and commercial display. Visual merchandising is a visually and aesthetically oriented field that emphasizes display design, display and prop fabrication, and arrangement with the object of influencing sales of all types of merchandise. It is closely related in concept to Interior Design.

A highly specialized one-year program in Visual Merchandising enables students to acquire marketable skills in a minimum amount of time. A two-year program leading to the Associate Degree is available. Related programs in Fashion Merchandising and Interior Design which transfer to universities are also available at Butte College.

Career Opportunities

The fashion world will provide the most opportunity for the creative visual merchandiser, but display specialists will be in demand wherever there is a need for innovative and visually aesthetic displays of merchandise, art, or artifacts. Display specialists are used for specialty or department stores, galleries and museums, freelance display, display for photography and advertising.

Curriculum

Typical courses in the Visual Merchandising curriculum include:
Art History
Salesmanship
Fashion Retail
Historic Costume
Gallery Production
Visual Merchandising
Computer Applications
Mass Media and Society
Basic and Graphic Design
Fashion Show Production
Display and Promotion Practices
Fundamentals of Interior Design

Recommended Sequence of Study

This sequence may require adjustment if students need to fulfill basic skills prerequisites. General Education and competency requirements must be integrated into this sequence of study.

Freshman Year	Sophomore Year
FASH 18	BUS 50
ID 4, ID 10	ART 2, ART 7
FASH 64, FASH 74	ART 31, ID 8
FASH 90, ID/FASH 99	RTVF 12, CMST 2
BCIS 80, ART 70	

AS Degree, Career/Technical Program
Certificate of Achievement

Visual Merchandising Program
Daniel Donnelly, Chair (530) 895-2880
Art/Digital Art and Design Department Office, ARTS 224, (530) 895-2404
Counseling and Advising (530) 895-2378

Required Courses for the Major

The following courses for the major in Visual Merchandising are grouped numerically by department. Elsewhere on this page, major courses are listed sequentially in the order department faculty feel is most beneficial for the development of skills and knowledge in the field. Courses may be taken out of sequence if necessary. Courses in this program have recommended basic skills placement levels. The abbreviations (Pre), (Co), or (Pre/Co) following a course title indicate that this required course has a prerequisite/corequisite course. Prerequisite/corequisite information and recommended preparation is listed with each course description.

ART 2	Art History Survey I (GE: Area C)	3 units
ART 7	Basic Design I, Color	3 units
ART 31	Graphic Design I	3 units
ART 70	Gallery Production/Business of Art	2 units
BUS 50	Sales in Today's World	3 units
FASH 64	Introduction to Fashion/Retail Careers	3 units
FASH 74	Historic Costume	3 units
FASH 90	Fashion Show Production	3 units
ID 18	Visual Merchandising (FASH 18)	3 units
ID 4	Fundamentals of Interior Design	3 units
ID 10	Commercial Codes and Specifications for Interior Design	3 units
ID 8	Fundamentals of Lighting	3 units
ID 99/FASH 99	Career Work Experience (FASH 99)	3 units

Certificate of Achievement

A Certificate of Achievement in Visual Merchandising will be awarded upon completion of the courses below. Applications for Certificates of Achievement can be downloaded from the web site at www.butte.edu/curriculum/degrees_and_programs.html or in paper form from your faculty advisor or in AHPS 251.

ID 4	ID 10	FASH 64	FASH 74	FASH 90	ART 70
ID/FASH 99	ID/FASH 18	BCIS 80			

GE, Competencies, and additional Graduation Requirements

See pages 57-59 for complete information on General Education, competencies and other degree requirements. See a counselor for program planning and assistance.

Welding Technology

About the Program

The Welding Technology program is designed to prepare students to become certified welders under standards set by the American Welding Society, American Society of Mechanical Engineers. and American Petroleum Institute. Certification examinations may be taken after completion of the first-year courses.

To be successful in this program, students need basic competence in mathematics, must possess good eyesight at least with corrective lenses, sufficient physical stamina to be able to stand and bend for long periods, and not to be bothered by extended exposure to the outdoors.

Students who are still enrolled in high school and who are considering a career as an industrial welder are encouraged to take classes in mathematics, industrial education, and welding. Classes in physical sciences and physics would enhance a student's knowledge and broaden one's experiences.

Career Opportunities

The objective of this program is to teach students to read and follow blueprints and plans, lay out jobs to be done, cut and bend materials, operate an oxy-acetylene torch, shielded metal arc, flux core arc, and do mig and tig welding, and certify in the above processes.

For certified welders employment opportunities are virtually unlimited. High-paying jobs are open in both heavy and light industry throughout California as well as the nation and the world. As far as can be seen in the future, the job market for certified welders will be excellent.

Recommended Sequence of Study

This sequence may require adjustment if students need to fulfill basic skills prerequisites.

Freshman Year

First Semester
WLD 22, WLD 24
WLD 25, WLD 26
WLD 40, WLD 250 (1 unit)

Intersession
WLD 50

Second Semester
WLD 28, WLD 30
WLD 32, WLD 34
WLD 36, WLD 42
WLD 56, WLD 250 (1 unit)

Summer Session
WLD 251
WLD 99

Sophomore Year

Third Semester
BUS 25
BCIS 80

Fourth Semester
AB 54

GE, Competencies, and additional Graduation Requirements

See pages 57-59 for complete information on General Education, competencies and other degree requirements. See a counselor for program planning and assistance.

AS Degree, Career/Technical Program Certificate of Achievement

Welding Technology Program
Don Robinson, Chair/Advisor (530) 895-2469
Counseling and Advising (530) 895-2378
Welding Department Office, AHPS 251, (530) 895-2551

Required Courses for the Program

The following courses for the major in Welding Technology are grouped according to the sequence required for Welder Certification. Elsewhere on this page, major courses for the Associate Degree are listed sequentially in the order department faculty feel is most beneficial for the development of skills and knowledge in the field. Courses for the Associate Degree may be taken out of sequence if necessary. Courses in this program have recommended basic skills placement levels. The abbreviations (Pre), (Co), or (Pre/Co) following a course title indicate that this required course has a prerequisite/corequisite course. Prerequisite/corequisite information and recommended preparation is listed with each course description.

Required Courses for Welder Certification:

Upon completion of the following courses the student will be prepared to take the Welder Certification test:

WLD 22	Oxyacetylene Welding and Flame Cutting	(Co)	2 units
WLD 24	Shielded Metal Arc Welding	(Co)	8 units
WLD 25	Fabrication Practicums	(Co)	2 units
WLD 26	Symbol Reading, Blue Print Interpretations and Computations	(Co)	3 units
WLD 28	Mig and Tig Arc Welding	(Pre/Co)	3 units
WLD 30	Heavy Plate Welding	(Pre/Co)	3 units
WLD 32	Integrated Welding Applications	(Pre/Co)	3 units
WLD 34	Pipe and Tube Welding	(Pre/Co)	4 units
WLD 36	Welder Qualification	(Pre/Co)	3 units
WLD 40	Welding Equipment Maintenance and Service	(Co)	3 units
WLD 42	Introduction to Welding Inspection	(Pre/Co)	2 units
WLD 50	Pipe Fitting and Cutting	(Pre/Co)	2 units
WLD 56	Welding Industry Employment Preparation	(Pre/Co)	3 units
WLD 250	Welding Shop Practices	(Pre/Co)	2 units
WLD 251	Welding Certification Practices	(Pre/Co)	.5 units

Other Required Courses for the Major:

BUS 25	Small Business Management	3 units
AB 54	Supervision and Management	3 units
BCIS 80	Introduction to Computer Applications	3 units
WLD 99	Welding Work Experience	.5-8 units

Certificate of Achievement

A Certificate of Achievement in Welding Technology will be awarded upon completion of the courses listed in the section "Required Courses for Welder Certification" shown above. Applications for Certificates of Achievement can be downloaded from the web site at www.butte.edu/curriculum/degrees_and_programs.html or in paper form from your faculty advisor or in AHPS 251.

PG&E PowerPathway Apprenticeship Program

Description: Courses within this pathway help prepare students for careers within the petrochemical/natural gas pipeline industry. The power pathway specifically trains welders for potential apprentice welding positions within Pacific Gas and Electric.

Prerequisites to this program are the successful completion of WLD 22, WLD 24, WLD 25, WLD 26, WLD 28, WLD 30, WLD 32, WLD 34, WLD 36, WLD 40, WLD 42, and WLD 50. **Co-requisites** to this program are WLD 250 and WLD 251

PowerPathway Apprenticeship Program Courses: (Only offered in the summer session)

WLD 55	Power Generation & Petroleum Chemical Pipe & Tube Welding	5 units
WLD 250	Welding and Shop Practices	1 unit
WLD 251	Welding Certification Practices	1 unit

Transfer Degree and Major Programs

Butte College Transfer Majors

The Transfer Majors on the following pages closely follow major requirements at California State University, Chico. Students planning to transfer should contact a counselor for more information on program requirements.

Ag/Natural Resources 118
- Agriscience and Education Emphasis
- Integrated Animal Systems Emphasis
- Integrated Plant Systems Emphasis
- Wildland-Range Science Emphasis

Agriculture Business 119

Apparel Marketing and Design 120

Biological Science 121

Business Administration 122

Chemistry 123

Child Development 124

Communication Studies 125

Computer Science 126
- Math/Science Emphasis

Criminal Justice 127

Engineering 128
- Civil Engineering Emphasis
- Computer Engineering Emphasis
- Electrical/Electronic Engineering Emphasis
- Mechanical Engineering Emphasis

Environmental Science 129
- Ethics Emphasis
- Technology Emphasis
- First Nations Environmental Protection Emphasis

Fine Arts 130
- Art Education Emphasis
- Art History Emphasis
- Art Studio Emphasis
- Fine Art, Electronic Arts, Computer Animation Emphasis
- Fine Art, Electronic Arts, Intermedia Studio Emphasis
- Fine Art, Electronic Arts, Multimedia Studio Emphasis
- Fine Art, Art Studio Emphasis
- Art, Interior Design Emphasis
- Fine Art, Interior Design Emphasis

Graphic Design 131

Language Arts 132

Liberal Studies 133

Mathematics 134

Nutrition and Food Sciences 135
- Food Administration Emphasis
- General Dietetics Emphasis

Physical Education 136
- Exercise Physiology Option
- Movement Studies Option
- Physical Education Teacher Option

Physical Science 137
- Emphasis in Earth Science
- Emphasis in Geology
- Emphasis in Hydrology
- Emphasis in Meteorology

Physics 138

Radio-TV Film 139
- Information and Communications Systems Emphasis
- Instructional Technology Emphasis
- Journalism Emphasis
  - News-Ed Pattern
  - Public Relations Patterm
- Media Arts Emphasis
- Organizational Communication Emphasis
- Speech Communication Emphasis
- Visual Communication Emphasis
  - Graphic Design Pattern
  - Illustration Design Pattern

Social and Behavioral Science 140

Sustainability Studies 141

University Studies 142

See A Counselor For Program-Planning Help

Students should make an appointment to consult with a counselor about college transfer requirements

For an appointment, call (530) 895-2378

Admission and Transfer to Four-Year Institutions

For students who wish to extend their education to include a Bachelor's Degree, Butte College offers the first two years of the four-year program. Students planning to transfer should consult a counselor for program planning purposes. In addition, students may remove any high school grade or subject deficiencies which are preventing entrance to the four-year college or university of their choice.

Requirements for Junior Standing at Selected California Colleges and Universities

Students who plan to transfer to one of the California four-year colleges or universities should plan their courses at Butte College to include the required freshman and sophomore courses of the four-year institution. They should work closely with a counselor in order to ensure that their choice of courses at Butte College will fulfill both major and lower division requirements for the college or university of their choice, as well as the requirements for the Associate Degree at Butte College.

CSU Degree Planning

Students should examine the catalog of the state university which they expect to attend and plan a program with the aid of their counselors. Transfer programs in this *Catalog* are designed to closely match lower division major requirements at CSU, Chico.

To meet the California State University (CSU) transfer admission requirements, students must have all of the following:

- At least 60 transferable units
- A transferable course GPA of at least 2.0
- Within the 60 transferable units, at least 30 units of General Education requirements with a grade of C or better in each course.
- The 30 required General Education units must include categories A1, A2, A3, and B4.

Transferability of Courses

Butte College has course transfer credit agreements with most California State Universities and Colleges, and the University of California. Articulation agreements are also made for many of the career education programs offered, such as agriculture, law enforcement, technology, home economics, and business. Students are cautioned to seek assistance in planning programs for transfer. Not all Butte College courses transfer to the State Universities and Colleges and the University of California. Admissions procedures of the State Universities and Colleges require students who are planning to transfer to use only transferable college credit courses for both admissions and graduation purposes. Students should consult a counselor in planning their programs. Articulation agreements for many California Colleges and Universities can be found at www.assist.org.

CSU General Education Certification

The 2009-2010 General Education certification requirements for California State Universities and Colleges are listed on page 114. Students enrolled on a continuous basis at a California Community College prior to the Academic Year 2009-2010 may complete their General Education requirements under the provisions outlined in the *Catalog* that was current at the date of their enrollment. Courses used for CSU General Education must appear on the GE list for the academic year the course was taken. Students can obtain lists of courses by contacting Butte College Counseling. For student transferring to CSU, Chico, see important GE modifications for certain majors on page 115.

GE Courses Removed From the List

General Education courses are valid as GE for transfer status only if the course is on the CSU GE list (or IGETC list) for the academic year in which the student takes the GE course. If a GE course is removed from the list in a subsequent academic year, that course cannot count towards the GE transfer if taken in the catalog year it is off the list. Plan to review with a counselor how this ruling may affect the transfer program.

Program Changes

Transfer Programs and Associate Degree requirements are subject to change without notice. Information about course offerings, fees, refunds and college policies published in this *Catalog* is subject to change. It may be necessary to cancel courses or programs without prior notice in this publication. Students should consult a counselor for information.

Transfer Majors

Requirements for Junior Standing Upon Transfer

CSU Degree Planning

Transferability of Courses

CSU General Ed Certification

GE Courses Removed From List

Program Changes

CSU-Transferable General Education

These lists represent currently approved and accepted courses for transfer to California State Universities. Additional courses proposed for General Education for 2009-2010 are shown in a special typeface with the following words: pending approval. Final approval for new GE courses takes place after press time for this Catalog. Students are advised to consult with a counselor when planning their transfer program.

Area B Through D Restrictions
A maximum of 30 lower division units may be applied to CSU General Education from Areas B through D.

Courses listed in more than one category can be counted in only one category except in Area B.

Area A
English Language Communication and Critical Thinking

Three courses, 9 semester units, with at least one course each from A1, A2, and A3.

A.1 Oral Communication
CMST 2, 4

A.2 Written Communication
ENGL 2

A.3 Critical Thinking
ENGL 11
MATH 7
PHIL 6, 7, 8
CMST 14

Area B
Scientific Inquiry and Quantitative Reasoning

At least three courses, 9 semester units minimum, with one course each from B1, B2, and B4. The B3 requirement is met with the completion of a laboratory course or laboratory component from B1 or B2. Courses that meet this requirement are marked with a °. The course or component used to fulfill B3 can also be used to fulfill B1 or B2. When listed next to a lecture course, the adjoining laboratory course must be taken for certification.

B.1 Physical Science
AGS 50°
BIOL 4†°
CHEM 1°, 2°, 10 , 21°, 22° ,51°, 52°
GEOG 2, 2/3°
GEOL 10/11°, 20/21°, 32°, 50/11°
PHYS 10/11°, 21°, 22°, 41°, 42°, 43°
PSC 4†°, 10°, 12°, 20/21°, 30°, 50/51°, 52/51

† Must also complete BIOL 6 or PSC 6 for certification

B.2 Life Science
ANS 20°
ANTH 2
BIOL 1°, 2, 5°, 6‡°, 7, 11°, 12°, 13°, 20°, 21°
EH 33°
HON 7°
PLS 15/16°, 20°, 25
PSC 6‡°

† Must also complete BIOL 4 or PSC 4 for certification

B.3 Laboratory Activity
The B3 requirement is met with the completion of a laboratory course or laboratory component from B1 or B2. Courses that meet this requirement are marked with a °. The course or component used to fulfill B3 can also be used to fulfill B1 or B2. When listed next to a lecture course, the adjoining laboratory course must be taken for certification.

Area B, continued

B.4 Mathematics/Quantitative Reasoning
MATH 11, 12, 13, 18, 19, 20, 26, 30, 31, 32, 40, 42, 44

Area C
Arts and Humanities

Three courses, 9 semester units, with at least one course each in C1 and C2 and the third course from C1 or C2.

C.1 Arts (Art, Dance, Music, Theater)
ART 1, 2, 3**, 4, 6**
CMST 6
DRAM 2, 8
HON 2
MUS 1, 2, 4, 5, 6, 7, 9
RTVF 15

C.2 Humanities (Literature, Philosophy, Foreign Languages)
ENGL 4, 6, 8, 10, 14, 15, 16, 18, 19, 20, 21, 23, 25, 28, 35**, 47*
FREN 1, 2
GERM 1, 2, 3, 4
HIST 2, 4 , 12, 14, 18*, 30*
HON 1, 6**
HUM 8, 17, 22, 44
ITAL 1, 2
JPN 1, 2, 3, 4
LATN 1, 2, 3
PHIL 2, 5, 16, 18**, 58
RTVF 13
SPAN 1, 2, 3, 4, 14, 16

Area D
Social Sciences

Three courses, 9 semester units, with courses in at least two of the 10 discipline categories listed below (D0 through D9).

D.0 Sociology and Criminology
AJ 1
HUM 23
RTVF 12
SOC 2, 4, 12, 14, 23, 30*

D.1 Anthropology and Archeology
ANTH 4**, 13**, 14, 16, 18**, 33**, 34*
MCS 34*

D.2 Economics
ECON 2, 4, 25, 30, 35

D.3 Ethnic Studies
ANTH 32*, 34*
CMST 9*
HIST 18*, 30*
MCS 32*, 34*, 36*, 38*, 50**

Area D, continued

D.4 Gender Studies
PSY 16, CMST 13

D.5 Geography
GEOG 4**, 5**, 8**, 10*, 12
NR 26

D.6 History
HIST 2, 4, 6, 12, 14, 18*, 20**
HON 3, 4
POS 20

D.7 Interdisciplinary Social or Behavioral Science
AGR 10**
CMST 10
HIST 22
HON 4
HUM 17, 60
NR 26
SOC 5, 60

D.8 Political Science, Government, and Legal Institutions
POS 3, 14**, 16, 18

D.9 Psychology
CDF 14
PSY 1, 2, 4, 11, 41*

Area E
Lifelong Learning and Self-Development

One course, 3 semester units.
BUS 62
CMST 3
CSL 20, 92
ENGL 31
FN 2
HLTH 2
HUM 23
LM 40
POS 92
PSY 20, 34**, 52
REC 80
SOC 3, 8, 14, 23

U.S. History, Constitution, and American Ideals

One course from each category.

Category 1
U.S. History
ECON 20
HIST 8, 10, 28

Category 2
Government
POS 2, 12

*Meets requirement for CSU, Chico United States Diversity Studies

**Meets requirement for CSU, Chico Global Cultures Studies

General Education Modifications for Certain Majors at CSU, Chico

The following requirements apply to students who start college Fall 2009 or thereafter. A student can apply a maximum of 39 lower division semester units toward General Education certification at an institution in the California State University system. Nine additional General Education units must be completed at an institution in the CSU System. These courses will be taken at the upper division level. Some majors at some CSU institutions have modifications to General Education requirements. The following list indicates GE modifications to certain majors at California State University, Chico. Students should confer with a counselor for program planning assistance.

Specific Course Requirements for Certain Majors at CSU, Chico

Following is a list of CSU, Chico majors in which GE requirements have been modified. These modifications include special approval for various required non-GE courses to count in the GE categories indicated. Most of these majors also specify other approved GE courses which must be taken for the majors. See a counselor for more information.

Agriculture

HIST 8 or 10 or 28 or ECON 20 may be used to fulfill any one of the Area C requirements (C1 or C2).
POS 2 or 12 may be used to fulfill any one of the Area D requirements.

Art (Bachelor of Fine Arts)

HIST 8 or 10 or 28 or ECON 20 may be used to fulfill any one of the Area C requirements (C1 or C2).
POS 2 or 12 may be used to fulfill any one of the Area D requirements.

Biological Science

The Area B2 requirement may be fulfilled by BIOL 13.

Chemistry (Biochemistry Option)

The Area B2 requirement may be fulfilled by BIOL 13.

Computer Science and CIS

HIST 8 or 10 or 28 or ECON 20 may be used to fulfill any one of the Area C requirements (C1 or C2).
POS 2 or 12 may be used to fulfill any one of the Area D requirements.

Construction Management

Select only one breadth course from Area C (C1 or C2) because HIST 8 or 10 or 28 or ECON 20 meets one category and the other is waived.
ECON 2 and ECON 4 meet two Area D requirements.
POS 2 or 12 may be used to fulfill the third Area D requirement.

Engineering

(Civil, Electrical, Mechanical, and Computer Engineering)

Select CMST 2 from area A1. The A3 requirement is met by a course in the major.
Select only one course from Area C (C1 or C2) because HIST 8 or 10 or 28 or ECON 20 meets one category and one is waived.
Select only one course Area D because POS 2 or 12 meets one category and one is waived.
The Area E requirement may be met with an upper division course in the major.
For Computer Engineering majors only, the B2 requirement is satisfied by the additional Physics classes.
Note: In addition to these modifications, Engineering majors must consult a counselor about when and how to take GE courses in order to fit the required upper division GE units and Ethnic/Non-Western requirements into their program without exceeding the 132 required units for the degree.

Environmental Science

The B2 requirement may be met with BIOL 13.

Liberal Studies

Completion of the Liberal Studies major satisfies all General Education requirements. Upper division major requirements satisfy the Ethnic and Non-Western Studies requirements.

Manufacturing Technology

Select only one course from Area C (C1 or C2) because HIST 8 or 10 or 28 or ECON 20 meets one category and one is waived.
POS 2 or 12 may be used to fulfill any one of the Area D requirements.

Microbiology

(including the option in Clinical Laboratory Science)

The B2 requirement may be met with BIOL 13.
POS 2 or 12 may be used to fulfill one of the Area D requirements.

Nursing

HIST 8 or 10 or 28 or ECON 20 may be used to fulfill any one of the Area C requirements (C1 or C2).
POS 2 or 12 may be used to fulfill one of the Area D requirements.

Physical Education (Option in Teacher Education)

HIST 8 or 10 or 28 or ECON 20 may be used to fulfill any one of the Area C requirements (C1 or C2).
POS 2 or 12 may be used to fulfill any one of the Area D requirements.
The Area E requirement may be met with an upper division course in the major.

Physics

Area B2 may be met with BIOL 13.

General Physics

HIST 8 or 28 or ECON 20 may be used to fulfill C1 or C2.
POS 2 or 12 may be used to fulfill any one of the Area D requirements.
The Area E requirement may be met with an upper division course in the major.

Guide to IGETC: CSU/UC Transfer

Help With the Transfer Process

Any student considering transfer to a four-year college or university should take advantage of all transfer-process services offered by the college. These services are all directed at making the transfer to colleges and universities as smooth and efficient as possible.

Services offered at the Counseling Center and the Transfer Center are designed to assist students from the time they enter Butte, during their time here, and through the transfer experience to the university of the their choice.

Exploring Majors, Universities, and Careers

Services include exploration, (choice of major, university, and career), academic planning, and transition services to the transfer institution.

The Transfer Center, located within the Career Center complex, coordinates the delivery of services to Butte College students who wish to transfer to four- year schools.

Although the Center serves all of Butte's students, special emphasis is placed on supplying services to under-represented students, (Black, disabled, Hispanic, Native American, and Pacific Islanders).

The Transfer Center encourages students to use all the resources of the college to ensure successful transfer.

Transfer Counseling Center
(530) 895-2264

Counseling and Advising
(530) 895-2378

This Intersegmental GE Transfer Curriculum information is for students beginning their college education during the 2009-2010 academic year. Due to the complexity of the requirements and the potential for inappropriate course selection, students are advised to work with a Butte College counselor when developing their educational program.

Overview of Requirements for the Bachelor's Degree Breadth and General Ed

These courses offer an opportunity to broaden one's awareness, discover academic interests, and develop academic skills. The selection of courses to meet this requirement should be influenced by the major(s) and any other programs students wish to consider.

The Intersegmental General Education Transfer Curriculum (IGETC) specifies a series of subject areas and types of courses which, if completed prior to transfer, will satisfy the lower division Breadth and General Education requirements at any public university in California. It consists of a minimum of 37 units for California State University (CSU) students and a minimum of 34 units for University of California (UC) students. CSU students have the option of completing the IGETC or the CSU General Education requirements. UC students have the option of completing IGETC or the campus-specific Breadth and General Education requirements.

Students are referred to the Butte College document "Choosing the General Education Option" for information which will help them select the General Education preparation which suits their individual educational need. Students are strongly advised to work with a Butte College Counselor when making this decision.

Note: A satisfactory ("C" or "P") grade or higher must be earned in all courses used in IGETC. When the IGETC option is selected, the entire set of requirements must be met prior to transfer. Courses completed at other institutions can be used to meet IGETC requirements.

Requirements for a Major

A major consists of a group of courses which emphasize a depth of study in a particular field. Majors may require as few as 30 semester units or as many as 100 semester units. IGETC isn't normally the best option for students in "high unit majors." Certain majors require courses which also meet IGETC requirements. Courses can be used for both purposes. Individual campuses may have limitations as to the number of courses which can be used in this way. Careful course planning provides the greatest opportunity for maximizing options within a Bachelor's Degree program.

Electives Requirement

The number of elective units is dependent on the units required by a student's major and GE programs. Electives are used to complete a second major, a minor, credential requirements, or other personal educational goals.

Admissions and IGETC

IGETC is not an admission requirement. However, completion of IGETC prior to transfer may improve a student's chances for admission to impacted campuses and/or programs. As they prepare to transfer, students are strongly advised to file their admissions application during the priority filing period. Consult a counselor for those dates.

General Education Courses Removed From the List

General Education courses are valid as GE for transfer status only if the course is on the IGETC list or CSU GE list for the academic year in which students take the GE course. If a GE course is removed from the list in a subsequent academic year, that course cannot count towards the GE transfer if taken in the catalog year it is off the list. Plan to review with a counselor how this ruling may affect the transfer program.

Courses Applicable to IGETC

Courses listed in more than one category can be counted in only one category.

Area 1 - English Communication

1A English Composition
One course, 3 semester units required
ENGL 2

1B Critical Thinking
One course, 3 semester units required
ENGL 11
MATH 7
PHIL 7, 8
CMST 14

1C Oral Communication (CSU requirement only)
One course, 3 semester units required (CSU only)
CMST 2, 4

Area 2 - Mathematical Concepts and Quantitative Reasoning
One course, 3 semester units required.

2A Math
MATH 12, 13, 18, 19, 26, 30, 31, 32, 40, 42, 44

Area 3 - Arts and Humanities
At least three courses, with at least one course from 3A, one course from 3B, and the third course from 3A or 3B.
9 semester units required.

3A Arts
ART 1, 2, 3**, 4, 6**
DRAM 2
HON 2
MUS 1, 2, 4, 5, 6, 9
RTVF 15

3B Humanities
ENGL 4, 8, 10, 14, 15, 18, 19, 20, 21, 23, 25, 28, 31, 35**, 47
HIST 2, 4, 12, 14, 18* 30*
HON 1, 6**
HUM 17, 22
LATN 3
PHIL 2, 16, 18**
SPAN 14, 16

Area 4 - Social and Behavioral Sciences
At least three courses, from at least two of the 10 discipline categories (4A through 4J) listed below.
9 semester units required.

4A Anthropology and Archeology
ANTH 4**, 14, 16, 18**, 32*, 33**, 34*
MCS 34*

4B Economics
ECON 2, 4

4C Ethnic Studies
ANTH 34*
HIST 18*
MCS 32*, 34*, 36*

4D Gender Studies
PSY 16

4E Geography
GEOG 4**, 5**, 8**, 10*
NR 26

4F History
HIST 6, 18*
HON 3

4G Interdisciplinary Social and Behavioral Sciences
AGR 10**
HON 4
HUM 60
SOC 5, 60

Area 4 - continued

4H Political Science, Government and Legal Institutions
POS 3, 14**, 16, 18

4I Psychology
PSY 2, 4, 41*

4J Sociology and Criminology
ANTH 34*
HUM 23
MCS 34*
SOC 2, 4, 12, 14, 23, 30*
RTVF 12

Area 5 - Physical and Biological Sciences
At least two courses, one from 5A and one from 5B (at least one to include a laboratory). Courses marked with "°" will satisfy the lab requirement. Courses to the right of a "/" are optional laboratory experiences. 7-9 semester units required.

5A Physical Science
AGS 50°
CHEM 1°, 2°, 21°, 22°
GEOG 2/3°
GEOL 10/11°, 20/21°, 50
PHYS 10/11°, 21°, 22°, 41°, 42°, 43°
PSC 10°, 12°, 20/21°, 30°, 50/51°, 52/51°

5B Biological Science
ANTH 2
BIOL 1°, 2, 7, 11°, 12°, 13°, 20°, 21°
HON 7°
PLS 20°

Area 6 - Languages Other Than English (UC only)
Proficiency equivalent to two years of high school study in the same language. Any one of the following courses at Butte College meets this requirement.

6A Languages Other Than English
FREN 2 GERM 2, 3, 4 ITAL 2 JPN 2, 3, 4
LATN 2, 3 SPAN 2, 3, 4

U.S. History, Constitution, and American Ideals (CSU)

American History and Institutions (UC)
One course each from Category 1 and Category 2 will meet both the CSU and the UC graduation requirements. Courses used for this purpose may not be used to fulfill IGETC requirements.

Note: Many students have met the U.C. American History and Institutions graduation requirement through work completed in high school. Students are advised to consult a Counselor to determine how to meet these requirements.

Category 1	Category 2
U.S. History	**Government**
ECON 20	POS 2, 12‡
HIST 8, 10, 28	‡**Note:** POS 12 can be used to meet the Category 2 requirement for CSU only. It cannot be used for the UC.

* Meets requirement for CSU, Chico United States Diversity Studies

** Meets requirement for CSU, Chico Global Cultures Studies

Agriculture/Natural Resources

About the Transfer Program

All of the Agriculture transfer Emphases listed on this page reflect the requirements for California State University, Chico. Students planning to transfer should contact a counselor for more information on program requirements.

Visit: **www.assist.org** for transfer information and transfer agreements between Butte College and most CSU and UC campuses.

AS Degree, Transfer Major

Agriscience and Education
Integrated Plant Systems
Integrated Animal Systems
Wildland-Range Science

Agriculture, Environmental Sciences & Welding
Department Office, AHPS 251, (530) 895-2551
Web site: www.butte.edu/~rslavich/
Counseling and Advising (530) 895-2378
Transfer Center (530) 895-2264

Required Agriculture Core Courses

Completion of the Core Courses fulfills requirements for the Integrated Animal Systems Emphasis and Integrated Plant Systems Emphasis. Additional courses are required for Agriscience and Education Emphases shown below.

AB 22	Agriculture Economics		3 units
or AB 50	Agricultural Accounting		3 units
or ACCT 2	Financial Accounting		4 units
ANS 20	Introduction to Animal Science		3 units
or ANS 50	Feeds and Feeding		3 units
AGS 50	General Soils		4 units
CHEM 1	General Chemistry I		5 units
or CHEM 51	Elementary Inorganic Chemistry	(Pre)	5 units
CHEM 2	General Chemistry II		5 units
or CHEM 52	Elementary Organic and Biochemistry	(Pre)	4 units
MATH 18	Introduction to Statistics	(Pre)	3 units
PLS 20*	Basic Plant Science (lecture/lab)		3 units
or PLS 15*	Introduction to Plant Science		2 units
with PLS 16	Basic Plant Science Lab		1 unit

Select 6 elective units from: AB 20, AB 25, AB 26, AB 50, AB 54, AET 22, AET 26, AET 30, AET 34, AET 35, AET 36, AET 37, AET 38, AET 40, AET 41, AET 42, AET 43, AGS 22, AGS 24, AGS 30, AGS 56, AGR 10, PLS 25, ANS 30, ANS 33, ANS 40, ANS 42, ANS 50, and ANS 80.

* These courses are also available via video tape, and the Internet.
Refer to Search for classes at www.butte.edu or the *Semester Class Schedule* for meeting details. Internet course information available at www.butte.edu/~rslavich/.

Emphasis in Agriscience and Education

AET 22 Natural Resources and Agri-Construction 3 units

Additional lower division coursework may be taken in Agricultural Business (AB), Agricultural Engineering Technology (AET), Agricultural Science (AGS), Animal Science (ANS), or Plant Science (PLS). Students must consult with their adviser for selection and approval of courses.

Emphasis in Integrated Animal Systems, Integrated Plant Systems, or Wildland-Range Science

Additional lower division coursework may be taken in Agricultural Business (AB), Agricultural Engineering Technology (AET), Agricultural Science (AGS), Animal Science (ANS), or Plant Science (PLS). Students must consult with their adviser for selection and approval of courses.

Requirements for Transfer General Education

Students should work closely with a Butte College counselor for Transfer Program planning and assistance. See pages 113 and 114 for CSU Transfer and General Education requirements. See pages 116 and 117 for IGETC requirements and UC transfer information. Certain majors at CSU Chico allow modifications for General Education (page 115).

Butte College Associate Degree Requirements

Information on Butte College Associate Degree requirements can be found on pages 57 - 59. Students should work closely with a Butte College counselor for Career Program planning and assistance. Courses in this program have recommended Basic Skills placement levels. The abbreviations (Pre), (Co), or (Pre/Co) following a course title indicate that this required course has a prerequisite/corequisite course. Prerequisite/corequisite information and recommended preparation are listed with each course description.

Agriculture Business

About the Transfer Program

All of the Agriculture transfer options listed on this page and on the following several pages reflect the requirements for California State University, Chico. Students planning to transfer should contact a counselor for more information on program requirements.

Visit: **www.assist.org** for transfer information and transfer agreements between Butte College and most CSU and UC campuses.

AS Degree, Transfer Major

Agriculture, Environmental Sciences & Welding
Department Office, AHPS 251, (530) 895-2551
Web site: www.butte.edu/~rslavich/
Counseling and Advising (530) 895-2378
Transfer Center (530 895-2264

Required Ag Business Major Courses

AB 22	Agriculture Economics		3 units
AB 50	Agricultural Accounting		3 units
ACCT 2	Financial Accounting		4 units
ACCT 4	Managerial Accounting		4 units
AGS 50	General Soils		4 units
ANS 20	Introduction to Animal Science		3 units
or PLS 20*	Basic Plant Science (lecture/lab)		3 units
or PLS 15*	Introduction to Plant Science		2 units
with PLS 16	Basic Plant Science Lab		1 unit
CHEM 51	Elementary Inorganic Chemistry	(Pre)	5 units
ECON 2	Principles of Macroeconomics		3 units
MATH 18	Introduction to Statistics	(Pre)	3 units

Select 6 elective units from: AB 20, AB 25, AB 26, AB 54, AET 22, AET 26, AET 30, AET 34, AET 35, AET 36, AET 37, AET 38, AET 40, AET 41, AET 42, AET 43, AGS 22, AGS 24, AGS 30, AGS 56, AGS 104, AGR 10, ANS 30, ANS 33, ANS 40, ANS 42, ANS 50, ANS 80, and PLS 25.

* These courses are also available via video tape, and the Internet.
Refer to Search for classes at www.butte.edu or the *Semester Class Schedule* for meeting details. Internet course information available at www.butte.edu/~rslavich/.

Additional Coursework

Additional coursework may be taken in Agricultural Business (AB), Agricultural Engineering Technology (AET), Animal Science (ANS), Plant Science (PLS), or Agricultural Science (AGS). Students must consult with their adviser for selection and approval of courses.

Requirements for Transfer General Education

Students should work closely with a Butte College counselor for Transfer Program planning and assistance. See pages 113 and 114 for CSU Transfer and General Education requirements. See pages 116 and 117 for IGETC requirements and UC transfer information. Certain majors at CSU Chico allow modifications for General Education (page 115).

Butte College Associate Degree Requirements

Information on Butte College Associate Degree requirements can be found on pages 57 - 59. Students should work closely with a Butte College counselor for Career Program planning and assistance. Courses in this program have recommended Basic Skills placement levels. The abbreviations (Pre), (Co), or (Pre/Co) following a course title indicate that this required course has a prerequisite/corequisite course. Prerequisite/corequisite information and recommended preparation are listed with each course description.

Apparel Marketing and Design

About The Transfer Program

The Apparel Marketing and Design major and emphases listed here reflect the recommended courses for California State University, Sacramento. Students planning to transfer should contact a counselor for more information on program requirements.

Apparel Marketing and Design/Fashion programs are available at CSU, Fresno, Long Beach, Los Angeles, Northridge, Sacramento and San Francisco. Students planning to transfer should contact a counselor for specific information on each program's requirements, especially for recommended General Education classes.

Visit: **www.assist.org** for transfer information and transfer agreements between Butte College and most CSU and UC campuses.

AS Degree, Transfer Major

Apparel Marketing and Design Program
Daniel Donnelly, Chair (530) 895-2880
Art/Digital Art and Design Department Office, ARTS 224 (530) 895-2404
Counseling and Advising (530) 895-2378
Transfer Center (530) 895-2264

Required Core Courses

FASH 6	Understanding Fibers, Fabrics and Textiles	3 units
FASH 64	Introduction to Fashion/Retail Careers	3 units
ID 16	Applied Color and Design Theory	2 units
ECON 2	Principles of Macroeconomics	3 units
or ECON 4	Principles of Microeconomics (GE: Area D.2)	
ACCT 2	Financial Accounting	4 units
BCIS 80	Introduction to Computer Applications	(Pre/Co) 3 units
		18 units

Requirements for Transfer General Education

Students should work closely with a Butte College counselor for Transfer Program planning and assistance. See pages 113 and 114 for CSU Transfer and General Education requirements. See pages 116 and 117 for IGETC requirements and UC transfer information. Certain majors at CSU Chico allow modifications for General Education (page 115).

Butte College Associate Degree Requirements

Information on Butte College Associate Degree requirements can be found on pages 57 - 59. Students should work closely with a Butte College counselor for Career Program planning and assistance. Courses in this program have recommended Basic Skills placement levels. The abbreviations (Pre), (Co), or (Pre/Co) following a course title indicate that this required course has a prerequisite/corequisite course. Prerequisite/corequisite information and recommended preparation are listed with each course description.

Biological Science

About the Transfer Program

The Biological Sciences Transfer Major is designed for students who plan to earn a Bachelor's Degree in Biology or a related field. This Transfer Major also serves as the basis for pre-medicine, pre-dentistry and pre-veterinarian students.

The Biological Science major listed here reflects the requirements of almost all campuses of the California State University and University of California, as well as most other four-year colleges and universities. Students should consult the catalogs of each school to which they may transfer for information on specific program requirements.

Visit: **www.assist.org** for transfer information and transfer agreements between Butte College and most CSU and UC campuses.

AS Degree, Transfer Major

Biological Science
Department Office, T 132, (530) 895-2539
Gary Fugle, Biology Chair (530) 895-2504
Counseling and Advising (530) 895-2378
Transfer Center (530) 895-2264

Required Courses for the Transfer Major

BIOL 11	Zoology	(Pre)	5 units
BIOL 12	Botany	(Pre)	5 units
BIOL 13	Cell and Molecular Biology	(Pre)	5 units
CHEM 1	General Chemistry I	(Pre)	5 units
CHEM 2	General Chemistry II	(Pre)	5 units

Recommended Courses for Transfer

CHEM 21*	Organic Chemistry I	(Pre)	5 units
CHEM 22*	Organic Chemistry II	(Pre)	5 units
MATH 30***	Analytical Geometry and Calculus I	(Pre)	5 units
MATH 31***	Analytical Geometry and Calculus II	(Pre)	4 units
PHYS 21**	College Physics I	(Pre)	4 units
PHYS 22**	College Physics II	(Pre)	4 units

*A bachelor's degree in Biology at most universities requires one or two semesters of Organic Chemistry. Students should consult school catalogs and work with a counselor to determine requirements at each university they are considering.

**A bachelor's degree in Biology at most universities requires one full year of College Physics. Some universities may require Calculus (MATH 30 and 31) and Calculus-based Physics (PHYS 41 and 42). Students should consult school catalogs and work with a counselor to determine the requirements at each university they are considering.

***A bachelor's degree in Biology at most universities require one or two semesters of Analytical Geometry and Calculus. Students should consult school catalogs and work with a counselor to determine requirements at each university they are considering.

Requirements for Transfer General Education

Students should work closely with a Butte College counselor for Transfer Program planning and assistance. See pages 113 and 114 for CSU Transfer and General Education requirements. See pages 116 and 117 for IGETC requirements and UC transfer information. Certain majors at CSU Chico allow modifications for General Education (page 115).

Butte College Associate Degree Requirements

Information on Butte College Associate Degree requirements can be found on pages 57 - 59. Students should work closely with a Butte College counselor for Career Program planning and assistance. Courses in this program have recommended Basic Skills placement levels. The abbreviations (Pre), (Co), or (Pre/Co) following a course title indicate that this required course has a prerequisite/corequisite course. Prerequisite/corequisite information and recommended preparation are listed with each course description.

Business Administration

About the Transfer Program

The Business Administration Transfer Major reflects requirements for the CSU, Chico Business Administration (BADM) Pre-Business Core. Students interested in specializing in Management, Marketing, Finance, Human Resource Management, and Accounting should complete these courses at Butte College. Specialization courses will be taken after transfer.

Those interested in technological applications for business (Accounting Information Systems, Management Information Systems, and Supply Chain Management Systems) should complete courses listed under the Business Information Systems information section on this page.

Butte College Associate Degree Requirements

When students develop their educational plan, a counselor will help them select GE courses that transfer to CSUC, or to the university of their choice, and that also satisfy requirements for the Butte College Associate Degree. Health and two PE activity courses are required for the Associate Degree. Courses in this program have recommended Basic Skills placement levels. The abbreviations (Pre), (Co), or (Pre/Co) following a course title indicate that this required course has a prerequisite/corequisite course. Prerequisite/corequisite information and recommended preparation are listed with each course description.

Managing for Sustainability minor at CSU, Chico

CSU Chico has recently developed a Managing for Sustainability minor. This minor is open to non-business majors as well as those majoring in Business. The following Butte College courses will apply to this minor:

PSC 10 Introduction to Environmental Science, 4 units
SOC 5 Our Sustainable Future, 3 units

See a counselor or the CSU, Chico catalog for more information.

Visit: **www.assist.org** for transfer information and transfer agreements between Butte College and most CSU and UC campuses.

AS Degree, Transfer Major

Business Education Department Office, BE 116
Donna Weaver, Business Chair (530) 895-2568
Counseling and Advising (530) 895-2378
Transfer Center (530) 895-2264

Required Courses for the Transfer Major

ACCT 2	Financial Accounting		4 units
ACCT 4	Managerial Accounting	(Pre)	4 units
BUS 20	Introduction to Business		3 units
ECON 2	Principles of Macroeconomics		3 units
ECON 4	Principles of Microeconomics		3 units
MATH 12	Math for Business Decisions (Finite Math)	(Pre)	3 units
MATH 19	Statistics for Business	(Pre)	4 units

Students wanting to complete the Accounting Option/Professional Accounting Pattern within the Business Administration major at CSU Chico should also take the following course (not required for the A.S.):

BUS 18	Database Design	4 units

Requirements for Transfer General Education

Students should work closely with a Butte College counselor for Transfer Program planning and assistance. See pages 113 and 114 for CSU Transfer and General Education requirements. See pages 116 and 117 for IGETC requirements and UC transfer information. Certain majors at CSU Chico allow modifications for General Education (page 115).

Chemistry

About the Transfer Program

The Chemistry major listed here reflects the requirements for California State University, Chico. Students planning to transfer should contact a counselor for more information on program requirements.

Visit: **www.assist.org** for transfer information and transfer agreements between Butte College and most CSU and UC campuses.

AS Degree, Transfer Major

For other transfer options in the Physical Sciences, also see majors in Environmental Science, Physical Science, and Physics, pages 129, 137, and 138.

Physical Sciences Department Office, T 132, (530) 895-2840
Counseling and Advising (530) 895-2378
Transfer Center (530) 895-2264

Required Courses for the Transfer Major

Coursework shown here corresponds with transferable courses to the specific major at CSU, Chico. See a counselor or faculty advisor for guidance in developing the Transfer Major program.

CHEM 1	General Chemistry I	(Pre)	5 units
CHEM 2	General Chemistry II	(Pre)	5 units
CHEM 21	Organic Chemistry I	(Pre)	5 units
CHEM 22*	Organic Chemistry II	(Pre)	5 units
MATH 30	Analytical Geometry and Calculus I	(Pre)	5 units
MATH 31	Analytical Geometry and Calculus II	(Pre)	4 units
MATH 32	Analytical Geometry and Calculus III	(Pre)	4 units
PHYS 41	Physics for Scientists/Engineers I	(Pre)	4 units
PHYS 42	Physics for Scientists/Engineers II	(Pre)	4 units
PHYS 43	Physics for Scientists/Engineers III	(Pre)	4 units

*Based on agreement with CSU/Chico. Not articulated.

Requirements for Transfer General Education

Students should work closely with a Butte College counselor for Transfer Program planning and assistance. See pages 113 and 114 for CSU Transfer and General Education requirements. See pages 116 and 117 for IGETC requirements and UC transfer information. Certain majors at CSU Chico allow modifications for General Education (page 115).

Butte College Associate Degree Requirements

Information on Butte College Associate Degree requirements can be found on pages 57 - 59. Students should work closely with a Butte College counselor for Career Program planning and assistance. Courses in this program have recommended Basic Skills placement levels. The abbreviations (Pre), (Co), or (Pre/Co) following a course title indicate that this required course has a prerequisite/corequisite course. Prerequisite/corequisite information and recommended preparation are listed with each course description.

Child Development

About the Transfer Program

The Child Development major listed here reflects the requirements for California State University, Chico. Comparable programs are also available at CSU, Fresno, Long Beach, Northridge, Pomona, Sacramento, and San Francisco. Students planning to transfer should contact a counselor for more information on program requirements. The program is complemented by an on-campus Child Development Center that serves as a laboratory for students in Early Childhood Education and other areas. A Bachelor of Arts Degree in Child Development , available at CSU or UC, prepares students for careers related to working with children, youth, and their families in education and health and human service settings. Employment opportunities include working in infant-toddler facilities; preschools; elementary schools; social services in public and private institutions; and in agencies that review, influence and develop public policy and research for children and families.

Visit: **www.assist.org** for transfer information and transfer agreements between Butte College and most CSU and UC campuses.

AA Degree, Transfer Major

Family and Consumer Studies Department Office, AHPS 251
Kathie McAfee, Chair (530) 895-2550
Counseling and Advising (530) 895-2378
Transfer Center (530) 895-2264

Required Courses for the Transfer Major

ADS 70	Social Work Principles	3 units
FN 2	Basic Nutrition (GE: Area E)	3 units
PSY 41	Socio-cultural Context of Psychological Development	3 units
CDF 14	Child Growth and Development	3 units
CDF 40	Directed Observation	4 units
CDF 63	Curriculum Planning in ECE	3 units
DRAM 4	Creative Drama and Theatre for Children (CSUC Direct Services Pattern)	3 units
SOC 8	Marriage and Family Relations	3 units

The Child Development and Family Relations faculty recommend that CDF 12 Child, Family, and Community be taken in addition to the above courses since it partially meets California State Child Care Licensing requirements.

Requirements for Transfer General Education

Students should work closely with a Butte College counselor for Transfer Program planning and assistance. See pages 113 and 114 for CSU Transfer and General Education requirements. See pages 116 and 117 for IGETC requirements and UC transfer information. Certain majors at CSU Chico allow modifications for General Education (page 115).

Butte College Associate Degree Requirements

Information on Butte College Associate Degree requirements can be found on pages 57 - 59. Students should work closely with a Butte College counselor for Career Program planning and assistance. Courses in this program have recommended Basic Skills placement levels. The abbreviations (Pre), (Co), or (Pre/Co) following a course title indicate that this required course has a prerequisite/corequisite course. Prerequisite/corequisite information and recommended preparation are listed with each course description.

Communication Studies

About the Program

The Associate of Arts degree in Communication Studies prepares students for transfer to a Baccalaureate major in Communication Studies at CSU, Chico. Since the majority of Butte students transfer to California State University, Chico (CSUC), the Communication Studies program at Butte College mirrors the undergraduate requirements for that institution. Students planning to transfer to other California State Universities, or other institutions, can fulfill most of their transfer requirements. The Communication Studies program allows students to complete many lower division, transferable courses, while earning an Associate of Arts degree. In addition, the Communication Studies major supports virtually all other areas of study, certificate programs, and Associate's degrees. It also supports the Butte College mission by encouraging its students to become thoughtful, literate, and responsible citizens. Students majoring in Communication Studies explore communication theories and skills needed in our complex world. These include: oral and written communication, critical thinking, interpersonal communication, intercultural awareness and sensitivity, and effective group interaction, among others. Students should consult with a Butte College counselor about additional transfer and degree requirements.

The Communication Studies program offers vital communication skills that are in demand by virtually every Fortune 500 company and most organizations. Students with a degree in Communication Studies are prepared to succeed in numerous professions; in fact, many studies cite "effective communication" as the number one skill in demand in today's workplace. Therefore, the employment prospects for those with a Communication Studies degree are broad and varied, with opportunities available regionally, statewide, nationally and internationally.

Visit: **www.assist.org** for transfer information and transfer agreements between Butte College and most CSU and UC campuses.

AA Degree, Transfer Major

Communication Studies Program
Stacey Bartlett, Chair (530) 895-2243
Department Office, ARTS 224, (530) 895-2994
Counseling and Advising (530) 895-2378

Required Courses for the Transfer Major

The Communication Studies major listed here reflects the requirements for California State University, Chico. Other CSU campuses (i.e. CSU, Sacramento) have comparable/similar programs; however, specific course requirements will vary. Therefore, students are encouraged to contact a counselor or see www.assist.org. A Bachelor of Arts Degree in Communication Studies, available at CSU or UC, prepares students for diverse career opportunities including, but not limited to sales, education, research, management, consulting, and human services.

CMST 2	Public Speaking	3 units
CMST 4	Group Discussion	3 units
CMST 9	Intercultural Communication	3 units
CMST 10	Interpersonal Communication	3 units
CMST 12	Intercollegiate Speech Competition	3 units
CMST 14	Argumentation and Debate	3 units
		18 units

Requirements for Transfer General Education

Students should work closely with a Butte College counselor for Transfer Program planning and assistance. See pages 113 and 114 for CSU Transfer and General Education requirements. See pages 116 and 117 for IGETC requirements and UC transfer information. Certain majors at CSU Chico allow modifications for General Education (page 115).

Butte College Associate Degree Requirements

Information on Butte College Associate Degree requirements can be found on pages 57 - 59. Students should work closely with a Butte College counselor for Career Program planning and assistance. Courses in this program have recommended Basic Skills placement levels. The abbreviations (Pre), (Co), or (Pre/Co) following a course title indicate that this required course has a prerequisite/corequisite course. Prerequisite/corequisite information and recommended preparation are listed with each course description.

Computer Science

About the Transfer Program

The Computer Science major and emphasis listed here reflects the requirements for the California State University, Chico. Students planning to transfer should contact a counselor for more information on the program requirements.

Students taking the required courses for this transfer major will also need to take the prerequisites for these courses. The combination of these required Computer Science courses and their prerequisites provide an excellent preparation for students majoring in Computer Science at the four-year university level.

Transfer Opportunities at CSU, Chico

In CSUC's College of Engineering, Computer Science, and Technology the Department of Computer Science offers two BS degrees: Computer Science with options in Systems, Math/Science, and General; and a BS in Computer Information Systems.

The CSUC Department of Electrical and Computer Engineering offers a BS in Computer Engineering (see Butte College *Catalog*: Engineering Transfer Program).

In CSUC's College of Business, the Department of Accounting and Management Information Systems offers a BS in Business Administration with an option in Management Information Systems (see Butte College *Catalog*: Business Administration Transfer Program).

In the CSUC College of Communication and Education, the Department of Communication Design offers several degrees. Two that are particularly computer-oriented are the BA in Information and Communication Design with an option in Information and Communication Systems, and the BS in Instructional Technology/Computer Group (see Butte College *Catalog*: Radio-TV Film Transfer Program).

For CSCI career major, Associate in Science degree, see Computer Information Systems on page 73.

Visit: **www.assist.org** for transfer information and transfer agreements between Butte College and most CSU and UC campuses.

AS Degree, Transfer Major

Computer Science/Drafting/Engineering Department, ARTS 224, (530) 895-2864
Boyd Trolinger, Chair (530) 895-2503
Counseling and Advising (530) 895-2378
Transfer Center (530) 895-2264

Required Core Courses for the Transfer Major

These courses are required for all CSCI options at CSU, Chico

CSCI 3*	Introduction to Computer Science		3 units
CSCI 10	Assembly Language Programming	(Pre)	4 units
CSCI 14*	Programming in C++	(Pre)	3 units
CSCI 20	Programming and Algorithms I	(Pre)	4 units
CSCI 21	Programming and Algorithms II	(Pre)	4 units
MATH 30	Analytic Geometry and Calculus I	(Pre)	5 units
MATH 31	Analytic Geometry and Calculus II	(Pre)	4 units
MATH 44**	Discrete Mathematics	(pre)	3 units
PHYS 41	Physics for Scientists and Engineers I	(Pre)	4 units
PHYS 42	Physics for Scientists and Engineers II	(Pre)	4 units

*These courses are required prerequisites for the Butte College CSCI courses listed above. They are not required by CSU, Chico

**CSU, Chico waives its upper division discrete mathematics structures requirement (MATH 120) for Butte College students completing MATH 44, although no formal transfer agreement exists.

Requirements for Transfer General Education

Students should work closely with a Butte College counselor for Transfer Program planning and assistance. See pages 113 and 114 for CSU Transfer and General Education requirements. See pages 116 and 117 for IGETC requirements and UC transfer information. Certain majors at CSU Chico allow modifications for General Education (page 115).

Butte College Associate Degree Requirements

Information on Butte College Associate Degree requirements can be found on pages 57 - 59. Students should work closely with a Butte College counselor for Career Program planning and assistance. Courses in this program have recommended Basic Skills placement levels. The abbreviations (Pre), (Co), or (Pre/Co) following a course title indicate that this required course has a prerequisite/corequisite course. Prerequisite/corequisite information and recommended preparation are listed with each course description.

Criminal Justice

About the Transfer Program

The Criminal Justice Transfer Degree Major is designed for students who plan to earn a Bachelor's Degree in Criminal justice or a related field. This Transfer Major may also serve as the basis for students who are pre-law.

The Criminal Justice major listed here reflects the requirements of many campuses of the California State University system as well as many other four-year colleges and universities. Students should consult with a counselor and the catalogs of each school to which they may transfer for information of specific program requirements.

Visit: **www.assist.org** for transfer information and transfer agreements between Butte College and most CSU and UC campuses.

AS Degree, Transfer Major

Administration of Justice Program
Public Safety Education and Training Center
Office, AHPS 144, (530) 895-2401
Counseling and Advising (530) 895-2378

Required Courses for the Major:

Major coursework shown below corresponds with transferable courses for the Criminal Justice Program at CSU, East Bay. Listings of corresponding coursework for other CSU campus' is located at www.ASSIST.org or see a counselor for more information.

Course Major coursework:

AJ 2	Administration of Justice	3 units
AJ 4	Criminal Law I	3 units
AJ 6	Evidence	3 units
AJ 8	Criminal Investigation	3 units
PSY 2	Introductory Psychology: Basic Processes	3 units
SOC 2	Principles of Sociology	3 units
MATH 18	Introduction to Statistics	3 units
Major Total		21 units

Requirements for Transfer General Education

Students should work closely with a Butte College counselor for Transfer Program planning and assistance. See pages 113 and 114 for CSU Transfer and General Education requirements. See pages 116 and 117 for IGETC requirements and UC transfer information. Certain majors at CSU Chico allow modifications for General Education (page 115).

Butte College Associate Degree Requirements

Information on Butte College Associate Degree requirements can be found on pages 57 - 59. Students should work closely with a Butte College counselor for Career Program planning and assistance. Courses in this program have recommended Basic Skills placement levels. The abbreviations (Pre), (Co), or (Pre/Co) following a course title indicate that this required course has a prerequisite/corequisite course. Prerequisite/corequisite information and recommended preparation are listed with each course description.

Engineering

About the Transfer Program

The Engineering major with options listed here reflect the requirements for California State University, Chico. Students planning to transfer should contact a counselor for more information on program requirements.

Requirements for Transfer General Education

Students should work closely with a Butte College counselor for Transfer Program planning and assistance. See pages 113 and 114 for CSU Transfer and General Education requirements. See pages 116 and 117 for IGETC requirements and UC transfer information. Certain majors at CSU Chico allow modifications for General Education (page 115).

Butte College Associate Degree Requirements

Information on Butte College Associate Degree requirements can be found on pages 57 - 59. Students should work closely with a Butte College counselor for Career Program planning and assistance. Courses in this program have recommended Basic Skills placement levels. The abbreviations (Pre), (Co), or (Pre/Co) following a course title indicate that this required course has a prerequisite/corequisite course. Prerequisite/corequisite information and recommended preparation are listed with each course description.

Visit: **www.assist.org** for transfer information and transfer agreements between Butte College and most CSU and UC campuses.

AS Degree, Transfer Major

Civil Engineering
Computer Engineering
Electrical/Electronic Engineering
Mechanical Engineering

Computer Science/Drafting/Engineering Department, ARTS 224, (530) 895-2864
Boyd Trolinger, Chair (530) 895-2503
Counseling and Advising (530) 895-2378
Transfer Center (530) 895-2264

Required Core Courses (Must complete core courses plus an emphasis)

CHEM 1	General Chemistry	(Pre)	5 units
ENGR 1	Introduction to Engineering		2 units
MATH 30	Analytic Geometry and Calculus I	(Pre)	5 units
MATH 31	Analytic Geometry and Calculus II	(Pre)	4 units
MATH 32	Analytic Geometry and Calculus III	(Pre)	4 units
MATH 40	Differential Equations	(Pre)	4 units
PHYS 41	Physics for Scientists and Engineers I	(Pre)	4 units
PHYS 42	Physics for Scientists and Engineers II	(Pre)	4 units

Civil Engineering Emp`hasis (Option at CSU, Chico)

CSCI 14	Programming in C++	(Pre)	3 units
ENGR 2	Engineering Graphics I-Beginning Solid Modeling	(Pre)	3 units
ENGR 3	Plane Surveying I	(Pre)	3 units
ENGR 4	Plane Surveying II	(Pre)	3 units
ENGR 8	Statics	(Pre)	3 units
ENGR 17	Electrical Circuits and Devices	(Pre)	4 units
ENGR 45	Materials Science	(Pre)	3 units
PHYS 43	Physics for Scientists and Engineers III	(Pre)	4 units

Computer Engineering Emphasis (Option at CSU, Chico)

CSCI 10	Assembly Language Programming	(Pre)	4 units
CSCI 20	Programming and Algorithms I	(Pre)	4 units
or CSCI 14	Programming in C++	(Pre)	3 units
CSCI 21	Programming and Algorithms II	(Pre)	4 units
ENGR 17	Electrical Circuits and Devices	(Pre)	4 units
PHYS 43	Physics for Scientists and Engineers III	(Pre)	4 units

Electrical/Electronic Engineering Emphasis (Option at CSU, Chico)

CSCI 10	Assembly Language Programming	(Pre)	4 units
ENGR 2	Engineering Graphics I-Beginning Solid Modeling	(Pre)	3 units
ENGR 17	Electrical Circuits and Devices	(Pre)	4 units
ENGR 30	Computer Applications in Engineering	(Pre)	3 units
or CSCI 14	Programming in C++	(Pre)	3 units
PHYS 43	Physics for Scientists and Engineers III	(Pre)	4 units

Mechanical Engineering Emphasis (Option at CSU, Chico)

ENGR 2	Engineering Graphics I-Beginning Solid Modeling	(Pre)	3 units
ENGR 8	Statics	(Pre)	3 units
ENGR 17	Electrical Circuits and Devices	(Pre)	4 units
ENGR 45	Materials Science	(Pre)	3 units
PHYS 43	Physics for Scientists and Engineers III	(Pre)	4 units

Environmental Science

About the Transfer Program

The Environmental Sciences Transfer Major is designed for students who plan to earn a Bachelor's Degree in Environmental Science at Humboldt State University. All articulated lower division coursework required for that Bachelor's degree major are contained in this Transfer Major. Students should consult with a Butte College counselor about additional transfer and Associates Degree requirements.

Requirements for Transfer General Education

Students should work closely with a Butte College counselor for Transfer Program planning and assistance. See pages 113 and 114 for CSU Transfer and General Education requirements. See pages 116 and 117 for IGETC requirements and UC transfer information. Certain majors at CSU Chico allow modifications for General Education (page 115).

Butte College Associate Degree Requirements

Information on Butte College Associate Degree requirements can be found on pages 57 - 59. Students should work closely with a Butte College counselor for Career Program planning and assistance. Courses in this program have recommended Basic Skills placement levels. The abbreviations (Pre), (Co), or (Pre/Co) following a course title indicate that this required course has a prerequisite/corequisite course. Prerequisite/corequisite information and recommended preparation are listed with each course description.

About the Environmental Science B.S. Major at Humboldt State University

The major promotes an understanding of basic operational principles underlying the biosphere and ecosystem.

Through a transdisciplinary approach to understanding interaction between the biological and physical world and human institutions, students:

1. understand essential biological and physical processes;
2. analyze human/environment interactions;
3. understand different cultural perspectives on the environment;
4. build critical thinking skills as the basis for decision making and sound value judgments;
5. gain specialized analytical skills in at least one area of environmental science;
6. build teamwork, leadership, and conflict resolution skills;
7. develop effective communication skills.

Articulation with Humboldt State

Visit: **www.assist.org** for transfer information and transfer agreements between Butte College and most CSU and UC campuses.

AS Degree, Transfer Major

Ethics Emphasis Technology Emphasis
First Nations Environmental Protection Emphasis

For other transfer options in the Physical Sciences, also see majors in Chemistry, Physical Science, and Physics, pages 123, 137, and 138.

Physical Sciences Department Office, T 132, (530) 895-2840
Counseling and Advising (530) 895-2378 / Transfer Center (530) 895-2264

Required Courses for the Transfer Major (Complete one emphasis)

Ethics Emphasis

BIOL 12	Botany	(Pre)	5 units
or Biol 13	Cell and Molecular Biology	(Pre)	5 units
GEOG 2	Physical Geography		3 units
MATH 20	Trigonometry	(Pre)	3 units
and MATH 26	College Algebra	(Pre)	4 units
or MATH 30	Analytical Geometry and Calculus I	(Pre)	5 units
MATH 18	Introduction to Statistics	(Pre)	3 units
NR 28	Environmental Management		3 units
NR 29	Environmental Management Lab	(Pre)	1 unit

Technology Emphasis

BIOL 13	Cell and Molecular Biology	(Pre)	5 units
CHEM 1	General Chemistry I	(Pre)	5 units
CHEM 2	General Chemistry II	(Pre)	5 units
GEOG 2	Physical Geography		3 units
MATH 20	Trigonometry	(Pre)	3 units
MATH 26	College Algebra	(Pre)	4 units
MATH 30	Analytical Geometry and Calculus I	(Pre)	5 units
NR 28	Environmental Management		3 units
NR 29	Environmental Management Lab	(Pre)	1 unit

Select one:

Appropriate Technology Pattern

PHYS 21	College Physics I	(Pre)	4 units

Geology & Watershed Management Pattern

GEOL 10	Physical Geology		3 units
GEOL 11	Physical Geology Lab	(Pre)	1 unit

Landscape Ecosystems Pattern

BIOL 12	Botany	(Pre)	5 units
AGS 50	General Soils		4 units

Water Quality Pattern

BIOL 12	Botany	(Pre)	5 units

Wilderness Conservation Pattern

BIOL 11	Zoology	(Pre)	5 units
BIOL 12	Botany	(Pre)	5 units

First Nations Environmental Protection Emphasis

BIOL 13	Cell and Molecular Biology	(Pre)	5 units
BIOL 12	Botany	(Pre)	5 units
CHEM 1	General Chemistry I	(Pre)	5 units
CHEM 2	General Chemistry II	(Pre)	5 units
GEOG 2	Physical Geography		3 units
or GEOL 10/11	Physical Geology (GEOL 10)	(Pre)	3 units
	with GEOL 11 Physical Geology Lab		1 unit
MATH 30	Analytical Geometry and Calculus I	(Pre)	5 units
MATH 20	Trigonometry	(Pre)	3 units
MATH 26	College Algebra	(Pre)	4 units
MCS 34	Native Americans Today		3 units
or ANTH 34	Native Americans Today		3 units
NR 28	Environmental Management		3 units
NR 29	Environmental Management Lab	(Pre)	1 unit
BIOL 15	Introduction to Microbiology	(Pre)	5 units
AGS 50	General Soils		4 units

Select one:

Soils and Alternative Agriculture Pattern

AGS 50	General Soils	4 units

Soils and Watershed Management Pattern

AGS 50	General Soils	4 units

Fine Arts

About the Transfer Major

The Fine Arts major listed here reflect the requirements for California State University, Chico. Students planning to transfer should contact a counselor for more information on program requirements.

Requirements for Transfer General Education

Students should work closely with a Butte College counselor for Transfer Program planning and assistance. See pages 113 and 114 for CSU Transfer and General Education requirements. See pages 116 and 117 for IGETC requirements and UC transfer information. Certain majors at CSU Chico allow modifications for General Education (page 115).

Butte College Associate Degree Requirements

Information on Butte College Associate Degree requirements can be found on pages 57 - 59. Students should work closely with a Butte College counselor for Career Program planning and assistance. Courses in this program have recommended Basic Skills placement levels. The abbreviations (Pre), (Co), or (Pre/Co) following a course title indicate that this required course has a prerequisite/corequisite course. Prerequisite/corequisite information and recommended preparation are listed with each course description.

Visit: **www.assist.org** for transfer information and transfer agreements between Butte College and most CSU and UC campuses.

AA Degree, Transfer Major

with emphases in: Art Education, Art History, Art Studio
Fine Art, Electronic Arts, Computer Animation
Fine Art, Electronic Arts, Intermedia Studio
Fine Art, Electronic Arts, Multimedia Studio
Fine Art, Art Studio
Art, Interior Design
Fine Art, Interior Design

Art/Digital Art and Design Department Office, ARTS 224 (530) 895-2404
Counseling and Advising (530) 895-2378
Transfer Center (530) 895-2264
Alexandra O'Neil, Chair (530) 895-2397

Must complete core courses, plus an emphasis:

Core Courses for all Art and Fine Arts CSU Chico emphases

ART 17	Beginning Painting - Oil and Acrylics	3 units
ART 2	Art History Survey I (GE: Area C)	3 units
ART 4	Art History Survey II (GE: Area C)	3 units
ART 7	Basic Design I, Color	3 units
ART 8	Basic Drawing I	3 units
Additional core courses for all emphases except Art/Interior Design		
ART 9	Three-Dimensional Design	3 units
ART 14	Basic Figure Drawing	3 units

Art Education Emphasis at CSU Chico

ART 17	Beginning Painting - Oil and Acrylics	3 units
ART 23	Relief Printing	3 units
ART 50	Beginning Ceramics	3 units
ART 60	Beginning Sculpture	3 units
or ART 80	Beginning Weaving	3 units

Art History Emphasis at CSU Chico

ART 3	Asian Art History Survey	3 units
ART 6	African, Oceanic, and Native American Art History Survey	3 units

Art Studio Emphasis at CSU Chico

Select one course from ART 50, 60, or 80
Select one course from ART 3 or 6
Select one course from ART 17, 23, or 91 3 units

Art/Interior Design emphasis at CSU Chico

ID 4	Fundamentals of Interior Design	3 units
ID 5	Materials of Interior Design	3 units
ID 17	Interior Design Studio	3 units

Fine Art, Electronic Arts, Computer Animation Emphasis at CSU Chico

ART 50	Beginning Ceramics	3 units
ART 91	Introduction to Art Photography	3 units
CSCI 3	Introduction to Computer Science	3 units
or CSCI 14	Programming in C++	3 units
or CSCI 20	Programming and Algorithms I	4 units

Fine Art, Electronic Arts, Intermedia Studio Emphasis at CSU Chico

ART 91 Introduction to Art Photography 3 units
Select two courses from ART 17, 23, 50, 60

Fine Art, Electronic Arts, Multimedia Studio Emphasis at CSU Chico

ART 91 Introduction to Art Photography 3 units
RTVF 30 Basic Audio Production 3 units

Fine Art, Art Studio Emphasis at CSU Chico

Select three courses from ART 17, 23, 50, 60, 80, 91

Fine Art, Interior Design Emphasis at CSU Chico

ID 4	Fundamentals of Interior Design	3 units
ID 5	Materials of Interior Design	3 units
ID 17	Interior Design Studio	3 units

Select four courses from ART 17, 23, 50, 60, 80, ACCT 2

Graphic Design

About the Transfer Program

The Graphic Design major with options listed here reflect the requirements for California State University, Chico. Students planning to transfer should contact a counselor for more information on program requirements.

Visit: **www.assist.org** for transfer information and transfer agreements between Butte College and most CSU and UC campuses.

AA Degree, Transfer Major

Art/Digital Art and Design Department Office, ARTS 224, (530) 895-2404
Counseling and Advising (530) 895-2378
Transfer Center (530) 895-2264
Daniel Donnelly, Chair (530) 895-2880

Required Courses for the Major

ART 2	Art History Survey I		3 units
or ART 4	Art History Survey II		
ART 7	Basic Design I, Color		3 units
ART 8	Basic Drawing		3 units
PHO 2	Basic Photography		3 units
RTVF 12	Mass Media and Society		3 units

Plus a minimum of 3 units of coursework from the following:

ART 11	Creative Basic Drawing II	(Pre)	3 units
ART 14	Basic Figure Drawing		3 units
ART 31	Graphic Design I		3 units
ART 32	Creative Typography	(Pre)	3 units
ART 70	Gallery Production/Business of Art (ART 70 is not required for the Transfer Major but is recommended by the Art Department.)		2 units
CSCI 96	Introduction to Computer Graphics		3 units
PHO 18	Introduction to Digital Photography (MSP 18)		3 units

Requirements for Transfer General Education

Students should work closely with a Butte College counselor for Transfer Program planning and assistance. See pages 113 and 114 for CSU Transfer and General Education requirements. See pages 116 and 117 for IGETC requirements and UC transfer information. Certain majors at CSU Chico allow modifications for General Education (page 115).

Butte College Associate Degree Requirements

Information on Butte College Associate Degree requirements can be found on pages 57 - 59. Students should work closely with a Butte College counselor for Career Program planning and assistance. Courses in this program have recommended Basic Skills placement levels. The abbreviations (Pre), (Co), or (Pre/Co) following a course title indicate that this required course has a prerequisite/corequisite course. Prerequisite/corequisite information and recommended preparation are listed with each course description.

Language Arts

Requirements for Transfer General Education

Students should work closely with a Butte College counselor for Transfer Program planning and assistance. See pages 113 and 114 for CSU Transfer and General Education requirements. See pages 116 and 117 for IGETC requirements and UC transfer information. Certain majors at CSU Chico allow modifications for General Education (page 115).

Butte College Associate Degree Requirements

Information on Butte College Associate Degree requirements can be found on pages 57 - 59. Students should work closely with a Butte College counselor for Career Program planning and assistance. Courses in this program have recommended Basic Skills placement levels. The abbreviations (Pre), (Co), or (Pre/Co) following a course title indicate that this required course has a prerequisite/corequisite course. Prerequisite/corequisite information and recommended preparation are listed with each course description.

Visit: **www.assist.org** for transfer information and transfer agreements between Butte College and most CSU and UC campuses.

AA Degree, Transfer Major

Language Arts
Department Office, LRC 320
Language Arts Coordinator (530) 895-2581
Counseling and Advising (530) 895-2378
Transfer Center (530) 895-2264

Required Courses for the Associate Degree

6 units chosen from:

ENGL 2	Reading and Composition	(Pre)	3 units
ENGL 4	Introduction to Literature	(Pre)	3 units
CMST 2	Public Speaking		3 units
CMST 4	Group Discussion	(Pre)	3 units

and 12 units chosen from:

Literature ENGL 4, 8, 10, 14, 15, 16, 18, 19, 20, 21, 23, 25, 28, 31, 35, and 47

Foreign Language
FREN 1, 2
ITAL 1, 2
JPN 1, 2, 3, 4
LATN 1, 2, 3
GERM 1, 2, 3, 4
SPAN 1, 2, 3, 4, 10, 14, 16

Communication Studies
CMST 2, 3, 4, 6, 8, 9, 12, 14, 16

Liberal Studies

About the Transfer Program

The Liberal Studies major and Areas of Concentration listed here reflect articulated requirements for California State University, Chico. Students should contact a counselor for more information on program requirements at Chico State and at other universities.

Requirements for Transfer General Education

Students should work closely with a Butte College counselor for Transfer Program planning and assistance. See pages 113 and 114 for CSU Transfer and General Education requirements. See pages 116 and 117 for IGETC requirements and UC transfer information. Certain majors at CSU Chico allow modifications for General Education (page 115).

Butte College Associate Degree Requirements

Information on Butte College Associate Degree requirements can be found on pages 57 - 59. Students should work closely with a Butte College counselor for Career Program planning and assistance. Courses in this program have recommended Basic Skills placement levels. The abbreviations (Pre), (Co), or (Pre/Co) following a course title indicate that this required course has a prerequisite/corequisite course. Prerequisite/corequisite information and recommended preparation are listed with each course description.

Areas of Concentration

Students must complete one area of Concentration to complete the Liberal Studies major at CSU, Chico. A complete list of Butte College courses that will count toward the concentration can be found at **www.ASSIST.org**.

Visit: **www.assist.org** for transfer information and transfer agreements between Butte College and most CSU and UC campuses.

AA Degree, Transfer Major

Liberal Studies
Department Office, LRC 320
Counseling and Advising (530) 895-2378
Transfer Center (530) 895-2264

Important note: The list below does not include all courses that can be taken at Butte College that will count toward the Liberal Studies major at CSU, Chico. For a complete list and to check for any changes to the program visit the Butte College Counseling Department. The courses listed below are those that CSU, Chico has articulated with Butte College.

Required Courses for the Associate Degree Major

ANTH 4*	Cultural Anthropology**		3 units
BIOL 5*	Field Biology**		3 units
DRAM 4*	Creative Drama and Theatre for Children		3 units
or DRAM 8	Principles of Acting 1		
or CMST 6	Oral Interpretation		
or CMST 16*	Readers' Theatre		3 units
EDUC 2	Introduction to Education		3 units
ENGL 2*	Reading and Composition	(Pre)	3 units
GEOG 8*	World Regional Geography**		3 units
GEOG 10*	Geography of California**		3 units
HIST 8	U.S. History to 1877		3 units
or HIST 10	U.S. History to 1877 to Present		
or HIST 28	Women in American History		
or ECON 20	Economic History of the U.S.		
HIST 12	History of World Civilizations I		3 units
HIST 14	History of World Civilizations II		3 units
MATH 4*	Concepts In Math for Teachers I	(Pre)	3 units
MATH 5*	Concepts In Math for Teachers II	(Pre)	4 units
PHIL 6*	Introduction to Logic		3 units
or ENGL 11*	Communication and Critical Thinking	(Pre)	
or MATH/PHIL	7*Formal Logic and Writing	(Pre)	
or PHIL 8*	Methods of Argument	(Pre)	
or CMST 14*	Argumentation and Debate	(Pre)	
or **HON 1***	Culture and Traditions of the West I	(Pre)	
POS 2	United States Government		3 units
or POS 12	California State and Local Government		
PHIL 58	Teaching about Religion		3 units
or PSY 41	Socio-Cultural Context of Psychological Development		
CMST 2*	Public Speaking		3 units
or CMST 4*	Group Discussion		

Plus one of the following combinations:

BIOL 1	Introduction to Biology	4 units
and		
PSC 20/21	Introductory Physical Science with Lab	4 units
or **PSC 12**	Concepts in Physical Science	4 units
or		
PSC/BIOL 4/6	Natural Science	4 units

Bolded courses articulate with courses at CSU, Chico and are documented on www.ASSIST.org.
Courses not bolded will meet CSU, Chico Liberal Studies major requirements by special agreement effective Fall '09 - Summer '10.

*Must be completed with a "C" grade or better.
**Recommended but not required for Associates Degree.

Mathematics

About the Transfer Program

The Mathematics major listed here reflects the requirements for California State University, Chico. Students planning to transfer should contact a counselor for more information on program requirements.

Visit: **www.assist.org** for transfer information and transfer agreements between Butte College and most CSU and UC campuses.

AS Degree, Transfer Major

Mathematics Department Office, TE 132
Mathematics Chair (530) 895-2451
Counseling and Advising (530) 895-2378
Transfer Center (530) 895-2264

Required Courses for the Transfer Major

MATH 30	Analytical Geometry and Calculus I	(Pre)	5 units
MATH 31	Analytical Geometry and Calculus II	(Pre)	4 units
MATH 32	Analytical Geometry and Calculus III	(Pre)	4 units
MATH 40	Differential Equations	(Pre)	4 units

One additional course from the following:

CSCI 6	Programming with Visual Basic	(Pre)	3 units
or CSCI 20	Programs and Algorithms I	(Pre)	3 units

Although not required for the AS Degree, the following mathematics courses will meet elective or mathematics major requirements at CSU, Chico:

MATH 7	Formal Logic and Writing (PHIL 7)	(CSU GE A3)	3 units
MATH 18	Introduction to Statistics	(CSU GE B4)	3 units
MATH 19	Statistics for Business	(CSU GE B4)	4 units
MATH 42	Linear Algebra		3 units
MATH 44	Discrete Mathematics		3 units

Requirements for Transfer General Education

Students should work closely with a Butte College counselor for Transfer Program planning and assistance. See pages 113 and 114 for CSU Transfer and General Education requirements. See pages 116 and 117 for IGETC requirements and UC transfer information. Certain majors at CSU Chico allow modifications for General Education (page 115).

Butte College Associate Degree Requirements

Information on Butte College Associate Degree requirements can be found on pages 57 - 59. Students should work closely with a Butte College counselor for Career Program planning and assistance. Courses in this program have recommended Basic Skills placement levels. The abbreviations (Pre), (Co), or (Pre/Co) following a course title indicate that this required course has a prerequisite/corequisite course. Prerequisite/corequisite information and recommended preparation are listed with each course description.

Nutrition and Food Sciences

About the Transfer Program

The Nutrition and Food Sciences major emphases listed here reflect the requirements for California State University, Chico. Students planning to transfer should contact a counselor for more information on program requirements.

Comparable Nutrition and Food Sciences programs are also available at CSU Fresno, CSU Long Beach, CSU Los Angeles, CSU Northridge, Cal Poly Pomona, CSU Sacramento and San Francisco State University.

Visit: **www.assist.org** for transfer information and transfer agreements between Butte College and most CSU and UC campuses.

AS Degree, Transfer Major

Food Administration Emphasis
General Dietetics Emphasis

Family and Consumer Studies Department Office, AHPS 251
Counseling and Advising (530) 895-2378
Transfer Center (530) 895-2264
Maggi Dorsett, Coordinator (530) 895-2483

To complete the Associate Degree in Dietetics and Food Administration students must complete the core plus one emphasis.

Core Courses for both emphases

BIOL 15	Introduction to Microbiology	(Pre)	5 units
BIOL 21	Human Physiology (GE: Area B.2)	(Pre)	4 units
CHEM 51	Elementary Inorganic Chemistry (GE: Area B.1)	(Pre)	5 units
CHEM 52	Elementary Organic and Biochemistry	(Pre)	4 units

General Dietetics Emphasis (Option at CSU, Chico)

PSY 2	Introductory Psychology: Basic Processes (GE: Area D.1)	3 units
or PSY 4	Introduction to Psychology: Individual and Social Processes (GE: Area D.1)	

Food Administration Emphasis (Option at CSU, Chico)

ACCT 2	Financial Accounting		4 units
ACCT 4	Managerial Accounting	(Pre)	4 units
ECON 4	Principles of Microeconomics		3 units

Requirements for Transfer General Education

Students should work closely with a Butte College counselor for Transfer Program planning and assistance. See pages 113 and 114 for CSU Transfer and General Education requirements. See pages 116 and 117 for IGETC requirements and UC transfer information. Certain majors at CSU Chico allow modifications for General Education (page 115).

Butte College Associate Degree Requirements

Information on Butte College Associate Degree requirements can be found on pages 57 - 59. Students should work closely with a Butte College counselor for Career Program planning and assistance. Courses in this program have recommended Basic Skills placement levels. The abbreviations (Pre), (Co), or (Pre/Co) following a course title indicate that this required course has a prerequisite/corequisite course. Prerequisite/corequisite information and recommended preparation are listed with each course description.

Physical Education

About the Transfer Program

The Physical Education Transfer Major listed here reflects some of the requirements for California State University, Chico. Students transferring with the Exercise Physiology option will need to complete the Chemistry and Physics courses listed. For the Butte College Associate Degree, students will need to complete the major requirements listed. Students planning to transfer should contact a counselor for more information on program requirements.

Requirements for Transfer General Education

Students should work closely with a Butte College counselor for Transfer Program planning and assistance. See pages 113 and 114 for CSU Transfer and General Education requirements. See pages 116 and 117 for IGETC requirements and UC transfer information. Certain majors at CSU Chico allow modifications for General Education (page 115).

Butte College Associate Degree Requirements

Information on Butte College Associate Degree requirements can be found on pages 57 - 59. Students should work closely with a Butte College counselor for Career Program planning and assistance. Courses in this program have recommended Basic Skills placement levels. The abbreviations (Pre), (Co), or (Pre/Co) following a course title indicate that this required course has a prerequisite/corequisite course. Prerequisite/corequisite information and recommended preparation are listed with each course description.

Other Recommended Professional Classes

PE 2 - Introduction to Coaching
PE 3 - Elementary School Physical Education
PE 4 - Athletic Training Sports Medicine Practicum
PE 5 - Sports Officiating
PE 6 - Sports Fitness and Nutrition
PE 7 - Intro to Athletic Training and Sports Medicine
PE 40 - Introduction to Personal Fitness
PE 41 - Personal Fitness Training Practicum

Visit: **www.assist.org** for transfer information and transfer agreements between Butte College and most CSU and UC campuses.

AA Degree, Transfer Major

Exercise Physiology Option
Movement Studies Option
Physical Education Teacher Option

Physical Education Department Office, WLR 102
Physical Education Chair (530) 895-2521
Counseling and Advising (530) 895-2378, Transfer Center (530) 895-2264

Required Courses for the Major

Students must complete the required core plus an option.

BIOL 20	Human Anatomy	(Pre)	4 units
BIOL 21	Human Physiology	(Pre)	4 units

Exercise Physiology Option

CHEM 51	Elementary Inorganic Chemistry	(Pre)	5 units
CHEM 52	Elementary Organic and Biochemistry	(Pre)	4 units
PHYS 21	College Physics I	(Pre)	4 units
PHYS 22	College Physics II	(Pre)	4 units
MATH 18	Introduction to Statistics (CSU GE B4)		3 units

Movement Studies Option

REC 85 Fundamentals of Camping
Complete 6 physical activity courses for a minimum of 8 units, with at least one course from five of the eight Areas listed below:

Area I - Individual and Dual

PE 25-Bowling	PE 28-Track and Field	PE 30-Archery	PE 32-Intro to Fencing
PE 26-Golf	PE 29-Tennis	PE 31-Badminton	PE 55-Pickelball

Area II - Combatives and Martial Arts

PE 10-Self Defense	PE 32-Intro to Fencing	PE 56-Karate	
PE 86-Tai Chi	PE 11-Boxing	PE 77-Aikido	PE 92-Jujitsu

Area III - Dance, Movement, and Healing Arts

PE 14-Jazz Dance	PE 22-Pan African Dance	PE 71-Ballroom Dance
PE 72-Pep Activities	PE 74-Stress Management	PE 76-Dance Production
PE 86-Tai Chi	PE 88-Chi Lel Qigong	PE 91-Tap Dance

Area IV - Weight Training and Fitness

PE 8-Butte Fitness & Wellness Ctr	PE 9-Adv Butte Fitness	PE 16-Adaptive PE (Pre)
PE 17-Aerobics	PE 18 Fitness	PE 19-Weight Training
PE 20-Cardio Fitness	PE 21-Walking for Fitness	PE 54-Body Sculpting
PE 59-Stretching for Life	PE 73-Gentle Yoga	PE 80-Gentle Aerobics
PE 90-Sports Conditioning	PE 23-Wellness Workout T-Tapp	

Area V - Aquatics

PE 15-Aquatics PE 79-Life Guard Training

Area VI - Outdoor Education

PE 75-Intro to River Adven PE 82-Fly Fishing PE 84-Snowboarding
PE 85-Mountain Biking Basics REC 85-Fundamentals of Camping PE 87-Intro to Backpacking

Area VII - Team Sports

PE 33-Soccer PE 34-Baseball PE 35-Non-contact Football
PE 36-Softball PE 37-Volleyball PE 38-Basketball

Area VIII - Varsity Sports

PE 60-Football	PE 61-Cross Country (M/W)	PE 62-Women's Soccer
PE 63-Women's Volleyball	PE 64-Men's Basketball	PE 65-Women's Basketball
PE 66-Baseball	PE 67-Men's Golf	PE 68-Tennis (M/W)
PE 69-Track & Field (M/W)	PE 70-Women's Softball	

Physical Education Teacher Option

CMST 2 or CMST 4	Public Speaking Group Discussion	3 units
POS 2	United States Government	3 units

4 units of Physical Education activity courses (CSU, Chico requires 3 units; Butte College requires 4 units to meet Associates Degree Major requirement)
6 units of the same college level Non-English Language, or 2 years of the same Non-English Language in High School completed with a "C" or better.

Physical Science

About the Transfer Program

The Physical Sciences major listed here reflects the requirements for California State University, Chico. Students planning to transfer should contact a counselor for more information on program requirements.

Requirements for Transfer General Education

Students should work closely with a Butte College counselor for Transfer Program planning and assistance. See pages 113 and 114 for CSU Transfer and General Education requirements. See pages 116 and 117 for IGETC requirements and UC transfer information. Certain majors at CSU Chico allow modifications for General Education (page 115).

Butte College Associate Degree Requirements

Information on Butte College Associate Degree requirements can be found on pages 57 - 59. Students should work closely with a Butte College counselor for Career Program planning and assistance. Courses in this program have recommended Basic Skills placement levels. The abbreviations (Pre), (Co), or (Pre/Co) following a course title indicate that this required course has a prerequisite/corequisite course. Prerequisite/corequisite information and recommended preparation are listed with each course description.

Visit: **www.assist.org** for transfer information and transfer agreements between Butte College and most CSU and UC campuses.

AS Degree, Transfer Major

Emphasis in Earth Science
Emphasis in Geology
Emphasis in Hydrology
Emphasis in Meteorology

For other Transfer Degrees in the Physical Sciences, see majors in Chemistry, Environmental Science, and Physics, pages 123, 129, and 138.

Physical Sciences Department Office, T 132, (530) 895-2840
Counseling and Advising (530) 895-2378
Transfer Center (530) 895-2264

Required Core Courses for all Emphases

Coursework shown here corresponds with transferable courses to the specific major at CSU, Chico. Students must complete the required core courses. Completion of an emphasis is highly recommended but not required for an Associates Degree. See a counselor or faculty advisor for guidance in developing the Transfer Major program.

CHEM 1	General Chemistry I	(Pre)	5 units
MATH 18	Introduction to Statistics	(Pre)	3-4 units
or MATH 31*	Analytical Geometry and Calculus II	(Pre)	
	*(MATH 31 is required for the Meteorology Option)		
MATH 30	Analytical Geometry and Calculus I	(Pre)	5 units
PHYS 21	College Physics I	(Pre)	4 units
or PHYS 41*	Physics for Scientists/Engineers I	(Pre)	
	*(PHYS 41 is required for the Meteorology Option)		

Emphasis in Earth Science

GEOL 10	Physical Geology		3 units
	with GEOL 11 Physical Geology Lab		1 unit
GEOL 20/21	Historical Geology		3 units
	with GEOL 21 Historical Geology Lab		1 unit
PSC 30	Introductory Astronomy	(Pre)	4 units
PHYS 22	College Physics II	(Pre)	4 units
or			
PHYS 42	Physics for Scientists/Engineers II	(Pre)	4 units
and PHYS 43	Physics for Scientists/Engineers III	(Pre)	4 units

Emphasis in Geology

GEOL 10/11	Physical Geology		3 units
	with GEOL 11 Physical Geology Lab		1 unit

Emphasis in Hydrology

AGS 50	General Soils		4 units
GEOL 10/11	Physical Geology		3 units
	with GEOL 11 Physical Geology Lab		1 unit
CHEM 2	General Chemistry II	(Pre)	5 units
and PHYS 22	College Physics II	(Pre)	4 units
or			
PHYS 42	Physics for Scientists/Engineers II	(Pre)	4 units
and PHYS 43	Physics for Scientists/Engineers III	(Pre)	4 units

Emphasis in Meteorology

CHEM 2	General Chemistry II	(Pre)	5 units
MATH 32	Analytical Geometry and Calculus III	(Pre)	4 units
MATH 40	Differential Equations	(Pre)	4 units
PHYS 42	Physics for Scientists/Engineers II	(Pre)	4 units
PHYS 43	Physics for Scientists/Engineers III	(Pre)	4 units

Physics

About the Transfer Program

The Physics major listed here reflects the requirements for California State University, Chico. Students planning to transfer should contact a counselor for more information on program requirements.

Visit: **www.assist.org** for transfer information and transfer agreements between Butte College and most CSU and UC campuses.

AS Degree, Transfer Major

For other Transfer Degrees in the Physical Sciences, also see majors in Chemistry, Environmental Science , and Physical Science, pages 123, 129, and 137 .

Physical Sciences Department Office, T 132, (530) 895-2840
Counseling and Advising (530) 895-2378
Transfer Center (530) 895-2264

Required Courses for the Transfer Major

Coursework shown here corresponds with transferable courses to the specific major at CSU, Chico. Students are advised to see a counselor or faculty advisor for guidance in developing the Transfer Major program.

CHEM 1	General Chemistry I	(Pre)	5 units
CHEM 2	General Chemistry II	(Pre)	5 units
ENGR 30	Computer Applications in Engineering		3 units
MATH 30	Analytical Geometry and Calculus I	(Pre)	5 units
MATH 31	Analytical Geometry and Calculus II	(Pre)	4 units
MATH 32	Analytical Geometry and Calculus III	(Pre)	4 units
MATH 40	Differential Equations	(Pre)	4 units
PHYS 41	Physics for Scientists/Engineers I	(Pre)	4 units
PHYS 42	Physics for Scientists/Engineers II	(Pre)	4 units
PHYS 43	Physics for Scientists/Engineers III	(Pre)	4 units

Requirements for Transfer General Education

Students should work closely with a Butte College counselor for Transfer Program planning and assistance. See pages 113 and 114 for CSU Transfer and General Education requirements. See pages 116 and 117 for IGETC requirements and UC transfer information. Certain majors at CSU Chico allow modifications for General Education (page 115).

Butte College Associate Degree Requirements

Information on Butte College Associate Degree requirements can be found on pages 57 - 59. Students should work closely with a Butte College counselor for Career Program planning and assistance. Courses in this program have recommended Basic Skills placement levels. The abbreviations (Pre), (Co), or (Pre/Co) following a course title indicate that this required course has a prerequisite/corequisite course. Prerequisite/corequisite information and recommended preparation are listed with each course description.

Radio-TV Film (RTVF)

About the Transfer Program

The Radio-TV Film major and the major emphases listed here reflect the requirements for California State University, Chico. Students planning to transfer should contact a counselor for more information on program requirements.

Requirements for Transfer General Education

Students should work closely with a Butte College counselor for Transfer Program planning and assistance. See pages 113 and 114 for CSU Transfer and General Education requirements. See pages 116 and 117 for IGETC requirements and UC transfer information. Certain majors at CSU Chico allow modifications for General Education (page 115).

Butte College Associate Degree Requirements

Information on Butte College Associate Degree requirements can be found on pages 57 - 59. Students should work closely with a Butte College counselor for Career Program planning and assistance. Courses in this program have recommended Basic Skills placement levels. The abbreviations (Pre), (Co), or (Pre/Co) following a course title indicate that this required course has a prerequisite/corequisite course. Prerequisite/corequisite information and recommended preparation are listed with each course description.

Visit: **www.assist.org** for transfer information and transfer agreements between Butte College and most CSU and UC campuses.

AA Degree, Transfer Major

Information and Communications Systems
Instructional Technology
Journalism
Media Arts
Organizational Communication
Speech Communication
Visual Communication

Art/Digital Art and Design Department Office, ARTS 224, (530) 895-2404
Counseling and Advising (530) 895-2378
Transfer Center (530) 895-2264
Mark Hall, Advisor (530) 879-4033

Course Requirements for the Transfer Major

Students must complete 21 to 24 units selected from courses related to: Journalism, Radio-TV Production, Broadcast Journalism, Photography, Graphic Design, Advertising, Public Relations, Instructional Technology, Information Systems and Design, Communications Systems, Agricultural Communications, Cinematography, Visual Communications. As part of the 21-24 units required for the major, students may wish to complete one of the emphases and the core listed below. The core and emphases meet specific major requirements at CSU, Chico.

Core Course for All Emphases

RTVF 12	Mass Media and Society		3 units

Select One of the Following:

I - Information and Communications Systems

CSCI 20	Programs and Algorithms I	(Pre/Co)	3 units
CSCI 21	Programs and Algorithms II	(Pre/Co)	3 units
CSCI 10	Assembly Language Programming	(Pre/Co)	3 units

II - Instructional Technology

RTVF 30	Digital Audio Production		3 units
PHO 2	Basic Photography		3 units
RTVF 2	Introduction to Newswriting (JOUR 2)	(Pre)	3 units

Journalism Emphasis

News-Editorial Pattern:

RTVF 2	Introduction to Newswriting (JOUR 2)	(Pre)	3 units

Public Relations Pattern:

RTVF 2	Introduction to Newswriting (JOUR 2)	(Pre)	3 units
PHO 2	Basic Photography		3 units

Media Arts Emphasis

RTVF 2	Introduction to Newswriting (JOUR 2)	(Pre)	3 units
PHO 2	Basic Photography		3 units
RTVF 30	Digital Audio Production		3 units
RTVF 40	Digital Video Production		3 units
RTVF 45	Remote Video Production		1-4.5 units

Organizational Communication Emphasis

CMST 2	Public Speaking		3 units
CMST 4	Group Discussion	(Pre)	3 units

Speech Communication Emphasis

CMST 2	Public Speaking		3 units
CMST 4	Group Discussion	(Pre)	3 units
CMST 14	Argumentation and Debate	(Pre)	3 units

Visual Communication Emphasis

PHO 2	Basic Photography		3 units

Graphic Design Pattern:

ART 7	Basic Design I, Color		3 units
ART 8	Basic Drawing		3 units

Illustration Design Pattern:

ART 7	Basic Design I, Color		3 units

Social and Behavioral Science

About the Transfer Program

Students planning to transfer should contact a counselor for more information on program requirements.

Visit: **www.assist.org** for transfer information and transfer agreements between Butte College and most CSU and UC campuses.

AA Degree, Transfer Major

Social/Behavioral Science Department, LRC 304
Social/Behavioral Science Chair (530) 895-2471
Counseling (530) 895-2378, Transfer Center (530) 895-2264

Required Courses for the Transfer Major

18 units chosen from:

Administration of Justice
AJ 1, 2, 3, 4, 5, 6, 8, 9, 10, 11, 13, 14, 28

Administration of Justice Law Enforcement
AJLE 140, 151, 153, 161, 162, 163, 164, 181, 183

Addiction Studies
ADS 2, 4, 6, 8, 10, 12, 14, 16, 17, 18, 20, 22, 24, 26, 30, 32, 34, 36 38, 70, 100, 150

Anthropology ANTH 4,13, 14, 16, 18, 32, 33, 34, 40

Child Development
CDF 12, 14, 15, 18, 20, 30, 34, 36, 40, 44, 48, 50, 52, 54, 55, 56, 58, 59,61, 62, 63, 64, 65, 66, 68, 77, 78, 80, 84,88, 89, 90, 91, 96, 131, 133

Economics ECON 2,4, 20, 25

History HIST 2, 4, 6, 8, 10, 12, 14, 18, 20, 28, 30

Geography GEOG 3, 4, 5, 8, 9, 10, 11, 12, 14, 15, 16, 17, 20

Multicultural Studies
MCS 32, 34, 36, 38, 50

Philosophy PHIL 2, 5, 6, 7, 8, 16, 18, 55, 58

Psychology PSY 1, 2, 4, 6, 10, 11, 12, 14, 16, 18, 20, 21, 24, 28, 30, 32, 34, 35 40, 41, 48, 52, 100, 120

Political Science
POS 2, 3, 12, 14, 16, 18, 20, 90, 91, 92

Sociology SOC 2, 3, 4, 5, 8, 12, 14, 23, 30, 60

Requirements for Transfer General Education

Students should work closely with a Butte College counselor for Transfer Program planning and assistance. See pages 113 and 114 for CSU Transfer and General Education requirements. See pages 116 and 117 for IGETC requirements and UC transfer information. Certain majors at CSU Chico allow modifications for General Education (page 115).

Butte College Associate Degree Requirements

Information on Butte College Associate Degree requirements can be found on pages 57 - 59. Students should work closely with a Butte College counselor for Career Program planning and assistance. Courses in this program have recommended Basic Skills placement levels. The abbreviations (Pre), (Co), or (Pre/Co) following a course title indicate that this required course has a prerequisite/corequisite course. Prerequisite/corequisite information and recommended preparation are listed with each course description.

Sustainability Studies

About the Program

The Sustainability Studies Certificate Program is designed to broaden and deepen students' understanding of the interconnected nature of the comprehensive social, economic, and environmental transformations of the 21st Century. This course of study will provide students with an interdisciplinary body of knowledge that focuses on the problems human civilization faces as well as the solutions and strategies that will lay the groundwork for a sustainable future. Students will develop leadership skills that inspire cooperation and mutual respect, and facilitate innovative, durable, and sustainable pathways for social and personal change, economic security and prosperity, and environmental restoration.

Students who complete the Sustainability Studies Certificate Program will be well prepared to make sound career and lifestyle choices that support and promote a satisfying and sustainable world for all living beings – now and into the indefinite future. The Sustainability Studies Certificate will increase the marketability of students who go directly into the workforce, and will enrich the knowledge set of students who continue their education in sustainability related fields at the university level and beyond.

Visit: **www.assist.org** for transfer information and transfer agreements between Butte College and most CSU and UC campuses.

Certificate in Sustainability Studies

Sustainability Studies Certificate Program
Mimi Riley, Coordinator (530) 895-2497
Social & Behavioral Sciences Department Office, LRC 304
(530) 895-2471
Counseling and Advising (530) 895-2378

Required Courses for the Certificate

A Sustainability Studies Certificate will be awarded upon completion of the courses below.

SOC 5	Our Sustainable Future	3 units
ECON 35	Intro Environmental Economics	3 units
BIOL 7	Sustaining Life on Earth	3 units
PHIL 5	Environmental Ethics	3 units
SOC 55	Sustainability Studies Seminar	2 units
PSY 11	Peace Psychology	3 units
or AGR 10	World Food and Hunger Issues	3 units
Total		17 units

Requirements for Transfer General Education

Students should work closely with a Butte College counselor for Transfer Program planning and assistance. See pages 113 and 114 for CSU Transfer and General Education requirements. See pages 116 and 117 for IGETC requirements and UC transfer information. Certain majors at CSU Chico allow modifications for General Education (page 115).

University Studies

About the Transfer Program

The Associate in Arts Degree, University Studies, is a Transfer Degree program designed for students who plan to transfer to CSU, Chico. Completion of this program may also serve the same purposes for other CSU institutions. Students are advised to consult a counselor.

The Associate in Arts Degree in University Studies meets all the General Education requirements for the Associate Degree and all of the California State University General Education course requirements for admission to junior status. For complete information about General Education requirements See pages 113-117.

Completion of this degree with a grade point average of 2.0 or higher (to include grades of "C" or better in all of Area A and in category B4) assures eligibility for admission to CSU, Chico and certification of lower division General Education requirements for the baccalaureate degree.

While this program is applicable to most baccalaureate majors, some majors require a number of lower division units which are not provided for in this program. Students with CSU, Chico major goals not covered by this program should see a Butte College counselor.

For the degree in University Studies:

Complete the CSU General Education Pattern being sure to include 18 units in one Area of Emphasis from those outlined below. Complete all necessary Butte College Graduation requirements including competencies and 2 Physical Education courses. See catalog for detailed information. All courses listed transfer to CSU. Refer to www.ASSIST.org for transfer details or see a counselor for additional information.

Arts, Humanities & Communication Emphasis
Complete 18 units from the following: ANTH 13, 14, 18; ART 1, 2, 3, 4, 6; CMST 2, 3, 4, 6, 9, 13, 14; DRAM 2, 8; ENGL 2, 4, 6, 8, 10, 11, 14, 15, 16, 18, 19, 20, 21, 25, 28, 31, 35, 47; FREN 1, 2, 3, 4; GERM 1, 2, 3, 4; HIST 2, 4, 6, 8, 10, 12, 14, 18, 20, 28, 30; HON 1, 2, 3, 4, 6; HUM 8, 17, 22, 23, 26, 27, 60; ITAL 1, 2; JPN 1, 2, 3, 4; MCS 50; MUS 1, 2, 4, 5, 7, 9; PHIL 2, 4, 6, 7, 8, 16, 18, 55, 58; SPAN 1, 2, 3, 4, 14, 16, 22, 33

Business and Leadership Emphasis *Complete 18 units from the following*: CMST 2, 3, 4, 9; CSL 92; ECON 2, 4, 20, 25; ENGL 11; GEOG 5; MATH 12, 13, 18, 19; NR 26; PHIL 4; POS 2, 3, 12, 14, 16, 18, 20, 92; SOC 5

Science and Math Emphasis *Complete 18 units from the following*: AGS 50; ANS 20; ANTH 2; BIOL 1, 2, 3, 4, 5, 6, 7, 11, 12, 13, 20, 21; CHEM 1, 2, 10, 21, 22, 51, 52; EH 33; HON 7; GEOG 2, 2/3; GEOL 10/11, 20/21, 50, 50/11, 50; MATH 11, 12, 13, 18, 19, 20, 26, 30, 31, 32, 40, 42, 44; NR 26; PSC 10, 12, 20/21, 30, 50/51, 52; PHYS 10/11, 21, 22, 41, 42, 43; PLS 15/16, 20, 25

Social and Cultural Studies *Complete 18 units from the following*: AJ 1; ANTH 4, 13, 14, 16, 18, 32, 33, 34; CDF 14; CMST 2, 3, 4, 6, 9, 13, 14; CSL 20, 92; ECON 2, 4, 20, 25; FN 2; GEOG 4, 5, 8, 10, 12; HIST 2, 4, 6, 8, 10, 12, 14, 18, 20, 28, 30; HON 1, 2, 3, 4, 6; HUM 8, 17, 22, 23, 26, 27, 60; LM 40; MCS 32, 34, 36, 38, 50; NR 26; PHIL 2, 6, 7, 8, 16, 18, 55, 58; POS 2, 3, 4, 12, 16, 18, 20, 92; PSY 1, 2, 4, 11, 16, 20, 34, 41, 52; REC 80; RTVF 12, 13; SOC 2, 3, 4, 5, 8, 12, 14, 23, 30, 60

AA Degree, Transfer Major

University Studies
For information, see a counselor
Counseling and Advising (530) 895-2378
Transfer Center (530) 895-2264

Minimum Requirements for the Transfer Major

- **60 semester units, all of which must be baccalaureate level (courses numbered 1-99)**
- **Completion of:**
  1. A United States Diversity (+) or a Global Cultures (++) course which may be double-counted as General Education;
  2. Grades of "C" or better in all courses used for the major, including emphasis.

A. Communication and Critical Thinking

Select at least one course from each group. Courses used to fulfill this requirement must be completed with a "C" or better; courses may not be taken for an optional P/NP grade.
A.1 CMST 2 or 4
A.2 ENGL 2
A.3 ENGL 11 or MATH/PHIL 7 or PHIL 6, 8 or CMST 14

B. Natural Sciences and Mathematics

Select one course from each group.
B.1 AGS 50°; BIOL 4°†; CHEM 1°, 2°, 51°, 52°; GEOG 2, 2/3°; GEOL 10/11°, 20/21°, 32°, 50/11°; PHYS 10/11°, 21°, 22°, 41°, 42°, 43°; PSC 4°†, 10°, 12°, 20/21°, 30°, 50/51° († Must also complete BIOL 6 or PSC 6 for certification.)
B.2 ANS 20; ANTH 2; BIOL 1°, 2, 3, 5°, 6°†, 7, 11°, 12°, 13°, 20°, 21°; PLS 15/16°, 20°, 25; PSC 6°† († Must also complete BIOL 4 or PSC 4 for certification.)
B.3 **Laboratory requirement:** Laboratory course or laboratory component from B1 or B2 that is marked with a °. When listed next to a lecture course, the adjoining lab must be taken for certification.
B.4 MATH 11, 12, 13, 18, 19, 20, 26, 30, 31, 32, 40, 42, 44

C. Arts, Literature, Philosophy, and Foreign Languages

9 units required. Select at least one course from each group, plus one from either.
C.1 ART 1, 2, 3**, 4, 6**; CMST 6; DRAM 2, 8; HON 2; MUS 1, 2, 4, 5, 6, 7; RTVF 15
C.2 ENGL 4, 6, 8, 10, 14, 15, 16, 18, 19, 20, 21, 23, 25, 28, 35, 47*; FREN 1, 2; GERM 1, 2, 3, 4; HIST 2, 4, 12, 14, 30*; HON 1, 6**; HUM 8, 17, 22, 44; ITAL 1, 2; JPN 1, 2, 3, 4; LATN 1, 2, 3; PHIL 2, 4, 16, 18**; RTVF 13; SPAN 1, 2, 3, 4, 14, 16

D. Behavioral and Social Sciences

9 units required. Select a total of three courses from at least two of the listed groups.
D.0 AJ 1; HUM 23; SOC 2, 4, 12, 14, 23, 30*; RTVF 12
D.1 ANTH 4**, 13**, 16, 18**, 32*
D.2 ECON 2, 4, 25, 30, 35
D.3 ANTH 34*; MCS 32, 34*, 36*, 38*, 50**
D.4 CMST 13; PSY 16
D.5 GEOG 4**, 5**, 8**, 10*, 12
D.6 HIST 6, 18*, 20**; HON 3; POS 20
D.7 AGR 10; CMST 10; HIST 22; HON 4; NR 26; SOC 5; SOC/HUM 60
D.8 POS 3, 14**, 16, 18
D.9 CDF 14; PSY 1, 2, 4, 41*

E. Lifelong Understanding and Self-Development

3 units required. Select one course from the following group.
E BUS 62; CMST 3; CSL 20, 92; ENGL 31; FN 2; HLTH 2; HUM 23; LM 40; POS 92; PSY 20, 34, 52; REC 80; SOC 3, 8, 14, 23
PLUS Complete at least two PE Activity courses of at least one unit each.

F. American Institutions

Select one pattern below.
1. ECON 20 and POS 2 or 12
2. HIST 8 and POS 2 or 12 .
3. HIST 10 and POS 2 or 12
4. HIST 28 and POS 2 or 12

(The combination of HIST 10 and POS 12 cannot be used for teacher credentialing.)

G. Electives

Select 1-12 units as needed to meet the minimum 60 unit degree requirements.

Classical Studies/Honors

The Certificate in Classical Studies

Butte College's Certificate in Classical Studies is designed to provide tangible recognition of students who have developed a keen interest and basic background in the classical languages and civilizations of Greece and Rome. The program provides a model for more closely integrating the various humanities disciplines with the study of foreign languages.

Opportunities

The Certificate in Classical Studies enhances a student's resume, calling attention to the unusual academic skills developed. Many four-year colleges and universities and most community colleges offer neither Latin nor Greek. Therefore, Butte College's Certificate in Classical Studies is truly distinctive. The Certificate in Classical Studies is beneficial to students wishing to pursue baccalaureate work with an emphasis in the classics and it provides a stimulating structure for those who may have already completed college, but who wish to develop a stronger background in classical languages, literature, and history. It is ideal for anyone wishing to acquire a more "traditional" education.

Classical Studies Program

Counseling/Advising	**(530) 895-2378**
Transfer Center	**(530) 895-2264**
Classical Studies	**(530) 895-2581**

Certificate Requirements

A student may earn the Certificate in Classical Studies by completing any one of the following seven combinations of courses:
1) HUM 22, LATN 1, LATN 2, or
2) HUM 22, LATN 1 or
3) HUM 22, LATN 1, LATN 2, HON 1 or
4) HUM 22, HON 1 or
5) HUM 22, LATN 1, LATN 2, HIST 2 or
6) HUM 22, HIST 2 or
7) HUM 22, LATN 1, LATN 2, LATN 3.

Courses in the curriculum include: HIST 2-Survey, Western Civilization-Early, 3 units; HON 1-Culture and Traditions of the West I, 3 units; HUM 22-Greco-Roman Culture, 3 units; LATN 1-First Semester Latin, 4 units; LATN 2-Second Semester Latin, 4 units.

Note: Not all courses are offered each semester.

Honors Program

The Honors Program offers an enriched academic experience for those students who have demonstrated intellectual potential and personal commitment. As a result, successful Honors students are better prepared to continue their advanced studies while bringing their academic talents and abilities to the attention of prospective employers.

Honors Courses

The Honors Program is not a separate degree program, but supplements the coursework required for a Butte College degree. Honors courses meet normal General Education requirements for transfer to the California State University and University of California systems. A typical class requires the reading of three or four significant books and three or four critical essays of five or six pages each. There are no tests.

Enthusiastic students who would welcome the challenge of often difficult readings and invigorating discussions with fellow students and faculty are encouraged to contact the coordinator of the Honors Program, Dr. Tracy Johnson at (530) 895-2291 or johnsontr@butte.edu, for further information and application materials.

Honors Program

Counseling/Advising	**(530) 895-2378**
Transfer Center	**(530) 895-2264**
Honors Coordinator	**(530) 895-2291**

Honors Program Certificate Requirements

A student may earn the Certificate in Honors Studies, typically by completing Honors 7, and any four of the five other Honors Classes: Honors 1, 2, 3, 4, and 6. (Note: Classes do not need to be taken in numerical sequence.) Honors Course descriptions appear under "Honors Program" in the Course Descriptions section of this catalog and these courses are listed in the *Semester Class Schedule* under "Honors."

Phi Theta Kappa

Completely separate from the Honors Program is Phi Theta Kappa, the national Honor Society for two-year college students. Any student who has completed a minimum of 12 degree-applicable units (numbered 1-199), with a cumulative GPA of at least 3.5 is eligible. For details, contact Dr. Jo Anna Birdsall at (530) 895-2340, or Dr. Christina Dahl at (530) 895-2278.

2009-2010 Course Descriptions

Announcement of Courses

Transfer of Courses

Course Numbering System

Butte College Course Descriptions

Announcement of College Courses

Within the enrollment capacity of each class, every person, otherwise eligible, shall be allowed to enroll in and attend any class wherever offered throughout the district. Where the phrase "permission of instructor" or "or equivalent" is shown as a course prerequisite, it is meant that the instructor has the only authority to evaluate whether a student's previous education and/or experience is equivalent to the academic prerequisite for the course. Courses listed in the *Catalog* refer to those courses that the college intends to offer during the course of the academic year. However, students should be advised that not every course listed is offered every term. Some courses will be offered in the evening only.

Transfer of Courses

As part of the announcement of courses section of this *Catalog*, the transfer status of all 1-99 level courses appropriate for the baccalaureate degree is indicated as follows:

CSU: Transfers to campuses of the California State University system.
UC: Transfers to campuses of the University of California system.
NT: Nontransferable course.

Course articulation is subject to change. Students should contact the Counseling Center prior to enrollment each semester to verify the current transfer status of courses.

Course Numbering System

Courses 1-99.....Degree Credit Courses approved for transfer to the CSU/UC systems and private colleges and universities. Not all transfer institutions accept all such numbered courses.	**300-399.....Noncredit** Courses recommended for adult education. Noncredit, ungraded, and may not be used for Associate Degree or transfer.
100-199.....Degree Credit Courses approved for the Associate Degree only. Not transferable to four-year institutions.	**400-499.....Community Service** Classes recommended for community service.
200-299.....Non-degree Credit Remedial and developmental courses. These courses do not apply toward the Associate Degree.	

Prerequisites, Corequisites, and Recommended Prep

Prerequisites

Corequisites

Recommended Prep

Reading, Math, and English Placement Levels

Most courses offered through Butte College have some type of prerequisite or recommended preparation. These are used to establish a student's readiness for the content to be covered within a course. Prerequisites and recommended preparation include previously completed college coursework or achievement of a specified skill level established from an assessment test. For more information, call the Assessment Office at (530) 895-2350.

Prerequisites

There are three types of prerequisites at Butte College:

1. Courses that require a previously completed course as the prerequisite (e.g., French I for French II). These are indicated in the *Semester Class Schedule* with an asterisk (*) symbol. The course descriptions contained within this *Catalog* and a counselor can provide more information on this type of prerequisite.
2. Reading, English, math and ESL courses require either satisfactory completion (grades of "C" or better) of the prerequisite course or qualifying eligibility established from an assessment test. The assessment test has a five year time limit; after that, course eligibility drops back by one level. These courses are indicated in the class schedule with a check (^) symbol. To use prerequisite courses or test scores from other colleges, contact the Assessment Office for an evaluation; allow three days for the evaluation to be completed. For more information, see the section on Assessment/Placement below, and on page 16.
3. BIOL 15 has a Chemistry Prerequisite (College Chem., or 1 year of High School Chem.) with a "C" or better; provide transcript to Assessment Office 72 hours before enrolling! Questions? Contact Katya Yarosevich (530) 895-2263.

Corequisites

Some courses require a "corequisite," that is, concurrent enrollment in an additional specified course or courses. This means all of the courses need to be taken during the same term.

Recommended Preparation

Most courses have specified basic skill placement levels as "recommended preparation." (Shown as *Recommended Prep* in the course description.) The faculty have established recommended placement levels for their courses to inform students of the basic skills (i.e., reading, writing and math skills) needed to perform satisfactorily, that is, to receive grades of "C" or higher. The placement levels for most courses are: Reading IV, English III, with Math II for certain courses; some courses have higher levels. Levels are established by performance on the Basic Skills Assessment or completion of college reading, English, and math courses. Recommended preparation is advisory.

Challenge to Prerequisites and Corequisites

Students may challenge a prerequisite or corequisite for a course. The student will bear the initial burden of showing that grounds exist for the challenge. The challenge should be directed to the department which offers the course. Student challenges to their course eligibilities in reading, English, ESL and math classes that have been established through assessment testing may also be pursued through the Counseling Office. The following is a list of the grounds under which a challenge may be pursued.

1. The student has the knowledge or ability to succeed in the course despite not meeting the prerequisite. Documentation is required.
2. The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or corequisite course has not been made reasonably available. An Educational Plan must be on file.
3. The prerequisite or corequisite is not valid because it is not necessary for success in the course for which it is required. Documentation is required.
4. The prerequisite or corequisite is unlawfully discriminatory or is being applied in an unlawfully discriminatory manner. Documentation is required.

Reading, Math, and English Placement Levels

Students establish reading, English, and math placement levels and course eligibilities by their performance on the Basic Skills Assessment (BSA), combined with information from their academic history or by satisfactory completion (grades of "P," "C" or better) of reading, English and math courses in college. Assessment scores used to establish eligibility for enrollment into reading, English, ESL, and math classes are valid for five years. If the time limit is exceeded, the course eligibility will be dropped back by one level; however, the placement levels will remain the highest attained. For other ways to establish placement levels and course eligibility, please see the Assessment exemption section on page 16 of this *Catalog*. For more information on specific placement level requirements, please see the information at the beginning of the Reading, English, ESL, and Mathematics course descriptions.

Reading Course Descriptions

Course descriptions contain information that aids students in planning their education at Butte College. Courses listed in the *Catalog* represent all the courses which may be offered, but the College does not offer every course each semester. To find out the course offerings by semester, refer to the *Semester Class Schedule* published prior to the beginning of registration for each academic session.

A Sample Description

BIOL 20 - Human Anatomy **4 units**
Prerequisite(s): BIOL 1 , BIOL 2 or High School Biology
Recommended Prep: Reading Level IV; English Level IV; Math Level IV
Transfer Status: CSU/UC 51 hours Lecture/51 hours Lab
This course covers the structure and function of cells, tissues, organs and organ systems in the human body. The laboratory materials will include a human cadaver, other preserved mammalian specimens, skeletons and human anatomical models.

Other Descriptive Course Statements

Course Repetitions

"Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times for credit."
This indicates that a course may be taken four times for credit. The first time, plus three repeats.

Specific Semester Offering

"Offered Fall (Spring) Semester only."
Some courses are offered during one semester only. When planning their educational program with a counselor, students are advised to pay attention to course offerings which may occur only once each academic year.

Special Admissions and Policy Statements

Special admissions procedures are required for some classes which are part of certain vocational programs. Allied Health programs fall into this category. Foreign language classes carry a policy statement about placement levels. Reading the statements directly under the discipline headings will help clarify the registration procedure for these classes.

Instructional Material Fees for Some Courses

Material fees may be authorized for some courses. Amounts vary. Check the *Semester Class Schedule* or with the appropriate instructor. For further information regarding instructional material fees please see page 22.

Line-by-Line Explanation

BIOL 20 - Human Anatomy **4 units**
This line shows the discipline, also referred to as department, (abbreviated as it appears in the Class Schedule) and the number of the course (BIOL 20). It is followed by the course title and the number of units that can be earned.

Prerequisites: BIOL 1, BIOL 2 or BIOL 8 or high school level biology
The "Prerequisite" line indicates course requirements that must be met prior to enrollment. A prerequisite is usually a specific course which must be completed before attempting this course. Many prerequisites are checked at the time students register. For more information on the different types of prerequisites see page 147.

Corequisites
Some courses require a corequisite, that is, concurrent enrollment in an additional specified course or courses. This means all of the courses need to be taken during the same term.

Recommended Prep: Reading Level IV; English Level III; Math Level II
Most courses have specified basic skill placement levels as recommended preparation ("Recommended Prep" in the course description). The placement levels for most courses are: Reading IV and English III. Some courses have higher or lower levels and certain courses include math levels as recommended preparation. Placement levels are established by performance on the Basic Skills Assessment or completion of reading, English and math courses. Recommended preparation is advisory. In some cases, a specific course may be recommended for completion before this course is attempted.

Transfer Status: CSU; UC **3 hrs lecture/3 hrs lab**
This line indicates if a course will transfer to CSU or UC. At the end of this line the number and type of hours the course requires are shown. Hours can be lecture (51 hours lec) or lab (51 hours lab). The number (51) indicates total semester hours.

.....The study of the structure of the cells, tissue, organs and organ systems of the human body. The laboratory materials will include a human cadaver, other preserved mammalian materials, and human models and skeletons.....
A brief description of the course is offered.

Agriculture Business (AB)

AB 20 - Careers in Agriculture and Environmental Studies 1 Unit(s)

Recommended Prep: Reading Level IV; English Level III; Math Level II
Transfer Status: CSU 17 hours Lecture
This course is a study of agriculture, environmental studies and the natural resources industries with a focus on career opportunities, self evaluation, and skills necessary for successful job procurement. The students will gain an understanding of the types and scope of typical jobs available in the agriculture and natural resources industries.

AB 22 - Agricultural Economics 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III; Math Level III
Transfer Status: CSU/UC 51 hours Lecture
This is a survey course that covers the economic problems of agriculture, including the developing and functioning of related economic institutions, with attention given to government policies and expenditures in the field. The determination of values, prices, production costs, distribution, and the fundamentals of money, banking and financing as they relate to agriculture will be studied. Offered fall semester.

AB 25 - Computer Applications in Agriculture 2 Unit(s)

Recommended Prep: Reading Level III; English Level III; Math Level II
Transfer Status: CSU 17 hours Lecture/51 hours Lab
This course explores computer use in the workplace with emphasis on agribusiness situations. Computer applications including word-processing, spreadsheets, databases, and presentation managers will be covered. Also included will be accessing information through the Internet and World Wide Web, telecommunications, and other software appropriate to agribusiness.

AB 26 - Introduction to Agriculture Business 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III; Math Level II
Transfer Status: CSU 51 hours Lecture
This course is a study of the free enterprise system as it relates to planning, organizing, directing and controlling of modern agri-business. More specific topics will include business organization, management theory, marketing, regulatory agencies, business decision making, and ethics. Emphasis will be placed on agriculture and horticulture related industries.

AB 50 - Agricultural Accounting 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III; Math Level II
Transfer Status: CSU 51 hours Lecture
A course in keeping records that will enhance agricultural business efficiency through proper accounting procedures. Focus will center upon the types of records that are needed with emphasis on accounting systems that facilitate financial statement preparation, tax preparation, payroll, borrowing and enterprise analysis. Offered Fall semester.

AB 54 - Supervision and Management 3 Unit(s)

Recommended Prep: Reading Level III; English Level III; Math Level II
Transfer Status: CSU 51 hours Lecture
This course provides training for a person in the art and science of human relations as applied to the business and industrial supervisor. This will include case studies on labor management, human relations, public relations, production control techniques and job analysis.

Accounting (ACCT)

ACCT 2 - Financial Accounting 4 Unit(s)

Recommended Prep: ACCT 20 or BCIS 80 or BCIS 85 and Reading Level IV; English Level III; Math Level III or MATH 217 or concurrent enrollment
Transfer Status: CSU/UC 68 hours Lecture
This course provides students with an in-depth study of financial accounting for business entities, including analysis of transactions, journalizing, posting ledgers, adjusting and closing entries, the preparation and analysis of financial statements, including and the behavior of common accounts.

ACCT 4 - Managerial Accounting 4 Unit(s)

Prerequisite(s): ACCT 2
Recommended Prep: BCIS 80 or BCIS 85 and Math Level IV or MATH 108 concurrent enrollment
Transfer Status: CSU/UC 68 hours Lecture
Managerial Accounting is a field of accounting that provides economic and financial information for business owners, managers and other internal users. The course covers product costing, cost-volume-profit analysis, incremental analysis, product pricing, budgeting, responsibility accounting, cost accounting, capital investment planning and financial statement analysis. This information provides tools for making managerial decisions and evaluating the effectiveness of those decisions.

ACCT 20 - Introduction to Accounting 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III; Math Level II or MATH 216 concurrent enrollment
Transfer Status: CSU 51 hours Lecture
An introductory accounting course designed for students with little or no prior accounting training. The course covers the entire accounting cycle including analysis of business transactions, journalizing, posting, and preparation of financial statements using a hands-on approach. Provides foundation for further study of accounting principles and recommended prior to enrollment in Financial Accounting (ACCT 2), especially for Accounting Majors.

ACCT 25 - Intermediate Accounting 4.25 Unit(s)

Prerequisite(s): ACCT 2, BCIS 85
Transfer Status: CSU 68 hours Lecture/17 hours Lab
A continuation of financial accounting and examination of advanced accounting techniques and methods. An in depth review of the accounting process and the preparation of financial statements, with an introduction to new topics including: the non-operating section of the income statement, disclosure notes, accounting for changes and errors, time value of money, leases, and additional reporting issues.

ACCT 97 - Special Problems-ACCT See page 242

ACCT 99 - Work Experience-ACCT See page 245

ACCT 100 - QuickBooks Pro-Computerized Accounting 2 Unit(s)

Prerequisite(s): ACCT 2 or ACCT 20 and BCIS 80
Recommended Prep: Reading Level IV; English Level III; Math Level III or MATH 217 concurrent enrollment
Transfer Status: NT 34 hours Lecture/17 hours Lab
This course provides a transition from a manual accounting system to a typical computerized system. The objective is to collect, summarize and communicate information to decision makers and users via QuickBooks Pro accounting software. Typical documents produced consist of purchase orders, checks, invoices, deposit slips, job cost reports, financial statements, bank reconciliations, payroll tax returns and 1099 forms. Materials fees are required and subject to change.

ACCT 105 - Income Tax Preparation 4 Unit(s)

Recommended Prep: Reading Level IV; English Level III; Math Level II
Transfer Status: NT 68 hours Lecture
This course is a study of the Federal and California income tax laws that apply to taxpayers, the application of the laws by computation of various practical problems and the completion of forms required by the Internal Revenue Service and the California State Franchise Tax Board. The requirements for becoming a licensed tax preparer and the rules and regulations governing licensed tax preparers are reviewed. This course may be taken for personal use, but is primarily designed for the vocational student. It will orient the student toward working with these problems in an accounting office, a financial institution, an enrolled agent's office, the Internal Revenue Service, the California State Franchise Tax Board, a state licensed tax preparer's office or in their own office.

ACCT 110 - Accounting for Payroll 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III; Math Level II and ACCT 20
Transfer Status: NT 51 hours Lecture
This course is designed to teach the payroll function in a business firm and the necessary record keeping needed to comply with California and federal laws and regulations. Both manual and computer applications are included.

ACCT/SBM 128 - Bookkeeping 2 Unit(s)

Transfer Status: NT 34 hours Lecture
This course is an overview of basic bookkeeping methods from a practical business perspective. Topics discussed will include debits, credits, journal entries, petty cash, accounts receivable, accounts payable, trial balance, income statement, and the balance sheet for a service business. Students will also be introduced to the basic concepts of QuickBooks. Emphasis will be on providing answers to questions commonly asked by small business owners. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

ACCT 195 - Advanced Career Development-ACCT 1-3 Unit(s)

Prerequisite(s): Sophomore standing and permission of instructor.
Transfer Status: NT 17 - 51 hours Lecture
A course designed to give advanced students experience assisting first year students with subject material and learning in lecture and laboratory courses of their major. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

Addiction Studies (ADS)

ADS 2 - Introduction to Chemical Dependency 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 51 hours Lecture
This course presents an overview of the problems of alcohol and other drug abuse and dependency. History, policies, and mythology of alcohol and drugs in the United States; the impact of alcohol and drug abuse/dependency, and co-dependency; the Public Health Model of prevention, intervention, and treatment/rehabilitation; and the community continuum will be practiced. Definitions of use, abuse, and dependency will be discussed. This course is a prerequisite for all other ADS courses except ADS 14 and ADS 100.

ADS 4 - Physiology and Pharmacology of Chemical Dependency 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 51 hours Lecture
This course will focus on the action and effects of alcohol and other drugs on the body's organs and systems, behavior, cognition, and emotion. Topics include: principles of drug action; physiology of the central nervous system and neural transmission; the addiction process including tolerance and withdrawal; research on genetic predisposition; male-female differences; and physical consequences of alcohol and other drug abuse/dependency including nutritional deficits, effect on a fetus, and sexual dysfunction.

ADS 6 - The Helping Services and Chemical Dependency 3 Unit(s)

Prerequisite(s): ADS 2, ADS 4, ADS 32
Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 51 hours Lecture
This course will address the history, philosophy and development of human services systems; the integration and networking of alcohol and drug abuse/dependency programs and agencies with helping service institutions from the federal to the local level; the philosophy of social work; community prevention, education, and outreach concepts, models, and strategies; crisis issues specific to special populations; and legal-ethical issues of patient's rights, counselors, and law enforcement; to include personal and professional boundaries and dual relationship issues. Practice problem-solving will be stressed. Basic interviewing skills will be introduced.

ADS 8 - Case Management and Documentation 4 Unit(s)

Prerequisite(s): ADS 2, ADS 4, ADS 6, ADS 16, ADS 32
Recommended Prep: ADS 10 concurrent enrollment
Transfer Status: CSU 68 hours Lecture
Techniques used for crisis and beginning counseling, intake interviewing, and referral will be studied and practiced. Intervention, assessment, diagnosis, admitting, and recording of data will be emphasized; practice in interviewing techniques and record keeping; and development of different models of treatment planning will be practiced. Emphasis will be placed on the skills of observation and recording.

ADS 10 - Group Leadership and Group Process 4 Unit(s)

Prerequisite(s): ADS 2, ADS 4, ADS 6, ADS 16, ADS 18, ADS 32
Co-requisite(s): ADS 26
Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 68 hours Lecture
This course is an introduction to the dynamics of group interaction with an emphasis upon the individual's firsthand experience as the group becomes the focus of study. The factors in communication problems, effective emotional responses, and personal growth will be highlighted. The emphasis will be on group process as a means of making personal connections, increasing awareness, and changing behavior. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

ADS 12 - Professional Competency and Personal Recovery Process 3 Unit(s)

Prerequisite(s): ADS 2, ADS 4, ADS 6, ADS 8, ADS 10, ADS 16, ADS 18, ADS 32
Co-requisite(s): ADS 30
Transfer Status: CSU 51 hours Lecture
This course examines counselor burnout, personal, spiritual, and professional growth in the maintenance of a healthy recovery process. Early warning signs and techniques for avoiding stress, co-dependency patterns in the work environment, and burnout will be emphasized. Mechanisms and vehicles for personal, spiritual, and professional growth will be examined. Self-examination in a group process will be emphasized. Students will be exposed to techniques of maintaining personal and professional integrity.

ADS 14 - Community Prevention 2 Unit(s)

Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 34 hours Lecture
Offered Spring Semester only. This course will examine the procedures that can reduce the use of drugs and alcohol in the local community. The methods of drug intervention for youth and adults will be examined. This class is appropriate for not only those who are seeking certification as a counselor, but also for educators, community leaders, and parents.

ADS 16 - Family and Addiction 3 Unit(s)

Prerequisite(s): ADS 2, ADS 4, ADS 32
Recommended Prep: Reading Level III; English Level II
Transfer Status: CSU 51 hours Lecture
This course will analyze and examine the concepts and dynamics of family and significant other relationships and practice strategies that address issues of co-dependency and adult children of alcoholic (ACA) and addicted families. The approach will have an experiential component, and students will participate in exercises that will lead to the development of these basic family dynamics and skills. Also explored will be chemically dependent family systems material.

ADS 17 - Adolescent Treatment 3 Unit(s)

Prerequisite(s): ADS 2, ADS 4, ADS 6, ADS 16, ADS 18, ADS 26, ADS 32
Co-requisite(s): ADS 26 (must take this course in 2nd or 3rd semester)
Transfer Status: CSU 51 hours Lecture
This course is designed to explore current adolescent alcohol and other drug prevention strategies, substance use, abuse, and dependency concerns. Treatment and recovery strategies will be explored. There will be an emphasis on adolescent biological, psychological, emotional, and social developmental issues as related to chemical use, abuse and dependency. Current issues in the field of adolescent treatment, prevention and intervention will be explored.

ADS 18 - Dual Disorders 3 Unit(s)

Prerequisite(s): ADS 2, ADS 4, ADS 32
Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 51 hours Lecture
This course presents a comprehensive approach to the treatment problems of mental illness and chemical dependency. Integration of mental health system requirements and strategies of chemical dependency treatment, particularly the 12 Step Support Groups, will be examined. Criteria and language of the American Psychiatric Association in the revised, 4th edition of the Diagnostic and Statistical Manual for Mental Disorders will be used.

ADS 20 - Special Populations 2 Unit(s)

Prerequisite(s): ADS 2
Transfer Status: CSU 34 hours Lecture
Offered Spring Semester only. This course will address the cultural norms and roles of specific populations that are at risk for alcohol and drug abuse and dependency problems. Ethnic groups, gender- and age-related norms and roles, the issues particular to the physicallyand developmentally-disabled and homosexual populations will be examined. Treatment and counseling issues will be explored.

ADS 22 - Adult Children of Alcoholics and Post-Traumatic Stress Disorder (PTSD) 2 Unit(s)

Prerequisite(s): ADS 2, ADS 4, ADS 32
Transfer Status: CSU 34 hours Lecture
This course is designed to introduce the student to the concept and methods of treatment for post-traumatic stress disorder with the Adult Children of Alcoholics. The topic will be broken into three contextual types: stress of war, adult trauma, and childhood trauma. Childhood trauma, e.g. physical/sexual abuse, will be emphasized as it is linked with substance abuse/dependence. The impact of Post-traumatic Stress Disorder (PTSD) on the on-going development of individuals will also be addressed. Etiology and systemic issues, as well as methods of treatment for PTSD, will be addressed. Characteristics of Adult Children of Alcoholics will be discussed. Students will also be expected to practice and demonstrate skills in assessing this disorder, as well as providing basic interventions, referrals and an understanding of long-term therapy goals and techniques. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

ADS 24 - Intervention 2 Unit(s)

Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 34 hours Lecture
This course is designed to introduce the student to the theory, purpose, and application of the formal intervention process as a tool for treating the chemically dependent client. Specifically, the course will address the denial process and how intervention is a tool for breaking through denial. In many cases the skill of intervention is necessary to initiate any other treatment objective. Thus this course will focus exclusively on the didactic and experiential application of this particular skill and where it fits in the overall treatment of the chemically dependent client.

ADS 26 - Addiction Assessment 2 Unit(s)

Prerequisite(s): ADS 2, ADS 4, ADS 32
Transfer Status: CSU 34 hours Lecture
This course will address various professional assessment tools utilized to place the chemically dependent population into the appropriate treatment setting. Among the various tools presented will be the Addiction Severity Index (ASI) and the American Society of Addiction Medicine (ASAM). Other test/tools will be presented as appropriate. Emphasis will be placed on the gaining of the skills necessary to deliver these tools effectively. (This course is a required class to be taken in the second or third semester, and must be taken prior to ADS 30-Supervised Field Work.)

ADS 30 - Supervised Field Work Practicum and Seminar 6 Unit(s)

Prerequisite(s): ADS 2, ADS 4, ADS 6, ADS 8, ADS 10, ADS 16, ADS 18, ADS 26, ADS 32
Co-requisite(s): ADS 12
Transfer Status: CSU 48 hours Lecture/272 hours Lab
The supervised field work and seminar provides the opportunities to integrate knowledge and skills and process the practical learning experiences. Instructions for admission to placement will be given as part of the ADS 8 course. Must have at least 1 year clean and sober to enroll in ADS 30. Graded only.

ADS/PSY 32 - Communication Skills for Helping Relationships 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 51 hours Lecture
This course is designed for individuals who would like to obtain knowledge and skills necessary for effective helping relationships and is especially designed for drug and alcohol counselors, parents, teachers, tutors, medical personnel, corrections personnel, etc. Involves knowledge of as well as training in those helping dimensions that are responsible for effective helping relationships. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

ADS 34 - 12-Step Programs and Recovery 2 Unit(s)

Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 34 hours Lecture
This course introduces the student to the 12-step process as it relates to Alcoholics Anonymous, Narcotics Anonymous, Alanon, and the other 12-step programs. Specifically, the course acquaints the student to definitions of the 12-step, recovery, the 12 traditions, and the advantages and disadvantages of the 12-step process. The history of the 12-step movement along with the contrast of the other treatment models will be examined. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

ADS 36 - Self Esteem and Addiction 2 Unit(s)

Recommended Prep: Reading Level III; English Level II
Transfer Status: CSU 34 hours Lecture
This course is designed to introduce individuals to the concepts of self-esteem. Included in the course is the opportunity to obtain knowledge about the roots of self-esteem and to practice the skills of self-esteem improvement. This course will have applications for the student as well as social workers, drug/alcohol counselors, school personnel, and professionals in the criminal justice system. There will be an emphasis on the experimental as well as the theoretical as it relates to self-esteem development. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated two times.

ADS 38 - Understanding Addiction 3 Unit(s)

Recommended Prep: Reading Level III; English Level II
Transfer Status: CSU 51 hours Lecture
This course is designed to introduce students to the roots of the addictive process. The course is organized around the belief that addiction is the process of losing balance and developing extreme thinking behavior. This kind of thinking manifests in various addictive disorders. Some addictions that will be studied are gambling, sex addiction, and food addiction. A brief discussion of chemical dependency, as it relates to this particular course, will be presented. The main theme of the course is that addiction, the process of losing balance, needs to be addressed in its own right, in addition to the specific addictive disorder.

ADS 70 - Social Work Principles 3 Unit(s)

Recommended Prep: Reading Level III; English Level II
Transfer Status: CSU 51 hours Lecture
This course is designed to introduce students to social welfare as a social institution. It also seeks to provide the student with an overview of the field and the institutions that support these basic principles. The course identifies groups within American society that have a high risk of disenfranchisement. The course identifies societal responses as they relate to the basic medical, economic, educational, and legal needs of this population. Issues are addressed from a historical and contemporary perspective.

ADS 97 - Special Problems-ADS See page 242

ADS 99 - Work Experience-ADS See page 245

ADS 100 - Personal and Social Growth in the Recovery Process 3 Unit(s)

Recommended Prep: Reading Level III; English Level II
Transfer Status: NT 51 hours Lecture
A study of the dynamics of constructive human interaction in the development of an effective personality and in the furthering of mental health, particularly in terms of chemical dependency issues. The course will focus on self-understanding, dynamics of individual and group behavior, motivation, stress, adjustive, and healthy behavior. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

ADS 150 - Current Issues in Chemical Dependency: A Lecture Series 1 Unit(s)

Recommended Prep: Reading Level IV; English Level III
Transfer Status: NT 17 hours Lecture
An introduction and survey of current issues and topics relating to the field of chemical dependency. Lectures will be presented weekly by local professionals. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated two times. Pass/No Pass Only.

Agricultural Engineering Technology (AET)

AET 22 - Natural Resources and Agri-Construction 3 Unit(s)

Recommended Prep: Reading Level III; English Level II; Math Level III
Transfer Status: CSU 17 hours Lecture/102 hours Lab
Study and practice in the selection and use of farm structural and mechanical equipment Includes farm wiring, carpentry, concrete, masonry, plumbing, painting and metal work with emphasis on the actual practices. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

AET 26 - Basic Surveying 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III; Math Level II
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course will cover the handling and use of surveying instruments, fundamental surveying methods, field practices in measuring, staking, turning, note-keeping, and mapping. Laser and GPS technology will be introduced at the basic level.

AET 30 - Tractors & Crawlers 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III; Math Level II
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course covers design principles, selection, maintenance, adjustment, and safe operation of wheel and crawler type tractors used in agriculture and in the construction industry.

AET 34 - Farm Machinery 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III; Math Level II
Transfer Status: CSU 42.5 hours Lecture/25.5 hours Lab
This course covers design principles, uses, selection, maintenance, repair, and calibration of agricultural machinery, with an emphasis on those types of tillage, planting, chemical application, and harvesting implements used in California agriculture.

AET 35 - Heavy Equipment Methods 3 Unit(s)

Co-requisite(s): AET 36
Recommended Prep: AET 30 and Math Level II
Transfer Status: CSU 51 hours Lecture
This course will examine construction regulations, erosion control, drainage, and environmental mitigations, soils and aggregates, technical report writing, interpreting blueprints and site plans, applied mathematical calculations, management skills, worksite first aid, fleet management practices, project organization, and entrepreneurship.

AET 36 - Heavy Equipment Operation 3 - 6 Unit(s)

Recommended Prep: AET 30
Transfer Status: CSU 17 - 34 hours Lecture/102 - 204 hours Lab
This course covers selection, operation, service, and adjustment of heavy equipment used in agriculture and construction industries. Also covered are measurement and techniques used in preparing roads, building sites, and other projects as may be required in the field using heavy equipment. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

AET 37 - Diesel Engine Systems 4 Unit(s)
Recommended Prep: Reading Level IV; English Level III; Math Level II
Transfer Status: CSU 51 hours Lecture/51 hours Lab
This course covers the theory and operating principles of modern heavy-duty diesel engines. Engine systems will be studied using a lecture/demonstration technique with actual engines and components. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

AET 38 - Diesel Engines and Machine Systems 4 Unit(s)
Recommended Prep: Reading Level IV; English Level III; Math Level II
Transfer Status: CSU 51 hours Lecture/51 hours Lab
This course presents the theory, operating principles, application, component parts, support systems, maintenance, adjustment, and repair of Diesel engines and related systems used on modern trucks and heavy equipment used in the construction and agricultural industries. The related systems include electrical, power train, hydraulic, and HVAC systems.

AET 40 - Fluid Power 2 Unit(s)
Recommended Prep: Reading Level IV; English Level III; Math Level II
Transfer Status: CSU 17 hours Lecture/51 hours Lab
This course covers the principles of operation, application and component parts of hydraulic systems used in agricultural and industrial equipment.

AET 41 - Pneumatic Brakes 2 Unit(s)
Recommended Prep: Reading Level IV; English Level III; Math Level II
Transfer Status: CSU 17 hours Lecture/51 hours Lab
This course covers the theory, operating principles, component parts, adjustment and repair of modern pneumatic braking systems for trucks and heavy industrial equipment.

AET 42 - Equipment Maintenance & Repair 4 Unit(s)
Recommended Prep: Reading Level IV; English Level III; Math Level II
Transfer Status: CSU 34 hours Lecture/102 hours Lab
This course will cover preventive maintenance practices used on trucks, agricultural tractors and industrial equipment. The operating principles of power trains, electrical systems, hydraulic systems, and other components will be presented. Emphasis will be placed on supervised project repair and maintenance. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

AET 43 - Hydraulic and Pneumatic Systems 2 Unit(s)
Recommended Prep: Reading Level IV; English Level III; Math Level II
Transfer Status: CSU 17 hours Lecture/51 hours Lab
This course presents the theory, operating principles, application, component parts, systems, maintenance, adjustment, and repair of hydraulic and pneumatic systems used on modern trucks and heavy equipment used in the construction and agricultural industries.

AET 104(A-Z) - Agriculture Engineering Workshop 0.5 - 5 Unit(s)
Transfer Status: NT 8.5 - 85 hours Lecture/25.5 - 255 hours Lab
These special courses are designed to meet student and community needs, with an emphasis on upgrading skills and knowledge in a particular area of study. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

AET 104M - Agricultural Building Construction Workshop 4 Unit(s)
AET 104P - Forklift Operation 1 Unit(s)
AET 104R - Heavy Equipment Operation 1 - 2 Unit(s)

Agriculture (AGR)

AGR 10 - World Food and Hunger Issues 3 Unit(s)
Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU/UC 51 hours Lecture
This course is a study of the world's food needs with emphasis on the problems and policies of developing nations. This course will examine the evolution from hunter-gatherer to domesticated agriculture and the role agriculture currently plays in the sustainability of economic and political progress of developing nations and the ethical and environmental implications.

AGR 97 - Special Problems-AGR See page 242

AGR 99 - Work Experience-AGR See page 245

AGR 100 - Supervised Ag Experience 0.5 - 8 Unit(s)
Transfer Status: NT 8.5 - 136 hours Lecture
The supervised study of agriculture and natural resource practices and experiences on an individual basis. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times. Pass/No Pass Only. Open Entry/Open Exit.

AGR 110 - Agricultural Leadership I 1 Unit(s)
Recommended Prep: Reading Level IV; English Level III
Transfer Status: NT 51 hours Lab
This course will focus on parliamentary procedures, planning and implementation of organizations, problems and techniques of group dynamics, participation in community and competitive agricultural events. The course is recommended for agricultural club members and officers. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times. Pass/No Pass Only.

AGR 111 - Agricultural Leadership II 0.5 - 1 Unit(s)
Recommended Prep: Reading Level IV; English Level III
Transfer Status: NT 25.5 - 51 hours Lab
This course will focus on advanced levels of parliamentary law and organizational leadership for team leaders and members. It is recommended for agricultural club members and officers. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times. Pass/No Pass Only. Open Entry/Open Exit.

Agriculture Science (AGS)

AGS 22 - Applied Physical Science 3 Unit(s)
Transfer Status: CSU 51 hours Lecture
Study of principles and natural science laws of physical science applicable to agriculture and natural resources and related areas.

AGS 24 - Introduction to Environmental Studies 3 Unit(s)
Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 51 hours Lecture
Introduction to Environmental Studies is an interdisciplinary course that will teach from an environmental perspective so that students will gain an appreciation and understanding of their natural surroundings. Students will explore the scientific methods needed to understand the numerous facets concerning natural resources and environmental studies within the world's ecology. This approach will enable students to gain an appreciation for theoretical and applied sciences in this realm of study. Along with satisfying the Associate of Science requirement, this foundation course will also meet the needs of students with an interest in the Environmental Studies, Natural Resources, and related areas in Agriculture. In addition, students will be encouraged to develop scientific reading, writing and critical thinking skills.

AGS 30 - Ecology of Insect and Disease Management 3 Unit(s)
Recommended Prep: Reading Level IV; English Level III; Math Level II
Transfer Status: CSU 34 hours Lecture/51 hours Lab
A study of the scientific principles and concepts of ecologically based pest management, with emphasis on economically important insects and pathogens in agriculture, environmental horticulture, natural resources, parks and recreation. Included is an introduction to insects and disease organisms; their biology; identification and management, with a focus on plants of the local geographic area.

AGS 50 - General Soils 4 Unit(s)
Recommended Prep: Reading Level IV; English Level III; Math Level II
Transfer Status: CSU/UC 51 hours Lecture/51 hours Lab
Biological, chemical, and physical soil properties; scientific methodologies of the living and non-living system of soils integrated relationships between soils and climate, plants, animals, geologic materials, land forms and time, and the resulting impact of soils on the worlds civilizations both past and present.

AGS 56 - Commercial Pesticide Application 3 Unit(s)
Recommended Prep: Reading Level IV; English Level III; Math Level II
Transfer Status: CSU 51 hours Lecture
This course covers laws and regulations, safe use, and pertinent cultural relationships pertaining to pest control, pesticide application, and pesticide safety required to obtain a private or commercial pesticide applicator's certificate in California. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

AGS 104(A-Z) - Agricultural Science Workshop 0.5 - 1 Unit(s)
Transfer Status: NT 8 - 16 hours Lecture
A special course designed to meet student and community needs. Emphasis is on upgrading the skills and knowledge of students enrolled. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times. Pass/No Pass Only.

AGS 104A - Organic Fruit Tree Production	0.5 Unit(s)
AGS 104B - Organic Farming Techniques	1 Unit(s)
AGS 104C - Organic Methods of Disease and Pest Control	0.5 Unit(s)
AGS 104D - Organic Vegetable Prod	0.5 Unit(s)

Administration of Justice (AJ)

AJ 1 - Criminology 3 Unit(s)
Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 51 hours Lecture
Philosophy and history of law enforcement; urban problems and criminology; organization, jurisdiction and interrelationships of local, state, and federal law enforcement agencies, professional career opportunities and qualifications required. Graded only.

AJ 2 - Administration of Justice 3 Unit(s)
Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU/UC 51 hours Lecture
This course is a review of the criminal justice system in America. It is an in-depth study of the role and responsibilities of each segment within the Administration of Justice system: law enforcement, judicial, corrections. It examines all procedures from incident to the final disposition of a criminal case. It is a study of constitutional, federal, and state laws as they affect the criminal justice system.

AJ 3 - Legal Research 2 Unit(s)
Recommended Prep: Reading Level III; English Level II
Transfer Status: CSU 34 hours Lecture
This course will introduce students to the basics of Legal Research. Students will become familiar with and learn how to use the materials commonly found in law libraries. Graded only.

AJ 4 - Criminal Law I 3 Unit(s)
Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU/UC 51 hours Lecture
A study of the criminal law utilizing the case method of study. This course will review the definition and classification of crimes, offenses against the person, offenses against habitation, offenses against property, and offenses against morality and decency. Graded only.

AJ 5 - Criminal Law II 3 Unit(s)
Prerequisite(s): AJ 4
Transfer Status: CSU/UC 51 hours Lecture
A study of the criminal law utilizing the case method of study. This course will review the responsibility of one for a criminal act, and the defenses to criminal conduct. Graded only.

AJ 6 - Evidence 3 Unit(s)
Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 51 hours Lecture
A study of the basic principles of evidence emphasizing the rules of evidence. Graded only.

AJ 8 - Criminal Investigation 3 Unit(s)
Recommended Prep: Reading Level III; English Level II
Transfer Status: CSU 51 hours Lecture
Fundamentals of investigation; crime scene search and recording; collection and preservation of physical evidence, scientific aids, modus operandi; sources of information; interviews and interrogation; follow-up case preparations. Graded only.

AJ 10 - Juvenile Procedures 3 Unit(s)
Recommended Prep: Reading Level III; English Level II
Transfer Status: CSU 51 hours Lecture
Organization, function, and jurisdiction of juvenile agencies; the processing and detention of juveniles; juvenile case dispositions; juvenile statutes and court procedures. Graded only.

AJ 11 - Criminal Procedure 3 Unit(s)
Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU 51 hours Lecture
This course covers the United States constitution and its application in the area of criminal procedure. Topics covered include: arrest, search and seizure, electronic eavesdropping, interrogation and confessions, lineups, exclusionary rule, right to counsel, Patriot Act, administrative authority. Graded only.

AJ 13 - Organized Crime/Gangs 3 Unit(s)
Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 51 hours Lecture
The interrelations of organized crime, (i.e., gangs, narcotics, etc.) to the community; the impact of covert criminal activities upon the social structure; symptoms of organized crime; political influences in the legal system; management of crime control units.

AJ 14 - Community Oriented Policing 3 Unit(s)
Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 51 hours Lecture
This course explores the broad and critical areas of crime prevention techniques using the citizenry as the basis. This course will encompass police paradoxical issues concerning ethnically diverse populations, the police image, the dilemma of policing, the role of police in the community, police/community attitudes, complaints, and crime prevention through visibility and community involvement. This course will address the interrelations of the police and the media, politics and the needs of ethnically diverse communities.

AJ 97 - Special Problems-AJ **See page 242**

AJ 99 - Work Experience-AJ **See page 245**

Administration of Justice-Law Enforcement (AJLE)

AJLE 140 - Law Enforcement Academy 35.5 Unit(s)

Prerequisite(s): Must successfully complete and pass the P.O.S.T. reading and writing examination, pass a D.O.J. Background Check, and possess a valid California drivers license.

Transfer Status: NT 460 hours Lecture/450 hours Lab

This 23-week course prepares the student for a career as a peace officer under the authority of the California Commission on Peace Officer Standards and Training (P.O.S.T.). The curriculum covers 42 learning domains ranging from academic subjects on criminal law, investigation and patrol procedures to psychomotor skills on defensive tactics, firearms training, driving skills and officer-violator contacts. The successful completion of this course will allow the student to be employed as a peace officer in California (valid for three years after graduation) and lead to the issuance of a Basic Law Enforcement Certificate from P.O.S.T. after one year of approved field service at a law enforcement agency. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time. Graded only.

AJLE 141 - Law Enforcement Academy; Fish and Game Emphasis 50 Unit(s)

Prerequisite(s): Must successfully complete and pass the P.O.S.T. reading and writing examination, and pass a D.O.J. Background Check; or be employed with a law enforcement agency.

Transfer Status: NT 676 hours Lecture/540 hours Lab

This 30.4-week course prepares the student for a career as a peace officer with an emphasis on the Department of Fish and Game (DFG), under the authority of the California Commission on Peace Officer Standards and Training (P.O.S.T.). The curriculum covers 42 learning domains ranging from academic subjects on criminal law, investigation and patrol procedures to psychomotor skills on defensive tactics, firearms training, driving skills and officer-violator contacts. The successful completion of this course will allow the student to be employed as a peace officer in California (valid for three years after graduation) and lead to the issuance of a Basic Law Enforcement Certificate from P.O.S.T. after one year of approved field service at a law enforcement agency. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time. Graded only.

AJLE 142 - Supplemental Law Enforcement Academy; Fish and Game Emphasis 14.5 Unit(s)

Prerequisite(s): Must be employed with a law enforcement agency and have already successfully completed the P.O.S.T. Regular Basic Course and possess a Basic Law Enforcement Certificate from P.O.S.T.

Transfer Status: NT 210 hours Lecture/111 hours Lab

This 8-week course prepares the student for a career as a peace officer with the Department of Fish and Game (DFG). The curriculum includes a review of academic subjects on criminal law, investigation and patrol procedures to psychomotor skills on defensive tactics, firearms training, driving skills and officer-violator contacts. Primary focus will be on topics directly related to the operation of the Department of Fish and Game, Law Enforcement Division and performing the typical duties of a game warden. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time. Graded only.

AJLE 143 - Arrest and Control/Baton Instructor Updates 1 Unit(s)

Prerequisite(s): Must be a CA DFG or other law enforcement officer.

Transfer Status: NT 8 hours Lecture/24 hours Lab

This course is an update for Department of Fish and Game defensive tactics instructors and other law enforcement officers. Training topics include Program Updates and Changes; Chemical Agents; Carotid Restraint; Verbal Judo/Tactical Communication; Defense Techniques; and Weapon Retention. Pass/No Pass Only.

AJLE 144 - Arrest and Control/Baton Instructor 2 Unit(s)

Prerequisite(s): Must be a CA DFG or other law enforcement officer.

Transfer Status: NT 14.5 hours Lecture/65.5 hours Lab

This course certifies a peace officer to instruct arrest, control and baton use. The course meets the training requirements of the State of California, Department of Fish and Game for developing Defensive Tactics instructors. Arrest, control and baton use falls into a training category referred to as "manipulative skills," which involve the routine application of muscle memory and other cognitive abilities that can deteriorate without adequate practice and repetition. Peace officers who successfully complete this course may instruct other peace officers in the appropriate application of arrest, control and baton. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated to meet legally mandated training requirements. Pass/No Pass Only.

AJLE 145 - Firearms Instructor Update 0.5 Unit(s)

Prerequisite(s): Must be a CA DFG or other law enforcement officer.

Transfer Status: NT 2 hours Lecture/18 hours Lab

This course is an update for Department of Fish and Game firearms instructors and other law enforcement officers. It meets the training requirements from the State of California Commission on Peace Officer Standards and Training for a peace officer who is currently a firearms instructor to continue in that capacity following this training. Firearms use by peace officers falls into a training category referred to as "manipulative skills," which involve the routine application of muscle memory and other cognitive abilities that can deteriorate without adequate practice and repetition. Typically this course must be taken every three years to demonstrate up-to-date knowledge associated with changing case law related to the use of deadly force and to refresh skills and abilities. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated to meet legally mandated training requirements. Pass/No Pass Only.

AJLE 151A - PC 832 Arrest Module 2 Unit(s)

Transfer Status: NT 29 hours Lecture/11 hours Lab

This course is the first of two modules required for certification as a Level III Reserve Law Enforcement Officer through Peace Officer Standards and Training (P.O.S.T.). The module includes History, Professionalism and Ethics, Criminal Justice System, Community Relations, Criminal Law, Laws of Arrest, Search and Seizure, Presentation of Evidence, Investigative Report Writing, Use of Force, Preliminary Investigation, Crimes Against the Justice System, Cultural Diversity/Discrimination, and Arrest and Control/Baton. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time. Pass/No Pass Only.

AJLE 151B - PC 832 Firearms Module 1 Unit(s)

Transfer Status: NT 12 hours Lecture/12 hours Lab

This course is the second of three modules required for certification as a Level III Reserve Law Enforcement Officer through Peace Officer Standards and Training (P.O.S.T.). The module covers such topics as Firearms and Chemical Agents, Safety Guidelines, Current Laws and Principles, Basic Types of Firearms, Cleaning of Firearms, Drawing and Holstering, Low Light/Nighttime Conditions, Combat Situations, Psychological and Physiological Responses, Introduction to Chemical Agents, History of Chemical Agents, Types of Chemical Agents, Tactics and Application of Chemical Agents, Application and Exposure to Chemical Agents, and Shooting Techniques and Principles. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time. Pass/No Pass Only.

AJLE 153 - Level I Module Academy 17.5 Unit(s)

Prerequisite(s): Must pass the P.O.S.T. reading and writing examination, pass a D.O.J. background check, and pass Level II and Level III Module courses.
Transfer Status: NT 221 hours Lecture/231 hours Lab
This 28-week course is the third in a series of courses designed to prepare the student for a career as a peace officer under the authority of the California Commission on Peace Officer
Standards and Training (P.O.S.T.). The Level I Module Academy is the final phase of training for individuals wishing to become California peace officers. As a result, only those who have previously completed Level II and Level III module training will be eligible to attend this course. Butte College does not currently offer the Level II and Level III module courses. The curriculum covers 27 learning domains ranging from academic subjects on criminal law, investigation and patrol procedures to psychomotor skills on defensive tactics, firearms training, driving skills and officer-violator contacts. The successful completion of this course will allow the student to be employed as a peace officer in California (valid for three years after graduation) and lead to the issuance of a Basic Law Enforcement Certificate from P.O.S.T. after one year of approved field service at a law enforcement agency. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time. Graded only.

AJLE 162 - P.O.S.T. Instructor Certification 1.6 Unit(s)

Transfer Status: NT 20 hours Lecture/20 hours Lab
This course will cover the roles and responsibilities of P.O.S.T. (California Commission on Peace Officer Standards and Training) Basic Academy instructors and provide an opportunity to develop improved skills in the delivery of their subject matter expertise. Core competencies will include law enforcement training delivery, adult education principles, lesson plan construction, presentation skills, training aids, and student evaluation and remediation. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times. Pass/No Pass Only.

AJLE 164 - POST Dispatcher Course 6.75 Unit(s)

Transfer Status: NT 104 hours Lecture/16 hours Lab
Becoming a public safety dispatcher means choosing dispatching not only as a career, but as a moral commitment to maintain public trust. Public safety dispatchers must understand their role and responsibilities, understand the operation of the communications center, and act with a high degree of professionalism and ethics. This course will cover the communication process of dispatching, criminal justice system, laws and the California Penal Codes, communication technology operations, resource referral services, and wellness management. This course meets the minimum requirements for certification by the California Commission on Peace Officer Standards and Training. Materials fee required and subject to change. Pass/No Pass Only.

AJLE 181 - Basic Correctional Officer 9 Unit(s)

Transfer Status: NT 132 hours Lecture/44 hours Lab
This course is designed and offered for those persons assigned to custodial duties within the criminal justice system. The instruction is also designed for the person desiring to enter into custody employment in the future. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time. Graded only.

AJLE 183 - Supplemental Correctional Officer Core Course3 Unit(s)

Prerequisite(s): Basic P.O.S.T. Certificate
Transfer Status: NT 56 hours Lecture
This course is designed for peace officers, who would be working in city or county jails and who have completed the P.O.S.T. Basic Academy. It meets the requirements of Section 180; Title 15, California Code of Regulation. Graded only.

Agriculture Job Skills (AJS)

AJS 200(A-Z) - Agriculture Job Skills 0.5 - 4 Unit(s)

Transfer Status: NT 25.5 - 204 hours Lab
These special courses are designed to meet CalWorks students' needs for successful employment in the agriculture industry. These courses are closely aligned with labor market and workplace needs. Emphasis is on the development of the knowledge and skills required for this industry through supervised practice. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times. Pass/No Pass Only. Open Entry/Open Exit.

AJS 200A - Farm/Ranch Assistant	0.5 - 4 Unit(s)
AJS 200B - Park/Landscape Assistant	0.5 - 4 Unit(s)
AJS 200C - Building Construction Assistant	0.5 - 4 Unit(s)

Allied Health (ALH)

ALH 2 - Personal Safety and Health Education 3 Unit(s)

Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU 51 hours Lecture
This course investigates medical and trauma emergencies that occur within specific physical and social environments and provides the student with the knowledge and skills necessary to work as a first responder in an emergency. The course explores the relationship between illness and injury, and personal behavior. Topics of discussion include sudden illness, trauma, environmental injuries, special populations, disease transmission, human behavior, health, stress, and death and dying. The course complies with the American Red Cross Emergency Response curriculum. The student may receive American Red Cross course completion certificates for Emergency Response and CPR for the Professional Rescuer.

ALH 99 - Work Experience-ALH See page 245

ALH/BCIS 104 - Medical Terminology 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III; Math Level II
Transfer Status: NT 51 hours Lecture
This course is designed to teach the specialized language used within the medical profession. This course emphasizes the definition, pronunciation, and spelling of medical terms with emphasis on building medical words using prefixes, word roots, suffixes and combining forms. To further advance a working knowledge of these terms, vocabulary is taught in relation to the basic anatomy, physiology, and pathology of body systems.

Animal Science (ANS)

ANS 20 - Introduction to Animal Science 3 Unit(s)
Recommended Prep: Reading Level III; English Level III; Math Level II
Transfer Status: CSU/UC 34 hours Lecture/51 hours Lab
This course introduces students to the scientific overview of the livestock industry, supply of animal products and their uses. There will be special emphasis on the origin, characteristics, adaptation and contributions of farm animals to the global agriculture industry. Analysis of the economic trends and career opportunities in animal agriculture will be covered.

ANS 30 - Horsemanship/Equitation (Western) 1 Unit(s)
Transfer Status: CSU 51 hours Lab
This course is a study of the fundamentals of horsemanship, development of appreciation for the horse with his strengths and limitations, basic care and handling skills: development of the seat that will provide for control of the horse and unit of the horse and rider. Students shall provide their own horses, tack, equipment, and transportation to the laboratory site. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

ANS 33 - Equine Schooling Foundation 1 Unit(s)
Recommended Prep: Reading Level III; English Level II
Transfer Status: CSU 51 hours Lab
This course is designed for students to learn how to train an inexperienced horse. It is set up to accommodate 2 students per horse with a maximum of 12 people and 6 horses. Students without horses will be assigned to a horse that another student brings. Classes will familiarize the student with successful and safe methods and techniques used in breaking and training the horse. Included will be imprint training, halter work, loading & unloading in horse trailers, tying safely, longeing, round-pen basics, early work under saddle, searching for stabilization, desensitization and confidence building. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

ANS 40 - Elements of Horse Production 2 Unit(s)
Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 34 hours Lecture
An introduction to acquaint the student with the field of horse production, breeds, and types of horses, feeding, judging, unsoundness, diseases and different horse uses.

ANS 42 - Horses: Their Health and Diseases 2 Unit(s)
Transfer Status: CSU 34 hours Lecture
A study of horse health care, including nutrition, poisonous plants, parasites, infectious and noninfectious diseases, drugs for treatment; reproduction and problems, foaling and problems, and first aid.

ANS 50 - Feeds and Feeding 3 Unit(s)
Recommended Prep: Reading Level IV; English Level III; Math Level II
Transfer Status: CSU 51 hours Lecture
This course will study the basic nutrients involved in animal nutrition: protein, energy, vitamins, minerals and feed additives and their utilization by the animal's body. An analysis of the feeding value of common feedstuffs in practical livestock rations will be completed. Homework assignments will center on formulation of balanced rations for species of livestock including least cost computer formulated rations.

ANS 80 - Beef Production 2 Unit(s)
Recommended Prep: Reading Level IV; English Level III and ANS 20
Transfer Status: CSU 17 hours Lecture/51 hours Lab
This course introduces students to the principles and practices of purebred and commercial beef cattle production throughout the World, United States and California. Emphasis will be placed on the importance of breeds, breeding principles, selection, nutrition, environmental management and sustainable practices. Animal health, marketing and record keeping will be reviewed to ensure student comprehension of beef cattle applications of scientifically-based management decisions and consumer product acceptance. The latest trends in natural and organic beef will be evaluated.

Anthropology (ANTH)

ANTH 2 - Physical Anthropology 3 Unit(s)
Recommended Prep: Reading Level IV; English Level IV; Math Level III
Transfer Status: CSU/UC 51 hours Lecture
This course is a survey of physical (biological) anthropology. Students will acquire a comprehensive understanding of the foundations of human evolution and variation, as these over-arching concepts are applied to an understanding of humanity by physical anthropologist. The scientific method will be employed as the primary means of description, analysis, and theory building for areas relevant to physical anthropology. The course will include such subject areas as the theory of evolution, the biological basis if life (DNA replication), principles of inheritance, primate studies, problems associated with the concept of race, population genetics, hominid, (human) evolution as viewed from the perspective of paleoanthropology.

ANTH 4 - Cultural Anthropology 3 Unit(s)
Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU/UC 51 hours Lecture
This course is a survey of cultural anthropology. Major thematic units of study include definitions and theoretical issues associated with the concept of culture, how cultural systems are studied (ethnography), linguistic anthropology, subsistence practices, economics, cross-cultural psychology, political organizations, kinship, belief systems, and applied anthropology. The course emphasizes culture process and, as a social science, employs a cross cultural perspective to an understanding of human behavior.

ANTH 13 - Magic, Witchcraft and Religion 3 Unit(s)
Recommended Prep: Reading Level V; English Level IV
Transfer Status: CSU/UC 51 hours Lecture
This course is a cross-cultural study of the forms and functions of supernatural beliefs and rituals in contemporary and historical societies. The course focuses on non-western societies and their religious systems. Descriptive anthropological methods (ethnography and ethnology) are discussed as important aspects of the study of belief systems cross-culturally. Moreover, various theoretical models are employed to inform the study of beliefs and practices associated with both nonwestern and western societies. An integrated view of religion is taken to demonstrate how belief in supernatural forces reflects other cultural patterns of behavior and thinking. For example, religion is integrated with such areas of basic human concern as subsistence practices, social organization, and culture changes that arise in contact situations.

ANTH 14 - Language and Culture 3 Unit(s)
Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU/UC 51 hours Lecture
This course is a survey of the foundations of linguistic anthropology. Basic concepts, methods, and forms of analysis associated with linguistic anthropology are covered. Emphases will be placed on such areas of inquiry as the origins of human language and communication, language acquisition, how linguists describe and compare different language systems, how historical relationships among the world's languages are determined, understanding the use of language across social and situational context (sociolinguistics), and cross-cultural communication.

ANTH 16 - Archaeology and Ancient Societies 3 Unit(s)
Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU/UC 51 hours Lecture
This course in an introduction to principles and techniques of modern archaeology and prehistory. Brief attention will be paid to archaeological methods and theory; however, the bulk of the course focuses on world prehistory. Major culture areas of the world such as Asia, Africa, Australia, Europe, the Middle East and the Americas will be discussed in terms of the material culture recovered archaeologists. The scientific view of past human societies, as a function of archaeological research, will provide the conceptual basis for the course.

ANTH 18 - World Cultures 3 Unit(s)

Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU/UC 51 hours Lecture

This course is a survey of the world's culture areas as described and conceptualized by cultural anthropologists. While the course has a significant geographical component, emphasis is placed on an anthropological perspective on cultural dynamics in terms of general subsistence patterns, sociopolitical organization, and the increased globalization over time of the world's cultural systems. Societal types such as hunter gatherers, horticulturalists, pastoralists, intensive agriculturalists, and industrialists are described and compared from an anthropological perspective. Culture contact and change models are also included as a substantive part of the course content.

ANTH 32 - Native Americans 3 Unit(s)

Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU/UC 51 hours Lecture

This class is designed to provide students with a detailed knowledge of prehistoric and earl historic cultures of the Native Americans of North America. This will include the study of their origins, language families, traditional and transitional cultural patterns, the impact of Euroamerican population, and a survey of the various natural and cultural regions of North America.

ANTH 33 - Ancient Mesoamerica 3 Unit(s)

Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU/UC 51 hours Lecture

This course is a comparative survey of the precontact cultural traditions of Mesoamerica. Mesoamerica includes all of the central, southern Mexico, the Yucatan Peninsula, the northern regions of Central America. Emphasis is placed on cultural evolution as exemplified through the cultural development and subsequent decline of such traditions as the Olmec, Maya Zapotec, and Aztec (among others). Comparisons to precontact South American traditions are included.

ANTH/MCS 34 - Native Americans Today 3 Unit(s)

Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU/UC 51 hours Lecture

This course is a survey of contemporary issues associated with Native American culture process. The course will focus on economic, political, health, and identify issues as these reflect changes in socialcultural dynamics for Native American populations, from roughly the 1890s through to the present. In addition, the course will focus on legal strategies and activists responses taken by various Native American groups as a function of cultural adaptation to Euroamerican westward expansion and subsequent domination of North America.

ANTH 40 - Field Archaeology 3 Unit(s)

Prerequisite(s): ANTH 16 or Equivalent
Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU/UC 17 hours Lecture/102 hours Lab

This is a practicum course designed to provide students with actual site excavation under supervision of an experienced archaeologist. This course covers a variety of methods associated with field excavation, artifact collection and processing, along with basic record-keeping and site reporting procedures. Other types of descriptive and interpretations data will also be employed including pertinent historical, ecological, and geographical information. This course will comply with or exceed the "Guidelines and Standards for Academic Archaeology Field Schools" first published by the Society for American Archaeology in 1974 and as indicated by subsequent updated publications.(Note: subsequent publications by the Society for American Archaeology including 2004 guidelines for ethical practices, will be observed.) Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated two times.

ANTH 95 - Special Studies-ANTH See page 242

Art (ART)

ART 1 - Art Appreciation 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU/UC 51 hours Lecture

This course is a cross-cultural multidisciplinary introduction to the visual arts of painting, sculpture, photography, architecture, and other fine art media. This course will examine art within its historical context, aesthetic concepts, mechanical aspects of art making, and art criticism.

ART 2 - Art History Survey I 3 Unit(s)

Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU/UC 51 hours Lecture

This course is a survey of Western art from prehistoric times to the "Proto-Renaissance." The arts of painting, sculpture, and architecture will be examined within their historical and cultural contexts. Included in this survey will be the arts of Cro-Magnon, Africa, the Ancient Near East, the Far East, Egypt, Greece, Rome, and Christian art of the Medieval period.

ART 3 - Asian Art History Survey 3 Unit(s)

Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU/UC 51 hours Lecture

This course is a survey of the arts of China, India, Japan, Indonesia, Korea, and South East Asia from prehistoric times to the present. This course examines the wide variety of art forms from these areas and time periods within their historical contexts, with emphasis on function, meaning, aesthetic concepts, mechanical aspects of art making, and the classification and criticism of these arts.

ART 4 - Art History Survey II 3 Unit(s)

Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU/UC 51 hours Lecture

This course is a survey of the Art of the Western world from 1300 to the present. The arts of painting, sculpture, and architecture will be examined within their historical and cultural contexts. Included in this survey will be European art from the Proto-Renaissance to the present and developments in American art during the 19th and 20th centuries.

ART/MSP 5 - Introduction to Interactive Web Design and Authoring 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 34 hours Lecture/51 hours Lab

This course is an introduction to developing interactive content for publishing in the World Wide Web using object-oriented software. Students will survey online content and gain an understanding of effective design principles for online publishing. Students will learn how to produce interactive content using a variety of programs to create and process text, sound, graphics and video. As a final project, students will produce an interactive Website authored with Macromedia Dreamweaver. Materials fee required and subject to change. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

ART 6 - African, Oceanic, and Native American Art History Survey 3 Unit(s)

Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU/UC 51 hours Lecture

This course is designed as a survey of the arts of Africa, Oceania, and the Native Americas from prehistoric times to the present. A wide variety of art forms will be discussed from these areas and time periods within their historical contexts, with emphasis on function, meaning, aesthetic concepts, mechanical aspects of art making, and the classification and criticism of these arts.

ART 7 - Basic Design I, Color 3 Unit(s)
Transfer Status: CSU/UC 34 hours Lecture/51 hours Lab
This course is an introduction to the principles and problems of two-dimensional composition. Emphasis will be on expanding the student's awareness of the technical and conceptual possibilities available in two-dimensional media. This course examines visual elements such as line, texture, color, and balance through experimentation with various media and aesthetic concepts. Materials fee required and subject to change.

ART 8 - Basic Drawing 3 Unit(s)
Transfer Status: CSU/UC 34 hours Lecture/51 hours Lab
This course will introduce the student to the basic principles and techniques of drawing. Traditional as well as non-traditional materials, methods, techniques and concepts will be explored, including the processes of visualization, representation, and expression. During these drawing explorations, there will be an emphasis on the development of sensitivity and observation in relation to the subject matter to be drawn. The course is designed for students with little or no background in drawing. Materials fee required and subject to change.

ART 9 - Three–Dimensional Design 3 Unit(s)
Transfer Status: CSU/UC 34 hours Lecture/51 hours Lab
This course introduces the principles and problems of three-dimensional design. Emphasis will be on expanding the student's awareness of the technical and conceptual possibilities available in the medium of sculpture. This course examines elements of design such as mass, space, color, movement, and time, through experimentation with various media and aesthetic concepts. Materials fee required and subject to change.

ART/MSP 10 - Digital Video Design and Production 3 Unit(s)
Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This class teaches students how to use a computer and Final Cut Pro to create video sequences. Students will use computers to apply the basic concepts of video editing as used in TV, film, computer games, animation, internet design and other image based media. Materials fees are required and subject to change. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

ART 11 - Creative Basic Drawing II 3 Unit(s)
Prerequisite(s): ART 8
Transfer Status: CSU/UC 34 hours Lecture/51 hours Lab
This course is a continuation of fundamental skills learned in ART 8 with special emphasis on composition and the inclusion of color and color theory as it applies to the drawing discipline. An additional emphasis will be in the area of creativity, exploration of multiple media and conceptual drawings and philosophy. A materials fee is required and subject to change.

ART/MSP 12 - Two Dimensional Animation 3 Unit(s)
Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course teaches the basics of two dimensional animation including storyboards, drawing extremes and in-betweens, defining motion paths, creating illusion of depth, basic Actionscripting for animation, use of type in animated sequences, and other animation techniques. Materials fee required and subject to change. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

ART 14 - Basic Figure Drawing 3 Unit(s)
Recommended Prep: ART 8
Transfer Status: CSU/UC 34 hours Lecture/51 hours Lab
This course is designed to teach the fundamentals of drawing the human figure using live nude models; instruction includes anatomical structure and graphic interpretation of the human form. Materials fee required and subject to change. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated two times.

ART 15 - Intermediate Figure Drawing 3 Unit(s)
Prerequisite(s): ART 14
Transfer Status: CSU/UC 34 hours Lecture/51 hours Lab
This course is designed as a continuation to Beginning Figure Drawing (ART 14). It is designed to develop skill drawing the human figure with emphasis on composition and media development. Drawings done from live nude models. Materials fee required and subject to change.

ART 16 - Advanced Figure Drawing 3 Unit(s)
Prerequisite(s): ART 15
Transfer Status: CSU/UC 34 hours Lecture/51 hours Lab
This course is a continuation of skills and drawing principals introduced in ART 14 & 15 with special emphasis on personal interpretation and contemporary format. Materials fee required and subject to change. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

ART 17 - Beginning Painting – Oil and Acrylics 3 Unit(s)
Transfer Status: CSU/UC 25.5 hours Lecture/76.5 hours Lab
This course is an introduction to painting in oil and acrylics. Emphasis is placed on the construction and preparation of painting surfaces, color mixing. The student will learn techniques in representational and non-representational painting. Additional attention to balance composition and imaginative strategies and solutions of painting with mixed media will be emphasized. Materials fees are required and subject to change. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

ART 18 - Intermediate Painting – Oil & Acrylic 3 Unit(s)
Prerequisite(s): ART 17
Transfer Status: CSU/UC 25.5 hours Lecture/76.5 hours Lab
This developmental course goes beyond Beginning Painting (ART 17) and furthers techniques and approaches to painting in oil and acrylics. Materials fee is required and subject to change. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

ART 19 - Advanced Painting – Oil and Acrylic 3 Unit(s)
Prerequisite(s): ART 18
Transfer Status: CSU/UC 25.5 hours Lecture/76.5 hours Lab
This developmental course goes beyond intermediate painting (ART 18). Materials fee is required and subject to change. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

ART 20 - Painting Laboratory I 0.25 - 3 Unit(s)
Co-requisite(s): ART 17, ART 18, ART 40, ART 41, ART 217 or ART 230
Transfer Status: CSU 12.75 - 153 hours Lab
This course is an open laboratory for students enrolled in painting courses. It provides students with open studio experience, individual assistance, and additional time to work on specific assignments and individual projects. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times. Pass/No Pass Only. Open Entry/Open Exit.

ART 21 - Painting Laboratory II 0.25 - 3 Unit(s)
Co-requisite(s): ART 19 or ART 42
Transfer Status: CSU 12.75 - 153 hours Lab
This course is an open laboratory for students enrolled in advanced painting courses. It provides students with open studio experience, individual assistance, and additional time to work on specific assignments and individual projects. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times. Pass/No Pass Only. Open Entry/Open Exit.

ART 22 - Screen Printing 3 Unit(s)
Transfer Status: CSU/UC 34 hours Lecture/51 hours Lab
This course explores the materials and methods of water-based screen-printing on paper. An emphasis will be placed on the creative interpretation of various subject matters. This course is designed for art majors and minors who wish to develop a personalized statement in the graphic medium. A materials fee is required and is subject to change. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

ART 23 - Relief Printing 3 Unit(s)
Recommended Prep: ART 8
Transfer Status: CSU/UC 34 hours Lecture/51 hours Lab
This course is an introductory course in traditional and contemporary printmaking. The student will be exposed to a variety of printmaking media from a selection of relief techniques such as monotypes and woodcuts to intaglio type printing such as collagraph and copper plate techniques. Paper Lithography will also be introduced. A material fee is required and is subject to change. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

ART 24 - Design Laboratory 0.25 - 3 Unit(s)
Co-requisite(s): ART 7 or ART 9
Transfer Status: CSU 12.75 - 153 hours Lab
This course is an open laboratory for students enrolled in design courses. It provides students with open studio experience, individual assistance, and additional time to work on specific assignments and individual projects. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times. Pass/No Pass Only. Open Entry/Open Exit.

ART 25 - Painting—Beginning Airbrush 2 Unit(s)
Recommended Prep: ART 8
Transfer Status: CSU 17 hours Lecture/51 hours Lab
This course is an introduction to the use of airborne paint media as a vehicle for creative expression in Fine Art and Illustration. Students will explore, experiment with, and gain mastery of the wide variety of unique effects which can be achieved with this tool.

ART 26 - Painting-Intermediate Airbrush 2 Unit(s)
Prerequisite(s): ART 25
Transfer Status: CSU 17 hours Lecture/51 hours Lab
This course is a more advanced investigation of the use of airborne paint media as a vehicle for creative expression in Fine Art and Illustration. Students will continue to explore, experiment with, and gain mastery of the wide variety of unique effects which can be achieved with this tool.

ART 27 - Drawing Laboratory I 0.25 - 3 Unit(s)
Co-requisite(s): ART 8, ART 11, ART 14, ART 15 or ART 208
Transfer Status: CSU 12.75 - 153 hours Lab
This course is an open laboratory for students enrolled in basic and intermediate drawing courses. It provides students with open studio experience, individual assistance, and additional time to work on specific assignments and individual projects. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times. Pass/No Pass Only. Open Entry/Open Exit.

ART 28 - Drawing Laboratory II 0.25 - 3 Unit(s)
Co-requisite(s): ART 16
Transfer Status: CSU 12.75 - 153 hours Lab
This course is an open laboratory for students enrolled in advanced drawing courses. It provides students with open studio experience, individual assistance, and additional time to work on specific assignments and individual projects. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times. Pass/No Pass only. Open Entry/Open Exit.

ART 29 - Printmaking Laboratory 0.25 - 3 Unit(s)
Co-requisite(s): ART 22 or ART 23
Transfer Status: CSU 12.75 - 153 hours Lab
This course is an open laboratory for students enrolled in printmaking courses. It provides students with open studio experience, individual assistance, and additional time to work on specific assignments and individual projects. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times. Pass/No Pass Only. Open Entry/Open Exit.

ART 31 - Graphic Design I 3 Unit(s)
Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course is an introduction to the general field of graphic design that will provide the opportunity to explore and apply professional skills in design, layout, and production. Areas of study will include advertising design and layouts, corporate identity, publication design, packaging and producing camera-ready artwork for print. Materials fee required and subject to change. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

ART 32 - Creative Typography 3 Unit(s)
Prerequisite(s): ART 31
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course is an introduction to the technical and aesthetic fundamentals of typography and their relationship to the design of effective visual communications. It also includes the study of the letterform, typefaces, copy fitting, composition systems, generation systems and specification emphasis on creative application. A materials fee is required and subject to change.

ART 34 - Graphic Art Design II 3 Unit(s)
Prerequisite(s): ART 31 and ART 32
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course will be a continuation of the principles investigated in ART 31 and ART 32; concentrating on increasing creativity, ad design, market technique, self promotion, and publication design. Materials fee required and subject to change.

ART 35 - Illustration Art I 3 Unit(s)
Prerequisite(s): ART 7, ART 8 and ART 31
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course is an introduction to the study and practice of illustration art. It will investigate both contemporary as well as historical illustration art. Various media and techniques used in illustration art will be explored. Materials fee required and subject to change.

ART 36 - Illustration Art II 3 Unit(s)
Prerequisite(s): ART 8, ART 31 and ART 35
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course is a continuation of the basic principles introduced in ART 35. The course will emphasize self-discovery, individual skills, and strong points acquired in ART 35. Materials fee required and subject to change. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

ART 37 - Graphic Design III, Portfolio 3 Unit(s)
Prerequisite(s): ART 31, ART 32 and ART 34
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course is a continuation of the principles investigated in ART 31, 32 and 34 concentrating on corporate design, environmental design, packaging design and portfolio preparation. A materials fee is required and subject to change.

ART 39 - Business of Graphic Design 3 Unit(s)
Recommended Prep: Reading Level IV; English Level III; Math Level II
Transfer Status: CSU 51 hours Lecture
This course is an introduction to the business end of the Graphic Design Field and related fields, concentrating on professional issues and relationships with clients, art directors, ad agencies, printers, representatives, and brokers. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

ART 40 - Beginning Watercolor 3 Unit(s)

Recommended Prep: ART 8
Transfer Status: CSU/UC 34 hours Lecture/51 hours Lab
This course is an introduction to transparent watercolor. Emphasis will be placed on the technical and creative understanding of water-soluble paints, both transparent and opaque, painted on a paper-based support. Mixed media will also be encouraged and explored. Material fee required and subject to change.

ART 41 - Intermediate Watercolor 3 Unit(s)

Prerequisite(s): ART 40
Transfer Status: CSU/UC 34 hours Lecture/51 hours Lab
This course is designed to further techniques and skills for using water-based paint and mixed media on paper. It is designed to advance the student's techniques and approaches to painting in transparent watercolor. Materials fee required and subject to change.

ART 42 - Advanced Watercolor 3 Unit(s)

Prerequisite(s): ART 41
Transfer Status: CSU/UC 34 hours Lecture/51 hours Lab
This course is designed to assist students in developing an individual and creative approach to painting where executing a variety of painting techniques is made possible. Materials fee required and subject to change. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

ART/CSCI/MSP 45 - 3-D Computer Modeling and Animation I 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course introduces students to the use of beginning, intermediate and advanced software techniques to create and animate three-dimensional environments and objects. Due to constantly changing software and plug-ins for 3D programs, basic to advanced levels of learning are covered in-depth each time the student repeats the class. Students will learn to create photo-realistic models and scenes enhanced by lighting, shadows, reflection, and textures, and will learn to produce camera fly-throughs and basic character animation sequences. Materials fee required and subject to change. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

ART 50 - Beginning Ceramics 3 Unit(s)

Transfer Status: CSU/UC 25.5 hours Lecture/76.5 hours Lab
This is a broad but basic class in ceramics with emphasis on handbuilding techniques. Wheel throwing, glazing, high temperature reduction firing, surface enrichment and raku are also introduced. A history of ceramics including contemporary concepts is interwoven with technical information to teach the evolution of primitive cultures to the present through the common link of pottery and clay. Materials fee required and subject to change.

ART 52 - Wheel Throwing & Intermediate Ceramics 3 Unit(s)

Recommended Prep: ART 50
Transfer Status: CSU/UC 25.5 hours Lecture/76.5 hours Lab
The wheel throwing course expands on wheel throwing skills as well as adds to clay, glaze and firing knowledge. Form exploration, decorative techniques and using the potter's wheel and handbuilding methods as a vehicle for self- expression is emphasized. The concepts and work of both traditional and contemporary ceramic artists is explored. Materials fee required and subject to change. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

ART 54 - Ceramics-Low Fire 3 Unit(s)

Recommended Prep: ART 50
Transfer Status: CSU/UC 25.5 hours Lecture/76.5 hours Lab
This course expands on the handbuilding skills learned in the introductory class. However, low-fire glaze techniques are used in setting up new possibilities for creative expression. Materials fee required and subject to change.

ART 56 - Advanced Ceramics 3 Unit(s)

Recommended Prep: ART 50
Transfer Status: CSU/UC 25.5 hours Lecture/76.5 hours Lab
This course expands on previous ceramic experience with more advanced and individualized assignments. Handbuilding, wheel throwing, and clay sculpting techniques may be perfected. Unusual glazing techniques and surface embellishments are explored. Emphasis on the experience of the artist, as well as current and traditional trends is examined. Materials fee required and subject to change. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

ART 57 - Intermediate/Advanced Ceramic Laboratory 0.25 - 3 Unit(s)

Co-requisite(s): ART 52, ART 54, ART 56 or ART 58
Transfer Status: CSU 12.75 - 153 hours Lab
This course is designed as an augmentative laboratory class to existing intermediate/advanced ceramic courses. Students are provided with open studio experience, individual assistance, and time to work on specific assignments of a more complex nature. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times. Pass/No Pass Only. Open Entry/Open Exit.

ART 58 - Raku - Native American and Ancient Clay Techniques 3 Unit(s)

Transfer Status: CSU/UC 25.5 hours Lecture/76.5 hours Lab
This course is designed to explore Raku and ancient firing techniques and history as well as styles of kilns and methods of firing. Included will be extensive Raku experimentation, exploration of Pueblo Indian forms and Pre-Columbian figurines as well as sawdust, flash and Native American pit firings. Materials fee required and subject to change. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

ART 59 - Beginning/Intermediate Ceramic Laboratory 0.25 - 3 Unit(s)

Co-requisite(s): ART 50, ART 52, ART 54 or ART 58
Transfer Status: CSU 12.75 - 153 hours Lab
This course is designed as an augmentative laboratory class to existing ceramic courses. Students are provided with open studio experience, individual assistance, and time to work on specific assignments and individual projects. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated to a maximum of 12 units. Pass/No Pass Only. Open Entry/Open Exit.

ART 60 - Beginning Sculpture 3 Unit(s)

Prerequisite(s): ART 7, ART 8 or ART 11
Transfer Status: CSU/UC 34 hours Lecture/51 hours Lab
A basic sculpture course designed to give students experience in techniques of three-dimensional experiences done in clay, wood, papier mache and other media. Lecture and students work will place emphasis on creative interpretation of various subject matter, including representational, objective and non-objective statements. Materials fee required and subject to change.

ART 61 - Intermediate Sculpture 3 Unit(s)

Prerequisite(s): ART 60
Transfer Status: CSU/UC 34 hours Lecture/51 hours Lab
Continuation of ART 60. Emphasis on creative interpretation of various subject matter, including representational objective and non-objective statements. Advanced exploration of art psychology, multiple media and new materials. Materials fee required and subject to change. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

ART 62 - Advanced Sculpture 3 Unit(s)
Prerequisite(s): ART 60 and ART 61
Transfer Status: CSU/UC 34 hours Lecture/51 hours Lab
An advanced sculpture course designed to develop and give insight into new forms and concepts that have emerged within the most recent years as well as previous historical movements and their effect on contemporary sculpture. Materials fee required and subject to change. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

ART 64 - Jewelry and Metalwork 3 Unit(s)
Recommended Prep: ART 60 and Reading Level IV; English Level III
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course is an introduction to the study, practice, and history of jewelry making, and the techniques and tools used in metal fabrication and jewelry design, such as wax modeling, casting, forging, polishing and presentation. Emphasis is on development of knowledge and individual style. Materials fee required and subject to change. Since skills proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

ART 65 - Advanced Jewelry and Metal Work 3 Unit(s)
Recommended Prep: ART 64
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course is designed to explore and expand on previously learned skills and techniques in jewelry design, metallurgic science, and stone setting techniques that were explored in ART 64. Emphasis is on the development of individual artistic style and original jewelry designs through exploration of nature, personal experiences, different cultures, and commonly used objects. Vocational and artistic skills necessary for entrance into the jewelry field, as a professional, will be emphasized. Material fee required and subject to change. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

ART 70 - Gallery Production/Business of Art 2 Unit(s)
Transfer Status: CSU 25.5 hours Lecture/25.5 hours Lab
This course will deal with the various aspects of operating an educationally directed art gallery including scheduling, lighting, publicity, security, budget, receptions, show themes and reviews. The Butte College Coyote Gallery will function as the class laboratory, and approximately two to three shows will be organized and installed each semester. (Annual student show in Spring semester). In addition, students will learn the business of art in order to be able to successfully compete in the professional market place. Materials fee required and subject to change. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

ART/CSCI/MSP 74 - Introduction to Multimedia Production 3 Unit(s)
Recommended Prep: Reading Level IV; English Level IV; Math Level I
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course is designed to assist students in developing skills and techniques to produce computer generated multimedia presentations. Areas of study will include: the development of multimedia projects and the study of multimedia tools, including the selection of hardware, use of text, photography, graphics, animation, QuickTime video and sound. Materials fee required and subject to change.

ART/CSCI/MSP 75 - Intermediate Multimedia 3 Unit(s)
Prerequisite(s): ART 74, CSCI 74 or MSP 74
Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course is designed to assist students in further developing skills and techniques to produce computer generated multimedia presentations. Areas of study will include: the development of multimedia projects and study of multimedia projects and the study of multimedia tools, including the selection of hardware, use of text, photography, graphics, animation, 3-D modeling, QuickTime video and sound. Materials fee required and subject to change. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

ART 80 - Beginning Weaving 3 Unit(s)
Transfer Status: CSU 25.5 hours Lecture/76.5 hours Lab
This class will be concerned with developing ideas through skills in weaving. Various techniques of weaving will be explored on many types of handlooms. These techniques will include traditional, functional, as well as contemporary. An atmosphere of learning will be developed so students are encouraged to explore individual interests in weaving. Materials fees are required and subject to change. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

ART 84 - Stained Glass & Glass Design 2 Unit(s)
Transfer Status: CSU 17 hours Lecture/51 hours Lab
This course will introduce the beginning student to all of the possible glass applications used in stained glass culminating in one or more projects. Traditional stained glass fabrication techniques are emphasized, but etching, painting, firing, mosaic and fusing are included. The course will provide the intermediate and advanced student with access to the instructor for continuing guidance in all of these areas. Vocational skills necessary for entrance into the stained glass field as a professional will be emphasized. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

ART 86(A-Z) - Selected Topics in Art 0.5 - 3 Unit(s)
Transfer Status: CSU 8.5 - 51 hours Lecture/25.5 - 153 hours Lab
This course is designed to provide a venue whereby specific, yet vital, areas of art may be offered and explored on an occasional, rotating, and flexible basis. The topics may concern both traditional and contemporary issues, technical material, as well as aesthetic and theoretical considerations. The function of a course of this nature is to evolve with the changing needs of the art program and the college. Materials fees are required and subject to change. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

ART 86A - Basic Kiln Design, Operation and Construction	1 Unit(s)
ART 86B - Plaster and Mold Making for Ceramic Art	1 Unit(s)
ART 86C - Surface and Color Decoration and Firing Techniques	1 Unit(s)
ART 86D - Glaze Making, Application and Firing	1 Unit(s)
ART 86G - Visual Design in Photography	2.5 Unit(s)
ART 86H - Introduction to Encaustic Painting	0.75 Unit(s)

ART 91 - Introduction to Art Photography 3 Unit(s)
Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 25.5 hours Lecture/76.5 hours Lab
This course is designed to provide students with basic instruction in the theory and construction of photographically derived artworks. Students will learn basic negative and printmaking skills and apply those skills to the creation of 2-D and potentially 3-D artworks. While an emphasis on technical proficiency and process will be included, a much greater emphasis will be assigned to the place of photography in art history, post-modern art history, post-modern art theory, and current issues in photographic representation. Materials fees are required and subject to change.

ART 95 - Special Studies-ART See page 242

ART/CSCI/MSP 96 - Introduction to Computer Graphics 3 Unit(s)
Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course assists students in developing skills and techniques to produce computer generated graphics. Areas of study will include: the basics of computer drawing, how to add text to graphics, transforming graphics into new forms, plus advanced modification and transformation techniques. Materials fees are required and subject to change. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

ART 99 - Work Experience-ART See page 245

ART 100 - Ceramics Workshop 3 Unit(s)
Transfer Status: NT 25.5 hours Lecture/76.5 hours Lab
This course emphasizes the basic techniques of working with clay including hand building, beginning wheel throwing and glazing in a learning workshop environment. Individual creativity is stressed. Materials fees are required and subject to change. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

ART 208 - Basic Drawing 1.5 Unit(s)
Transfer Status: NT 24 hours Lecture
Basic principles of drawing with emphasis on observational drawings of still-life objects, portraits, and landscapes. The class is designed for beginning and intermediate drawing students, with an emphasis on individualized learning through experience. Drawings are done primarily with pencil along with other possible mediums such as ink wash, charcoal, pastels, etc. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated two times.

ART 217 - Basic Painting 3 Unit(s)
Transfer Status: NT 34 hours Lecture/51 hours Lab
This course will introduce the basic principles of painting with emphasis on observation representation of still-life objects, portraits, and landscapes. The class is designed for beginning and intermediate painting students, with an emphasis on individualized learning through experience. Paintings are done primarily with acrylic, along with other possible mediums such as watercolor. Materials fee required and subject to change. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

ART 230 - Painting For Pleasure 3 Unit(s)
Transfer Status: NT 25.5 hours Lecture/76.5 hours Lab
This course is a studio experience in painting activities for the general student. A variety of materials may be used. This class is not open to art majors. Materials fee required and subject to change. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

Automotive Technology (AUT)

AUT 1 - Introduction to Automotive Technology 4 Unit(s)
Recommended Prep: Reading Level III; English Level II
Transfer Status: CSU 68 hours Lecture
This course is designed as an introduction course for those students who wish to become automotive technicians or just want to know more about today's automobiles. This course will cover the principles of operation and system service procedures for all systems found on today's cars. This course will be waived for anyone who has completed one year of high school automotive courses or has worked full- or part-time in the automotive area for a minimum of one year.

AUT 6 - Automotive Electrical Systems Lecture 2 Unit(s)
Prerequisite(s): AUT 1 or concurrent enrollment in AUT 1 or permission of instructor
Co-requisite(s): AUT 7
Recommended Prep: AUT 1 and Reading Level III; English Level II
Transfer Status: CSU 35 hours Lecture
Topics include basic theories and laws of electricity as they pertain to the construction and design of automotive electrical systems. To include the battery, starting, charging, ignition, and body accessory and wiring systems. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

AUT 6A - Automotive Electrical, Brakes/Suspension & Steering Lecture 5 Unit(s)
Prerequisite(s): AUT 1 or concurrent enrollment in AUT 1 or permission of instructor
Co-requisite(s): AUT 7A
Recommended Prep: AUT 41 and Reading Level III; English Level II
Transfer Status: CSU 85 hours Lecture
Topics include basic theories and laws of electricity as they pertain to the construction and design of automotive electrical systems. Theory and principles of operation relative to brake systems, suspension and wheel alignment. Basic laws of hydraulics, wheel alignment geometry, as they pertain to modern automotive systems. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

AUT 7 - Automotive Electrical Systems - Lab 2 Unit(s)
Prerequisite(s): AUT 1 or concurrent enrollment in AUT 1 or permission of instructor
Co-requisite(s): AUT 6
Recommended Prep: AUT 41 and Reading Level III; English Level II
Transfer Status: CSU 105 hours Lab
Career preparation in skills necessary to rebuild or repair the electrical system and components. Course includes familiarization with hand tools, testing and reconditioning equipment used in the automotive industry. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

AUT 7A - Automotive Electrical, Brakes/Suspension & Steering Systems - Lab 5 Unit(s)
Prerequisite(s): AUT 1 or concurrent enrollment in AUT 1 or permission of instructor
Co-requisite(s): AUT 6A
Recommended Prep: AUT 41 and Reading Level III; English Level II
Transfer Status: CSU 255 hours Lab
Career preparation in the skills required to diagnose, adjust, repair and maintain modern automotive electrical systems, brake/suspension systems and wheel alignment. Course includes familiarization with hand tools and modern testing and reconditioning equipment used in the automotive industry. Specific skills are developed by use of special tools used in brake system renewal, wheel alignment and repair of electrical components and systems. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

AUT 8 - Auto Engines 3 Unit(s)
Prerequisite(s): AUT 1 or concurrent enrollment in AUT 1 or permission of instructor
Co-requisite(s): AUT 9
Recommended Prep: Reading Level III; English Level II
Transfer Status: CSU 55 hours Lecture
Topics include internal combustion engine operation, design, construction, fault diagnosis, service and repair procedures. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

AUT 8A - Automotive Engines, Heating & Air Conditioning 5 Unit(s)
Prerequisite(s): AUT 1 concurrent enrollment in AUT 1 or permission of instructor
Co-requisite(s): AUT 9A
Recommended Prep: AUT 41 and Reading Level III; English Level II
Transfer Status: CSU 85 hours Lecture
Topics include internal combustion engine operation, and automotive heating and air conditioning systems design, construction, fault diagnosis, service and repair procedures. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

AUT 9 - Automotive Engines Lab 3 Unit(s)

Prerequisite(s): AUT 1 or concurrent enrollment in AUT 1 or permission of instructor
Co-requisite(s): AUT 8
Recommended Prep: Reading Level III; English Level II
Transfer Status: CSU 165 hours Lab

Career preparation in the skills necessary to repair the internal combustion engine and related components. Includes familiarization and use of hand and power tools and test equipment used in the automotive industry. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

AUT 9A - Automotive Engines, Heating and Air Conditioning Lab 5 Unit(s)

Prerequisite(s): AUT 1 or concurrent enrollment in AUT 1 or permission of instructor
Co-requisite(s): AUT 8A
Recommended Prep: AUT 41 and Reading Level III; English Level II
Transfer Status: CSU 255 hours Lab

Career preparation in the skills necessary to diagnose, adjust, repair and maintain modern automotive internal combustion engines, heating, air conditioning systems and related components. Includes familiarization and use of hand and power tools and test equipment used in the automotive industry. Specific skills are developed by the use of special tools used in servicing and repair of automotive heating, air conditioning and engine cooling systems. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

AUT 10 - History of Motorsports 3 Unit(s)

Recommended Prep: Reading Level III; English Level II
Transfer Status: CSU 51 hours Lecture

This course is designed to introduce students to both the history of motorsports in the United States and the roots of European motorsports. The course will also deal with the technological advancements, the business-marketing facets, the major motorsports figures, and the different race track venues. Additionally, this course will explore the future developmental trends in motorsports as it moves into the 21st century.

AUT 12 - Motorsports Dynamics 1.5 Unit(s)

Prerequisite(s): AUT 6A, AUT 7A, AUT 8A, AUT 9A or Equivalent with a "C" or better in each class
Co-requisite(s): SCCA Membership and AUT 13
Recommended Prep: Reading Level III; English Level III
Transfer Status: CSU 25 hours Lecture

This course is designed to expose students to motor sports through professional lecture and raceway experience. Students will see and experience the real-time operation of a race team operation, race events and racetrack operation. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

AUT 13 - Motorsports Dynamics Lab 0.5 - 2 Unit(s)

Prerequisite(s): AUT 6A, AUT 7A, AUT 8A, AUT 9A or Equivalent with a "C" or better in each course
Co-requisite(s): AUT 12 or concurrent enrollment in AUT 12 and SCCA Membership
Recommended Prep: Reading Level III; English Level III
Transfer Status: CSU 25.5 - 102 hours Lab

This course is designed to expose students to motor sports through professional hands on laboratory and raceway experience. Students will see and experience the real-time operation of a race team operation, race events and racetrack operation. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

AUT 14 - Motorsports Leadership 0.5 - 2 Unit(s)

Prerequisite(s): AUT 6A, AUT 7A, AUT 8A, AUT 9A, AUT 12, AUT 13 or Equivalent with a "B" or better in each course
Co-requisite(s): SCCA Membership
Recommended Prep: Reading Level III; English Level III
Transfer Status: CSU 4.25 - 17 hours Lecture/12.75 - 51 hours Lab

This course is designed to expose students to team leadership building skills through hands on leadership responsibilities at live race track events. Each student will be assigned a group of students from AUT 13 and they will be responsible for mentoring and leading these students in carrying out the course objectives (AUT 13). The instructors of AUT 13 and AUT 14 will oversee student leaders. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated two times.

AUT 20 - Automotive Brakes/Suspension and Steering Systems Lecture 3 Unit(s)

Prerequisite(s): AUT 1 or concurrent enrollment in AUT 1 or permission of instructor
Co-requisite(s): AUT 21
Recommended Prep: AUT 41 and Reading Level III; English Level II
Transfer Status: CSU 50 hours Lecture

Theory and principles of operation relative to brake systems, wheel alignment. Basic laws of hydraulics, wheel alignment geometry, as they pertain to modern automotive systems. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

AUT 21 - Automotive Brakes/Suspension and Steering Systems Lab 3 Unit(s)

Co-requisite(s): AUT 20
Recommended Prep: Reading Level III
Transfer Status: CSU 150 hours Lab

Career preparation in the skills required to diagnose, adjust, repair and maintain modern automotive brake systems, wheel alignment, and power transfer components. Includes use of modern test equipment for diagnosis. Specific skills are developed by use of special tools used in brake system renewal, wheel alignments and power transfer service and repair.

AUT 22 - Automotive Heating and Air Conditioning Lecture 2 Unit(s)

Prerequisite(s): AUT 1 or concurrent enrollment in AUT 1 or permission of instructor
Co-requisite(s): AUT 23
Recommended Prep: AUT 41 and Reading Level III; English Level II
Transfer Status: CSU 30 hours Lecture

Theory and principles of operation of automotive heating and air conditioning systems as wellas engine cooling system operation and repair. Basic laws of heat transfer, refrigeration and compression/expansion of liquid/vapor mediums. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

AUT 23 - Automotive Heating and Air Conditioning Lab 2 Unit(s)

Prerequisite(s): AUT 1 or concurrent enrollment in AUT 1 or permission of instructor
Co-requisite(s): AUT 22
Recommended Prep: AUT 41 and Reading Level III; English Level II
Transfer Status: CSU 90 hours Lab

Career preparation in the skills required to diagnose, adjust, repair and maintain modern automotive automotive heating, air conditioning and engine cooling systems. Includes use of modern test equipment for diagnosis. Specific skills are developed by the use of special tools used in servicing and repair of automotive heating, air conditioning and engine cooling systems. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

AUT 30 - Engine Performance and Emission Controls 5 Unit(s)

Prerequisite(s): AUT 143, AUT 1, AUT 8 , AUT 9 and AUT 41 or ELT 30 or concurrent enrollment in AUT 143 and AUT 41 or permission of instructor
Co-requisite(s): AUT 31
Recommended Prep: Reading Level III; English Level II
Transfer Status: CSU 85 hours Lecture
A course designed to provide instruction in advanced engine tune-up theory and emission control systems, to include computer control systems. Shop practice includes maximum student exposure in repair, adjustment and testing of engine tune-up and emission control systems. Instruction prepares the student to take the California State Emission Control Examination. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated two times.

AUT 31 - Engine Performance and Emission Controls Lab 5 Unit(s)

Prerequisite(s): AUT 143, AUT 1, AUT 8, AUT 9 , AUT 41 or ELT 30 or concurrent enrollment in AUT 143 and AUT 41 or permission of instructor
Co-requisite(s): AUT 30
Transfer Status: CSU 255 hours Lab
A course designed to provide instruction in advanced engine tune-up theory and emission control systems, to include computer control systems. Shop practice includes maximum student exposure in repair, adjustment and testing of engine tune-up and emission control systems. Instruction prepares the student to take the California State Emission Control Examination. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated two times.

AUT 41 - Specialized Automotive Electronics and Microcomputers 6 Unit(s)

Recommended Prep: Reading Level III; English Level II
Transfer Status: CSU 68 hours Lecture/102 hours Lab
This course builds from the Electrical Principles and Concepts through automotive semi-conductors and microprocessors. The use of electrical measurement devices, wire repair, circuits, schematics and practice diagnostic procedures is emphasized. Microcomputer Input, processing, and output device construction, operation, and testing will be explained. This will provide the student the fundamental knowledge and skills to understand, diagnose and service modern automotive electrical and electronic systems Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

AUT 52 - Automatic Transmissions/Transaxles (Lecture) 3 Unit(s)

Prerequisite(s): AUT 1 or concurrent enrollment in AUT 1 or permission of instructor
Co-requisite(s): AUT 53
Recommended Prep: Reading Level III; English Level II
Transfer Status: CSU 50 hours Lecture
A course designed to provide theory and principles of operation in automatic transmissions, to include inspection, testing and servicing of each system. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

AUT 52A - Automotive Transmissions, Drive Lines and Axles 5 Unit(s)

Prerequisite(s): AUT 1 or concurrent enrollment in AUT 1 or permission of instructor
Co-requisite(s): AUT 53A
Recommended Prep: Reading Level III; English Level II
Transfer Status: CSU 85 hours Lecture
A course designed for those students seeking full semester credit while training in automotive transmissions, drive lines and axles. This preparation may also be completed as AUT 52 and AUT 56. This course provides theory and principles of operation in automotive transmissions, drive lines and axles to include inspection, testing and servicing of each system. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

AUT 53 - Automatic Transmissions/Transaxles Lab 3 Unit(s)

Prerequisite(s): AUT 1 or concurrent enrollment in AUT 1 or permission of instructor
Co-requisite(s): AUT 52
Recommended Prep: Reading Level III; English Level II
Transfer Status: CSU 150 hours Lab
A course designed to provide theory and principles of operation in automatic transmissions and transaxles. Shop practice includes inspection, testing, and servicing of each system. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

AUT 53A - Automotive Transmissions, Drive Lines and Axles-Lab 5 Unit(s)

Prerequisite(s): AUT 1 or concurrent enrollment in AUT 1 or permission of instructor
Co-requisite(s): AUT 52A
Recommended Prep: Reading Level III; English Level II
Transfer Status: CSU 255 hours Lab
A course designed for those students seeking full semester credit while training in automotive transmissions, drive lines and axles. This preparation may also be completed as AUT 53 and AUT 57. This course provides theory and principles of operation in automotive transmissions, drive lines and axles. Shop practice includes inspection, testing, and servicing of each system. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

AUT 56 - Manual Transmissions/Drivetrains Lecture 2 Unit(s)

Prerequisite(s): AUT 1 or concurrent enrollment in AUT 1 or permission of instructor
Co-requisite(s): AUT 57
Recommended Prep: Reading Level III; English Level II
Transfer Status: CSU 35 hours Lecture
A course designed to provide theory and principles of operation in manual transmissions, to include inspection, testing and servicing of each system. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

AUT 57 - Manual Transmissions/Drivetrains Lab 2 Unit(s)

Prerequisite(s): AUT 1 or concurrent enrollment in AUT 1 or permission of instructor
Co-requisite(s): AUT 56
Recommended Prep: Reading Level III; English Level II
Transfer Status: CSU 105 hours Lab
A course designed to provide theory and principles of operation in manual transmissions and transaxles. Shop practice includes inspection, testing, and servicing of each system. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

AUT 90(A-Z) - Automotive Seminar: Technical Update Training 0.5 - 5 Unit(s)

Prerequisite(s): Current employment in the automotive field, a graduate of an automotive program or a student currently enrolled in an automotive program
Transfer Status: CSU 8 - 84 hours Lecture
This class is designed to update the technician on the technology being used on current model vehicles by manufacturers. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated to meet legally mandated training requirements. Graded only.

AUT 90W - Automotive Technical Seminar/BAR Update 0.5-5 Unit(s)

AUT 90X - Partnership Training: American Honda 0.5 - 3 Unit(s)
AUT 90Y - Partnership Training, General Motors 0.5 - 3 Unit(s)
AUT 90Z - Extended Partnership Training, General Motors 0.5 - 3 Unit(s)

AUT 91(A-Z) - Automotive Technician Training Seminar-Lab 1 - 5 Unit(s)

Prerequisite(s): Any four of the following courses with a "C" grade or better: AUT 1, AUT 41, AUT 6A and AUT 7A, AUT 8A and AUT 9A, AUT 30 and AUT 31 or AUT 52A and AUT 53A or a certificate from the Butte College Automotive Technology Program; or current employment as an automotive technician at a licensed repair facility
Recommended Prep: Reading Level III; English Level II; Math Level I
Transfer Status: CSU 51 - 255 hours Lab
This umbrella course is designed for students to complete hands-on skills-based training, hands-on skills-based assessment training, observation of lab-based training demonstrations,
and observation of current business practices in the automotive industry by means of field trips.
AUT 91E - Honda Express Service Training - Lab 0.5 Unit(s)

AUT 97 - Special Problems-AUT See page 242

AUT 99 - Work Experience-AUT See page 245

AUT 114 - Auto Body Repair 4 Unit(s)

Recommended Prep: Reading Level III; English Level II
Transfer Status: NT 51 hours Lecture/51 hours Lab
The use of welding tools and other equipment used in the repair of minor collision damage. Includes: metal finishing, proper use of filler and replacement and alignment of parts. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

AUT 115 - Automotive Painting 4 Unit(s)

Prerequisite(s): AUT 114 or Concurrent Enrollment in AUT 114
Recommended Prep: Reading Level III; English Level II
Transfer Status: NT 51 hours Lecture/51 hours Lab
The use of materials and equipment used in the refinishing of today's automobiles. Includes spot painting and complete refinishing procedures. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

AUT 116 - Automotive Services Writing 2 Unit(s)

Recommended Prep: Reading Level III; English Level II; Math Level II
Transfer Status: NT 34 hours Lecture
This course is designed to provide a student with the basic knowledge and skills needed to fill the position of an automotive service writer. Units covered will include: roles, duties, and responsibilities of, an automotive service writer, customer and employee relationships, writing the prepare order and selling needed services. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

AUT 200 - Auto Skills Practices 0.5 - 2 Unit(s)

Recommended Prep: Current employment in the automotive field, a graduate of an automotive program or a student currently enrolled in an automotive program.
Transfer Status: NT 24 - 96 hours Lab
This class is a supervised lab experience designed to update and enhanced technical skills in one or more of the following areas: Engines, Brakes/ Chassis, Electrical, Computer/Emission Controls, Driveability, Transmissions/Drive Train and Heating/AC Systems. Instruction will be a combination of laboratory demonstrations and skills practice. Since skills/ proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times. Pass/No Pass Only. Open Entry/Open Exit.

Business Computer Information Systems (BCIS)

BCIS 12 - Business Writing Skills 3 Unit(s)

Prerequisite(s): Typing rate of 30 words per minute
Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 51 hours Lecture
This course is designed to develop proficiency in transcribing office correspondence correctly by applying rules of capitalization, numbers, abbreviation, punctuation, and letter format necessary for word processing.

BCIS/BUS 13 - Business Communication 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 51 hours Lecture
This course is designed to apply practical psychology in dealing with people through various forms of communication, including writing, speaking, and listening. It provides experience in organizing, analyzing, and composing the basic types of letters, memos, and communications used in today's offices. This course emphasizes correct English usage and fundamentals of clear, concise, varied, and meaningful expression.

BCIS 20 - Beginning/Refresher Keyboarding 1 - 3 Unit(s)

Recommended Prep: BCIS 212 concurrent enrollment; Reading Level IV; English Level III
Transfer Status: CSU 17 - 51 hours Lecture
This course is designed for the student who has had little or no previous training in the operation of a keyboard. Emphasis is placed on development of basic "touch" keyboarding skills and techniques, introduction to letter styles, tables, and report keyboarding. This course is recommended for all business and non-business majors. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated to a maximum of 3 units. Open Entry/Open Exit.

BCIS 24 - Keyboarding Speed/Accuracy Development 1 - 3 Unit(s)

Prerequisite(s): One semester of keyboarding (minimum rate of 35 wpm)
Recommended Prep: BCIS 212 concurrent enrollment; Reading Level IV; English Level III
Transfer Status: CSU 17 - 51 hours Lecture
This course is designed to improve students' skill and ability to keyboard straight copy and production work with correct technique, minimum error, and increased speed. Keyboarding weaknesses and strengths will be identified and corrective drills and practices given to increase keyboarding speed and accuracy. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated to a maximum of 6 units. Open Entry/Open Exit.

BCIS 25 - Voice Recognition 1 Unit(s)

Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 8.5 hours Lecture/25.5 hours Lab
This course is designed to introduce and develop skills and efficiency in inputting data using voice recognition software. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated to a maximum of 3 units.

BCIS 26 - Medical Typing 1 - 3 Unit(s)

Prerequisite(s): Minimum rate of 40 wpm
Recommended Prep: BCIS 212 concurrent enrollment; Reading Level IV; English Level III and BCIS 104
Transfer Status: CSU 17 - 51 hours Lecture
This course is designed to enable the medical typing trainee to reinforce medical terminology, develop proficiency in typing medical reports, e.g., History and Physical, Discharge Summaries, Operative, Pathology, Radiology, Consultation, Autopsy, Medicolegal and Psychiatric, hospital protocols, chart and progress notes, letters, memos, agendas, minutes, outlines, manuscripts and abstracts, and to improve speed and accuracy on timed writings from medical material. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated to a maximum of 3 units. Open Entry/Open Exit.

BCIS 28 - Microsoft Word 1 - 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III and BCIS 80 and BCIS 20 and BCIS 212 concurrent enrollment
Transfer Status: CSU 17 - 51 hours Lecture
This course is designed to teach the most recent version of Microsoft Word for the student who desires a comprehensive and intensive training program on all aspects of computerized word processing. Includes creating, formatting, saving, printing, merging, and sharing documents. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated to a maximum of 3 units. Open Entry/ Open Exit.

BCIS 29 - Introduction to PowerPoint 1 Unit(s)

Recommended Prep: BCIS 20 and BCIS 80 and Reading Level IV; English Level III and Concurrent enrollment in BCIS 212 is recommended
Transfer Status: CSU 17 hours Lecture
This course introduces students to Microsoft Office PowerPoint and emphasizes effective basic techniques for preparing a presentation. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

BCIS 40 - Machine Transcription 1 - 3 Unit(s)

Prerequisite(s): Typing rate of 40 wpm; BCIS 12
Co-requisite(s): BCIS 212
Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 17 - 51 hours Lecture
This course teaches the operation and knowledge of transcription machines, development of speed and accuracy in machine transcription, dictation skills, proofreading skills, correspondence procedures, language skills, and spelling. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times. Open Entry/Open Exit.

BCIS 42 - Medical Machine Transcription 1 - 3 Unit(s)

Prerequisite(s): Typing rate of 40 wpm and BCIS 104
Recommended Prep: Reading Level IV; English Level III and BCIS 212 concurrent enrollment
Transfer Status: CSU 17 - 51 hours Lecture
This course provides transcription practice on recorded medical material emphasizing terminology from medical reports covering Dermatology, Ophthalmology, Otorhinolaryngology, Pulmonology, Cardiology, Gastoenterology, Ob/Gyn, Urology/Nephrology, Orthopedics, Neurology, and Hematology/Oncology. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated to a maximum of 3 units. Open Entry/Open Exit.

BCIS 44 - Legal Machine Transcription 1 - 3 Unit(s)

Prerequisite(s): Typing rate of 40 wpm
Recommended Prep: Reading Level IV; English Level III and BCIS 212 concurrent enrollment
Transfer Status: CSU 17 - 51 hours Lecture
This course is designed to acquire the ability to transcribe legal documents, correspondence, and instruments with correct formatting, punctuation, and spelling. Emphasis is placed on communication skills, problem-solving skills, and technical skills. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated to a maximum of 3 units. Open Entry/Open Exit.

BCIS 46 - Electronic Calculator (Ten-Key) 1 - 2 Unit(s)

Recommended Prep: Reading Level IV; English Level III; Math Level II
Transfer Status: CSU 17 - 34 hours Lecture/8.5 - 17 hours Lab
This course is designed to emphasize the mathematical skills necessary for the successful operation of electronic calculators. It develops speed and accuracy using the Ten-Key touch method while introducing basic operations and business application problems. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated to a maximum of 2 units. Open Entry/Open Exit.

BCIS 47 - Desktop Publishing/Photoshop 1 - 3 Unit(s)

Prerequisite(s): BCIS 27, BCIS 28 or equivalent
Recommended Prep: Reading Level IV; English Level III and BCIS 212 concurrent enrollment
Transfer Status: CSU 17 - 51 hours Lecture
This course is designed to teach students to create professional printed posters, flyers, reports, proposals, newsletters, brochures, and basic web pages using both page layout and photo modification software. Students will be introduced to the fundamental concepts and skills necessary to create, edit, store, and manipulate photographic images electronically. Units will cover photographic manipulation, desktop scanners, and image editing software. Emphasis will be placed on enhancing the appearance of printed materials and web page design to make them more persuasive, attractive, and easy to read. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated to a maximum of 6 units. Open Entry/Open Exit.

BCIS 50 - Office Procedures 4 Unit(s)

Prerequisite(s): Minimum typing rate of 40 words per minute and knowledge of word processing.
Recommended Prep: Reading Level IV; English Level III and BCIS 212
Transfer Status: CSU 51 hours Lecture/51 hours Lab
This course is designed to develop office efficiency through the study of requirements, duties, and personal qualities of office workers. Emphasis is placed on developing proficiency in time management, personal appearance, human relations, telephone procedures, verbal and written communications, reprographics, mail distribution, planning meetings, making travel arrangements, banking, and information processing concepts. Simulated office training provided in a "company" designed to improve and develop administrative, supervisory, and human relations skills.

BCIS 51 - Records Management 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 51 hours Lecture
This course gives students a basic introduction to the increasingly comprehensive field of records management by emphasizing the principles and practices of effective records management for all types of documents.

BCIS 60 - Legal Office Procedures 3 Unit(s)

Prerequisite(s): Typing rate of 45 wpm
Recommended Prep: Reading Level IV; English Level III and BCIS 212 concurrent enrollment
Transfer Status: CSU 51 hours Lecture
This course is designed to train the student for employment as a secretary in a law office. Specialized training is given in litigation involving civil, personal injury, property damage, probate, and corporate law. Material fees are required and subject to change.

BCIS 62 - Medical Insurance Coding 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III; Math Level II and BCIS 104
Transfer Status: CSU 51 hours Lecture
This course introduces the student to procedural and diagnostic coding used in physicians' offices. Through analysis of case histories and surgical reports, the student will be able to distinguish between primary and secondary diagnoses codes and assign the proper procedural codes. The student will gain familiarity with CPT and ICD-9 code books, guidelines to be followed, and required supporting documents. Skill emphasis will be on accuracy, speed, and precision of the coding process.

BCIS 63 - Medical Insurance Billing 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III; Math Level II and BCIS 104 and BCIS 62

Transfer Status: CSU 51 hours Lecture

This course introduces the student to the insurance plans used in medical outpatient facilities. The course will prepare the student to analyze private insurance plans, Medicare, Medi-Cal, and Worker's Compensation, as well as to identify and properly complete the CMS 1500 claim form used in medical outpatient facilities. Focus will include familiarity with terms and procedures, understanding the guidelines of specific insurance companies, clean claims, resubmission of denied claims, collection strategy, and the appeal process.

BCIS 70(A-Z) - Office Administration Seminar 0.25 - 3 Unit(s)

Transfer Status: CSU 4 - 51 hours Lecture

These topics are designed to provide students with enhanced office administration/management and clerical skills. Open Entry/Open Exit.

BCIS 70A - Student Organizations	0.5 - 1 Unit(s)
BCIS 70B - BCIS Student Organizations (Leadership)	0.5 - 1 Unit(s)
BCIS 70C - Essential Communication Skills	0.25 Unit(s)
BCIS 70D - Conflict Management Skills	0.25 Unit(s)
BCIS 70E - Managing Attitude	0.25 Unit(s)
BCIS 70F - Creating Your Successful Appearance	0.25 Unit(s)
BCIS 70G - Methods of Filing	1 Unit(s)
BCIS 70H - IC3 Certification Preparation	1 - 3 Unit(s)
BCIS 70I - MOS Certification Preparation, Specialist Level	1 - 3 Unit(s)
BCIS 70J - MOS Certification Preparation, Expert Level	1 - 3 Unit(s)
BCIS 70K - Adobe Acrobat Professional	1 Unit(s)
BCIS 70L - Introduction to Microsoft Outlook	1 Unit(s)

BCIS 71 - Medical Transcription for Certification I 1 - 6 Unit(s)

Prerequisite(s): BCIS 27 or BCIS 28, BCIS 12, ALH 104 and typing rate of 50 wpm

Recommended Prep: Reading Level IV; English Level III and BCIS 212, BIOL 20 (concurrent enrollments)

Transfer Status: CSU 17 - 102 hours Lecture

This course is the first in a series of four courses designed to prepare students to sit for the Certified Medical Transcription Exam (CMT). This course provides intensive training in medical, surgical, and specialty transcription. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated to a maximum of 6 units. Open Entry/Open Exit.

BCIS 72 - Medical Transcription for Certification II 1 - 6 Unit(s)

Prerequisite(s): BCIS 27 or BCIS 28, BCIS 12, BCIS 71, ALH 104 and typing rate of 50 wpm

Recommended Prep: Reading Level IV; English Level III and BIOL 20 BCIS 97 (1 unit) BCIS 212 (concurrent enrollments)

Transfer Status: CSU 17 - 102 hours Lecture

This is the second course in a four-semester preparation to qualify students to take the Certified Medical Transcription Exam (CMT). This course provides intensive training in medical, surgical, and specialty transcription. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated to a maximum of 6 units. Open Entry/Open Exit.

BCIS 73 - Medical Transcription for Certification III 1 - 6 Unit(s)

Prerequisite(s): BCIS 27 or BCIS 28, BCIS 12, BCIS 71, BCIS 72, ALH 104 and typing rate of 50 wpm

Recommended Prep: Reading Level IV; English Level III and BIOL 20 BCIS 97 (1 unit) BCIS 212 (concurrent enrollments)

Transfer Status: CSU 17 - 102 hours Lecture

This is the third course (advanced) in a four-semester preparation to qualify our students to take the Certified Medical Transcription Exam (CMT). This course provides intensive training in medical, surgical, and specialty transcription. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated to a maximum of 6 units. Open Entry/Open Exit.

BCIS 74 - Medical Transcription for Certification IV 1 - 6 Unit(s)

Prerequisite(s): BCIS 27 or BCIS 28, BCIS 12, BCIS 71, BCIS 72, BCIS 73, ALH 104 and typing rate of 50 wpm

Recommended Prep: Reading Level IV; English Level III and BIOL 20 BCIS 97 (1 unit) BCIS 212 (concurrent enrollments)

Transfer Status: CSU 17 - 102 hours Lecture

This is the fourth course (advanced) in a four-semester preparation to qualify students to take the Certified Medical Transcription Exam (CMT). This course provides intensive training in medical, surgical, and specialty transcription. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated to a maximum of 6 units. Open Entry/Open Exit.

BCIS 75 - Medical Front Office Procedures 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III and BCIS 104

Transfer Status: CSU 51 hours Lecture

This course teaches the theory and practice of medical front office management, introduces front office materials used in the office, and computerized and non-computerized applications. Emphasis is placed on the front office person as the initial patient/public contact representing the physician. Development of skills needed to perform effectively, efficiently, professionally, and ethically in a healthcare setting and the application of organizational and independent motivational techniques in the workplace will be included.

BCIS 79 - Current Topics on Health Information Management 0.25 - 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III

Transfer Status: CSU 4 - 51 hours Lecture

This course is an introduction to the various laws and regulations governing confidentiality and legality of the medical record to include an understanding of professionalism and ethical conduct required when handling confidential information. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated to meet legally mandated training requirements.

BCIS 80 - Introduction to Computer Applications 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III; Math Level II and BCIS 84 or knowledge of Windows and Internet; ability to keyboard

Transfer Status: CSU/UC 51 hours Lecture

This course introduces elementary computer concepts and how to use computer hardware and software. This course will provide an overview of computer applications. It offers hands-on use of the Windows operating system and software applications in word processing, spreadsheets, and databases. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

BCIS 84 - Windows/Internet 2 Unit(s)

Recommended Prep: BCIS 212

Transfer Status: CSU 25.5 hours Lecture/25.5 hours Lab

This course is for beginning computer students who want to learn basic concepts, terminology, and skills for using Windows and Internet with IBM-compatible PCs. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

BCIS 85 - Microsoft Excel 1 - 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III; Math Level II and BCIS 80 BCIS 212 concurrent enrollment

Transfer Status: CSU 17 - 51 hours Lecture

This course teaches the most recent version of Microsoft Excel for the student who desires a comprehensive and intensive training program on all aspects of computerized spreadsheets. The course includes creating, formatting, maintaining, saving, and printing workbooks; creating charts; working with templates; and using advanced functions. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated to a maximum of 3 units. Open Entry/Open Exit.

BCIS 86 - Microsoft Access 1 - 4 Unit(s)

Prerequisite(s): BCIS 85
Recommended Prep: BCIS 212 Concurrent enrollment
Transfer Status: CSU 17 - 68 hours Lecture
This course teaches the uses of computerized databases for the more advanced students who have knowledge of computers and want to apply that knowledge to create computer databases. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times. Open Entry/Open Exit.

BCIS 97 - Special Problems-BCIS See page 242

BCIS 99 - Work Experience-BCIS See page 245

BCIS/ALH 104 - Medical Terminology 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III; Math Level II
Transfer Status: NT 51 hours Lecture
This course is designed to teach the specialized language used within the medical profession. This course emphasizes the definition, pronunciation, and spelling of medical terms with emphasis on building medical words using prefixes, word roots, suffixes and combining forms. To further advance a working knowledge of these terms, vocabulary is taught in relation to the basic anatomy, physiology, and pathology of body systems.

BCIS 120 - Computers for Beginners 0.5 - 2 Unit(s)

Transfer Status: NT 12.75 - 25.5 hours Lecture/12.75 - 25.5 hours Lab
This course teaches students how to use a computer for personal use and/or preparation for a transfer-level course. The course covers basic computer concepts, hardware, software, operating systems, disk and file management, application programs, and use of the Internet. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times. Pass/No Pass Only. Open Entry/Open Exit.

BCIS/SBM 133 - Supervisory Skills 0.5 - 2 Unit(s)

Transfer Status: NT 8.5 - 34 hours Lecture
This course serves as a supervisor's guide to effective performance in the workplace. Topics include: transitioning to supervisor; listening skills; coaching and feedback; resolving conflict; time management; delegation; goal-setting; and motivation. Focus will be on self assessment and development of personal supervisory skills and strategies. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated to a maximum of 2 units. Open Entry/Open Exit.

BCIS 188(A-Z) - Computer Applications Workshop 0.25 - 0.5 Unit(s)

Prerequisite(s): Ability to keyboard
Transfer Status: NT 4 - 8 hours Lecture
This is a special course designed to meet student and community needs. Emphasis is placed on upgrading the skills and knowledge of students enrolled in various computer applications areas. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times. Pass/No Pass Only.

BCIS 188E - Windows, Module I	0.25 - 0.5 Unit(s)
BCIS 188H - Access Module I	0.25 - 0.5 Unit(s)
BCIS 188I - Microsoft PowerPoint Module I	0.25 - 0.5 Unit(s)
BCIS 188J - Microsoft Word Module II	0.25 - 0.5 Unit(s)
BCIS 188K - Excel Module I	0.25 - 0.5 Unit(s)
BCIS 188L - Excel Module II	0.25 - 0.5 Unit(s)
BCIS 188M - Microsoft Word Module I	0.25 - 0.5 Unit(s)
BCIS 188O - Project Module I	0.25 - 0.5 Unit(s)
BCIS 188Q - QuickBooks Module I	0.25 - 0.5 Unit(s)
BCIS 188S - Office Mod. I - New Features	0.25 - 0.5 Unit(s)
BCIS 188Z - Creating a Home Page	0.25 - 0.5 Unit(s)

BCIS 189(A-Z) - Computer Applications Workshop 0.25 - 0.5 Unit(s)

Transfer Status: NT 4 - 8 hours Lecture
These courses are designed to meet student and community needs. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times. Pass/No Pass Only.

BCIS 189E - Computers Made Easy Part 1	0.25 - 0.5 Unit(s)
BCIS 189F - Computers Made Easy Part 2	0.25 - 0.5 Unit(s)
BCIS 189G - Internet Made Easy	0.25 - 0.5 Unit(s)

BCIS 195 - Advanced Career Development-BCIS 1 - 3 Unit(s)

Recommended Prep: Sophomore standing and permission of instructor
Transfer Status: NT 17 - 51 hours Lecture
A course designed to give advanced students experience assisting first year students with subject material and learning in lecture and laboratory courses of their major. Materials fees are required and subject to change. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated to a maximum of 3 units.

BCIS 212 - Computer Lab 0.5 - 2 Unit(s)

Prerequisite(s): Basic computer knowledge or concurrent enrollment in a computer course
Transfer Status: NT 25.5 - 102 hours Lab
This course offers students the use of a computer to complete out-of-class course assignments beyond both the regular class time and the normal hours assigned for homework. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times. Pass/No Pass Only. Open Entry/Open Exit.

BCIS 213 - Advanced Computer Lab 0.5 - 2 Unit(s)

Prerequisite(s): BCIS 212
Transfer Status: NT 25.5 - 102 hours Lab
This course offers students the use of a computer to complete advanced course assignments beyond the regular class time and the normal hours assigned for homework. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times. Pass/No Pass Only. Open Entry/Open Exit.

Biology (BIOL)

BIOL 1 - Introduction to Biology 4 Unit(s)

Recommended Prep: Reading Level IV; English Level IV; Math Level IV
Transfer Status: CSU/UC 51 hours Lecture/51 hours Lab
This course is a survey of the basic principles and concepts used by biologists to explain how organisms live and survive. Topics include ecology, a survey of the worlds organisms, genetics, evolution, cell structure and function, and energy conversions.

BIOL 2 - Introduction to Human Biology 3 Unit(s)

Recommended Prep: Reading Level IV; English Level IV; Math Level IV
Transfer Status: CSU/UC 51 hours Lecture
This course is an introduction to the basic principles of biology focusing on humans as biological creatures. Topics include chemistry; cell and tissue structure; human body structure and functioning; human reproduction and development; human genetics, heredity and evolution; and human ecology. An emphasis is placed on the application of principles to current issues, including common human diseases, genetic engineering, and the impact of humans on the world's ecosystems.

BIOL/PSC 4 - Natural Science I 4 Unit(s)

Recommended Prep: Reading Level IV; English Level IV; Math Level IV
Transfer Status: CSU/UC 51 hours Lecture/51 hours Lab
The Natural Science course approaches the major disciplines of science (physics, chemistry, earth science and biology) in an interdisciplinary, blended fashion. This allows a more realistic view of the world, since events and processes in the world and universe are not delineated by discipline. Students will be provided with an introductory foundation in each of these areas of science, so that they may have a better understanding of the world, their environment, and their own bodies, Although math will be utilized throughout the course, the emphasis will be on conceptual rather than mathematical components. Students will experience analysis, problem solving, critical thinking, team-work, and communication throughout the course. The course will be team taught. It is listed under both Physical Science and Biology. It is recommended for the non-science major who has not yet taken a General Education science course.

BIOL 5 - Field Biology 3 Unit(s)

Recommended Prep: Reading Level IV; English Level IV; Math Level IV
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course will examine the landforms, vegetation, and biological diversity of northern California. This includes the study of the native plants and animals with an emphasis on Butte County from the valley floor into the adjoining mountains. The course includes one field trip per week.

BIOL/PSC 6 - Natural Science II 4 Unit(s)

Recommended Prep: Reading Level IV; English Level IV; Math Level IV
Transfer Status: CSU/UC 51 hours Lecture/51 hours Lab
The Natural Science course approaches the major disciplines of science (physics, chemistry, earth science and biology) in an interdisciplinary, blended fashion. This allows a more realistic view of the world, since events and processes in the world and universe are not delineated by discipline. Students will be provided with an introductory foundation in each of these areas of science, so that they may have a better understanding of the world, their environment, and their own bodies. Although math will be utilized throughout the course, the emphasis will be on conceptual rather than mathematical components. Students will experience analysis, problem solving, critical thinking, team-work, and communication throughout the course. The course will be team taught. It is listed under both Physical Science and Biology. It is recommended for the non-science major who has not yet taken a General Education science course.

BIOL 7 - Sustaining Life on Earth 3 Unit(s)

Recommended Prep: Reading Level IV; English Level IV; Math Level II
Transfer Status: CSU/UC 51 hours Lecture
This course will introduce students to the structure of earth's ecosystems and to environmental issues, past and present from a biological science perspective. Students will be able to perceive and interpret the relative health of environmental systems, and to connect this to the role of humans in sustaining life on earth. To reach this understanding, students will read classic environmental literature as well as current environmental literature. The course will include discussions, field trips and guest speakers as well as student involvement in a campus or local environmental effort. During this course students will be encouraged to recognize that their lives are dependent upon the environment, and that their personal decisions affect the entire natural world. Graded only.

BIOL 9 - Current Issues in Biology 3 Unit(s)

Recommended Prep: Reading Level IV; English Level IV; Math Level IV
Transfer Status: CSU 51 hours Lecture
Students will develop an understanding of basic biological principles and how each of these principles affects daily human life. Biological principles include the scientific method, biological macromolecules, cell structure and function, cell division, genetics, DNA structure and function, metabolism, evolution, and ecology. Issues covered may include nutrition, stem cell research, cancer, genetic diseases, cloning, genetic engineering, gene therapy, ecological diversity, invasive species, sustainability, and the impact of humans on the environment.

BIOL 11 - Zoology 5 Unit(s)

Prerequisite(s): BIOL 1 or one year high school Biology and CHEM 110 or one year high school Chemistry with lab and MATH 124 or equivalent
Recommended Prep: Reading Level IV; English Level IV; Math Level V
Transfer Status: CSU/UC 51 hours Lecture/102 hours Lab
This course covers a detailed survey of protozoans and the major animal phyla. Topics include evolutionary mechanisms, classification, and anatomical and physiological adaptations. This course is designed for biology majors. Offered Fall semester only.

BIOL 12 - Botany 5 Unit(s)

Prerequisite(s): BIOL 1 or one year high school Biology and CHEM 110 or one year high school Chemistry with lab and MATH 124 or equivalent
Recommended Prep: Reading Level IV; English Level IV; Math Level V
Transfer Status: CSU/UC 51 hours Lecture/102 hours Lab
This course is a detailed survey of plants, fungi, protists and prokaryotes and the principles of ecology pertaining to all organisms. Topics include cell structure and function, anatomy, physiology, reproduction, evolution, methods of classification, population and community ecology, and ecosystems. This course is designed for biology majors. This course is offered in Spring only.

BIOL 13 - Cell and Molecular Biology 5 Unit(s)

Prerequisite(s): BIOL 1 or one year high school Biology and CHEM 1 or equivalent and MATH 124 or equivalent
Recommended Prep: BIOL 11 or BIOL 12 and Reading Level IV; English Level IV; Math Level V
Transfer Status: CSU/UC 51 hours Lecture/102 hours Lab
This course is an introductory study of procaryotic and eucaryotic cell structure and function as well as basic viral structure and reproduction. Attention is given to life processes within cells and to interactions between cells. Coverage includes experimental design and statistical analysis; basic biotechnology concepts and techniques; DNA structure, function and gene expression; enzyme function; energetics; nutrient cycles in ecosystems; transport mechanisms; cytoskeletal components; cell communication (including nerve impulse conduction and signal transduction); cell reproduction; Mendelian and population genetics; cell evolution; and modern concepts of molecular biology. This course is designed for biology majors. Offered Spring only.

BIOL 15 - Introduction to Microbiology 5 Unit(s)

Prerequisite(s): CHEM 110 or a college chemistry course with lab, with a grade of "C" or better and one year High School or one semester College Biology
Recommended Prep: Reading Level IV; English Level IV; Math Level IV
Transfer Status: CSU/UC 51 hours Lecture/102 hours Lab
This course includes the study of the structure and function of viruses, bacteria, fungi and protozoa, with emphasis on the predominant pathogenic members of those groups. Study of basic organic chemistry, DNA structure and function, metabolism, microbe-host interactions, the immune response and etiological factors involved in disease are also included. Methods of detection, identification, isolation, culture, enumeration, and control of microbes are provided. Consideration is also given to applied and environmental microbiology, as well as biotechnology techniques. Graded only.

BIOL 20 - Human Anatomy 4 Unit(s)

Prerequisite(s): BIOL 1 , BIOL 2 or High School Biology
Recommended Prep: Reading Level IV; English Level IV; Math Level IV
Transfer Status: CSU/UC 51 hours Lecture/51 hours Lab
This course covers the structure and function of cells, tissues, organs and organ systems in the human body. The laboratory materials will include a human cadaver, other preserved mammalian specimens, skeletons and human anatomical models.

BIOL 21 - Human Physiology 4 Unit(s)

Prerequisite(s): BIOL 20; CHEM 110 or college level Chemistry course with lab with a grade of a "C" or better.
Recommended Prep: Reading Level IV; English Level IV; Math Level IV
Transfer Status: CSU/UC 51 hours Lecture/51 hours Lab
This course is the study of the mechanisms by which the human body functions. The major themes are the relationship between structure and function and homeostasis of the cellular environment. A systems approach is used.

BIOL 30 - Anatomical Preparations 1.5 Unit(s)

Prerequisite(s): BIOL 20
Recommended Prep: Reading Level IV; English Level IV; Math Level IV
Transfer Status: CSU 17 hours Lecture/25.5 hours Lab
A course in which students dissect a human cadaver and prepare anatomical specimens for use in Butte College Human Anatomy classes. Students will learn proper dissection techniques and pertinent details of the human form needed to complete quality dissection work.

BIOL 90(A-Z) - Special Topics in Biology 0.5 - 4 Unit(s)

Prerequisite(s): High school biology or equivalent
Recommended Prep: Reading Level IV; English Level IV; Math Level IV
Transfer Status: CSU 4.25 - 34 hours Lecture/12.75 - 102 hours Lab
This course covers a selected topic of current interest in Biology at a depth not normally covered in traditional Biology courses. The topics of the course will change according to student and/or instructor interest. The course is primarily a seminar but may also include lecture, discussion, field excursions, forums, or laboratory experiences. The topic to be covered will be announced during the prior semester. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

BIOL 95 - Special Studies-BIOL See page 242

BIOL 99 - Work Experience-BIOL See page 245

BIOL 100(A-Z) - Natural History of Northern California 1 - 4 Unit(s)

Recommended Prep: Reading Level IV; English Level II
Transfer Status: NT 17 - 68 hours Lecture
This course is a study of the plants and animals of selected areas of Northern California. Various biological communities will be studied.

BIOL 100A - Lassen Peak: An Ecological Island	1 Unit(s)
BIOL 100B - Alpine Flora/Habitats of Lassen Volcanic Park	1 Unit(s)
BIOL 100D - Introduction to Bird Identification	1 Unit(s)
BIOL 100E - Spring Wildflowers	1 Unit(s)

Building Inspection Technology (BIT)

BIT 1A - Building Inspection Technology 1A 26 Unit(s)

Recommended Prep: Reading Level IV; English Level III; Math Level II
Transfer Status: CSU 442 hours Lecture
The course will cover: An introduction to the profession of building inspection; construction blueprint reading; construction principles and methods; simplified engineering for building inspectors; the use and application of the Building Code; heating, ventilation, and air conditioning principles and methods; the use and application of the Mechanical Code; plumbing principles and methods; the use and application of the Plumbing Code; introduction to using computers and technology associated with the building inspection profession. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

BIT 1B - Building Inspection Technology 1B 26 Unit(s)

Prerequisite(s): BIT 1A
Transfer Status: CSU 442 hours Lecture
The course will cover: Job search and obtaining employment as a building inspector; electrical wiring; the National Electrical Code; inspecting existing residential buildings; the Housing Code; inspection of existing buildings; the Rehabilitation and Abatement of Dangerous Building Code; swimming pool, spa and hot tub installations; code applications for swimming pools, spas and hot tubs; California State Building Code; introduction to zoning/planning requirements; introduction to health regulations; alternate methods of construction; energy requirements; introduction to health regulations; alternate methods of construction; energy efficiency standards; accessibility requirements; building permit applications; residential nonstructural plan checking; standard wood frame construction, residential, plan checking; field inspections; communication skills for a building inspector; professional conduct for a building inspector; applying computer skills and programs associated with building inspection and the built environment; use of technical tools and equipment associated with the built environment; "Doing the Job". Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

BIT/CNST 10 - Green Building Technology and Practices 3 Unit(s)

Recommended Prep: Reading Level IV; English Level IV; Math Level III
Transfer Status: CSU 51 hours Lecture
This course is a beginning level survey of green building practices used in construction, interior design, inspection, architecture, and related fields of the building construction and design industry. The purpose of this course is to provide the student an overview of design and construction delivery systems for high performance green buildings. The course will focus on understanding the general concepts of green building.

BIT 34 - Plan Checking for Fire-Resistive Requirements 3 Unit(s)

Recommended Prep: Reading Level III; English Level II; Math Level II
Transfer Status: CSU 51 hours Lecture
A discussion of the fire resistive requirements of the various codes and relating them to the plan checking process. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

BIT 35 - Plan Checking for Exits 3 Unit(s)

Recommended Prep: Reading Level III; English Level II; Math Level II
Transfer Status: CSU 51 hours Lecture
A discussion of the various exiting requirements of the Uniform Building Code and other various codes and applying those requirements to the plan checking process. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

BIT 97 - Special Problems-BIT See page 242

BIT 99 - Work Experience-BIT See page 245

BIT 101 - Electrical Trainee Code Requirements 3 Unit(s)

Recommended Prep: Reading Level III; English Level II; Math Level II
Transfer Status: NT 51 hours Lecture
This course is designed to provide working electricians with information and application of the National Electric Code in their course of work. This course complies with State regulations to become an electrician trainee as designated by AB 1087 amending Section 3099 of the Labor Code which requires all working electricians to be certified through education, practical experience and successful completion of a certification exam. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time. Pass/No Pass Only.

BIT 103 - UBC-IBC Crossover 3 Unit(s)

Recommended Prep: Reading Level III; English Level II; Math Level II
Transfer Status: NT 51 hours Lecture
This course will provide building inspectors, plans examiners, building officials, architects, engineers, draftspersons, contractors and tradesmen with an understanding of the conversion from the Uniform Building Code to the International Building Code. The course will include instruction of specific code provisions, a cross reference directory and the understanding of the philosophical change from a prescriptive to performance based code.

Business (BUS)

BUS 8 - Legal Environment of Business 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III; Math Level II
Transfer Status: CSU/UC 51 hours Lecture
This course covers laws and regulations affecting managerial decisions including legal concepts and case analysis in the areas of ethics, employment, consumer transactions, competition, the environment, business torts and crimes, contracts, agency and business organizations.

BUS/BCIS 13 - Business Communication 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 51 hours Lecture
This course is designed to apply practical psychology in dealing with people through various forms of communication, including writing, speaking, and listening. It provides experience in organizing, analyzing, and composing the basic types of letters, memos, and communications used in today's offices. This course emphasizes correct English usage and fundamentals of clear, concise, varied, and meaningful expression.

BUS 18 - Database Design 4 Unit(s)

Recommended Prep: Reading Level IV; English Level IV; Math Level III
Transfer Status: CSU 51 hours Lecture/51 hours Lab
This course is a study of fundamental database design principles and techniques, including data modeling with Entity-Relationship diagrams and normalization. Study of SQL (Structured Query Language) database management system capabilities, the relational data model, relational operations, and database security mechanisms. Introduction to PL/SQL. Application of concepts and techniques to practical business scenarios.

BUS 20 - Introduction to Business 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III; Math Level II
Transfer Status: CSU/UC 51 hours Lecture
An overview of the American business system. Discussion of economic, demographic, technological (including computer applications), legal, and social/cultural trends and their impact on business. Examines the components of a successful business organization and its position in a global environment. Information is provided on career choices in business and investment fundamentals.

BUS 25 - Small Business Management 3 Unit(s)

Prerequisite(s): ACCT 20 or ACCT 2
Recommended Prep: Reading Level IV; English Level III; Math Level II
Transfer Status: CSU 51 hours Lecture
This course discusses the role and challenges of small business/entrepreneurship in the 21st century. Focus on selecting, establishing, and operating a small business. Topics include: marketing, location, financial planning, developing a management team, microcomputer applications, and loan package preparation. Each student will identify a business opportunity, and then create a detailed business plan.

BUS 35 - Management and Human Relations 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III; Math Level II
Transfer Status: CSU 51 hours Lecture
This course examines the role of the supervisor/manager plus provides an understanding of how to work with people. The course emphasizes perception, motivation, communication, leadership styles group dynamics, decision making, managing change and conflict resolution.

BUS 40 - Organization Management 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III; Math Level II
Transfer Status: CSU 51 hours Lecture
This course analyzes the effects of different managerial styles, techniques and decisions on organizations. Examines basic management functions, (planning, organizing, influencing and controlling) and provides guidelines to assist managers in understanding and addressing organizational problems.

BUS 44 - Human Resource Management 3 Unit(s)

Recommended Prep: Reading Level IV; English Level IV; Math Level II
Transfer Status: CSU 51 hours Lecture
This course highlights complex and important issues in current human resources practice, and demonstrates how managers can effectively manage human resources. The course shall assist students in understanding the complexity of HRM issues for today's companies: changing government and legal requirements; new information systems; downsizing; demands for a more skilled workforce; increasing attention to and appreciation for diversity; intensifying global competition; changing cultural and economic factors.

BUS 50 - Sales in Today's World 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III; Math Level II
Transfer Status: CSU 51 hours Lecture
This course explores the steps in interactive selling, including: prospecting, pre-approach, approach, presentation, handling objections, closing, and follow-up. Focus is on using a problem-solving approach, ensuring customer satisfaction, and making effective sales presentations.

BUS/RTVF 60 - Advertising & Copywriting 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III; Math Level II
Transfer Status: CSU 51 hours Lecture
This course introduces students to the development and function of advertising in relation to business and society. It looks at advertising as a social and economic institution. Emphasis is placed on techniques of advertising in terms of selected advertising objectives. Students will plan and execute effective advertising campaigns, prepare copy, research markets, and select media. Focus is on designing and understanding print and web based advertising, writing radio copy, and storyboarding for television advertising.

BUS 62 - Personal Finance 3 Unit(s)

Transfer Status: CSU 51 hours Lecture
This course is an integrative approach to personal finance focusing on practical financial decision making as well as the social, psychological, and physiological contexts in which those decisions are made. Students will examine their relationships with money, set personal goals, and develop a plan to meet those goals. Topics include consumerism, debt, healthcare, investing, retirement, long-term care, disability, death, and taxes.

BUS 64 - Principles of Marketing **3 Unit(s)**
Recommended Prep: Reading Level IV; English Level III; Math Level II
Transfer Status: CSU 51 hours Lecture
This course is designed to study of the nature, function, and importance of marketing. Analysis of opportunity, assessment of consumer behavior, and use of marketing research as the basis for marketing efforts will be explored. Development of marketing strategy including product/service planning, pricing, promotion, and channels of distribution will be covered. Focus is on issues of quality and customer satisfaction.

BUS 66 - Retail Management **3 Unit(s)**
Recommended Prep: Reading Level IV; English Level III; Math Level II
Transfer Status: CSU 51 hours Lecture
This course presents essential concepts in the retailing field, from store location and organization to the purchase, handling, display, pricing and advertising of merchandise. Emphasizes the practical concepts of retail management.

BUS 68 - Business on the Internet **3 Unit(s)**
Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 51 hours Lecture
This course introduces the student to the concepts and terminology of modern E-Commerce approaches. It includes topics on marketing, Web technologies, security, legal issues, imaging and search engines. The emphasis will be to develop an understanding of the underlying principles of E-Commerce as it relates to conducting business on the Internet.

BUS 70 - Business Seminar **0.5 - 3 Unit(s)**
Recommended Prep: Reading Level IV; English Level III; Math Level II
Transfer Status: CSU 8 - 51 hours Lecture
A special course designed to provide students with business information and skills related to pertinent, state-of-the-art business issues and techniques. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times. Open Entry/Open Exit.

BUS/SBM 72 - Non Profit Governance **0.5 Unit(s)**
Recommended Prep: Reading Level IV; English Level III; Math Level III
Transfer Status: CSU 8 hours Lecture
This course examines the crucial roles of boards and volunteers in the implementation of the mission and goals of the nonprofit organization. Particular attention is paid to the development, recruitment and training of board members; their duties and responsibilities; their terms of service; and human dynamics of service on a board.

BUS/SBM 74 - Non Profit Fundraising **0.5 Unit(s)**
Recommended Prep: Reading Level IV; English Level III; Math Level III
Transfer Status: CSU 8 hours Lecture
This course examines the strategies for obtaining annual support for the nonprofit organization, including generating financial resources and other means of capital. It explores goal setting, a coherent timetable and the use of volunteers, and planning for an annual fund with respect to stated missions, goals and needs of the nonprofit organization.

BUS/SBM 76 - Non Profit Marketing **0.5 Unit(s)**
Recommended Prep: Reading Level IV; English Level III; Math Level III
Transfer Status: CSU 8 hours Lecture
This course explores the fundamentals and principles of marketing and promoting a nonprofit organization. Topics covered include developing mission and positioning statements, managing relationships with the media, promotion, competitive analysis, and setting goals and timelines.

BUS/SBM 78 - Starting a Non Profit **1 Unit(s)**
Recommended Prep: Reading Level IV; English Level III; Math Level III
Transfer Status: CSU 17 hours Lecture
This course presents a general overview of the nonprofit organization. It uses entrepreneurial and general business skills to design and operate organizations in the nonprofit sector. Topics include idea generation, strategic planning, legal requirements, board development, marketing, fundraising, staff and volunteers, evaluation and key concepts of nonprofit financial management.

BUS 97 - Special Problems-BUS **See page 242**

BUS 99 - Work Experience-BUS **See page 245**

BUS 120 - Business Workshop **0.5 - 3 Unit(s)**
Transfer Status: NT 8 hours Lecture/80 hours Lab
A special course designed to meet student and community needs. Emphasis is on upgrading the skills and knowledge of students enrolled.

BUS/SBM 125 - Steps to Starting a Small Business **0.5 - 1.5 Unit(s)**
Transfer Status: NT 8 - 24 hours Lecture
This course deals with the actual process of setting up a new business, buying an existing business, or a franchise. The course starts with the idea of going into business and progresses to the point of opening day. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated to a maximum of 1.5 units. Open Entry/Open Exit.

BUS/SBM 126 - Marketing the Small Business **0.5 - 1.5 Unit(s)**
Transfer Status: NT 8 - 24 hours Lecture
This course deals with the principles and practices of small business marketing. Topics include: product definition, product life cycle, understanding customer motivation, inventory purchasing and control, pricing policies, in-store layout and promotion, advertising and publicity, sales promotion, trade shows, and personal selling. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated to a maximum of 1.5 units. Open Entry/Open Exit.

BUS/SBM 127 - Planning and Financing the Small Business **0.5 - 1.5**
Transfer Status: NT 8 - 24 hours Lecture
This course deals with the process of planning and financing a small business. Topics discussed will include legal planning, risk management, insurance planning, tax planning, financial planning, and management. The student will write a business plan, the basis for attracting both debt and equity capital for a new venture. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated to a maximum of 1.5 units. Open Entry/Open Exit.

BUS 195 - Advanced Career Development-BUS **1 - 3 Unit(s)**
Recommended Prep: Sophomore standing and permission of instructor
Transfer Status: NT 17 - 51 hours Lecture
A course designed to give advanced students experience assisting first year students with subject material and learning in lecture and laboratory courses of their major. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

Child Development & Family Relations (CDF)

CDF 12 - Child, Family, and Community 3 Unit(s)

Recommended Prep: Reading Level III; English Level II
Transfer Status: CSU/UC 51 hours Lecture
This course is designed to examine the socialization of children in today's society, emphasizing the important influences of family, community, school, and mass media. Family and community structures and values as well as cultural differences will be analyzed. Community services will be compared.

CDF 14 - Child Growth and Development 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU/UC 51 hours Lecture
This course examines the major physical, psychosocial, and cognitive/language developmental milestones for children, both typical and atypical, from conception through adolescence. There will be an emphasis on interactions between developmental processes and environmental factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences and analyze characteristics of development at various stages.

CDF 15 - Incredible Years Curriculum 2 Unit(s)

Recommended Prep: Reading Level III; English Level II
Transfer Status: CSU 34 hours Lecture
This course is designed to provide training for teachers, which focuses on promoting the teacher's self-confidence and competence in using positive and proactive classroom management strategies and discipline approaches. It will also help teachers develop effective classroom management strategies which can strengthen students' social competence as well as their academic competence. Video vignettes of teachers using the Incredible Years curriculum with children will be viewed and discussed.

CDF 18 - Special Needs in ECE 2 Unit(s)

Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 34 hours Lecture
This course identifies the special needs of young children in terms of physical and behavioral development and learning characteristics. Current issues of assessment, learning environments, adaptive behaviors, self-help skills, and curriculum will be addressed. This course also examines intervention and teaching strategies used with children with special needs.

CDF 20 - Group Care for Infants and Toddlers 1 Unit(s)

Recommended Prep: Reading Level III; English Level II
Transfer Status: CSU 17 hours Lecture
This course is designed to provide the opportunity for students to gain a greater understanding of how to plan effective child care programs for infants and toddlers, a process ultimately tied to individual's and society's beliefs about children's needs, rights, and roles in the society. Course content includes exploring beliefs about infants and toddlers, how beliefs drive practice, child care theories/philosophies, child care approaches/programs in a variety of countries, and practices that support relationship-based group care.

CDF 30 - Adult Supervision: Mentoring in a Collaborative Learning Setting 2 Unit(s)

Prerequisite(s): 12 units in CDF
Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 34 hours Lecture
This course will examine methods and principles of supervising student teachers, assistant teachers, and other staff in early childhood classrooms. Emphasis is on the role of experienced classroom teachers who function as mentors to teachers while simultaneously addressing the needs of children and parents. Satisfies adult supervision requirements for the California Commission on Teacher Credentialing Child Development Permit.

CDF 34 - The School-Age Child 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 51 hours Lecture
This course will build an understanding of the development of school-age children, ages 6-13 years old. Discussions will be based on physical and cognitive development, language, social and emotional development and family involvement in education. Research on schooling and development and the important role of the teachers and schools in children's lives will be addressed.

CDF 36 - Working With School-Age Children 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 51 hours Lecture
This course will identify the school-age child and the increasing role communities play in providing services to the children and their families. Career options and requirements will be examined along with defining the role of the professional working with school-age children. Standards necessary to create high-quality programs and activities designed primarily for the care and supervision of school-age children will be stressed.

CDF 40 - Directed Observation 4 Unit(s)

Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 51 hours Lecture/51 hours Lab
This course is designed to study the behavior and development of the child in the school and/or child care center and the interaction of parents, children, and teachers. This course includes a study of infant/toddler programs and the use of observation techniques to study young children. Course also includes three hours weekly observation and/or working directly with children in the early childhood education setting.

CDF 44 - Child Guidance and Discipline 3 Unit(s)

Recommended Prep: Reading Level III; English Level II
Transfer Status: CSU 51 hours Lecture
This course is designed to study guidance methods and discipline techniques that are effective in the home, classroom and other group settings. Students will learn positive discipline techniques to promote socially responsible behavior and healthy self-discipline in children of all ages.

CDF 48 - Principles and Practices of Teaching Young Children 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 51 hours Lecture
This course is an examination of the underlying theoretical principles of developmentally appropriate practices applied to programs and environments, emphasizing the key role of relationships, contructive adult-child interactions, and teaching strategies in supporting physical, social, creative and intellectual devevlopment for all children. Early Childhood Education career opportunities and preparation will be examined. This course includes a review of the historical roots of early childhood programs and the evolution of the professional practices promoting advocacy, ethics and professional identity.

CDF 50 - Development of Early Literacy in Early Childhood 1.5 Unit(s)

Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 24 hours Lecture
This course will emphasize Vygotsky's framework for understanding learning and teaching. It will give the early childhood educator a new perspective and insight about children's growth and development based on early literacy.

CDF 52 - Scaffolding Literacy 2.5 Unit(s)

Prerequisite(s): CDF 50 and CDF 51
Co-requisite(s): CDF 53
Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 42 hours Lecture
This course is designed to support both new and experienced early childhood teachers in the area of early literacy development. The teacher will become equipped in making decisions regarding appropriate instructional practices that support children in constructing knowledge. These decisions will scaffold literacy learning and development for young children (i.e., designing of play environments, using early literacy standards and benchmarks to teach literacy skills and support social interaction while the child constructs knowledge.)

CDF 54 - Assessing Early Literacy 1 Unit(s)

Prerequisite(s): CDF 52 and CDF 53
Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 16 hours Lecture
This course is designed to identify ways to conduct and interpret authentic, alternative, and classroom-based assessment that supports children's learning and development in an authentic and ethical way. The course will examine how to collect and interpret assessment data in planning curriculum that is responsive to and supportive of children's early literacy learning.

CDF 55 - ECE Second Language Learners 2 Unit(s)

Prerequisite(s): CDF 12 and CDF 14
Transfer Status: CSU 34 hours Lecture
This course is designed to provide preschool educators knowledge about the developmental pathways taken by young second-language learners, the teacher's role in the classroom, and using appropriate intervention techniques.

CDF 56 - Prenatal & Infant Development 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 51 hours Lecture
This course is designed to study family planning concepts and strategies, from preconception through the first year of life. Topics covered include environmental and genetic influences, prenatal growth, the birth process, health and care of the mother and infant prenatally through the first year, developmental stages of the infant through the first year, and family dynamics and adjustments.

CDF 58 - Critical Issues in Child Development 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 51 hours Lecture
This course provides students with the knowledge to assist children and their families in understanding and coping with changes and critical events occurring in their lives. Discussion will focus on how to lessen the stress and long-term negative effects that families often experience. Included will be topics such as adoption, physical/sexual abuse, substance abuse, youth culture, media impact and special needs. Material presented will be based on current scientifically researched data.

CDF 59 - Multicultural Education in Children's Programs 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 51 hours Lecture
This course is designed to provide the opportunity for students to explore issues of cultural diversity, examine anti-bias curriculum approaches to multicultural education, and apply these factors to children's program development. The emphasis is upon integrating a multicultural curricular perspective.

CDF 61 - Music for Early Childhood 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 51 hours Lecture
This course is designed to provide the student with the knowledge, methods, skills, and opportunities to evaluate, develop, and implement appropriate, anti-bias musical activities for a diverse population of young children. Activities and experiences will include the development of musical games and materials for use with children in the home and/or school environment. (A musical background is not necessary.)

CDF 62 - Creative Art Activities for Children 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 51 hours Lecture
This course is designed to provide the opportunity for students to plan, prepare and evaluate the materials and techniques utilized in developing creative art curriculum for young children. The course includes specific techniques of working with children, parents, and staff; research of the philosophical bases and developmental stages of children's art; preparation and utilization of specific art media appropriate for use in early childhood education programs.

CDF 63 - Curriculum Planning in ECE 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course is designed to provide the opportunity for students to develop, prepare, implement, and evaluate developmentally appropriate curricular experiences which foster creativity as well as aesthetic and multicultural sensitivity in young children. Course content includes rationale for encouraging development of creativity and multicultural sensitivity, preparation of an ECE environment which promotes creative expression, developmentally appropriate curriculum planning, and specific skills and techniques for encouraging creativity in a variety of curricular areas. Students will work directly with young children in an ECE program three hours per week. Materials fees required and subject to change.

CDF 64 - Science Curriculum for Young Children 1.5 Unit(s)

Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 24 hours Lecture
This course is designed to survey the philosophy, principles, and implementation of natural and physical science experiences for young children.

CDF 65 - Infant/Toddler Curriculum 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III; Math Level II
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course is designed to provide the opportunity for students to gain a greater understanding of the importance and process of learning in the first three years of life, and to be able to develop, prepare, implement, and evaluate developmentally appropriate curricular experiences for infants and toddlers. Course content includes the impact of early experiences on brain development and learning, planning and conducting routine care as part of the curriculum, preparing environments as curriculum, early language learning, cultural values and learning, including children with special needs, and the adult role as facilitator. Students will observe and work directly with young children in an ECE program three hours per week.

CDF 66 - Literature and Language Arts for Children 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 51 hours Lecture
This course is designed to provide the student with skills in selecting, evaluating and presenting a language arts program for children. Techniques of reading aloud to children as well as storytelling and preparation of some media materials (such as flannel boards, puppets, and / or tapes) are included in this course. The acquisition of language in the young child and its continued encouragement are emphasized as concerns of educators and parents of young children.

CDF 68 - Math Activities for Young Children 1.5 Unit(s)
Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 24 hours Lecture
This course is designed to survey the philosophies, principles and implementation of math activities for young children.

CDF 77 - Advanced ECE Professional Career Development1 Unit(s)
Prerequisite(s): CDF 12 and CDF 14
Co-requisite(s): CDF 12 and CDF 14
Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU 17 hours Lecture
This course focuses on advanced professional career development in Early Childhood Education. Students will explore the dimensions of professionalism, construct a professional career development plan, create a career portfolio, conduct a job search, and enhance interviewing skills.

CDF 78 - Early Childhood Education Practicum 5 Unit(s)
Prerequisite(s): CDF 14, CDF 40, CDF 44 and CDF 63 or CDF 65
Transfer Status: CSU 51 hours Lecture/102 hours Lab
This course is designed to provide the opportunity for the student to plan, prepare, implement, and evaluate various curriculum activities and techniques used with young children. Course includes assessing the needs of children's development, program planning, scheduling, and building reciprocal relationships with parents, children and staff. Course also includes six hours weekly working directly with children in an early childhood setting. Material fee required and subject to change.

CDF 80 - Administration of Nutrition, Health, and Safety 3 Unit(s)
Recommended Prep: Reading Level III; English Level II
Transfer Status: CSU 51 hours Lecture
This course is designed to explore the development of nutritional habits, health practices and safety measures. Promoting good nutrition and safe food handling in child care, communicable diseases, and community health services are covered. Regulations and requirements for child-care nutrition, health, and safety standards are examined. Partially meets California state requirements for preventive health practices training.

CDF 84 - Administration of Child Care and Education Programs 3 Unit(s)
Prerequisite(s): CDF 14, CDF 40
Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 51 hours Lecture
This course is designed to study the administrative position in child care and education programs. Topics will include qualifications and duties of directors and supervisor program regulations, staffing, supervision, equipment and facilities, curriculum, scheduling, budget planning, and working with parents.

CDF 88 - ECERS Training (Early Childhood Environmental Rating Scale) 1 Unit(s)
Transfer Status: CSU 17 hours Lecture
This course is designed to offer an overview of the Infant-Toddler and Early Childhood Environmental Rating Scale for providers and teachers. Self-study and assessment methods for quality environments will be explored. Application of the concepts will be emphasized.

CDF 89 - ITERS-R Training (Infant/Toddler Environmental Rating Scale-Revised) 1 Unit(s)
Transfer Status: CSU 17 hours Lecture
This course is designed for Early Childhood/Child Development teachers in an Infant/Toddler program. The teacher will gain knowledge of and use criteria from the Infant/Toddler Environmental Rating Scale-Revised (ITERS-R) to study and assess the quality of an Infant/Toddler classroom. Self-study and assessment methods will be explored with an emphasis on application.

CDF 90 - Effective Parenting I 0.5 - 1 Unit(s)
Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 8.5 - 17 hours Lecture
This course is designed for parents with children ages six weeks to five years of age. Includes an orientation of parents to the curriculum and learning activities presented to the children, and the role of observation, practicum, and other students using the Child Development Center. It also includes development of practical application of guidance and discipline theories and techniques which promote the child's physical, emotional, social, and intellectual development. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times. Pass/No Pass Only. Open Entry/Open Exit.

CDF 91 - Effective Parenting II 0.5 - 1 Unit(s)
Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 8.5 - 17 hours Lecture
This course is designed for parents with children ages six weeks to five years of age. Includes an orientation of parents to the curriculum and learning activities presented to the children, and the role of observation, practicum, and other students using the Child Development Center. It also includes development of practical application of guidance and discipline theories and techniques which promote the child's physical, emotional, social, and intellectual development. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times. Pass/No Pass Only. Open Entry/Open Exit.

CDF 96(A-Z) - Current Trends and Issues in Early Childhood Education 0.5 - 3 Unit(s)
Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 8 - 51 hours Lecture
A course designed to provide the student exposure to new and developing trends and issues in the field of Early Childhood Education as they occur. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

CDF 96B - Early Childhood Education Seminar	0.5 - 3 Unit(s)
CDF 96C - Children's Cooking Activities	1 Unit(s)
CDF 96D - Children and the Media	1 Unit(s)
CDF 96E - Teaching Young Children in Violent Times	1 Unit(s)
CDF 96F - Working Collaboratively with Parents in ECE	1 Unit(s)
CDF 96G - Power of Play	1 Unit(s)

CDF 97 - Special Problems-CDF See page 242

CDF 99 - Work Experience-CDF See page 245

CDF 131 - ECE Mentor Teacher Seminar 0.5 Unit(s)
Prerequisite(s): Selection as an early childhood Mentor Teacher
Recommended Prep: Reading Level IV; English Level III
Transfer Status: NT 8 hours Lecture
This course is designed as an opportunity for Early Childhood Mentor Teachers to discuss issues related to their role as supervisors of early childhood student teachers, plan in-training activities and provide professional support for one another. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated to meet legally mandated training requirements.

CDF 133 - Director Mentor Seminar 0.5 Unit(s)
Prerequisite(s): Current employment as a Director/Supervisor of an Early Childhood Education Program
Recommended Prep: Reading Level IV; English Level III
Transfer Status: NT 8 hours Lecture
This course is designed to provide directors, site supervisors, and other administrators of early childhood programs the opportunity to explore issues related to professional duties, including quality improvement efforts, advocacy, supervision of staff, and the mentoring of colleagues. Seminar content will be individualized to meet the needs of participants. This course encourages directors to continue their professional development and skills. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated to meet legally mandated training requirements.

CDF 220 - Infant-Parent Education I 2.5 Unit(s)

Transfer Status: NT 24 hours Lecture/51 hours Lab

This course is designed to explore the theoretical foundations of child development during the infancy period (birth to 12 months) while providing the opportunity for parents to participate with their child in various supervised activities and experiences. Special emphasis is given to the practical application of these theories. Additional parenting techniques will be discussed and concerns addressed. Age-related social interactions between parent and infant are stressed through a variety of experiences. Materials fees required and subject to change. Proof of child's age from birth-12 months is required. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times. Pass/No Pass Only.

CDF 221 - Infant-Parent Education II 2.5 Unit(s)

Transfer Status: NT 24 hours Lecture/51 hours Lab

This course is designed to explore the theoretical foundations of child development during the infant/toddler period (13-17 months) while providing the opportunity for parents to participate with their child in various supervised activities and experiences. Special emphasis is given to the practical application of these theories. Parenting techniques will be discussed and concerns addressed. Emphasis is placed on leaving infancy and entering toddlerhood and special issues related to this stage of development. Materials fees required and subject to change. Proof of child's age from 13-17 months is required. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times. Pass/No Pass Only.

CDF 230 - Toddler-Parent Education I 2.5 Unit(s)

Transfer Status: NT 24 hours Lecture/68 hours Lab

This course is designed to explore the theoretical foundations of child development during the first half of the toddler period, 18 months to 26 months and to provide the opportunity for parents to participate with their child in various supervised activities. Timely parenting skills and concerns will be discussed, including; positive discipline, age-appropriate materials, equipment and activities, health and safety guidelines, everyday concerns of sleeping, eating and separation. The child centered learning environment, in which each parent works with his/her own child, provides practical experience for developing realistic expectations of normal behavior while learning to encourage his/her child's optimum growth and development. Materials fees required and subject to change. Proof of child's age from 18 – 26 months is required. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times. Pass/No Pass Only.

CDF 231 - Toddler-Parent Education II 2.5 Unit(s)

Transfer Status: NT 24 hours Lecture/68 hours Lab

This course is designed to explore the theoretical foundation of child development during the first half of the toddler period, 27 months to 35 months and to provide the opportunity for parents to participate with their child in various supervised activities. Parenting skills and techniques will be discussed, including concerns such as toileting, nightmares, guidance and discipline, socialization, and arrival of new siblings. A strong emphasis will be placed on the transitioning from toddlerhood to preschool. The child centered learning environment, in which each parent works with his/her own child, provides practical experience for developing realistic expectations of normal behavior while learning to encourage his/her child's optimum growth and development. Identifying age-appropriate curriculum and equipment will be addressed. Materials fees required and subject to change. Proof of child's age from 27 – 35 months is required. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times. Pass/No Pass Only.

CDF 232 - Toddler-Parent Education III 1.75 Unit(s)

Transfer Status: NT 18 hours Lecture/36 hours Lab

This course is designed to explore the theoretical foundation of child development during the first half of the toddler period, 27 months to 35 months and to provide the opportunity for parents to participate with their child in various supervised activities. Parenting skills and techniques will be discussed, including concerns such as toileting, guidance and discipline, socialization, language and physical development. The child centered learning environment, in which each parent works with his/her own child, provides practical experience for developing realistic expectations of normal behavior while learning to encourage his/her child's optimum growth and development. Identifying age-appropriate curriculum and equipment will be addressed. Materials fees required and subject to change. Proof of child's age from 18 - 35 months is required. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times. Pass/No Pass Only.

Chemistry (CHEM)

CHEM 1 - General Chemistry I 5 Unit(s)

Prerequisite(s): CHEM 110 or one year of high school chemistry with a grade of C or better; Intermediate algebra or Math Level V

Recommended Prep: Reading Level IV; English Level IV

Transfer Status: CSU/UC 51 hours Lecture/102 hours Lab

This course provides the basic principles of chemistry with a quantitative emphasis. Topics include atomic theory, chemical bonding, molecular geometry, chemical reactions, stoichiometry, gases, thermochemistry, intermolecular forces and solutions. The two-semester sequence of CHEM 1 and CHEM 2 provides the basic chemical background needed for further investigations into our physical environment. This course is generally recommendedfor majors in science and engineering. Graded only.

CHEM 2 - General Chemistry II 5 Unit(s)

Prerequisite(s): CHEM 1 with a grade of "C" or better

Transfer Status: CSU/UC 51 hours Lecture/102 hours Lab

This course is a continuation of CHEM 1, General Chemistry I. Topics include chemical kinetics and equilibrium, acid-base and solubility equilibria, thermodynamics, oxidation-reduction, electrochemistry, coordination compounds, nuclear chemistry, introduction to organic chemistry and qualitative analysis. The two-semester sequence of CHEM 1 and CHEM 2 provides the basic chemical background needed for further investigations into our physical environment. Required for some majors in the sciences and engineering; not recommended for nursing or other applied science majors. Graded only.

CHEM 10 - Life With Chemistry 3 Unit(s)

Recommended Prep: Reading Level IV; English Level IV; Math Level III

Transfer Status: CSU 51 hours Lecture

This is a survey course of chemistry and its applications, with an emphasis on how it relates to our everyday world. A student who successfully completes this course will have a qualitative understanding of the physical nature of their environment, from the viewpoint of modern chemistry. Topics include the environment, biochemistry and genetic engineering, medicines and drugs, foods and food additives, nuclear chemistry, energy, and air/water concerns. Not recommended for science majors.

CHEM 21 - Organic Chemistry I — 5 Unit(s)

Prerequisite(s): CHEM 2 with a grade of "C" or better
Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU/UC — 51 hours Lecture/102 hours Lab
This is the first semester in a year-long course in organic chemistry designed for students majoring in chemistry and related disciplines. It covers basic principles of organic chemistry including conformational analysis, stereochemistry, and substitution and elimination reaction pathways. Topics include hydrocarbons, alkyl halides, alcohols, ethers and unsaturated hydrocarbons. This includes analysis of the physical properties, reactions and reaction mechanisms of each of these particular groups of compounds. Proton and carbon Nuclear Magnetic Resonance Spectroscopy is discussed in detail. Laboratory work includes microscale, macroscale and various spectroscopic techniques. Graded only.

CHEM 22 - Organic Chemistry II — 5 Unit(s)

Prerequisite(s): CHEM 21 with a grade of "C" or better
Transfer Status: CSU/UC — 51 hours Lecture/102 hours Lab
This is the second semester in a year-long course in organic chemistry designed for students majoring in chemistry and related disciplines. It covers the study of several groups of compounds in organic chemistry including aromatic compounds, carbonyl compounds, amines and biomolecules. Each group is analyzed in terms of their physical properties, nomenclature, reactions and reaction mechanisms. Laboratory work includes advanced techniques in reaction conditions, product separation, purification, and spectroscopy. Graded only.

CHEM 51 - Elementary Inorganic Chemistry — 5 Unit(s)

Prerequisite(s): Intermediate algebra (Math Level V); 1 year of high school chemistry or CHEM 110 with a grade of "C" or better
Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU/UC — 51 hours Lecture/102 hours Lab
This is a survey course in the principles of inorganic chemistry, including atomic theory and periodic properties, nuclear chemistry, electronic structure, chemical bonding, stoichiometry, gas behavior, solution chemistry, kinetics and equilibrium, acids and bases, oxidation and reduction, and elementary thermodynamics. It is recommended for allied health or applied science majors. Graded only.

CHEM 52 - Elementary Organic and Biochemistry — 4 Unit(s)

Prerequisite(s): CHEM 51 with a grade of "C" or better
Transfer Status: CSU/UC — 51 hours Lecture/51 hours Lab
This course provides an introduction to the chemistry of carbon compounds including organic nomenclature and functional group chemistry. Biochemistry topics include optical isomerism, carbohydrates, lipids, proteins and nucleic acids. Recommended for allied health and applied science majors. Graded only.

CHEM 95 - Special Studies-CHEM — See page 242

CHEM 110 - Introductory Chemistry — 4 Unit(s)

Prerequisite(s): Math Level III
Recommended Prep: Reading Level IV; English Level IV
Transfer Status: NT — 51 hours Lecture/51 hours Lab
This course is for the student who lacks the necessary background to enroll directly in CHEM 51 or CHEM 1. The assumption is made that this is the student's first exposure to chemistry. With that in mind, both the philosophy and practice of laboratory chemistry are pursued. The approach to many topics is quantitative and the topics chosen are those that are bothersome to students in more advanced courses. The goal is to prepare students for CHEM 51 or CHEM 1. This course also serves as a pre-requisite for certain biology courses.

Construction Inspection Services (CIS)

CIS 210 - Uniform Building Code Update — 0.5 Unit(s)

Transfer Status: NT — 8 hours Lecture
This course will review the changes that have occurred in the Uniform Building Code since the last publication. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

CIS 211 - Uniform Mechanical Code Update — 0.5 Unit(s)

Transfer Status: NT — 8 hours Lecture
This course will review the changes that have occurred in the Uniform Mechanical Code since the last publication. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

CIS 212 - Uniform Plumbing Code Update — 0.5 Unit(s)

Transfer Status: NT — 8 hours Lecture
This course will review the changes that have occurred in the Uniform Plumbing Code since the last publication. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

CIS 214 - National Electrical Code Update — 0.5 Unit(s)

Transfer Status: NT — 8 hours Lecture
This course will review the changes that have occurred in the National Electrical Code since the last publication. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

CIS 239 - Inspectors Open Forum Seminar — 0.5 Unit(s)

Transfer Status: NT — 8 hours Lecture
This seminar will open the opportunity for inspectors to discuss code requirements, inspection techniques, public relations, how-to's, things to look for, things to look out for, common sense, code changes, "war" stories, "the way to do it", "we won't let them do it in our jurisdiction", communications, emergency responses, "what to do when...", etc. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated two times.

Career Life Planning (CLP)

CLP 1 - Career Programs at Butte College 3 Unit(s)

Recommended Prep: Reading Level III, English Level II
Transfer Status: CSU 51 hours Lecture

This course is designed to help students make decisions regarding themselves and the career decision making process through an exploration of the career training programs that are offered at Butte College. The course will focus on students actively participating in the exploration of career programs and on students gaining insight through classroom visitations, student to student interviews, and discussions with career program faculty. Students will gain an understanding of the programs Butte College offers, program requirements, career employment opportunities and will be able to interview other students who are currently participating in these career programs. Students will identify careers that are of personal interest and learn about employment opportunities and workplace life styles in their area of choice.

CLP 30 - Career Life Planning 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 51 hours Lecture

A comprehensive career guidance course that includes an overview of labor market trends, career planning principles, self-assessment, occupational research, job search strategies, career success skills, decision making, goal setting and planning, and career maintenance techniques. Information gained from this course will provide students with an understanding of the changing labor market, strategies for selecting a major or identifying career options based on personal preferences, and skills necessary for career growth. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

CLP 34 - Career Development - Special Interest Group 0.5 - 3 Unit(s)

Recommended Prep: Reading Level III; English Level II
Transfer Status: CSU 8.5 - 51 hours Lecture

This course is for students who have common concerns, interests, and goals; such as students attending college for the first time or entering a career. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated two times.

CLP 120 - Career-Life Success Skills 1 Unit(s)

Recommended Prep: Reading Level III; English Level II
Transfer Status: NT 17 hours Lecture

This course explores self-esteem, the connection between competence and confidence, and offers students an opportunity to develop the skills that have been identified as instrumental for career and life success. Skills such as problem solving, decision making, communication, coping, self-discipline, and humor are explored. Self-exploration to identify preferred style for optimum skill implementation is included. Emphasis on techniques and strategies for successful skill development. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated two times. Pass/No Pass Only.

CLP 125 - Introduction to Service and Volunteerism 1 Unit(s)

Transfer Status: NT 17 hours Lecture

This course provides an overview of the role of service and volunteerism in American society. The course covers the benefits of service to the individual's personal and professional growth and for community building. Service sites, service organizations and the history of service and volunteerism are covered. The role of the volunteer in today's organization is explored. Students will learn how to turn volunteer experiences into skills to enhance career development.

CLP 134 - Job Hunting Strategies 1 Unit(s)

Recommended Prep: Reading Level III; English Level II
Transfer Status: NT 17 hours Lecture

Designed to develop successful job search techniques, interviewing, and resume writing skills, this course includes information on the "hidden job market," application process, types of resumes and resume organization. Also included are techniques for obtaining an interview, preparing for an interview and managing the dynamics of an interview. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated two times. Pass/No Pass Only.

CLP 136 - Exploring Careers 1 Unit(s)

Transfer Status: NT 17 hours Lecture

This course is designed to develop career exploration skills and strategies. Includes an introduction to basic career planning. Emphasis is on career and labor market resources and information. Includes extensive use of computerized career information systems, career decision making and goal setting based on occupational information. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated two times. Pass/No Pass Only. Open Entry/Open Exit.

CLP 138 - Assessment for Careers 1 Unit(s)

Recommended Prep: Reading Level III; English Level II
Transfer Status: NT 17 hours Lecture

This course is designed to promote self-awareness through the administration, discussion, and interpretation of interest, aptitude, personality, and value assessments. Students will gain personal insights, knowledge, and understanding that will assist them in making informed academic, career, and life decisions. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated two times. Pass/No Pass Only. Open Entry/Open Exit.

CLP 300 - Career Development 0 Unit(s)

Transfer Status: NT 340 hours Lecture

An open entry/open exit course which facilitates individual career growth. Topics may include career planning theories, work motivation, self-assessment, career-success skills, career research, job search techniques, and employment opportunities. Unlimited repeats. Open Entry/Open Exit.

CLP 301 - Parent Education Skills Development 0 Unit(s)

Transfer Status: NT 30 hours Lecture

This course facilitates parent education skills development. Topics may include work with children and youth, adolescent behaviors, foster home and group home placements, family reunification, and employment opportunities. Unlimited repeats. Satisfactory/Unsatisfactory Only. Open Entry/Open Exit.

CLP 302 - Youth Basic Emancipation Skills Development 0 Unit(s)

Transfer Status: NT 34 hours Lecture

This course provides prescriptive basic skill development to promote independent living once emancipated from foster care, kinship care, or group home care. Topics may include skills assessments, self-esteem development, life skills, money management, introductory computer skills, health and safety, budgeting and financial management, career exploration, college entrance and success, and introductory workforce readiness. Unlimited repeats. Satisfactory/Unsatisfactory Only. Open Entry/Open Exit.

CLP 334 - Workforce Readiness Strategies 0 Unit(s)

Transfer Status: NT 48 hours Lecture

This course is designed to develop successful strategies for the job search. Topics covered include analyzing workplace skills and skills sets, identifying job opportunities that match their current skill set, the introductory letter, the resume and application, the interview and keeping the job. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times. Satisfactory/Unsatisfactory Only.

Communication Studies (CMST)

CMST 2 - Public Speaking 3 Unit(s)
Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU/UC 51 hours Lecture
This course is a study of the fundamentals of extemporaneous public speaking. Emphasis is placed on the organization of ideas, the use of research techniques, and the development of critical analysis for problem solving.

CMST 3 - Effective Listening Through Multicultural Awareness 3 Unit(s)
Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU 51 hours Lecture
This course presents a broad-based approach to listening instruction, utilizing topics in multicultural communication and relations with an emphasis on the following cultures: African-American, Hispanic and Asian American. This course emphasizes numerous types of listening and training in listening & comprehension skills. Includes focus on hearing, perception, language, message organization & composition, note taking & memory skills (mnemonics), differing learning styles, cross-cultural & cross-gender listening, organizational & business listening and conflict resolution.

CMST 4 - Group Discussion 3 Unit(s)
Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU/UC 51 hours Lecture
This course emphasizes group discussion for problem solving, leadership skills, listening skills, information gathering, and analysis. Study of the dynamics and techniques of task groups, panel discussions symposiums and committees.

CMST 6 - Oral Interpretation 3 Unit(s)
Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU/UC 51 hours Lecture
This course covers the study and practice of oral skills essential to effective communication of the intellectual and emotional meaning of a literary selection or manuscript to an audience.

CMST/RTVF 8 - Speech For Radio-TV 3 Unit(s)
Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 51 hours Lecture
This course covers basic theory and practice in areas of speech improvement with emphasis on development of the voice, articulation, and pronunciation. Study and practice of the oral skills essential to the effective communication of meaning in scripts, newscasts, and commercial messages to audiences. Voice improvement through exercises in tone production and pronunciation.

CMST 9 - Intercultural Communication 3 Unit(s)
Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU/UC 51 hours Lecture
This course provides an understanding of the dynamics of intercultural communication. The focus is on categories of culture and intercultural sensitivity. Emphasis will be placed on communication perceptions, self-awareness and worldviews.

CMST 10 - Interpersonal Communication 3 Unit(s)
Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU 51 hours Lecture
This course is the study of communication processes using analysis of one-to-one interactions in settings including family, friendship, intimate and work situations. The course examines effective and appropriate uses of verbal and non-verbal messages in the initiation, development, maintenance, and termination of personal and professional relationships.

CMST 12 - Intercollegiate Speech Competition 1 - 4 Unit(s)
Recommended Prep: Reading Level III; English Level II
Transfer Status: CSU 17 - 68 hours Lecture
This course covers preparation and practice for participation in public presentations. Debate, oratory, extempore, impromptu, oral interpretation, and expository speaking are emphasized. Includes research, analysis, evidence, reasoning, case construction, and refutation techniques. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated to a maximum of 16 units. Open Entry/Open Exit.

CMST 13 - Gender and Communication 3 Unit(s)
Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU 51 hours Lecture
This course introduces students to gender-related communication; integrating theory and practice in order to heighten awareness of the importance of gender as a communication variable. Emphasis on perception, verbal, nonverbal similarities and differences are examined in interpersonal, small group, and public settings.

CMST 14 - Argumentation and Debate 3 Unit(s)
Prerequisite(s): CMST 2, ENGL 2
Transfer Status: CSU/UC 51 hours Lecture
This course presents basic argumentation theory including research, methods of analysis, use and tests of evidence, refutation, and the logical responsibilities of advocacy. Preparation and presentation of cases for and against propositions or points of view through debate and public address.

CMST 16 - Readers' Theatre 3 Unit(s)
Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU/UC 51 hours Lecture
This course is an introduction to the principals and techniques of adapting literature for group performance. Emphasis is on the concepts and practices of oral and physical movement skills essential to the performance of Readers' Theatre selections to community and college audiences.

CMST 95 - Special Studies-CMST **See page 242**

Construction (CNST)

CNST/BIT 10 - Green Building Technology and Practices 3 Unit(s)
Recommended Prep: Reading Level IV; English Level IV; Math Level III
Transfer Status: CSU 51 hours Lecture
This course is a beginning level survey of green building practices used in construction, interior design, inspection, architecture, and related fields of the building construction and design industry. The purpose of this course is to provide the student an overview of design and construction delivery systems for high performance green buildings. The course will focus on understanding the general concepts of green building.

CNST/ENGR 20 - Energy Efficiency and Renewable Energy Systems 3 Unit(s)
Recommended Prep: Reading Level IV; English Level IV; Math Level III
Transfer Status: CSU 51 hours Lecture
This course is a beginning level survey of energy efficiency strategies and renewable energy systems for residential and commercial applications. In this course, the student will learn how to use the energy required in the home more efficiently by analyzing system use strategies, materials, introduction to design options, and construction techniques. The second half of this course will survey current energy production techniques and renewable power systems for residential and commercial applications.

CNST/ENGR 25 - Green Building & LEED Certification 3 Unit(s)
Prerequisite(s): CNST 10 or BIT 10 and CNST 20, or ENGR 20 or equivalent
Recommended Prep: Reading Level IV; English Level IV; Math Level III
Transfer Status: CSU 51 hours Lecture
This course is an advanced level study of green building practices for commercial and residential projects. Content of this course will focus on current nationally recognized certifications. The student will examine how accredited professionals manage the building certification process and the documents required for submittal to the certification organization. Specifically, this course will study the US Green Building Council's Leadership in Energy and Environmental Design (LEED) Green Building Rating System for New Construction and Major Renovations. Students will take field tours and review regional and worldwide certified projects.

CNST 102 - Introduction to Blueprint Reading 1 Unit(s)
Recommended Prep: Reading Level III; English Level II; Math Level II
Transfer Status: NT 20 hours Lecture
This course teaches journey level carpenters the basic concepts of the blueprint language and specification terminology as illustrated in construction plans, including specifications and code requirements, protocol of sketching, interpretation of drawing contents, basic math calculations, drawing symbols and the use of scales. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

CNST 103 - Applied Blueprint Reading 1 Unit(s)
Recommended Prep: CNST 102 and Reading Level III; English Level II; Math Level II
Transfer Status: NT 20 hours Lecture
This course teaches journey level carpenters the basic concepts of reading blueprints and specifications as illustrated in residential and non-residential construction plans. A review of code requirements, protocol of sketching, interpretation of drawing contents, basic math calculations, drawing symbols and the use of scales. A focus on methods and materials used in construction as well as reading plumbing, HVAC, electrical and welding prints as applied to residential and non-residential blueprints. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

CNST 120 - Introduction to Plumbing 6 Unit(s)
Recommended Prep: Reading Level III; English Level II; Math Level II
Transfer Status: NT 102 hours Lecture
This course teaches students the basic concepts of residential plumbing. The course will acquaint students with the various plumbing systems, focusing on pipe, fittings, fixtures, water heating and concepts related to green plumbing. Upon completion of this course the student should be equipped with the basic knowledge to enter an apprenticeship in the plumbing trade. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

Cosmetology (COS)

COS 100 - The Art & Science of Cosmetology 1 - 5 Unit(s)
Prerequisite(s): High School Diploma or G.E.D.
Transfer Status: NT 6 - 30 hours Lecture/42 - 210 hours Lab
The cosmetology course is an intensive course for the student seeking an entry level position in the industry, or for an individual re-entering the job market to develop new skills. Students will learn skills and techniques in all phases of hair, make-up, skin and nail care. In addition, students learn and develop skills in human relations, customer satisfaction, and professional attitudes that are vital to success in the beauty industry. Upon successful completion of this course, the student will be eligible to take the state board exam and become a California state licensed Cosmetologist. This course is repeatable to a maximum of thirty-five units. Students may only progress through the program if they have completed each section with a "C" or better. (35 Units: 1600 hours to reach eligibility for State Cosmetology Exam) Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated to a maximum of 35 units.

COS 108 - Manicuring 10 Unit(s)
Prerequisite(s): High School Diploma or G.E.D.
Transfer Status: NT 55 hours Lecture/345 hours Lab
The manicure course is an intensive course for the student seeking an entry level position in the industry, or for an individual re-entering the job market to develop new skills. Upon successful completion of this course, the student will be eligible to take the state board exam and become a California state licensed Manicurist.

COS 109 - Esthetician (Skin Care) 16 Unit(s)
Prerequisite(s): High School Diploma or G.E.D.
Transfer Status: NT 110 hours Lecture/490 hours Lab
Upon successful completion of this course, the student will be eligible to take the state board exam and become a California state licensed Esthetician. The skin care course is an intensive course for the student seeking an entry level position in the industry, or for a person reentering the job market with new skills. Books and materials are to be purchased from Chico Beauty College, cost subject to change.

COS 110 - Instructor Training 1 - 5 Unit(s)
Prerequisite(s): High School Diploma or G.E.D.; Must hold a valid Cosmetology License.
Transfer Status: NT 6 - 30 hours Lecture/42 - 210 hours Lab
This course shall consist of technical instruction and practical operations in teaching the art and science of cosmetology. Technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operation shall mean the actual performance by the instructor trainee of teaching techniques and principles. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated to a maximum of 13 units.

Career Skills (CS)

CS 350(A-Z) - Career Skills 0 Unit(s)
Transfer Status: NT 3 - 400 hours Lecture
This is an umbrella course that covers topics that will enhance the individual's workplace success and satisfaction. The course is closely aligned with the labor market and workplace needs. Each course is an in-depth learning experience for one of the skills identified in the SCANS report or by local employers. Students who successfully complete a course will receive a certificate. Unlimited repeats. Open Entry/Open Exit.

CS 350K - Computer Skills for Job Search 0 Unit(s)

CS 351 - Basic Skills Development 0 Unit(s)
Transfer Status: NT 28 - 80 hours Lecture
This course provides prescriptive skill development to enhance workplace success. It is an individualized, self-paced course. Students receive an individual learning plan that identifies skill limitations and the activities and resources for skill development. Skill development is supervised and progress is reviewed weekly. Students exit the course when the goals of the learning plan are attained. Unlimited repeats. Open Entry/Open Exit.

Computer Science (CSCI)

CSCI 2 - Computer Literacy 3 Unit(s)
Recommended Prep: Reading Level IV; English Level IV; Math Level III and 20 wpm keyboarding
Transfer Status: CSU/UC 34 hours Lecture/51 hours Lab
A survey of the development and current applications of computers including history, future, terminology, hardware, software (word processing, database, spreadsheet, graphics, telecommunications, WWW, programming languages), social-economic impact, ethics and quality of life. Students will be informed of career opportunities in the computer field. Materials fees required and are subject to change. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

CSCI 3 - Introduction to Computer Science 3 Unit(s)
Recommended Prep: Reading Level IV; English Level IV; Math Level III
Transfer Status: CSU 34 hours Lecture/51 hours Lab
In this course, students develop knowledge and skills of the fundamentals of Computer Science. Topics covered include number systems, computer hardware and software, computer networks, introductory programming and algorithms, file systems and databases, artificial intelligence and the theory of computation. Hardware overview covers computer memory, the control unit and Arithmetic Logic Unit (ALU), and computer Input/Output (I/O). Software overview covers operating systems, programming languages, applications, and software tools.

CSCI 6 - Programming with Visual Basic 3 Unit(s)
Prerequisite(s): CSCI 2 or equivalent
Transfer Status: CSU/UC 34 hours Lecture/51 hours Lab
This course is designed as an introduction to event-driven programming using Visual Basic for the Windows environment. The course will cover the standard Windows interface and the graphical Visual Basic development environment. Topics will include the design of a graphical user interface, syntax, control and data structures. Students will be expected to design, implement, test and document several software projects.

CSCI 8 - Programming in COBOL 3 Unit(s)
Prerequisite(s): CSCI 2 or permission of instructor
Co-requisite(s): CSCI 29
Recommended Prep: Math Level III
Transfer Status: CSU 51 hours Lecture
The use of COBOL in business, including programming and implementing solutions to business problems. Includes programming experience on a computer system.

CSCI 10 - Assembly Language Programming 4 Unit(s)
Prerequisite(s): CSCI 6, CSCI 14, CSCI 20 or equivalent
Transfer Status: CSU/UC 51 hours Lecture/51 hours Lab
This course is designed to introduce students to number systems and their rules for arithmetic; basic computer organization concepts such as registers, data paths, the ALU, random access memory (RAM); the use of pseudocode to develop and document algorithms at the register level. Additional topics include instruction formats, addressing modes, interrupts, parameter passing using a stack frame; assemblers and linkage editors; modular program design and development.

CSCI 11 - Introduction to Game Design and Development 3 Unit(s)
Recommended Prep: Reading Level IV; English Level IV; Math Level III
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course introduces students to the concepts, technologies, and techniques of video game design and development. The course covers the history of video games, game theory, the phases of game development, digital art, game programming, and game testing and analysis. Students will explore the ethical and social issues associated with the design, production, and marketing of video games. The course emphasizes the importance of teamwork in, and the interdisciplinary nature of, the video game industry. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated two times.

CSCI 12 - Programming in C# 4 Unit(s)
Recommended Prep: Reading Level IV; English Level IV; Math Level III
Transfer Status: CSU 51 hours Lecture/51 hours Lab
This course introduces students to computer programming using the C# programming language. Topics include C# syntax, data types, flow-of-control structures, and elementary data structures. The course also covers the issues of creating graphical user interfaces, using visual programming tools, and the software engineering process using the object-oriented paradigm. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated two times.

CSCI/ENGR 14 - Programming in C++ 3 Unit(s)
Prerequisite(s): CSCI 3
Transfer Status: CSU/UC 34 hours Lecture/51 hours Lab
This course is designed as an introduction to structured and object-oriented programming in C++. Topics include C++ syntax, data types, flow of control, and data structures. Also covered are the software life-cycle, documentation and programming style, and fundamental software engineering principles.

CSCI 15 - Web Development and Programming 3 Unit(s)
Recommended Prep: Reading Level IV; English Level IV; Math Level III
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course introduces students to website design, development, programming, and maintenance. Students will design and create websites using standard markup languages (HTML, XHTML) and style sheets (CSS). Students will implement dynamic, database-driven websites using scripting languages (PHP, Python, Ruby). Students will explore client-side scripting using JavaScript and enhancing interactivity with AJAX. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

CSCI 16 - Advanced Programming with Visual Basic 3 Unit(s)

Prerequisite(s): CSCI 6 or equivalent
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course is designed to help students build real-world programming skills and prepare for the Microsoft Certified Professional (MCP) exam. Prior knowledge of Visual Basic is required for this course. Students will work with an integrated system of lessons and hands-on labs to construct full-featured, distributed applications using Visual Basic. Topics will include: user interface controls, menus and procedures; Dynamic Link Library's (DLL) and ActiveX® controls; accessing data with ActiveX Data Objects (ADO); using the Microsoft Transaction Server; and testing, debugging and compiling Visual Basic programs.

CSCI 17 - Computer Security & Security+ 3 Unit(s)

Recommended Prep: CSCI 19 and Reading Level IV; English Level IV; Math Level III
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This is an advanced course in computer and network security. The focus of the course is to prepare student's to manage network information assurance, and pass COMPTIA's Security+ certification exam. It is intended for students pursuing a career as IT professionals, support technicians, or security professionals. Course topics will include; Networking Basics, security protocols, intrusion detection, forensics, system recovery, and disaster planning. The principles of data integrity, user accountability, and policy management will be explored in detail. Students will develop and demonstrate the necessary skills using simulated networks to configure and test security protocols. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

CSCI 19 - Data Communications and Network+ 3 Unit(s)

Recommended Prep: CSCI 2 CSCI 50 and CSCI 51 or Equivalent and Reading Level IV; English Level IV; Math Level III
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This is a beginning course in data communications and computer networks. The focus of this course is to prepare students to structure data communications, manage networks and pass CompTIA's Network+ certification exam. Course topics include: data communication systems, network components and protocols, internet components and configuration, network design and installation, network security, and network management. A laboratory is included. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

CSCI 20 - Programming and Algorithms I 4 Unit(s)

Prerequisite(s): CSCI 3 or equivalent
Recommended Prep: Reading Level IV; English Level IV; Math Level IV
Transfer Status: CSU/UC 51 hours Lecture/51 hours Lab
This course is designed as an introduction to object-oriented programming in Java. Topics include Java syntax, data types, flow of control structures, elementary data structures, and software modularization. Also covered are the software life-cycle, documentation and programming style, and the principles of program analysis, design, and implementation using the object-oriented paradigm.

CSCI 21 - Programming and Algorithms II 4 Unit(s)

Prerequisite(s): CSCI 14 and CSCI 20 or equivalents
Transfer Status: CSU/UC 51 hours Lecture/51 hours Lab
This course was designed as a second semester course in object-oriented programming that emphasizes problem solving. This course continues the study of software specification, design, implementation, and debugging techniques while introducing abstract data types, fundamental data structures, and associated algorithms. Topics include linked lists, stacks, queues, trees, searching, sorting, and recursion. Students will be expected to design, implement, test, and analyze a number of programs using the C++ programming language.

CSCI 25 - UNIX Operating System 3 Unit(s)

Co-requisite(s): CSCI 2 or equivalent
Recommended Prep: Reading Level IV; English Level IV; Math Level III
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course introduces students to the UNIX operating system. Topics covered include logging in, introductory and advanced levels of the visual editor, file management, the directory structure, how UNIX handles files and processes, job control, process monitoring, shell scripts, basic shell utilities, and power utilities. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

CSCI 35 - Introduction to Robotics 3 Unit(s)

Recommended Prep: Reading Level IV; English Level IV; Math Level III
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course is an introduction to robotics using the LEGO Mindstorms robotics and Vex Robotics Design System robotics kits. Students will design, build, and program robots to perform tasks and solve various challenges. Topics covered include the history and evolution of robotics, robot definition and classification, the components of robotics systems, artificial intelligence, current research and applications, career potential, and the future of robotics. The course will also address the moral and ethical issues associated with the development and use of robots. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

CSCI/ART/MSP 45 - 3-D Computer Modeling and Animation I 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course introduces students to the use of beginning, intermediate and advanced software techniques to create and animate three-dimensional environments and objects. Due to constantly changing software and plug-ins for 3D programs, basic to advanced levels of learning are covered in-depth each time the student repeats the class. Students will learn to create photo-realistic models and scenes enhanced by lighting, shadows, reflection, and textures, and will learn to produce camera fly-throughs and basic character animation sequences. Materials fee required and subject to change. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

CSCI 50 - A+ Certification - Hardware 3 Unit(s)

Recommended Prep: Reading Level IV; English Level IV; Math Level III and CSCI 2 or equivalent
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This is a beginning course in computer hardware systems. Students develop the knowledge and skills necessary to take the A+ Core Hardware Service Technician Exam. Course topics include: terminology, safety, assembly, component configuration, hardware trouble-shooting and basic repair of personal computers. A laboratory is included. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

CSCI 51 - A+ Certification - Operating Systems 3 Unit(s)

Recommended Prep: Reading Level IV; English Level IV; Math Level III and CSCI 2 or equivalent
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This is a beginning course in computer operating systems. The focus of the course is to prepare students for the A+ Operating Systems Technologies Exam. Course topics include: terminology, safety, software installation, operating system installation, component configuration, operating system configuration, hardware and software trouble-shooting and basic repair of personal computers. A laboratory is included. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

CSCI 52 - CISCO Networks Level 1, Fundamentals 3 Unit(s)

Prerequisite(s): CSCI 51 or equivalent
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This is an introductory course in computer networks. It is the first of four courses (CSCI 52, 53, 54 & 55) designed to prepare students to take the CISCO Certified Network Associate (CCNA) exam. Course topics will include; network models, network interface cards, network hardware, TCP/IP (Transmission Control Protocol/Internet Protocol), address classes, and functions. A laboratory is included. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

CSCI 53 - CISCO Networks Level 2, Routers 3 Unit(s)

Prerequisite(s): CSCI 52
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This is an intermediate level computer networks course covering fundamental elements, terminology and software. It is the second of four courses (CSCI 52, 53, 54 & 55) designed to prepare students to take the CISCO Certified Network Associate (CCNA) exam. Course topics include; router elements, binary math, TCP/IP (Transmission Control Protocol/Internet Protocol), addressing, subnetting, address protocols, media standards, and the design of a Local Area Network (LAN). A laboratory is included. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

CSCI 54 - CISCO Networks Level 3, Switching 3 Unit(s)

Prerequisite(s): CSCI 53 or equivalent
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course is an intermediate level computer networks course covering switching fundamentals, terminology and software. It is the third of four courses (CSCI 52, 53, 54 & 55) preparing students to take the CISCO Certified Network Associate (CCNA) exam. Course topics include: a review of the network models and layer functions, local area network (LAN) switching, Ethernet and virtual LANS (VLANs), LAN design, interior routing protocols, access control lists (ACLs), and network management. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

CSCI 55 - CISCO Networks Level 4, WAN Technologies 3 Unit(s)

Prerequisite(s): CSCI 54 or equivalent
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This is an advanced level computer networks course covering wide area network (WAN) technologies. It is the forth of four courses (CSCI 52, 53, 54 & 55) preparing students to take the CISCO Certified Network Associate (CCNA) exam. Course topics include: a review of local area network (LAN) switching, virtual LANs, LAN design, routing protocols, access lists; wide area networks (WANs), network reference models, networking, point-to-point protocols (PPPs), Frame Relay and network management. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

CSCI 60 - Microsoft Workstation Configuration 3 Unit(s)

Recommended Prep: Reading Level IV; English Level IV; Math Level III and CompTIA A+ Certification or CSCI 2 CSCI 50 and CSCI 51
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course prepares students to take the Microsoft Certified Technology Specialist (MCTS) certification for Windows Vista Configuration. Students learn to implement, administer, and troubleshoot the Microsoft Windows client operating system used as a workstation in a business environment. Topics include up-grades, restoration, user profiles and accounts, and the TCP/IP protocol. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

CSCI 61 - Microsoft Applications Server 3 Unit(s)

Recommended Prep: Reading Level IV; English Level IV; Math Level III and CompTIA A+ Certification or CSCI 2 CSCI 50 and CSCI 51
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course prepares students to take the Microsoft Certified Technology Specialist (MCTS) certification for Windows Server 2008 Applications Infrastructure Configuration. Students learn to install, configure, and administer software. Topics include service packs, network access and security. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

CSCI 62 - Windows Network Infrastructure 3 Unit(s)

Recommended Prep: Reading Level IV; English Level IV; Math Level III and CompTIA A+ Certification or CSCI 2 CSCI 50 and CSCI 51
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course prepares students to take the Microsoft Certified Technology Specialist (MCTS) certification for Windows Server 2008 Network Infrastructure Configuration. Students learn to install, configure, administer and troubleshoot Windows Server Network Services. Topics include network infrastructure planning, TCP/IP, DNS, DHCP, remote access, WINS, Network Address Translation, and secure network communications. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

CSCI 63 - Microsoft Active Directory 3 Unit(s)

Recommended Prep: Reading Level IV; English Level IV; Math Level III and CompTIA A+ Certification or CSCI 2 CSCI 50 and CSCI 51
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course prepares students to take the Microsoft Certified Technology Specialist (MCTS) certification for Windows Server 2008 Active Directory Configuration. Students will learn to install, configure, administer and troubleshoot Windows Server Directory Services. Topics include the planning, configuring and administering of an Active Directory infrastructure including security and optimized performance, DSN name resolution, Group Policy, and Remote Installation Services. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

CSCI 64 - Microsoft Enterprise Administration 3 Unit(s)

Recommended Prep: Reading Level IV; English Level IV; Math Level III and CompTIA A+ Certification or CSCI 2 and CSCI 50 and CSCI 51
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course prepares students to take the Microsoft Certified IT Professional (MCITP) certification for Server 2008 Enterprise Administration. Students learn to install, configure, administer and troubleshoot the information system components in Microsoft Windows operating systems. Topics include Active Directory, file systems, shared resources, Internet Information Services, network security, diagnostic utilities, TCP/IP, DHCP and virtual private networks. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

CSCI 65 - SQL Database Administration 3 Unit(s)

Recommended Prep: Reading Level IV; English Level IV; Math Level III and CompTIA A+ Certification or CSCI 2 and CSCI 50 and CSCI 51
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course prepares students to take the Microsoft Certified Technology Specialist (MCTS) certification for Windows SQL Server 2005. Students learn to install, configure, administer and troubleshoot the Microsoft SQL Server Database Enterprise Edition. Topics include file locations, service accounts, databases, objects, recovery operations and data conversion. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

CSCI 66 - MCP - SQL Database Design 3 Unit(s)

Recommended Prep: Reading Level IV; English Level IV; Math Level III and CompTIA A+ Certification or completion of CSCI 2 and CSCI 50 and CSCI 51
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course is designed to prepare students for the Microsoft SQL (Structured Query Language) Database Design Exam. This exam is a core exam for the MCDBA (Microsoft Certified Database Administrator) certificate and an elective exam for the MCSE (Microsoft Certified System Engineer) and MCAD (Microsoft Certified Application Developer) certificates. Students will learn to create and alter databases using Microsoft SQL 2000. Topics will include file groups, growth strategy, indexes, triggers, XML format and troubleshooting using the SQL profiler.

CSCI 67 - MCP-Network Security 3 Unit(s)

Recommended Prep: Reading Level IV; English Level IV; Math Level III and CompTIA A+ Certification or completion of CSCI 2 CSCI 50 and CSCI 51
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course is designed to prepare students for the Microsoft Network Security Exam. This exam is a core exam for the MCSE (Microsoft Certified System Engineer) certificate. Students will learn to design a security framework for small, medium, and enterprise networks by using Microsoft Windows 2000 technologies. Topics will include: analyzing business requirements; evaluating an organization's Information Technology environment; identifying security risks; defining security baselines; controlling access to resources using EFS, NTFS, security groups, and Group Policy; designing security for Windows 2000 network services; developing an IPSec data encryption scheme and providing secure connections for users of remote access services.

CSCI/ART/MSP 74 - Introduction to Multimedia Production3 Unit(s)

Recommended Prep: Reading Level IV; English Level IV; Math Level I
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course is designed to assist students in developing skills and techniques to produce computer generated multimedia presentations. Areas of study will include: the development of multimedia projects and the study of multimedia tools, including the selection of hardware, use of text, photography, graphics, animation, QuickTime video and sound. Materials fee required and subject to change.

CSCI/MSP/ART 75 - Intermediate Multimedia 3 Unit(s)

Prerequisite(s): CSCI 74, ART 74 or MSP 74
Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course is designed to assist students in further developing skills and techniques to produce computer generated multimedia presentations. Areas of study will include: the development of multimedia projects and study of multimedia projects and the study of multimedia tools, including the selection of hardware, use of text, photography, graphics, animation, 3-D modeling, QuickTime video and sound. Materials fee required and subject to change. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

CSCI/MSP/ART 96 - Introduction to Computer Graphics3 Unit(s)

Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course assists students in developing skills and techniques to produce computer generated graphics. Areas of study will include: the basics of computer drawing, how to add text to graphics, transforming graphics into new forms, plus advanced modification and transformation techniques. Materials fees are required and subject to change. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

CSCI 97 - Special Problems-CSCI See page 242

CSCI 99 - Work Experience-CSCI See page 245

CSCI 200 - Introduction to Adapted Computer Technology 3 Unit(s)

Co-requisite(s): CSCI 202
Transfer Status: NT 51 hours Lecture
This is an introduction to adapted microcomputers with special emphasis on uses and adaptations for disabled students. It is designed for disabled students with no knowledge of microcomputers. The course will include an introduction to adapted computer technology. It will involve the diagnosis and prescription of computer adaptations for individual students in order to make the microcomputer more accessible to them. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

CSCI 201 - Applied Assistive Technology 3 Unit(s)

Recommended Prep: CSCI 200 and Reading Level III
Transfer Status: NT 51 hours Lecture
This course prepares students with disabilities to use software applications in order to research, write and present information on an assigned topic. Students also receive instruction in the use of Assistive Technologies (AT) that will help provide access to computers. One example of AT is a scanning/reading system. Additionally, students will create a resume, cover letter and brochure, build a portfolio and participate in an interview. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

CSCI 202 - Adapted Computer Lab 0.5 - 3 Unit(s)

Prerequisite(s): CSCI 200 or equivalent
Transfer Status: NT 25.5 - 153 hours Lab
This is a course involving the use of adapted computer technology. This course will offer disabled students the opportunity to enhance their skills on a microcomputer via the adaptive hardware/software prescribed for them. The course will be project oriented and will provide the student with an opportunity to increase their skills with the prescribed adaptive microcomputer and application software. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated to a maximum of 6 units. Pass/No Pass Only. Open Entry/Open Exit.

CSCI 206 - Computer Assistance for Cognitive Skills I 3 Unit(s)

Transfer Status: NT 51 hours Lecture
This course will emphasize basic cognitive skills using assistive technologies and specialized software for students with disabilities. The topics of instruction will be the basic cognitive processes of attention, organization, and memory. Learning preferences, assistive technologies, and a fundamental understanding of brain anatomy and physiology will also be presented. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

CSCI 207 - Computer Assistance for Cognitive Skills II 3 Unit(s)

Transfer Status: NT 51 hours Lecture
This course will emphasize higher-level cognitive skills using assistive technologies and specialized software for students with disabilities. The topics of instruction will be the cognitive processes of reasoning, sequencing, and problem solving. Learning preferences, assistive technologies, and setting short- and long-range goals will also be presented. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

CSCI 208 - Adaptive Computer Applications 2 Unit(s)

Prerequisite(s): CSCI 200 or equivalent
Transfer Status: NT 34 hours Lecture/17 hours Lab
This course will provide in-depth, hands-on use of adaptive computer hardware/software. It is specifically designed for disabled students who have mainstreamed into postsecondary-level courses. The course will provide an opportunity to specify individual projects and complete them through the use of adaptive hardware/software. Students will maximize the application of appropriate software to complete specific projects which relate to their concurrent curriculum. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated two times. Pass/No Pass Only.

Counseling (CSL)

CSL 20 - College & Life Success 3 Unit(s)

Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU 51 hours Lecture

Focus will be placed on developing self-knowledge, resources, and skills that result in lifelong success: from college to the future. Students will address the challenges and transitions associated with life and the college years. Students will also explore issues related to diversity and gender and how each influences the individual and group physically, socially, personally and educationally. Community and campus resources will be utilized to support
students in their learning and development as a whole person. Emphasis will be placed on the importance of understanding and balancing all aspects of self that lead to success in college and life!

CSL 21 - Transfer Success 1 Unit(s)

Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU 17 hours Lecture

CSL 21 is the first course in a two part series. CSL 21 will be taught at Butte College, whereas the second course, UNIV 201 will be taught through CSU, Chico on the Chico State campus. This course is recommended for students enrolled in their last semester at Butte College and who plan to transfer to California State University, Chico (CSUC) at the conclusion of the term. CSL 21 will focus on developing a knowledge base and the skills associated with successful transfer to a California State University, specifically CSUC. Students will explore topics such as California Higher Education system, money and time management, motivation, values, and goal setting. In addition, students will complete self-assessments which will help them understand how personality, interests and strengths influence transfer success. Students who complete both CSL 21 and UNIV 201 and have been accepted to CSUC, will be permitted to participate in priority registration at CSUC. For more information regarding UNIV 201, consult the CSUC catalog at www.csuchico.edu. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

CSL 32A - Group Experience: Special Interest Group 0.5 - 3 Unit(s)

Recommended Prep: Reading Level III; English Level II
Transfer Status: CSU 8.5 - 51 hours Lecture

Special group for students who have common concerns, interests, and ideas such as; students attending college for the first time or re-entry women or men. Discussions focus on the personal, academic, and career growth. Content will be varied to meet the needs of the special interest group. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated two times.

CSL 32B - Group Experience – Educational Planning for Student Athletes 0.5 Unit(s)

Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 9 hours Lecture

This course is designed to assist our student athletes in acquiring the skills and academic courses necessary to matriculate on to a 4 year institution. Included are requirements for certificates and degrees and the requirements necessary for transferring to four-year colleges and universities. Students will receive individual help preparing a plan of courses for their particular major. Participation is mandatory.

CSL 33 - Women's Awareness/Career Development 3 Unit(s)

Recommended Prep: Reading Level III; English Level II
Transfer Status: CSU 51 hours Lecture

Class for students who may have common concerns, interests, and goals; such as students attending college for the first time or exiting college and entering a career. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated two times.

CSL/POS 90 - Seminar in Leadership 3 Unit(s)

Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU 51 hours Lecture

Parliamentary procedures, effective communications, group dynamics, goal development, and organization theory and current campus, local, state and national issues will be examined in this course, as will issues related to higher education and developmental theory. Essay examinations and term papers totaling a minimum of 2,500 words shall be assigned. Required for Associated Students officers, and Orientation Team members. Recommended for Inter-Club Council members, committee members and club officers. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

CSL/POS 91 - Seminar in Leadership/Orientation 2 Unit(s)

Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU 36 hours Lecture

Effective communications, group dynamics, individual developmental theory, oral presentation skills, diversity awareness and appreciation, team building approaches and problem solving will be examined in this course. Required for Orientation Student Staff members. Recommended for those who are interested in applying for Orientation Student Staff positions. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

CSL/POS 92 - Exploring Leadership 3 Unit(s)

Recommended Prep: English Level IV
Transfer Status: CSU 51 hours Lecture

This course is designed to introduce students to the fundamental elements of leadership. Students will explore leadership theories and models as well as their own values and beliefs to develop a personal philosophy of leadership that includes an understanding of self, others and community. Students will learn how to apply theory into practice as they prepare for leadership roles in college and community settings.

CSL 95 - Special Studies-CSL **See page 242**

Drafting & CAD Technology (DFT)

DFT/ENGR 2 - Engineering Graphics I - Beginning Solid Modeling 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III; Math Level III
Transfer Status: CSU/UC 34 hours Lecture/51 hours Lab

This is a computer-based engineering graphics course designed to introduce students to graphical design and problem solving using sketching and a solid-modeling CAD program. It is intended for drafting majors, engineering majors, and manufacturing majors. Topics will include sketching, CAD commands and set-ups, printing, design intent, coordinate systems, orthographic views, dimensioning, tolerancing, sectioning, auxiliaries, pictorials, and solid modeling with primitives, sweeps, and lofts. Drafting and Engineering detailing standards will be discussed and practiced. Additionally, beginning level assemblies, molds, shells, ribs, and Finite Element analysis will be discussed and practiced.

DFT 4 - Construction Print Reading and Freehand Sketching 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III; Math Level III
Transfer Status: CSU 51 hours Lecture

This course is designed as a basic course in construction print reading and freehand sketching intended for both drafting and non-drafting majors. The topics of instruction will include lines, views, dimensions, symbols, lettering, sketching, sectional views, residential working drawings, specifications, and estimating.

DFT 6 - Technical Drafting 3 Unit(s)

Recommended Prep: DFT 12 or Equivalent and Reading Level IV; English Level III; Math Level III
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This is a computer-based graphics course designed to introduce students to graphical design and problem solving using sketching and a solid-modeling CAD program. It is intended for drafting majors, engineering majors, and manufacturing majors. Topics will include sketching, CAD commands and set-ups, printing, design intent, coordinate systems, orthographic views, dimensioning, tolerancing, sectioning, auxiliaries, pictorials, and solid modeling with primitives, sweeps, and lofts. Additionally, beginning level assemblies, molds, shells, and Finite Element analysis will be discussed and practiced.

DFT 8 - Engineering Graphics II - Intermediate Modeling 3 Unit(s)

Prerequisite(s): DFT 2 or ENGR 2
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course is designed to advance student understanding of graphical design and problem solving using a solid-modeling CADD program. It is intended for drafting majors, engineering majors, and manufacturing majors. Students will model and assemble existing designs to enhance their skills in a CADD system. Topics will include: Multibody Solids, intermediate sweeps, intermediate Lofts, Surface modeling, Mold creation, Intermediate large and sub assemblies (top down, bottom up), drawing standards, Geometric Dimensioning and Tolerencing (GD&T), Bill of materials, product management data, introduction to analysis using solids, Fit and Clearance analysis, and basic animation.

DFT 12 - Beginning AutoCAD Drafting 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III; Math Level III
Transfer Status: CSU/UC 34 hours Lecture/51 hours Lab
This is a beginning drafting course in computer-aided-drafting (CAD) using the AutoCAD program. It is intended for drafting majors, engineering majors, interior design majors and pre-architectural students. The primary emphasis of the course is learning fundamental drafting standards and conventions by using sketching and the AutoCAD program for 2-D drafting applications. Topics of instruction will include line and geometric shapes, sketching, basic AutoCAD commands, text commands, files, editing, orthographic projection, dimensioning, sectioning, auxiliaries, pictorials, basic 3D wire-frames and architectural drawings. Document reproduction, printing and plotting will be incorporated throughout the semester.

DFT 16 - Technical Print Reading and Freehand Sketching 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III; Math Level III
Transfer Status: CSU 51 hours Lecture
This is a basic course in technical print reading and freehand sketching intended for both drafting and non-drafting majors such as Manufacturing Technology. The topics of instruction will include lines, lettering, multiview drawings, dimensions, SI metric system, geometric dimensioning and tolerancing, orthographic and pictorial sketching, sectional views and working drawings.

DFT 22 - AutoCAD for Interior Design 3 Unit(s)

Prerequisite(s): DFT 12 or 1 year of high school architectural drafting with CAD
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This is an intermediate level course intended for both drafting and interior design majors. The primary emphasis is on using the AutoCAD program for interior design and space planning. Topics include: floor plans, dimensioning and area calculations, elevations and wall sections, furnishings and specifications, reflected ceilings, power plans and presentations.

DFT 24 - Beginning Architectural Drafting 3 Unit(s)

Prerequisite(s): DFT 12
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course is designed as a beginning course intended for drafting majors, interior design majors and related fields of study. Assignments will include sketching and CAD techniques. Topics include: residential design, floor plans, foundation plans and details, elevations, framing and section plans, engineering site plans, and an introduction to 3-D architecture. A student portfolio of architectural drawings will be prepared.

DFT 28 - CAD for Manufacturing 3 Unit(s)

Prerequisite(s): DFT 6 or 1 year of high school mechanical drafting with CAD
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This is an intermediate level course intended for both drafting and manufacturing majors. The primary emphasis is on mechanical drafting using the CADKEY program. Topics include: 2-D working drawings, 3-D wireframes, rendering, solid and surface modeling, CAD file transfers and detailing including geometric dimensioning and tolerancing.

DFT 32 - Intermediate AutoCAD 3 Unit(s)

Prerequisite(s): DFT 12
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course is designed as an intermediate course in computer-aided-drafting (CAD) using the AutoCAD program. It is intended for both drafting and non-drafting majors. The primary emphasis is on learning to use the AutoCAD program for 3-D drafting applications and architectural rendering. Topics of instruction will include 3-D wire frames, surface modeling, solid modeling, material applications, lighting, and rendering. Mechanical techniques taught in each chapter will be used to help students create a variety of models, including architectural.

DFT 42 - Advanced AutoCAD 3 Unit(s)

Prerequisite(s): DFT 32
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This is an advanced course in computer-aided-drafting (CAD) using the AutoCAD program. It is intended for both drafting and non-drafting majors. The primary emphasis is on learning to use the AutoCAD program for commercial drafting and detailing. Topics of instruction will include advanced paper space and plotting techniques, AutoLISP, rendering, architectural plans, structural drawings and civil engineering applications.

DFT 45 - Introduction to Building Information Modeling 3 Unit(s)

Prerequisite(s): DFT 24
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course is intended for advanced students majoring in drafting, interior design, engineering, and related fields of study. This course will introduce the student to the concepts of Building Information Modeling (BIM) for architectural drafting and design applications. Topics will cover the basics of building design and the tools for parametric design and documentation using a BIM program.

DFT 46 - Advanced Building Information Modeling 3 Unit(s)

Prerequisite(s): DFT 45
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course is intended for advanced students majoring in drafting, interior design, engineering, and related fields of study. This course will introduce the student to advanced techniques and concepts of building information modeling (BIM) for architectural design and drafting applications. Topics will include design options, phasing, worksets, site, area analysis, creating in-place and advanced families, massing, and rendering.

DFT 97 - Special Problems-DFT See page 242

DFT 99 - Work Experience-DFT See page 245

Drama (DRAM)

DRAM 2 - Theatre Arts Appreciation 3 Unit(s)

Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU/UC 51 hours Lecture
This is a survey course which orients beginning students with the theatre and other mass media, its historical and cultural background, arts and crafts, fundamental skills, methods of analysis, activities and opportunities, and its significance in contemporary society through lectures, films, field trips, demonstrations, and assigned readings. Materials studied will include play texts, playwrights, dramatic art, historical and cultural aspects of style and conventions in theatre. The overall goal is to develop an aesthetic appreciation for theatre as an art form.

DRAM 4 - Creative Drama and Theatre for Children 3 Unit(s)

Recommended Prep: DRAM 12 and Reading Level IV; English Level III
Transfer Status: CSU 51 hours Lecture
This course will introduce students to the principles of play selection and/or creative drama as applied to the specialized area of child development majors, elementary, middle, and high school environments. Focus will be given to the practical use of drama as an artistic expression, as a statement of values, and as an instructional strategy. The creative dramatics aspect of the course covers methods of developing creativity and dramatic instincts in children. This course is recommended for future pre-k, elementary, middle, and high school teachers, and recreation specialists.

DRAM 8 - Principles of Acting I 3 Unit(s)

Recommended Prep: Reading Level III; English Level II
Transfer Status: CSU/UC 51 hours Lecture
Designed to discover and develop the internal and external resources for acting; practice in improvisations, and scenes by modern playwrights. Recommended for the beginning actor.

DRAM 9 - Principles of Acting II 3 Unit(s)

Prerequisite(s): DRAM 8
Transfer Status: CSU/UC 51 hours Lecture
Emphasis on more complex characterization; practice in voice production, improvisation, body movement, and scenes by major playwrights.

DRAM 12 - Rehearsal & Performance 1 - 6 Unit(s)

Prerequisite(s): Selected by audition
Co-requisite(s): Enrollment in one or more additional drama courses.
Transfer Status: CSU/UC 8.5 - 85 hours Lecture/25.5 - 68 hours Lab
This course is designed to provide practical application of classroom methods/theory. It should be taken by participants in a theatre production of the department scheduled for public performance. Concurrent enrollment in DRAM 14 is strongly advised. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated to a maximum of 18 units. Open Entry/Open Exit.

DRAM 13 - Stage Combat 2 Unit(s)

Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU/UC 17 hours Lecture/51 hours Lab
This course will introduce students to the basics of stage combat with an emphasis on period style swordplay and fight choreography and how it relates to character and scene development. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

DRAM 14 - Theatre Workshop 1 - 3 Unit(s)

Transfer Status: CSU/UC 51 - 153 hours Lab
This course consists of supervised participation in scheduled productions of the Drama Department in any or all phases of technical theatre activity: stagecraft, costume design and construction, lighting, makeup, properties, and theatre management. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times. Open Entry/Open Exit.

DRAM/FASH 15 - Costume Construction I 3 Unit(s)

Recommended Prep: FASH 9 and FASH 74
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course is designed to meet the needs of intermediate sewers who wish to advance and further their knowledge of costume construction for theater and film productions, as well as holiday celebrations. The course will develop a student's ability to understand and follow time period patterns and advance sewing skills to an ability to construct costuming projects. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times. Materials fees required and subject to change.

DRAM/FASH 16 - Costume Construction II 3 Unit(s)

Prerequisite(s): DRAM 15 or FASH 15
Recommended Prep: FASH 9 and FASH 74 and ART 14
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course is designed to meet the needs of advanced sewers who wish to further their knowledge of costume construction for theater and film productions, as well as holiday celebrations. The course will develop a student's ability to draft time period patterns and advance sewing skills to an ability to construct complex costuming projects. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times. Materials fees required and subject to change.

DRAM/FASH 17 - Costume Construction III 3 Unit(s)

Prerequisite(s): FASH 10, FASH 74, FASH 16 or DRAM 16, ART 14
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course is designed to meet the needs of advanced sewers, who wish to further their knowledge of costume construction for theater and film productions. The course will develop a student's ability to draft time period patterns and advance sewing skills to an ability to construct complex costuming projects in a group setting. This course will also include a group designing and construction project for a Butte College theater production. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

DRAM 18 - Introduction to Playwriting 3 Unit(s)

Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU 51 hours Lecture
This course teaches principles of playwriting through textual analysis and the writing of original plays. Students will develop basic knowledge of script analysis and the elements of the play (acts, scenes, beats, characters, action, mood, plot, and rhythm); they will learn methods of developing creativity, and writing skills. The semester will culminate with an invitation to the students to submit original one-act plays to the Drama 12, when offered consecutively; subsequent enrollment in DRAM 12 is recommended. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

DRAM 80 - Play, Performance, Perception 3 Unit(s)

Recommended Prep: Reading Level III; English Level II
Transfer Status: CSU 51 hours Lecture
Drama: Play, Performance, Perception is a course in the viewing of plays, emphasizing criticism, history, and appreciation. Developed around a series of fourteen one hour programs, the course is hosted by actor-director Jose Ferrer, with an accompanying textbook and student study guide. The programs include 45-minute condensations of dramas which span almost 2,500 years, from Sophocles' Oedipus to Fugard's Sizwe Banzi is Dead.

DRAM 95 - Special Studies-DRAM See page 242

DRAM 100 - Theatre Field Trip 1 Unit(s)

Transfer Status: NT 4 hours Lecture/12 hours Lab
Field trip to attend professional quality theatre. Emphasis is on developing an awareness of the artistry, the scope, and the impact of live theatre presentations. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated two times.

DRAM 101(A-Z) - Introduction to Ensemble Play Production 0.5 - 6.25 Unit(s)

Transfer Status: NT 7 - 85 hours Lecture/5 - 68 hours Lab

This course is an introduction to the production of the ensemble play with an emphasis on the concept and development of script and design elements, implementation and practice of rehearsal and performance techniques, and execution and assessment of the ensemble itself. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

DRAM 101A - Ensemble Play Production–Concept/Dev 0.5 - 6.25 Unit(s)
DRAM 101B - Ensemble Play Production–Impl/Practice 0.5 - 6.25 Unit(s)
DRAM 101C - Ensemble Play Production–Execution 0.5 - 6.25 Unit(s)

DRAM 102(A-Z) - One Act Play Production 0.5 - 6.25 Unit(s)

Transfer Status: NT 7 - 85 hours Lecture/5 - 68 hours Lab

This course is an introduction to the production of the one act play with an emphasis on the concept and development of script, design elements, and performance techniques. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

DRAM 102A - One Act Play Production-Concept/Dev 0.5 - 6.25 Unit(s)
DRAM 102B - One Act Play Production-Impl/Practice 0.5 - 6.25 Unit(s)
DRAM 102C - One Act Play Production-Execution 0.5 - 6.25 Unit(s)

DRAM 103(A-Z) - Musical Theatre Production 0.5 - 6.25 Unit(s)

Transfer Status: NT 7 - 85 hours Lecture/5 - 68 hours Lab

This course is an introduction to the production of the musical theatre with an emphasis on the concept and development of script, design elements, and performance techniques. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

DRAM 103A - Musical Theatre Production-Conc/Dev 0.5 - 6.25 Unit(s)
DRAM 103B - Musical Theatre Production-Impl/Prac 0.5 - 6.25 Unit(s)
DRAM 103C - Musical Theatre Production-Execution 0.5 - 6.25 Unit(s)

DRAM 104(A-Z) - Youth Outreach Theatre Production 0.5 - 6.25 Unit(s)

Transfer Status: NT 7 - 85 hours Lecture/5 - 68 hours Lab

This course is an introduction to the development of productions and programs with particular emphasis on serving community needs and furthering community contact. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

DRAM 104A - Youth Outreach Theatre-Concept/Dev 0.5 - 6.25 Unit(s)
DRAM 104B - Youth Outreach Theatre-Impl/Practice 0.5 - 6.25 Unit(s)
DRAM 104C - Youth Outreach Theatre-Execution 0.5 - 6.25 Unit(s)

DRAM 105(A-Z) - Theatre Festival Play Production 0.5 - 6.25 Unit(s)

Transfer Status: NT 7 - 85 hours Lecture/5 - 68 hours Lab

This course is an introduction to the production of a play with an emphasis on the conceptualization and development of script, design elements, and performance techniques in an outdoor theatre festival setting. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

DRAM 105A - Theatre Festival Play-Concept/Dev 0.5 - 6.25 Unit(s)
DRAM 105B - Theatre Festival Play-Impl/Practice 0.5 - 6.25 Unit(s)
DRAM 105C - Theatre Festival Play–Execution 0.5 - 6.25 Unit(s)

DRAM 106 - Theatrical Scenic Construction 1 - 3 Unit(s)

Transfer Status: NT 51 - 153 hours Lab

This course is an introduction to beginning and intermediate scenic construction execution for the stage. It is designed to support the main stage production. Students will work on a series of projects which will culminate in finished scenery for a play, musical or a series of the two.

Crew relationships and job responsibilities will be learned and the working relationship between scenic designer, scenic engineer, master carpenter and crew members will be established and practiced. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times. Pass/No Pass Only. Open Entry/Open Exit.

DRAM 107 - Theatrical Scenic Painting 1 - 3 Unit(s)

Transfer Status: NT 51 - 153 hours Lab

This course is an introduction to beginning and intermediate scenic painting and properties execution for the stage. It is designed to support the main stage production. Students will work on a series of projects which will culminate in finished painted scenery and properties for a play, musical or a series of the two. Crew relationships and job responsibilities will be learned and the working relationship between scenic designer, scenic artist, properties designer, and crew members will be established and practiced. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times. Pass/No Pass Only. Open Entry/Open Exit.

DRAM 108 - Theatrical Stage Lighting 1 - 3 Unit(s)

Transfer Status: NT 51 - 153 hours Lab

This course is an introduction to beginning and intermediate lighting and sound execution for the stage. It is designed to support the main stage production. Students will work on a series of projects which will culminate in finished lighting and sound effects for a play, musical or series of the two. The relationships between the lighting and sound designers, master electrician, and lighting and sound crew will be emphasized. Additionally, students will learn everyday maintenance of the lighting and sound equipment used on the stage. Proper electrical wiring techniques will also be learned. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times. Pass/No Pass Only. Open Entry/Open Exit.

Disabled Students Programs & Services (DSPS)

DSPS 200 - Social Awareness 3 Unit(s)

Prerequisite(s): Documentation of disability
Transfer Status: NT 51 hours Lecture

This course is designed for the student with developmental disabilities that requires instruction in interpersonal skills, group communication, and assistance in constructing a positive self-esteem. The course will emphasize appropriate social behaviors, physical security, skills for living independently, and establishing self-esteem. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated two times.

DSPS 202 - Vocational Awareness 3 Unit(s)

Prerequisite(s): Documentation of disability
Transfer Status: NT 51 hours Lecture

This course will provide developmentally disabled students a basic orientation to vocational skills such as applying for a job, how to successfully interview for a job, appropriate supervisor/employee relationships, and communication skills in the workplace. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated two times.

DSPS 204 - Fundamentals of Reading 3 Unit(s)

Prerequisite(s): Documentation of disability
Transfer Status: NT 51 hours Lecture

This reading course is designed for students with developmental disabilities. Each student will be assessed at the beginning of the course and will be provided reading instruction that is closely supervised and individualized based on the results of the assessment. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated two times.

DSPS 206 - Fundamentals of Math 3 Unit(s)
Prerequisite(s): Documentation of disability
Transfer Status: NT 51 hours Lecture
This math course is designed for students with developmental disabilities. Each student will be assessed at the beginning of the course and will be provided math instruction that is closely supervised and individualized based on the results of the assessment. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated two times.

DSPS 208 - Exploring Computers 3 Unit(s)
Prerequisite(s): Documentation of disability
Transfer Status: NT 51 hours Lecture
A basic computer course intended for students with cognitive impairments, physical limitations, or developmental disabilities. No previous knowledge of computers or computer applications is necessary. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated two times.

DSPS 210 - Fundamental Parenting I 3 Unit(s)
Prerequisite(s): Documentation of disability
Transfer Status: NT 51 hours Lecture
A parenting course designed for students with developmental disabilities. The course will explore human sexuality and pregnancy, infant and child development, community resources, and contemporary parenting issues. Group discussion is an essential element of this course. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated two times.

DSPS 212 - Accessing the Internet 2 Unit(s)
Co-requisite(s): CSCI 202
Recommended Prep: Reading Level III
Transfer Status: NT 34 hours Lecture
In the context of appropriate assistive technology and ergonomics, students learn Internet skills and resources helpful for academic coursework. This course provides individual assessment and training in assistive technologies for students with disabilities. From this base, students learn to access, navigate, and search the Internet. In addition, students learn to use the Butte College Library electronic resources and WebCT. Using course tools, students will complete a search project that involves researching a topic and citing Internet references. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated two times.

DSPS 214 - Assistive Writing Tools 2 Unit(s)
Co-requisite(s): CSCI 202
Recommended Prep: Reading Level II
Transfer Status: NT 34 hours Lecture
In this course, students with disabilities learn to use a range of access technology tools related to the writing process. The cognitive skills of divergent thinking, convergent thinking, categorization, and sequencing will be addressed. Tools will include computer applications for concept mapping, outlining, scanning and reading, writing and hearing that writing read aloud. Students will also learn to use a computer companion to complete written assignments outside the CARLO Center. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated two times. Pass/No Pass Only.

DSPS 216 - Access Technology Training 0.5 - 1 Unit(s)
Recommended Prep: Reading Level II
Transfer Status: NT 8.5 - 17 hours Lecture/17 - 34 hours Lab
This course provides individual assessment and one-on-one training in access technologies (AT) for students with disabilities. The appropriate AT is also determined by a student's Educational Accommodation Plan in Disabled Student Programs and Services (DSPS). AT might include the following tools: Screen magnification, screen reading, speech recognition and text-to-speech programs. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated two times. Pass/No Pass Only. Open Entry/Open Exit.

Economics (ECON)

ECON 2 - Principles of Macroeconomics 3 Unit(s)
Prerequisite(s): READ 127 or Reading Level IV, and ENGL 119 or English Level IV, and MATH 108 or Math Level IV
Transfer Status: CSU/UC 51 hours Lecture
This course introduces students to economic decision making at the national and international level. Topics covered include learning economic tools, terminology and the scientific method to examine national income determination, business cycle theory, monetary and fiscal policy, national debt, and international trade. We will examine the role of the government and the central bank in solving the problems of inflation, unemployment, recession, growth and stability.

ECON 4 - Principles of Microeconomics 3 Unit(s)
Prerequisite(s): READ 127 or Reading Level IV, and ENGL 119 or English Level IV, and MATH 108 or Math Level IV
Transfer Status: CSU/UC 51 hours Lecture
This course introduces students to economic analysis of prices, supply and demand, utility, cost and revenue, market structure, production functions, and pricing the factors of production. We will use economic principles to analyze the problems of business organizations, regulation, agriculture, environmental policy, health care, and labor relations.

ECON 20 - Economic History of the U.S. 3 Unit(s)
Recommended Prep: Reading Level IV; English Level IV; Math Level II
Transfer Status: CSU/UC 51 hours Lecture
This course studies the origin and development of the American Economy from colonial times to the present. A study of changes in and the development of land, labor, capital and entrepreneurship over time. Includes the basis for industrial growth, land and resource use, the transportation revolution, the development of money and banking machinery, changing trade patterns, the rise of organized labor, and the economic growth of government.

ECON 25 - Introduction to Economics 3 Unit(s)
Recommended Prep: Reading Level IV; English Level IV; Math Level IV, Algebra I strongly recommended
Transfer Status: CSU 51 hours Lecture
This course is a survey of basic economic concepts. Topics covered include supply and demand, firms' price and output decision making, government regulation, monetary and fiscal policy, current economic issues and factors related to international trade and economic growth. This course in not intended for students majoring in Business Administration.

ECON 30 - Economic Issues and Policies 3 Unit(s)
Prerequisite(s): ECON 2, ECON 4 or ECON 25
Recommended Prep: Reading Level IV; English Level IV; Math Level IV
Transfer Status: CSU 51 hours Lecture
This course examines major social and economic issues of the past, present and future. Students will apply their knowledge of micro- and macroeconomic theory to analyze a variety of issues which may include: the problems of poverty, health, education, crime, the environment, and globalization in order to identify policy solutions.

ECON 35 - Introduction To Environmental Economics 3 Unit(s)
Recommended Prep: Reading Level IV; English Level IV; Math Level IV, Algebra I strongly recommended
Transfer Status: CSU 51 hours Lecture
This course introduces students to contemporary environmental issues and policies meant to reduce environmental degradation. The course examines market failures, tools of policy analysis, government pollution reduction policies and their effectiveness.

ECON 95 - Special Studies-ECON See page 242

Education (EDUC)

EDUC 2 - Introduction to Education 3 Unit(s)

Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course introduces students who are considering teaching as a profession to concepts and issues related to teaching diverse learners in contemporary public schools. Topics include teaching as a profession and career, contemporary educational issues, California's content and performance standards and frameworks, and requirements for earning a teaching credential. Observation and participation in classroom instructional activities is required.

EDUC 10 - Critical Skills Study Hour 0.5 Unit(s)

Co-requisite(s): Any transfer-level content course
Transfer Status: CSU 9.5 hours Lecture
This brief, intensive course is designed to deliver specific learning skills in areas such as reading, writing, math, computer literacy, and study skills, which have been identified as necessary for students to be able to learn content in the linked transfer-level course. The course is not tutoring, and does not provide specific content for the linked course, but rather focuses on providing the student with critical skills that are readily applicable to current coursework in a discipline-specific course. Individualized planning sessions with CAS faculty ensures selection of appropriate Critical Skills Workshops for the student's skill level, learning preferences, and skills needs as indicated by course instructors. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times. Pass/No Pass Only. Open Entry/Open Exit.

EDUC 20 - Tutoring Methods 2 Unit(s)

Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU 30 hours Lecture
This class offers instruction in tutoring methods. The emphasis is on communication skills, effective tutoring practices and learning strategies. This is a graded class. Students may elect credit/no credit option. The simulated practice activity provides students with individual and small group learning strategies.

EDUC 95 - Special Studies-EDUC See page 242

EDUC 99 - Work Experience-EDUC See page 245

EDUC 110 - Critical Skills Study Hour 0.5 Unit(s)

Co-requisite(s): Any Associate-degree credit content course
Transfer Status: NT 9.5 hours Lecture
This brief, intensive course is designed to deliver specific learning skills in areas such as reading, writing, math, computer literacy, and study skills, which have been identified as necessary for students to be able to learn content in the linked course. The course is not tutoring, and does not provide specific content for the linked course, but rather focuses on providing the student with critical skills that are readily applicable to current coursework in a discipline-specific course. Individualized planning sessions with CAS faculty ensures selection of appropriate Critical Skills Workshops for the student's skill level, learning preferences, and skills needs as indicated by course instructors. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times. Pass/No Pass Only. Open Entry/Open Exit.

EDUC 210 - Critical Skills Study Hour 0.5 Unit(s)

Co-requisite(s): Any non-degree credit content course
Transfer Status: NT 9.5 hours Lecture
This brief, intensive course is designed to deliver specific learning skills in areas such as reading, writing, math, computer literacy, and study skills, which have been identified as necessary for students to be able to learn content in the linked course. The course is not tutoring, and does not provide specific content for the linked course, but rather focuses on providing the student with critical skills that are readily applicable to current coursework in a discipline-specific course. Individualized planning sessions with CAS faculty ensures selection of appropriate Critical Skills Workshops for the student's skill level, learning preferences, and skills needs as indicated by course instructors. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times. Pass/No Pass Only. Open Entry/Open Exit.

EDUC 302 - Preparatory Program for the GED Tests 0 Unit(s)

Transfer Status: NT 51 hours Lecture
This course is designed to focus on the development of basic skills needed in preparing for the General Educational Development Tests [GED] for high school equivalency standards. The course includes background on the GED Testing Program, describes the five tests in the battery and the broad areas of study covered by each, and helps the student determine readiness and prepare for taking the tests. Emphasis will be placed on development of reading, writing, math and calculator skills. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

EDUC 310 - Supervised Tutoring 0 Unit(s)

Transfer Status: NT 136 hours Lab
Tutorial study with instructional aides and student tutors developing learning skills that enhance classroom achievement. Additionally, mini-workshops are offered in many instructional areas. Note and test taking, computer literacy and study methods are some of the workshops presented. Unlimited repeats. Open Entry/Open Exit.

Environmental Horticulture (EH)

EH 20 - Introduction to Environmental Horticulture 3 Unit(s)

Recommended Prep: Reading Level III; English Level II; Math Level II
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This is a general course in environmental horticulture with emphasis on nursery operations, landscaping, turf management, arboriculture and floral industries. Topics include basic botany, cultural practices, propagation, structures and layout, pest management, planting, transplanting, container gardening, houseplants, floral design, plant identification, turfgrass installation and care, and an extensive survey of the 'Green Industry' and career opportunities. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

EH 22 - Landscape Construction 3 Unit(s)

Recommended Prep: Reading Level III; English Level II; Math Level II
Transfer Status: CSU 17 hours Lecture/102 hours Lab
This course covers the fundamentals of landscape construction including: soil preparation, irrigation system construction, paving and construction materials, hand and power tool use, landscape equipment operation, turf and plant installation, plan reading and materials estimating. We also cover local building and construction codes as they apply to our actual constructions. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

EH 24 - Ornamental Plant Identification I 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III; Math Level II
Transfer Status: CSU/UC 34 hours Lecture/51 hours Lab
This course is a study of identification, growth habits, culture and ornamental use of some landscape and indoor plants adapted to climates of California. Plants emphasized will come from the current California Association of Nurseries and Garden Centers (CANGC) and California Landscape Contractors Association (CLCA) Certification Test Plant Lists. This course covers those plants best observed and studied in the spring of the year. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

EH 26 - Landscape Planning and Design 3 Unit(s)

Prerequisite(s): EH 24 or EH 124 or an extensive plant knowledge background
Transfer Status: CSU/UC 34 hours Lecture/51 hours Lab
This course is a study of the principles utilized in planning and designing residential, commercial, and public landscaped areas. Emphasis will be placed upon the selection and utilization of plants and non-plant materials included in landscape areas, the design process, and the fundamentals of design. Material fee required and subject to change. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

EH 28 - Turfgrass Management & Equipment 4 Unit(s)

Recommended Prep: Reading Level IV; English Level III; Math Level II
Transfer Status: CSU 51 hours Lecture/51 hours Lab
This course is an introduction to establishing, maintaining and managing turfgrasses that includes sports athletic fields, golf courses, parks, cemeteries, commercial and residential lawns. Discussion will focus on identification, installation, cultural requirements, and maintenance practices. The current merging areas of sports, golf course, and recreation turf management will be highlighted. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

EH 30 - Irrigation Practices and Materials 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III; Math Level II
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course is a study of the materials, equipment, installation procedures, operation and maintenance of landscape irrigation systems and their components. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

EH 33 - Horticultural Plant Science 3 Unit(s)

Recommended Prep: Reading Level IV; English Level IV; Math Level III
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course is an introduction to the scientific principles of horticultural plant production and how humans modify plants and their environments to increase production and plant health. Topics will include genetics and flowering cycles, growth, propagation, photosynthesis, and reproduction. Basic botany will be integrated throughout the course to explain and expand on these topics. The concepts will be reinforced with an integrated laboratory research program. Materials fees required and subject to change. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

EH 38 - Greenhouse Production 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III; Math Level II
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course is a survey of the greenhouse industry. Emphasis will be placed on analysis, description, and operation of greenhouses and other forcing structures. The relationship of light, temperature, moisture, aeration, and humidity to plant growth will be described. Emphasis will be placed on potted plants grown for foliage or flowers, cut flowers and bedding plant production.

EH 39 - Introduction to Bonsai 3 Unit(s)

Recommended Prep: Reading Level III; English Level II; Math Level II
Transfer Status: CSU 51 hours Lecture
This is an introductory class in the art and science of miniaturization of ornamental trees and shrubs. The history, basic principles and practices of Bonsai will be the main focus of this course. We will also introduce Saikei, tray landscapes, and Bonkei, miniature scenes. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

EH 40 - Wine Grape Cultivation 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III; Math Level II
Transfer Status: CSU 51 hours Lecture
This course is an introduction to the science and industry of viticulture including grape growing, history, distribution, biology, anatomy, propagation, cultivated varieties, rootstocks, climate, vineyard practices, common diseases and pests. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

EH 41 - Wine Growing Practices - Fall 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III; Math Level II
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course will cover viticulture practices related to wine grapes for the fall and winter season including sugar and acid testing, harvesting, pruning, varietal selection and vineyard development. Emphasis will be placed on practical applications of viticulture. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

EH 42 - Wine Growing Practices - Spring 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III; Math Level II
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course will teach viticulture practices related to wine grapes for the spring and summer season including planning and planting a new vineyard, pest control, soils, frost control, irrigation practices, quality control measures and vineyard equipment use. Emphasis will be placed on practical applications of viticulture. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

EH 43 - Wine Styles and World Viticulture 3 Unit(s)

Recommended Prep: Reading Level III; English Level III
Transfer Status: CSU 51 hours Lecture
This course is a survey of the world viticulture and wine industries. It covers the following: history of viticulture, wine effects on culture and trade, worldwide grape growing, worldwide wine production and consumption, world wine regions and sensory evaluations. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

EH 44 - Wine Vineyard Management 3 Unit(s)

Recommended Prep: Reading Level III; English Level III; Math Level III
Transfer Status: CSU 51 hours Lecture
This course is designed for students to learn the responsibilities of vineyard management including diagnosis and correction of problems, vineyard development, financial projections and budgeting, labor contracting, labor supervision, and crop sale contracts as they relate to wine grapes. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

EH 45 - Vineyard Pest and Disease Management 4 Unit(s)

Recommended Prep: Reading Level IV; English Level III; Math Level III
Transfer Status: CSU 51 hours Lecture/51 hours Lab
This course is a study of the identification and the biology of common vineyard pests and diseases. Techniques and strategies for sampling, monitoring and effective control measures will be covered. Pest management strategies for insects, weeds and diseases will be emphasized, including biological control and sustainable agricultural practices. We will also cover pesticide use, safety and compliance to State laws. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

EH 46 - Vineyard Soils, Fertilizers and Irrigation 3 Unit(s)

Recommended Prep: Reading Level III; English Level III; Math Level III
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course is an introduction to the basic principles of soil science, minerals, nutrition, and plant/water relationships as they pertain to optimum yield and quality for wine, table and raisin grape production. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

EH 50 - Beginning Floral Design 3 Unit(s)

Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course is a study of the principles, techniques, procedures and materials utilized in professional florist shops for construction of corsages and floral arrangements used in the home and commercially for special occasions. Materials fees required and subject to change. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

EH 51 - Advanced Floral Design 3 Unit(s)

Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course is an advanced study of the materials, principles, techniques and procedures utilized in professional florist shops for the creation of high end floral arrangements for special occasions. This course will encompass the most current materials, accessories and styles. Emphasis will be placed upon accents, center piece designs, wedding and funeral work. Materials fees required and subject to change. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

EH 70 - Plant Propagation and Nursery Practices 4 Unit(s)

Recommended Prep: Reading Level III; English Level II; Math Level II
Transfer Status: CSU 51 hours Lecture/51 hours Lab
This course prepares students considering careers in nursery operations as entry level technicians. Emphasis will be placed upon propagation by sexual and asexual methods, transplanting, physical and chemical plant control and other industry standard practices. The course will also deal with marketing, merchandising and sales as they relate to the nursery industry and its products. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

EH 72 - Park and Landscape Management 3 Unit(s)

Recommended Prep: Reading Level III; English Level II; Math Level III
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course is designed to bring about an understanding of the skills and knowledge necessary to be successful in a management position for a landscape company, public/private park system, golf course and other 'Green Industry' operations. Emphasis will be placed on operational procedures of the business such as determining annual overhead, planning for recovery of that overhead, hiring and managing procedures of employees and determining 'true' profit. This course is also designed to encourage development of 'take-off' and bidding skills for the construction industry. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

EH 74 - Irrigation System Design 3 Unit(s)

Recommended Prep: Reading Level III; English Level III; Math Level III and EH 30 or prior irrigation experience
Transfer Status: CSU 51 hours Lecture
This course is a study of the materials and design theory of landscape irrigation and drainage systems. Special emphasis will be placed on pipe sizing, friction loss calculations, pressure requirements, pumping stations, points of connection and backflow prevention devices. The mathematic equations/calculations used for proper design and the complete assembly of all components will be of primary importance. Material fee required and subject to change. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

EH 80 - Arboriculture 3 Unit(s)

Recommended Prep: Reading Level III; English Level II
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course studies the selection, establishment and maintenance of trees and woody vegetation in the non-forest context. The guiding principles of arboriculture are presented, offering a framework for the practice of tree care. Included in these principles are the concept of tree care profiles and an overview of the management requirements of tree species. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

EH 90 - Greenhouse Construction and Management 2 Unit(s)

Recommended Prep: Reading Level IV; English Level III; Math Level II
Transfer Status: CSU 34 hours Lecture
A study of construction techniques and uses for modern greenhouses, their internal equipment, environmental manipulations, and structures. Also, a study of management techniques as they apply to growth systems for individual and collective crops and to economic realities.

EH 99 - Work Experience-EH See page 245

EH 104(A-Z) - Environmental Horticulture Workshop 0.5 - 3 Unit(s)

Transfer Status: NT 8.5 - 51 hours Lecture/25.5 - 153 hours Lab
A special course designed to meet student and community needs. Emphasis is on upgrading the skills and knowledge of students enrolled. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

EH 104A - Seminar-Floral Design	0.5 Unit(s)
EH 104B - Horticulture Workshop	0.5 Unit(s)
EH 104C - Floriculture Workshop	1 - 2 Unit(s)
EH 104D - Intermediate Landscape Design	1 Unit(s)
EH 104E - Turf Management	1 Unit(s)

EH 124 - Identification of Ornamental Plants 3 Unit(s)

Transfer Status: NT 34 hours Lecture/51 hours Lab
Identification, culture and use of house plants, vines, groundcovers, annuals, perennials, shrubs and trees adapted to the climates of the California central valleys.

Emergency Medical Technician (EMT)

EMT 20 - Emergency Medical Service Instructor Training 2.5 Unit(s)

Recommended Prep: EMT 111 or equivalent or EMT 170 and EMT 171 or equivalent or Registered Nurse

Transfer Status: NT 40 hours Lecture

This course is designed to prepare the experienced Emergency Medical Service providers with knowledge of common principles and foundations of practice of adult learning, curriculum design, and teaching methods. This course follows DOT/NHTSA "National Guidelines for Educating EMS Instructors" (August 2002), prepares EMS providers to instruct Emergency Medical Service courses, and meets the State of California requirements for principal instructors for EMT-1 and EMT-Paramedic.

EMT 97 - Special Problems-EMT See page 242

EMT 99 - Work Experience-EMT See page 245

EMT 111 - Emergency Medical Technician-I 7.5 Unit(s)

Prerequisite(s): Healthcare Provider CPR

Recommended Prep: ALH 2 and Reading Level IV; English Level III; MathLevel I

Transfer Status: NT 128 hours Lecture/20 hours Lab

This course is designed to instruct a student to the level of Emergency Medical Technician-1. This course complies with the required course content for the state of California and the curriculum consists of the required U.S. Department of Transportation EMT-Basic National Standard Curriculum. The course includes all skills necessary for the individual to provide emergency medical care at a basic life support level with an ambulance service or other specialized service. Upon successful completion the student will be eligible to take the National Registry Exam required for certification as an EMT-1 in the state of California. Graded only.

EMT 170 - Emergency Medical Technician Paramedic-Theory 18 Unit(s)

Prerequisite(s): Admission to EMT-P Program; High School graduate or equivalent; Current Emergency Medical Technician-I or Emergency Medical Technician II Certificate and Current Basic Cardiac Life Support Healthcare Provider recognition from AHA or ARC or equivalent; BIOL 20, or equivalent; BIOL 21 or equivalent; Reading Level IV; English Level IV; Math Level IV; Prerequisites must be completed by June prior to beginning of course for initial selection. Summer school courses may be accepted if openings in the class remain. Note: Completion of prerequisites only allows a student to be considered for admission to the program. See application for selection procedure.

Transfer Status: NT 320 hours Lecture

This course is the first of a program designed to provide the EMT-Paramedic student the knowledge and skills required to meet the state of California requirements for paramedic training. The course meets accreditation requirements of the Committee on Accreditation of Educational Programs for the EMS Professions (CoAEMSP). The course follows U.S. Department of Transportation EMT-Paramedic National Standard Curriculum. Upon successful completion, in combination with successful completion of EMT 171, the student will be eligible to take the National Registry Exam required for licensure as an EMT-Paramedic in the state of California. Graded only.

EMT 171 - Emergency Medical Technician Paramedic Clinical and Field Internship 15 Unit(s)

Prerequisite(s): EMT 170 with a grade of "C" or better

Transfer Status: NT 720 hours Lab

This course provides the EMT-Paramedic student hospital clinical and field internship experience required to meet the state of California requirements for paramedic training. The course meets accreditation requirements of the Committee on Accreditation of Educational Programs for the EMS Professions (CoAEMSP). The course follows U.S. Department of Transportation EMT-Paramedic National Standard Curriculum. Upon successful completion, in combination with successful completion of EMT 170, the student will be eligible to take the National Registry Exam required for licensure as an EMT-Paramedic in the state of California. Graded only.

EMT 203 - Emergency Medical Technician I Refresher 1.5 Unit(s)

Prerequisite(s): EMT 111 or equivalent and Healthcare Provider level CPR equivalent to the American Heart Association

Recommended Prep: Reading Level IV; English Level III; Math Level I

Transfer Status: NT 28 hours Lecture

This course is designed to update the EMT I and permit the recertification of the EMT I in the state of California. This course meets the requirements for an EMT I Refresher course for the state of California. Students must possess a valid EMT I Certificate in the state of California which is current or has been expired for no more than 24 months.(Title 5, Section 55753). Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated to meet legally mandated training requirements. Pass/No Pass Only.

English (ENGL)

ENGL 2 - Reading and Composition 3 Unit(s)

Prerequisite(s): ENGL 119 or qualifying eligibility from the English Assessment

Recommended Prep: Reading Level IV

Transfer Status: CSU/UC 51 hours Lecture

This course develops college level critical reading and writing skills for students. Emphasis is placed on critical thinking as well as mastering clear expository, persuasive and argumentative writing. A minimum of 6,000 words will be written, including a research paper. Note: Students planning to attend UC, Berkeley must contact the English Department Chairperson at the beginning of the semester. Graded only.

ENGL 4 - Introduction to Literature 3 Unit(s)

Prerequisite(s): ENGL 2 and Reading Level V

Transfer Status: CSU/UC 51 hours Lecture

This course concentrates on introducing students to a wealth of literary works as well as developing the basic skills necessary in literary analysis and critical thinking and writing, including the research paper. Reading material is chosen from at least four of the five literary genres. Graded only.

ENGL 6 - Creative Writing 3 Unit(s)

Prerequisite(s): ENGL 2

Transfer Status: CSU/UC 51 hours Lecture

This course is designed to provide students with an awareness, understanding, and appreciation of literature as both an art form and a personal, social, and cultural critique; to teach students the basic tools in the craft of creative writing and develop in them an understanding of how these techniques are employed in poetry, prose, and drama; to provide students an opportunity to demonstrate the craft in their own original work; and to form an atmosphere of integrity and open exchange among students in order to facilitate workshops. Offered in traditional classrooms and online. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time. Graded only.

ENGL 8 - English Literature I 3 Unit(s)

Prerequisite(s): ENGL 119 or English Level IV

Recommended Prep: Reading Level IV

Transfer Status: CSU/UC 51 hours Lecture

This course is an introductory survey to the seminal works, genres and eras of the development of literature in English in the British Isles, beginning with the early Medieval and proceeding through the Renaissance and 17th century to conclude with the Augustan literature of the 18th century. It is designed for students seeking an introductory survey of English literature, its figures, and movement. The course should supplement the literary knowledge of humanities students as well as prospective English majors. Authors include Chaucer, Spenser, Milton, Shakespeare, Swift, and others. Graded only.

ENGL 10 - English Literature II 3 Unit(s)
Prerequisite(s): ENGL 119 or English Level IV
Recommended Prep: Reading Level IV
Transfer Status: CSU/UC 51 hours Lecture
This course is an introductory survey to the seminal works, genres and eras of the development of literature in English in the British Isles, beginning with major authors from 19th century Romantic, Victorian, and 20th century Modern literature. It is designed for students seeking an introductory survey of English literature, its figures, and movements during the 19th and 20th centuries. The course should supplement the literary knowledge of humanities students as well as prospective English majors. Authors include Blake, Wordsworth, Coleridge, Eliot, and others. Graded only.

ENGL 11 - Communication and Critical Thinking 3 Unit(s)
Prerequisite(s): ENGL 2
Transfer Status: CSU/UC 51 hours Lecture
This course is a comprehensive study in the principles and methods of critical thinking. Students will explore valid inductive and deductive reasoning processes and the fallacies that work against them. Analytical reading and writing skills will be used to examine critical thinking as it applies to media, politics, communication, and our world in general.

ENGL 14 - U.S. Literature I 3 Unit(s)
Prerequisite(s): ENGL 119 or English Level IV
Recommended Prep: Reading Level IV
Transfer Status: CSU/UC 51 hours Lecture
This course is a study of influential works of U. S. Literature from the colonial beginnings through the Civil War. It will include the influence of European and other traditions and cultural backgrounds, as well as various political, social, economic, ecological, and geographical influences and implications that have sustained, shaped, and inspired Americans. Materials will come from a variety of genres. Graded only.

ENGL 15 - Film as Literature 3 Unit(s)
Prerequisite(s): ENGL 119 or English Level IV
Recommended Prep: Reading Level IV
Transfer Status: CSU/UC 51 hours Lecture
This course will examine the nature and meaning of the narrative structure of film, placing particular emphasis on literary themes and elements. Through the use of a broad range of films and material that exemplify different genres, artists and movements, the course will celebrate the dynamics of the written word as the foundation of the cinema. Graded only.

ENGL 16 - U.S. Literature II 3 Unit(s)
Prerequisite(s): ENGL 119 or English Level IV
Recommended Prep: Reading Level IV
Transfer Status: CSU/UC 51 hours Lecture
This course is a study of influential works of U. S. Literature from the Civil War to present. It will include the influence of European and other traditions and cultural backgrounds, as well as various political, social, economic, ecological, and geographical influences and implications that have sustained, shaped, and inspired Americans. Materials will come from a variety of genres. Graded only.

ENGL 18 - Introduction to the Short Story 3 Unit(s)
Prerequisite(s): ENGL 119 or English Level IV
Recommended Prep: Reading Level IV
Transfer Status: CSU/UC 51 hours Lecture
This course involves reading and discussion of a broad historical, cultural, and structural range of short stories. Critical analysis, appreciation, and understanding of thematic, structural and historical elements in the development of the short story will be emphasized. The works taught in a given course may be linked by a common theme unique to that course. Graded only.

ENGL 19 - Introduction to the Novel 3 Unit(s)
Prerequisite(s): ENGL 119 or English Level IV
Recommended Prep: Reading Level IV
Transfer Status: CSU/UC 51 hours Lecture
This course involves reading and discussion of a broad historical, cultural, and structural range of novels. Critical analysis, appreciation, and understanding of thematic, structural and historical elements in the development of the novel will be emphasized. Graded only.

ENGL 20 - Introduction to Poetry 3 Unit(s)
Prerequisite(s): ENGL 119 or English Level IV
Recommended Prep: Reading Level IV
Transfer Status: CSU/UC 51 hours Lecture
This course is a study in reading, discussing and analyzing poetry of a broad historical, cultural, and stylistic range. Emphasis is placed upon deepening the student's appreciation and understanding of the material, with attention to the analytical, thematic, and structural studies essential to the development of a literary awareness. Graded only.

ENGL 21 - Mythology 3 Unit(s)
Prerequisite(s): ENGL 119 or English Level IV
Recommended Prep: Reading Level IV
Transfer Status: CSU/UC 51 hours Lecture
This course is an introductory survey of selected mythologies, including Greek, Hindu, Chinese, Biblical, Native American/Traditional, Mayan/Toltec/Aztec, European, African, and others. Emphasis is on the cultural importance of the stories and the religious importance of the cult practices surrounding the myths. The course will include readings from mythology and scholarly works on mythology. Its aim is to produce an understanding of the function and force of mythology. Graded only.

ENGL 23 - The Bible As Literature 3 Unit(s)
Prerequisite(s): ENGL 119 or English Level IV
Recommended Prep: Reading Level IV
Transfer Status: CSU/UC 51 hours Lecture
This course is an evaluation and synthesis of selected writings of the Old and New Testaments and of the Apocrypha as literature, folklore, and myth. An exploration of the implications of the Bible upon Western culture and, in particular, literature will also be included. Graded only.

ENGL 25 - Introduction to Shakespeare 3 Unit(s)
Prerequisite(s): ENGL 119 or English Level IV
Recommended Prep: Reading Level IV
Transfer Status: CSU/UC 51 hours Lecture
This course introduces students to Shakespeare, his works, and his world through lecture, reading, projects, and discussion. This course analyzes representative tragedies, comedies, histories, and sonnets. Graded only.

ENGL 28 - Women in Literature 3 Unit(s)
Prerequisite(s): ENGL 119 or English Level IV
Recommended Prep: Reading Level IV
Transfer Status: CSU/UC 51 hours Lecture
This course focuses on women as they have appeared as major literary characters, writers, and social entities through various historical contexts. The course covers the contributions made by women to the field of literature as well as the significance of female characters in literary works. Graded only.

ENGL 31 - Existential Literature 3 Unit(s)
Prerequisite(s): ENGL 119 or English Level IV
Recommended Prep: Reading Level IV
Transfer Status: CSU/UC 51 hours Lecture
This course is titled, in full, "Existentialism: A Literary Approach to Self-Integration." Through a variety of short stories, novels and poems dealing with existential themes, this course will help the student explore the literary, psychological, philosophical and theological implications of defining and taking responsibility for oneself in the quest for self-actualization.

ENGL 35 - Cross-Cultural Film and Literature 3 Unit(s)

Prerequisite(s): ENGL 119
Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU/UC 51 hours Lecture
This course presents a comparative examination of films and literature that reflect the richness and diversity of global cultures. Images, voices, and ideas from a wide selection of countries will be the basis for aesthetic inquiry and understanding. Global cultures, as portrayed through film and literature, will be examined in terms of uniqueness and universality. Graded only.

ENGL 47 - Native American Literature 3 Unit(s)

Prerequisite(s): ENGL 119 or English Level IV
Recommended Prep: Reading Level IV
Transfer Status: CSU/UC 51 hours Lecture
This course will examine a diversity of Native American literary texts from the eighteenth century to the present. Emphasis will be placed on historical and cultural context as well as on how texts authored by Native Americans have contributed to U.S. culture and history.

ENGL 90(A-Z) - Topics in Literature 1 - 3 Unit(s)

Prerequisite(s): ENGL 119 or English Level IV
Recommended Prep: Reading Level IV
Transfer Status: CSU 17 - 51 hours Lecture
This course deals with major figures, problems, or movements that have been significant in stimulating, altering, or reflecting the social, political, or aesthetic sensibilities of modern literary culture. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

ENGL 90A - Introduction to Children's Literature	1 Unit(s)
ENGL 90B - Science Fiction Literature	1 Unit(s)
ENGL 90C - Writing the Novel	1 Unit(s)
ENGL 90D - Graphic Novel to Film	1 Unit(s)

ENGL 95 - Special Studies-ENGL See page 242

ENGL 119 - Composition Workshop II 3 Unit(s)

Prerequisite(s): Satisfactory completion of LEAD 219 or qualifying eligibility from the English Assessment
Recommended Prep: Reading Level IV
Transfer Status: NT 51 hours Lecture
This course is designed to further develop basic composition skills. The focus will be on how to write clear and unified paragraphs and how to build from sentence to paragraph to essay.

Engineering (ENGR)

ENGR 1 - Introduction to Engineering 2 Unit(s)

Recommended Prep: Reading Level III
Transfer Status: CSU/UC 34 hours Lecture
This course is designed to give the engineering and non-engineering major alike an overall picture of the nature of engineering, history of engineering and its effect on society, the engineering system, responsibilities of the engineer, the purpose and objectives, and the curricula of engineering.

ENGR/DFT 2 - Engineering Graphics I - Beginning Solid Modeling 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III; Math Level III
Transfer Status: CSU/UC 34 hours Lecture/51 hours Lab
This is a computer- based engineering graphics course designed to introduce students to graphical design and problem solving using sketching and a solid-modeling CAD program. It is intended for drafting majors, engineering majors, and manufacturing majors. Topics will include sketching, CAD commands and set-ups, printing, design intent, coordinate systems, orthographic views, dimensioning, tolerancing, sectioning, auxiliaries, pictorials, and solid modeling with primitives, sweeps, and lofts. Drafting and Engineering detailing standards will be discussed and practiced. Additionally, beginning level assemblies, molds, shells, ribs, and Finite Element analysis will be discussed and practiced.

ENGR 3 - Plane Surveying I 3 Unit(s)

Prerequisite(s): MATH 20 or high school trigonometry
Transfer Status: CSU/UC 34 hours Lecture/51 hours Lab
Principles of measurements; to include the use of surveying instruments including tape, level, transit, theodolite and EDM, occurrence and treatment of errors, stadia, topographic surveys, mapping, coordinate systems and computation.

ENGR 4 - Plane Surveying II 3 Unit(s)

Prerequisite(s): ENGR 3
Transfer Status: CSU/UC 17 hours Lecture/102 hours Lab
Topographic surveys; triangulation, plane table, boundary surveys, and field problems.

ENGR 8 - Statics 3 Unit(s)

Prerequisite(s): MATH 31, PHYS 41
Transfer Status: CSU/UC 34 hours Lecture/51 hours Lab
Force systems under equilibrium conditions, emphasis on engineering problems involving structures, functional properties of structural shapes; graphical and mathematical problem solving; principles of virtual work.

ENGR/CSCI 14 - Programming in C++ 3 Unit(s)

Prerequisite(s): CSCI 3
Transfer Status: CSU/UC 34 hours Lecture/51 hours Lab
An introduction to structured and object-oriented programming in C++. Topics include C++ syntax, data types, flow of control, and data structures. Also covered are the software life-cycle, documentation and programming style, and fundamental software engineering principles.

ENGR 17 - Electrical Circuits and Devices 4 Unit(s)

Prerequisite(s): PHYS 42, MATH 40 (may be taken concurrently)
Transfer Status: CSU/UC 51 hours Lecture/51 hours Lab
The study of DC and AC circuits. Topics in electronics will include semiconductor diodes, bipolar and field effect transistors, digital and analog integrated circuits.

ENGR/CNST 20 - Energy Efficiency and Renewable Energy Systems 3 Unit(s)

Recommended Prep: Reading Level IV; English Level IV; Math Level III
Transfer Status: CSU 51 hours Lecture
This course is a beginning level survey of energy efficiency strategies and renewable energy systems for residential and commercial applications. In this course, you will learn how to use the energy required in your home more efficiently by analyzing system use strategies, materials, introduction to design options, and construction techniques. The second half of this course will survey current energy production techniques and renewable power systems for residential and commercial applications.

ENGR/CNST 25 - Green Building & LEED Certification 3 Unit(s)

Prerequisite(s): CNST 10 or BIT 10 and CNST 20, or ENGR 20 or Equivalent
Recommended Prep: Reading Level IV; English Level IV; Math Level III
Transfer Status: CSU 51 hours Lecture
This course is an advanced level study of green building practices for commercial and residential projects. Content of this course will focus on current nationally recognized certifications. The student will examine how accredited professionals manage the building certification process and the documents required for submittal to the certification organization. Specifically, this course will study the US Green Building Council's Leadership in Energy and Environmental Design (LEED) Green Building Rating System for New Construction and Major Renovations. Students will take field tours and review regional and worldwide certified projects.

ENGR 30 - Computer Applications in Engineering 3 Unit(s)

Prerequisite(s): CSCI 110 and MATH 26 or MATH 20
Transfer Status: CSU/UC 34 hours Lecture/51 hours Lab
FORTRAN programming techniques and procedures with applications to selected engineering problems from a variety of situations. Problem solutions by means of a computer will be required.

ENGR 45 - Materials Science 3 Unit(s)

Prerequisite(s): PHYS 41, CHEM 1
Transfer Status: CSU/UC 34 hours Lecture/51 hours Lab
Introductory course in properties of materials used in engineering. Emphasis is placed upon the theory underlying the behavior of materials.

ENGR 97 - Special Problems-ENGR See page 242

ENGR 99 - Work Experience-ENGR See page 245

English as a Second Language (ESL)

ESL 95 - Special Studies-ESL See page 242

ESL 300 - American Citizenship for ESL 0 Unit(s)

Transfer Status: NT 48 hours Lecture
This course is designed to provide non-U.S. citizens with an in-depth study of the federal and state system of government and the U.S. Constitution, preparing them for citizenship. The course will include civil rights, voting, historical development of the U.S., types of government, the electoral process, political parties, the executive, legislative, and judicial branches of government, and the relationship between the state and federal systems of government. Unlimited repeats. Satisfactory/Unsatisfactory Only.

Fashion (FASH)

FASH/ID 6 - Understanding Fibers, Fabric, and Textiles 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU/UC 51 hours Lecture
This course is designed to study fibers and their origin, yarns, basic weaves, and fabric finishes with reference to fabric selection for use in interior design / fashion. Consumer decision-making regarding new fibers and fabrics, their use and care will be stressed.

FASH 9 - Clothing Construction I 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III; Math Level II
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course is designed to meet the needs of both beginning and intermediate sewers, and develops students' sewing skills through the construction of garments and/or samples utilizing professional sewing techniques. Materials fees required and are subject to change. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

FASH 10 - Clothing Construction II 3 Unit(s)

Prerequisite(s): FASH 9
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course emphasizes construction of mini-capsule wardrobe focusing on novelty fabrics made from natural and / or synthetic fibers. Stresses personal fitting and custom dressmaking utilizing today's short-cut sewing techniques. Materials fees required and are subject to change. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

FASH 13 - Fashion Drawing and Illustration 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course will introduce students to the techniques and applications of fashion drawing and illustration: developing the fashion figure with proportion and balance, drawing a variety of garment silhouettes and rendering fabrics and textures. Techniques using a variety of color and black/white media will also be explored.

FASH/DRAM 15 - Costume Construction I 3 Unit(s)

Recommended Prep: FASH 9 and FASH 74
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course is designed to meet the needs of intermediate sewers who wish to advance and further their knowledge of costume construction for theater and film productions, as well as holiday celebrations. The course will develop a student's ability to understand and follow time period patterns and advance sewing skills to an ability to construct costuming projects. Materials fees required and subject to change. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

FASH/DRAM 16 - Costume Construction II 3 Unit(s)

Prerequisite(s): FASH 15 or DRAM 15
Recommended Prep: FASH 9 and FASH 74 and ART 14
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course is designed to meet the needs of advanced sewers who wish to further their knowledge of costume construction for theater and film productions, as well as holiday celebrations. The course will develop a student's ability to draft time period patterns and advance sewing skills to an ability to construct complex costuming projects. Materials fees required and subject to change. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

FASH/DRAM 17 - Costume Construction III 3 Unit(s)

Prerequisite(s): FASH 10, FASH 74, DRAM 16 or FASH 16, ART 14
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course is designed to meet the needs of advanced sewers, who wish to further their knowledge of costume construction for theater and film productions. The course will develop a student's ability to draft time period patterns and advance sewing skills to an ability to construct complex costuming projects in a group setting. This course will also include a group designing and construction project for a Butte College theater production. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

FASH/ID 18 - Visual Merchandising 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course is designed to introduce the basic concepts of visual merchandising. Utilizing basic techniques, the students create miniature displays, interior displays, and full-scale window productions. Students study current trends and analyze local retail displays. Materials fees required and are subject to change.

FASH/ID 19 - Advanced Visual Merchandising 3 Unit(s)

Prerequisite(s): FASH 18 or ID 18
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course is designed to further develop concepts of visual merchandising. Utilizing display techniques, the students will work within the community creating visual displays for local businesses. Set designs and set up for the annual Butte College Fashion Show will be included.

FASH 20(A-Z) - Current Trends and Issues in Fashion 0.5 - 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 8 - 51 hours Lecture
This course is designed to provide the student exposure to new and developing trends and issues in the field of Fashion.

FASH 20A - Color and Wardrobe Analysis	1 Unit(s)
FASH 20B - Trends in Fashion Analysis	1 Unit(s)
FASH 20C - Budgeting for Fashionable Clothing	1 Unit(s)

FASH 40 - Flat Pattern/Draping Design 3 Unit(s)

Prerequisite(s): FASH 15, FASH 16
Recommended Prep: Reading Level III; English Level II; Math Level II
Transfer Status: CSU/UC 34 hours Lecture/51 hours Lab
This course is designed to meet the needs of beginning through intermediate level Fashion and Costume Design students seeking to expand their skills and knowledge of clothing construction. Focus will be developing and understanding the terms and principles used in Pattern Drafting and Design in the Theater, Film and Fashion Industries. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

FASH 59 - Clothing Construction Laboratory 0.25 - 3 Unit(s)

Co-requisite(s): FASH 9 or FASH 10
Transfer Status: CSU 12.75 - 153 hours Lab
This course is designed as a laboratory class to augment existing clothing construction/sewing courses. Students are provided with open sewing laboratory experience, individual assistance, and additional time to work on specific assignments and individual projects over and above the homework expectations. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times. Pass/No Pass Only. Open Entry/Open Exit.

FASH 64 - Introduction To Fashion/Retail Careers 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 51 hours Lecture
This course is designed as an introduction to the world of fashion and retailing through an in-depth study of the history of fashion, terminology, designers, apparel production and distribution, merchandising techniques, and career opportunities. Career development strategies including resumes and cover letter, interviewing, and line and color theory will be developed.

FASH 74 - Historic Costume 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 51 hours Lecture
This course is designed to study clothing through the ages and its influence on modern dress; analysis of social, religious, and political conditions influencing expression in dress.

FASH 76 - Hat & Headdress Design I 1 Unit(s)

Transfer Status: CSU 12 hours Lecture/24 hours Lab
This course is designed to meet the needs of beginning through intermediate level fashion, costume and millinery design students who wish to gain knowledge and skills of headdress design and construction. The focus will be on identifying the terms and principles used in headdress design and construction for the theater, fashion and film industry. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

FASH 77 - Hat and Headdress Design II 1 Unit(s)

Prerequisite(s): FASH 76
Transfer Status: CSU 12 hours Lecture/24 hours Lab
This course is designed to meet the needs of beginning through intermediate level fashion, costume and millinery design student who wish to expand their knowledge and skills of headdress design and construction. This course will build on the knowledge and skills learned in Fashion 76 in constructing a felt headdress. The focus will be on understanding the terms and principles used in headdress design and construction for the theater, fashion and film industry. Since skills proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

FASH 80 - Retail Fashion Buying 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III; Math Level II
Transfer Status: CSU 51 hours Lecture
This course is designed to study the process of buying fashion merchandise for the ultimate purchase by consumers. Includes the principles and practical application of the unique role of the fashion buyer and the techniques of handling the complete buying-selling cycle.

FASH 90 - Fashion Show Production 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course is designed to study how fashion and retail productions sell merchandise. Students will learn how to plan various aspects of the promotion including the staging, lighting, music, models, modeling, writing commentary, and rehearsals. Storewide promotions will be explored through theory and practice. Students will produce a full-scale fashion and retail production.

FASH 97 - Special Problems-FASH See page 242

FASH 99 - Work Experience-FASH See page 245

Foods and Nutrition (FN)

FN 2 - Basic Nutrition 3 Unit(s)
Recommended Prep: Reading Level IV; English Level III; Math Level II
Transfer Status: CSU/UC 51 hours Lecture
This course is designed as an introduction to the current knowledge and basic concepts of nutrition. Aspects include the uses of nutrients in the body, needs for different ages and the sources of nutrients in food for individual and family needs.

FN 50 - Nutrition and Diet Therapy 4 Unit(s)
Recommended Prep: Reading Level IV; English Level III; Math Level II
Transfer Status: CSU 68 hours Lecture
This course is designed as an introduction to the principles of nutrition: functions, needs, and sources of nutrients, and life cycle nutrition. Included is the management of therapeutic diets and nutrition assessment as they relate to health and disease.

FN 97 - Special Problems-FN See page 242

FN 99 - Work Experience-FN See page 245

FN 201(A-Z) - Current Trends and Issues in Foods and Nutrition 0.5 - 3 Unit(s)
Transfer Status: NT 8.5 - 51 hours Lecture
This course is designed to provide the student exposure to new and developing trends and issues in the field of Foods and Nutrition as they occur. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

FN 201C - Cooking for a Healthy Heart	1 Unit(s)
FN 201D - College Survival Cuisine	2 Unit(s)
FN 201E - Weight Management	2 Unit(s)
FN 201F - Healthy Eating	2 Unit(s)

French (FREN)

FREN 1 - First Semester French 4 Unit(s)
Prerequisite(s): See Foreign Language Enrollment Level Policy Statement
Recommended Prep: Reading Level III; English Level III
Transfer Status: CSU/UC 68 hours Lecture
Beginning study and practice in understanding, speaking and reading French. Introduction to structural elements.

FREN 2 - Second Semester French 4 Unit(s)
Prerequisite(s): FREN 1 and See Foreign Language Enrollment Level Policy Statement
Recommended Prep: Reading Level III; English Level III
Transfer Status: CSU/UC 68 hours Lecture
Continuation of the understanding, speaking, and reading skills. Continued study of structural elements.

FREN 95 - Special Studies-FREN See page 242

FREN 100 - Beginning Conversational French 3 Unit(s)
Transfer Status: NT 51 hours Lecture
An introduction to the essential elements of French with particular emphasis on listening and speaking skills. Students are exposed to and are expected to use vocabulary and grammar through practical dialogues pertaining to daily life. Students will be preparing to communicate with the native speakers of the language in business, education and travel. Other communication skills such as aural comprehension and writing are also taught with emphasis on the practical and grammatical application of each. Supplementary material will convey the culture of the regions where French is spoken. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

FREN 101 - Intermediate Conversational French 3 Unit(s)
Prerequisite(s): FREN 100 or permission of instructor
Transfer Status: NT 51 hours Lecture
Continuation of emphasis upon the development of understanding and speaking skills. Reading based upon materials presented during understanding/speaking phases. Emphasis upon "basic" tenses. Cultural presentations through slides, media, music, etc. Intended for those who wish to develop conversational ease in French in everyday situations. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

Fire Science (FSC)

FSC 2 - Introduction to Fire Science 3 Unit(s)
Recommended Prep: Reading Level III; English Level III
Transfer Status: CSU 51 hours Lecture
Survey of the fire service and fire protection; career opportunities in fire protection and related fields; history of fire protection; fire loss analysis; public, quasi-public and private fire protection services; specific fire protection functions; fire chemistry and physics.

FSC 4 - Fundamentals of Fire Behavior and Control 3 Unit(s)
Recommended Prep: Reading Level III; English Level III
Transfer Status: CSU 51 hours Lecture
Methods of science and concepts relating to mechanics, heat, electricity, atomic structure, formula and nomenclature of organic and inorganic compounds for the purpose of identification of dangerous reactions in emergency incidents. Emphasis is on basic principles, relationships and applications to fire protection.

FSC 6 - Fire Tactics and Strategy 3 Unit(s)
Recommended Prep: Reading Level III; English Level III
Transfer Status: CSU 51 hours Lecture
Principles of municipal fire control through the utilization of manpower, equipment and extinguishing agents on the fireground.

FSC 8 - Personal Fire Safety 3 Unit(s)
Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 51 hours Lecture
Provides career directed students, paid or volunteer firefighters, and fire department members demonstrations of current techniques in the prevention of injuries and promotion of safety while conducting routine and emergency fire operations.

FSC 10 - Building Construction for Fire Protection 3 Unit(s)
Prerequisite(s): FSC 2
Transfer Status: CSU 51 hours Lecture
The study of the components of building construction that relates to fire safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, pre planning operations, and operating at fires. The development and evolution of building and fire codes will be studied in relationship to past fires in residential, commercial and industrial occupancies.

FSC 12 - Fundamentals of Fire Prevention 3 Unit(s)
Prerequisite(s): FSC 2
Transfer Status: CSU 51 hours Lecture
Organization and function of fire prevention; inspections; surveying and mapping procedures; recognition of fire and life hazards; engineering a solution of a fire hazard; enforcing the solution of a fire hazard; public relations as affected by fire prevention.

FSC 14 - Fire Protection Equipment and Systems 3 Unit(s)

Prerequisite(s): FSC 2
Transfer Status: CSU 51 hours Lecture
Portable fire extinguishing equipment; protection systems for special hazards; sprinkler systems and fire detection and alarm systems.

FSC 16 - Fire Company Organization and Management 3 Unit(s)

Prerequisite(s): FSC 2
Transfer Status: CSU 51 hours Lecture
Review of fire department organization; planning, organizing, and supervising to meet the needs of the fire department, with emphasis on the company officer's role.

FSC 18 - Basic Wildland Firefighting 3 Unit(s)

Prerequisite(s): FSC 2
Transfer Status: CSU 51 hours Lecture
This course is designed to provide students with fundamental knowledge of the factors affecting wildland fire behavior, control prevention as well as firefighter safety. The combination of subjects in Basic Fire Suppression S-110, Introduction to Wildland Fire Behavior S-190, Basic Firefighter Training S-130, Introduction to Incident Command Systems I-100, and "Look Up, Look Down, Look All Around," will provide students with the information, theory, suppression, and survival methods, techniques and application methods of hand and power tools and burning devices in the suppression of wildland fires. With successful completion of this course, students will also receive the basic Fire Training Certificates approved by the CSFM (CA State Fire Marshal) to gain entry-level employment with a federal agency wildland firefighting crew. Materials fee required but subject to change.

FSC 24(A-Z) - California Fire Academy Regional Courses 0.5 - 2 Unit(s)

Prerequisite(s): Special admission procedures required
Transfer Status: CSU 6 - 25 hours Lecture/4 - 15 hours Lab
California Fire Academy Level I Regional Courses. Theses courses are offered on a regional basis to equip certified fire officer candidates with the level 1 courses necessary for fire officer certification. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times. Pass/No Pass Only.

FSC 24B - Fire Command 1A	2 Unit(s)
FSC 24C - Fire Command 1B	2 Unit(s)
FSC 24D - Fire Management I	2 Unit(s)
FSC 24E - Instructor 1A	2 Unit(s)
FSC 24F - Instructor 1B	2 Unit(s)
FSC 24G - Fire Investigation I	1.8 Unit(s)
FSC 24H - Fire Prevention 1A	2 Unit(s)
FSC 24I - Fire Prevention 1B	2 Unit(s)
FSC 24K - Hazardous Materials Technician Module 1A	1.5 Unit(s)
FSC 24L - Hazardous Materials Technician Module IB	1.5 Unit(s)
FSC 24M - Hazardous Materials Technician Module IC	1.5 Unit(s)
FSC 24N - Hazardous Materials Technician 1D	1.5 Unit(s)
FSC 24O - Fire Management 2B	2 Unit(s)
FSC 24P - Fire Command 2E	2 Unit(s)
FSC 24Q - Fire Command 2A	2 Unit(s)
FSC 24R - Fire Management 2A	2 Unit(s)
FSC 24S - Fire Command 2B	2 Unit(s)
FSC 24V - Fire Command 2C	2 Unit(s)
FSC 24W - Fire Command 2D	2 Unit(s)
FSC 24X - ICS-400	1 Unit(s)
FSC 24Y - Fire Management 2E	2 Unit(s)
FSC 24Z - Fire Management 2C	2 Unit(s)

FSC 97 - Special Problems-FSC

See page 242

FSC 99 - Work Experience-FSC

See page 245

FSC 106 - Firefighter I Academy 27 Unit(s)

Recommended Prep: Reading Level IV; English Level III
Transfer Status: NT 302.5 hours Lecture/467.5 hours Lab
This course conforms to standards for certification by the California State Board of Fire Services. Instruction includes basic psychomotor firefighter skills, fire behavior, personnel rules and regulations, professional organizations, fire control techniques, strategy, fireground operations, and equipment operations, ICS, Haz Mat Operations, Terrorism Concepts, Loss Control, and Physical Training. EMT 111 is also integrated into this academy. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time. Graded only.

FSC 107A - Extended Firefighter I Academy 10 Unit(s)

Prerequisite(s): EMT 111
Recommended Prep: Reading Level IV; English Level III
Transfer Status: NT 119 hours Lecture/153 hours Lab
This course conforms to standards for certification by the California State Board of Fire Services. Instruction includes basic psychomotor firefighter skills, fire behavior, firefighter safety, ethics/sexual harassment, vehicle extrication, fire control techniques, firegrounds and equipment operations, ICS, and Physical Training. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time. Graded only.

FSC 107B - Extended Firefighter I Academy 8.7 Unit(s)

Prerequisite(s): FSC 107A
Transfer Status: NT 86 hours Lecture/186 hours Lab
This course conforms to standards for certification by the California State Board of Fire Services. Instruction includes basic psychomotor firefighter skills, fire control techniques, hazardous materials, swiftwater rescue awareness, fire investigation, terrorism awareness, loss control, job acquiring skills, and physical training. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time. Graded only.

FSC 201(A-Z) - Emergency Response Training; Hazardous Materials Emphasis 0.1 - 2 Unit(s)

Transfer Status: NT 1 - 34 hours Lecture/10 - 102 hours Lab
This is a series of courses designed to meet State and Federal requirements related to the training and recertification of emergency responders to hazardous materials incidents. Emphasis is placed on the development of skill proficiency and update training as related to chemical identification, containment, and mitigation of hazardous materials emergencies. Instruction includes but is not limited to: First Responder Awareness; First Responder Operational Decontamination; First Responder Operational; Confined Space Rescue Awareness; Confined Space Rescue Operational; Hazardous Waste Operations Technician; and Hazwoper Refresher. CSTI or CSFM certification fees and materials fees may be charged. Most courses meet CSTI or CSFM certification requirements. Pass/No Pass Only.

FSC 201A - First Responder Awareness	0.5 Unit(s)
FSC 201B - First Responder Operational Decontamination	0.5 Unit(s)
FSC 201C - First Responder Operational	1.5 Unit(s)
FSC 201D - Confined Space Rescue Awareness	0.5 Unit(s)
FSC 201E - Confined Space Rescue Operations	1.3 Unit(s)
FSC 201F - Hazardous Waste Operations Technician	1.5 Unit(s)
FSC 201G - Hazwoper Refresher	0.5 Unit(s)

FSC 203(A-Z) - Fire Service Principles and Procedures I 0.5 - 2 Unit(s)

Transfer Status: NT 8 - 40 hours Lecture/8 - 40 hours Lab

This eight to forty hour course is designed to develop basic operational skills relating to the public service aspects of fire department work and of the necessity for discipline, esprit de corps, training; and ability to use and care for fire service tools, hose, nozzles and fittings, ladders, and rescue equipment. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

FSC 203A - Hired Equipment Fireline Safety	0.5 Unit(s)
FSC 203E - Vehicle Extrication	0.3 - 0.6 Unit(s)
FSC 203F - Fire Management 2D	1.6 Unit(s)
FSC 203G - Basic Incident Command System (ICS 220)	0.5 Unit(s)
FSC 203I - Division/Group Supervisor	1.1 Unit(s)
FSC 203K - S-346 Situation Unit Leader	1.2 Unit(s)
FSC 203M - Advanced Officer Perishable Skills	0.9 Unit(s)
FSC 203N - Rescue Awareness and Operations	0.5 Unit(s)
FSC 203O - Medical Incident Command	0.25 Unit(s)
FSC 203P - Fireline Assessment Method (FLAME)	0.25 Unit(s)
FSC 203Q - Fireline Assessment(FLAME)/Fire Behavior	0.75 Unit(s)
FSC 203R - ICS I-300-Intermediate Incident Command System	1.5 Unit(s)
FSC 203S - Wildland Firefighter Safety and Survival	0.25 Unit(s)
FSC 203T - Fire Command Software	1.5 Unit(s)
FSC 203U - S-347 Demobilization Unit Leader	0.5 Unit(s)
FSC 203V - I-365 Time Unit Leader	1.7 Unit(s)
FSC 203W - S-244/245 Field Observer	1.4 Unit(s)
FSC 203X - S-354 Facilities Unit Leader	1.5 Unit(s)
FSC 203Y - Fire Command 1C	2 Unit(s)
FSC 203Z - Fire and Safety Training Orientation	1.1 Unit(s)

FSC 204(A-Z) - Fire Service Principles and Procedures 0.5 - 1.5 Unit(s)

Transfer Status: NT 3 - 24 hours Lecture/3 - 24 hours Lab

Three to twenty-four hour course designed to fulfill department's specific training need. Course involves ladder truck or elevated platform operations, salvage operations, and other types of operations in which a fire department may require training based upon local conditions. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

FSC 204B - S430 Operations Section Chief	1.5 Unit(s)
FSC 204D - Fire Crew Captain Operations	1.5 Unit(s)
FSC 204S - Strike Team Leader - All Risk	1 Unit(s)

FSC 205(A-Z) - Emergency Vehicle Operations 0.4 - 0.7 Unit(s)

Transfer Status: NT 4 hours Lecture/4 - 8 hours Lab

This course is designed to provide fire service personnel with the basic knowledge to effectively handle emergency vehicles in various Code 3 driving situations, evasive actions, and basic driving principles. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

FSC 205F - Emergency Vehicle Operations 0.5 Unit(s)

FSC 209(A-Z) - Drill: Firefighter Safety 0.5 - 2 Unit(s)

Transfer Status: NT 8 - 40 hours Lecture/8 - 40 hours Lab

These courses are designed to provide updated information on new tactics, communications, procedures, and techniques on various subjects in the fire service related to firefighter safety. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times. Pass/No Pass Only.

FSC 209F - Basic Skills and Safety	1 Unit(s)
FSC 209J - Drill-Live Fires	0.5 Unit(s)
FSC 209L - Fire Company Drill	0.5 Unit(s)
FSC 209M - Incident Safety Officer S-404	1.8 Unit(s)

FSC 210 - Driver Operator 1A 1.5 Unit(s)

Transfer Status: NT 16 hours Lecture/20 hours Lab

Types and design of fire pumps, principles of pumping, review of applied mathematics, hydraulic laws, application of mental hydraulic calculations and operating pumps under fire ground conditions. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated two times.

FSC 211 - Driver Operator 1B 1.5 Unit(s)

Prerequisite(s): FSC 210

Transfer Status: NT 16 hours Lecture/20 hours Lab

A review of vehicle laws, driver responsibilities, emergency response procedures, apparatus and equipment maintenance procedures, and the maneuvering of fire apparatus through controlled driving exercises and in normal traffic conditions. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated two times.

FSC 216 - Driver Operator 2A 4 Unit(s)

Prerequisite(s): Student must be CDF-sponsored

Transfer Status: NT 40 hours Lecture/80 hours Lab

This course is designed to provide the student with the skills necessary to be a CDF equipment driver and operator. It covers pump theory, basic driving, off road vehicle operations, a review of emergency vehicle operations, and preventive maintenance. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times. Pass/No Pass Only.

FSC 217(A-Z) - USDA Forest Service Organized Crew Training 0.5 - 2 Unit(s)

Transfer Status: NT 8 - 32 hours Lecture/8 - 32 hours Lab

These courses may be taken by students preparing for wildland firefighting duties with the USDA Forest Service or for those individuals who are currently working for the USDA Forest Service wishing to update or upgrade their skill level. The courses cover the basics of wildland firefighting, such as wildland fire behavior as affected by the environment, tactical fire suppression operations, principles of the incident command system, and operations of power equipment in fire mitigation. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times. Pass/No Pass Only.

FSC 217A - Intro to Incident Command System (I-100)	0.5 Unit(s)
FSC 217B - Basic Fire Suppression Orientation (S-110)	0.5 Unit(s)
FSC 217C - Firefighting Training S-130	2 Unit(s)
FSC 217D - Intro to Wildland Fire Behavior S-190	0.5 Unit(s)
FSC 217E - Wildland Fire Refresher	1.5 Unit(s)
FSC 217F - Power Saws S-212	1.5 Unit(s)

Geography (GEOG)

GEOG 2 - Physical Geography 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU/UC 51 hours Lecture
A study of the areal distribution of the various systems of the natural landscape. This course examines the relationship of physical phenomena to human occupance and to each other through the sub-disciplines of biogeography, cartography, climatology, geomorphology, hydrology meteorology and pedology.

GEOG 3 - Physical Geography Lab 1 Unit(s)

Prerequisite(s): GEOG 2 (or concurrent enrollment)
Recommended Prep: Reading Level V; English Level IV; Math Level III
Transfer Status: CSU/UC 51 hours Lab
An optional laboratory to accompany GEOG 2, Physical Geography. This lab features observation, measurement, and analysis of basic principles and concepts pertaining to Earth's physical systems, including weather and climate, vegetation, soils, and landforms. Such geographic techniques as mapping and map interpretation will be integral activities during the study of various topics throughout the semester.

GEOG 4 - Cultural Geography 3 Unit(s)

Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU/UC 51 hours Lecture
Investigation of the human landscape and its relationship to the physical environment. An inquiry into the distribution of various cultural phenomena such as population characteristics, migration, language, religion, agriculture, industry and urbanization. Meets CSUC's non-western studies requirement.

GEOG 5 - Economic Geography 3 Unit(s)

Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU/UC 51 hours Lecture
Examines the world-wide patterns and locational tendencies of economic activity, including mining and agriculture, manufacturing and the service industries. Emphasizes the relationships among physical landscape, human landscape and the economic activity.

GEOG 8 - World Regional Geography 3 Unit(s)

Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU/UC 51 hours Lecture
Examines the physical, cultural, economic and political characteristics of the major realms of the world through the unifying concept of the geographic region. Includes special emphasis on learning the location of significant places in each region.

GEOG 9 - Introduction to Geographic Information Systems 3 Unit(s)

Prerequisite(s): BCIS 80 or equivalent
Recommended Prep: Reading Level IV; English Level IV; Math Level III
Transfer Status: CSU 42.5 hours Lecture/25.5 hours Lab
The purpose of this course is to expose students to the fundamentals, concepts and the basic application techniques involved with the use of spatial information. Class time will be divided into approximately 1/2 lecture, 1/2 practical activities. The lectures will provide the theoretical foundation of GIS, while the activities will both deepen the understanding of concepts and provide the opportunity to become familiar with GIS software. The course also includes a case-study component, where students discuss a diverse range of GIS applications in more depth.

GEOG 10 - Geography of California 3 Unit(s)

Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU/UC 51 hours Lecture
Surveys California's physical and cultural environment though examination of landforms, climate, vegetation, migration history, settlement patterns, population characteristics, industry, agriculture, and urbanization. Includes learning and mapping important locations in the state.

GEOG 11 - Introduction to ArcView Desktop GIS 1 Unit(s)

Recommended Prep: None-familiarity with a "windows" type environment recommended
Transfer Status: CSU 15 hours Lecture
An overview of ESRI's Arc view software capabilities and functionality. The course demonstrates the operations of the software to new users and introduces them to its power as a problem solving tool. Students acquire the hands-on experience and conceptual overview they need to take full advantage of the advanced display, analysis, and presentation mapping functions of ArcView. The ESRI developed course is taught by an ESRI authorized Introduction to ArcView instructor. A Certificate of completion will be awarded to each student successfully meeting all course requirements. Material fee required and subject to change.

GEOG 12 - The American West 3 Unit(s)

Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU/UC 51 hours Lecture
A topical survey of the American West from the Great Plains to the Pacific, emphasizing both historical and contemporary interpretations of settlement, resource management, economic development, and urbanization. Particular emphasis is placed on how various cultural groups with differing social, political, and religious values have each made a unique impact upon the western landscape

GEOG 14 - Intermediate ArcView® Desktop GIS 1 Unit(s)

Recommended Prep: GEOG 11
Transfer Status: CSU 15 hours Lecture
This 2-day class builds on the fundamentals introduced in the "Introduction to ArcView® course. Emphasis will be placed on where to find data and how to bring it into ArcView. Project planning, organization and development will be presented in lecture and through hands-on exercises. Advanced ArcView functionality, Interface modification, and application development using the ArcView scripting language, Avenue® will be introduced. Other topics will include geocoding and model development. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

GEOG 15 - Advanced ArcView Desktop GIS 1 Unit(s)

Prerequisite(s): GEOG 14 or Equivalent
Recommended Prep: Reading Level IV; English Level IV; Math Level III
Transfer Status: CSU 15 hours Lecture
This course provides in-depth instruction in ArcView's functionality, building on skills learned in "Introduction to" and "Intermediate ArcView". Topics covered include spatial databases, sample Avenue scripts, spatial analysis, customizing and porting projects, using Crystal Report, and Spatial, Network, and 3D extensions. Practical and challenging hands-on training exercises will be used to provide the student with opportunities to apply their newly acquired skills. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

GEOG 16 - Data Acquisition in GIS 3 Unit(s)

Prerequisite(s): BCIS 80 or equivalent and GEOG 9
Recommended Prep: Reading Level IV; English Level IV; Math Level III
Transfer Status: CSU 42.5 hours Lecture/25.5 hours Lab
This course provides students with the knowledge and practical experience necessary to develop skills in the acquisition, conversion, and creation of spatial data. Topics covered include acquiring existing data, metadata, converting digital data in a variety of formats, creating digital data using digitizers and scanners, using remotely sensed data, and acquisition through the Global Positioning System.

GEOG 17 - Advanced Geographic Information Systems 3 Unit(s)

Prerequisite(s): BCIS 80 or equivalent and GEOG 9
Recommended Prep: Reading Level IV; English Level IV; Math Level III
Transfer Status: CSU 42.5 hours Lecture/25.5 hours Lab
The purpose of this course is to expose students to advanced concepts and issues of geographic information systems. The lectures and discussions will cover topics such as data structures and compaction, digital elevation models, spatial analysis and modeling, error and accuracy, data quality, metadata, and project development. Hands-on assignments will be project oriented using raster and vector GIS software.

GEOG 20(A-Z) - Field Studies in Geography **1 - 3 Unit(s)**
Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU 8 - 24 hours Lecture/24 - 72 hours Lab
Introduces the student to field observation and interpretation of regional landscapes. Subjects range from understanding general principles of physical geography including landforms, rock types, soils, gradational processes, plant communities and ecosystems to an area's cultural overlay including human/environmental interaction, settlement patterns, livelihood, sense of place, arid history. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated two times.
GEOG 20C - Field studies in Urban Geography 1 Unit(s)

GEOG 95 - Special Studies-GEOG **See page 242**

Geology (GEOL)

GEOL 10 - Physical Geology **3 Unit(s)**
Recommended Prep: Reading Level IV; English Level IV; Math Level IV
Transfer Status: CSU/UC 51 hours Lecture
This course introduces the internal and external processes that are at work changing the earth today. Within the context of global tectonics, it explores the origins of rocks and minerals and the dynamics of processes such as volcanism, seismicity, and mountain building that are driven by the release of Earth's internal heat. It also examines how wind, running water, and glaciers move in response to gravity and energy from the Sun, sculpting Earth's surface by eroding, transporting, and depositing weathered rock materials.

GEOL 11 - Physical Geology Laboratory **1 Unit(s)**
Prerequisite(s): GEOL 10 (or concurrent enrollment)
Recommended Prep: Reading Level IV; English Level IV; Math Level IV
Transfer Status: CSU/UC 51 hours Lab
These laboratories include topics such as: scientific methods of studying the non-living natural world, classification nomenclature and identification of rocks and minerals, geologic time and stratigraphy, topographic maps, geologic maps, geologic sections, structures, other land and oceanic formations and processes.

GEOL 20 - Historical Geology **3 Unit(s)**
Prerequisite(s): GEOL 10, GEOL 11
Co-requisite(s): GEOL 21
Recommended Prep: Reading Level IV; English Level IV; Math Level III
Transfer Status: CSU/UC 51 hours Lecture
This course introduces Earth's geologic history and the history of life on Earth. Drawing on concepts from geologic dating, global tectonics, and stratigraphy, it explores the planet's origin and the processes that have repeatedly re-shaped the global environment during the past 4.5 billion years. It also reviews fossil evidence for the origin of life on Earth, and for the complementary roles played by natural selection and environmental change in shaping both ancient and modern living communities.

GEOL 21 - Historical Geology Laboratory **1 Unit(s)**
Co-requisite(s): GEOL 20
Recommended Prep: Reading Level IV; English Level IV; Math Level III
Transfer Status: CSU/UC 51 hours Lab
This course is the laboratory to accompany Historical Geology, GEOL 20. The laboratory provides practical experience in studying sedimentary rocks to interpret depositional processes and environments, examination of fossils and their use in age determinations, correlation of rock units, radiometric dating, evolution, interpreting geologic history from maps, and the regional geology of North America.

GEOL 32 - General Geology **4 Unit(s)**
Recommended Prep: Reading Level IV; English Level IV; Math Level IV
Transfer Status: CSU/UC 51 hours Lecture/51 hours Lab
General geology will introduce students to the internal and external processes that are at work changing the earth today. Within the context of modern plate tectonics theory, students will explore the origins of rocks and minerals and dynamic earth processes such as volcanism, seismicity and mountain building that are driven by the release of Earth's internal heat. It also examines how wind, running water, and glaciers move in response to gravity and energy from the sun and the sculpting of Earth's surface by erosion. These concepts as well as the interpretation of topographic and geologic maps will be reinforced with an integrated laboratory program.

GEOL 50 - Geology of California **3 Unit(s)**
Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU/UC 51 hours Lecture
This course offers a study of the geology of California with an emphasis on the processes responsible for California's unique landscape. Within the context of plate tectonics, it explores the origins of California's Coast Ranges, the Sierra Nevada and the Central Valley as well as volcanism in the Cascades and earthquakes along the San Andreas. General geologic techniques and principles including rock and mineral identification, geologic dating techniques, weathering processes and interpretation of geologic structures are used to piece together California's geologic history.

GEOL 95 - Special Studies-GEOL **See page 242**

German (GERM)

GERM 1 - First Semester German **4 Unit(s)**
Prerequisite(s): See Foreign Language Enrollment Level Policy Statement
Recommended Prep: Reading Level III; English Level III
Transfer Status: CSU/UC 68 hours Lecture
Beginning study and practice in understanding, speaking, and reading German. Introduction to structural elements with emphasis on critical analysis and application to practical speaking situations with emphasis on critical analysis and application to practical speaking situations.

GERM 2 - Second Semester German **4 Unit(s)**
Prerequisite(s): GERM 1 and See Foreign Language Enrollment Level Policy Statement
Recommended Prep: Reading Level III; English Level III
Transfer Status: CSU/UC 68 hours Lecture
Continuation of the understanding, speaking, and reading skills. Continued study of structural elements with emphasis on critical analysis of structures and application to practical speaking situations.

GERM 3 - Third Semester German **4 Unit(s)**
Prerequisite(s): GERM 2 and See Foreign Language Enrollment Level Policy Statement
Recommended Prep: Reading Level III; English Level III
Transfer Status: CSU/UC 68 hours Lecture
Continuation of the understanding, speaking, reading, and writing skills. Grammatical resumes. Selected readings from the Germanic world. Emphasis on critical analysis of structures arid application to practical speaking situations. Logical discussions in German of materials read.

GERM 4 - Fourth Semester German **4 Unit(s)**
Prerequisite(s): GERM 3 and See Foreign Language Enrollment Level Policy Statement
Recommended Prep: Reading Level III; English Level III
Transfer Status: CSU/UC 68 hours Lecture
Continuation of the understanding, speaking, reading, and writing skills. Grammatical resumes. Selected readings from the Germanic world and logical discussions in German of materials read. Emphasis on critical analysis of structures and application to practical speaking situations.

GERM 100 - Beginning Conversational German 3 Unit(s)

Transfer Status: NT 51 hours Lecture

Emphasis is upon the development of understanding and speaking skills. Reading based upon materials presented during understanding/speaking phases. Minimal emphasis upon grammar. Cultural presentations through film, filmstrips, music, etc. Intended for those who wish to develop "survival" German in everyday "basic" situations. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

GERM 101 - Intermediate Conversational German 3 Unit(s)

Prerequisite(s): GERM 100 or permission of instructor

Transfer Status: NT 51 hours Lecture

Continuation of emphasis upon the development of understanding and speaking skills. Reading based upon materials presented during understanding/speaking phases. Emphasis upon "basic" tenses. Cultural presentations through film, filmstrips, music, etc. Intended for those who wish to develop "survival" Italian in everyday situations. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

History (HIST)

HIST 2 - Survey-Western Civilization - Early 3 Unit(s)

Recommended Prep: Reading Level V; English Level IV

Transfer Status: CSU/UC 51 hours Lecture

An introduction to the development of Western Civilization by means of a comparative survey of various civilizations between 3000 B.C. and 1350 A.D. The major social and political institutions and intellectual traditions from the ancient civilizations of Mesopotamia, Egypt, Greece, and Rome and the development of Medieval Europe and the Middle East will be examined.

HIST 4 - Survey-Western Civilization - Modern 3 Unit(s)

Recommended Prep: Reading Level IV; English Level IV

Transfer Status: CSU/UC 51 hours Lecture

An analysis of major world civilizations between 1350 and 1914 and an examination of how Western Civilization rose to dominance in the world community after 1500. Main civilizations under investigation include: Renaissance and Early Modern Europe, Sub-Saharan Africa, Pre-Columbian America, Ming China, and Mughal India. Social, intellectual and political aspects will be emphasized. Major concepts include Exploration, Protestant Reformation, Scientific Revolution, Industrialization, Liberalism, Political Revolution, Imperialism, and Nationalism.

HIST 6 - The Twentieth Century World 3 Unit(s)

Recommended Prep: Reading Level IV; English Level IV

Transfer Status: CSU/UC 51 hours Lecture

An examination of selected twentieth century topics which integrate the history of Europe, the United States and the non-Western world. Major concepts will include imperialism, nationalism, political revolutions and global conflict.

HIST 8 - United States History to 1877 3 Unit(s)

Recommended Prep: Reading Level V; English Level IV

Transfer Status: CSU/UC 51 hours Lecture

A survey of the history of the United States from the discovery of America to the end of Reconstruction. Emphasis is placed upon social, institutional and cultural development. HIST 8 partially satisfies CSU American Government and Institutions requirement for graduation at a campus of CSU.

HIST 10 - United States History-1877 to Present 3 Unit(s)

Recommended Prep: Reading Level V; English Level IV

Transfer Status: CSU/UC 51 hours Lecture

A survey course in United States History and its institutions beginning with the Western movement and continuing to the present. Emphasis is placed upon social/cultural, political, and economic institutional changes. HIST 10 partially satisfies CSU American Government and Institutions requirement for graduation at a campus of CSU.

HIST 12 - History of World Civilizations I 3 Unit(s)

Recommended Prep: Reading Level V; English Level IV

Transfer Status: CSU/UC 51 hours Lecture

A comprehensive survey of the major ancient civilizations that developed in the world between 3500 B.C.E. and 1000 C.E. Concepts under study include the development of cities and empires, class divisions and gender roles, nomadic migrations and invasions, philosophical and religious developments and the interrelationships among these major civilizations.

HIST 14 - History of World Civilizations II 3 Unit(s)

Recommended Prep: Reading Level V; English Level IV

Transfer Status: CSU/UC 51 hours Lecture

A comparative survey of the major civilizations which emerged in the world between 1000 C.E and 1900 C.E. Concepts under study will include the creation of land-based and maritime empires, class divisions and gender roles, philosophical and religious developments and the interrelationships between these major civilizations, culminating in the domination of the world by Western Europe. History 12 is strongly recommended prior to enrollment in History 14.

HIST 18 - Multicultural History of the United States 3 Unit(s)

Recommended Prep: Reading Level IV; English Level IV

Transfer Status: CSU/UC 51 hours Lecture

A survey of the history of the United States from pre-colonial times to the present with particular emphasis on the multicultural heritage shared by all citizens. Contributions of African, Asian, European, Latino, and native American will be examined. Historical experiences of all groups will be compared and studies in relation to the general history of the United States, the dynamics of majority-minority interaction, immigration policy, and constitutional law.

HIST/POS 20 - Political History of the Middle East 3 Unit(s)

Recommended Prep: Reading Level V; English Level IV

Transfer Status: CSU/UC 51 hours Lecture

An introduction to the cultural and historical background of the Middle East. An inquiry into government, family, social classes, religion, politics and regional conflict in the Middle East both past and present.

HIST 22 - American Environmental History 3 Unit(s)

Recommended Prep: Reading Level V; English Level IV

Transfer Status: CSU 51 hours Lecture

American Environmental History examines the environmental history of the United States from the pre-colonial era to the present. The course explores the ways in which people have adapted to and altered the natural environment, and how nature has influenced the course of American history. Major themes include the connections among the natural environment and population patterns, economic systems, political institutions, culture, and technology, as well as the importance of region. Students will also analyze modern issues of land and resource use within a historical framework.

HIST 28 - Women in American History 3 Unit(s)

Recommended Prep: Reading Level V; English Level IV

Transfer Status: CSU/UC 51 hours Lecture

A survey of the roles women have played in the history of the United States from pre-colonial times to the present. Emphasis on the history of women's contributions to the economic, social, cultural, and political development of the United States; the interaction of gender with race, ethnicity and class; women and the family; the women's rights movement and contemporary women's issues.

HIST 30 - History of the African American **3 Unit(s)**
Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU/UC 51 hours Lecture
A broad and basic understanding of African Americans in U.S. history, assessing their contribution to American culture, economy, and politics. This course will survey the conditions of African Americans in the United States as shaped and influenced by the African tradition. Meets Ethnic Studies requirement at CSU Chico.

HIST 95 - Special Studies-HIST **See page 242**

Health (HLTH)

HLTH 2 - Health & Wellness **3 Unit(s)**
Recommended Prep: Reading Level III; English Level IV
Transfer Status: CSU/UC 51 hours Lecture
The study of health & wellness involving every aspect of living: psychological, emotional, spiritual, physical, behavioral, environmental, and social. The course provides basic knowledge and understanding of all these health & wellness issues in today's society and gives the information needed to make healthful decisions. Graded only.

HLTH 20 - Current Health Issues in Athletics **1 Unit(s)**
Transfer Status: CSU 17 hours Lecture
This course develops the understanding and attitudes relative to current health issues and substance abuse on a multidimensional basis. The purpose of this course is to increase student awareness to a preventative level.

HLTH 99 - Work Experience-HLTH **See page 245**

HONORS (HON)

HON 1 - Culture and Traditions of the West I **3 Unit(s)**
Prerequisite(s): ENGL 2 (or concurrent enrollment) and admission to the Honors Program
Transfer Status: CSU/UC 51 hours Lecture
This course is an investigation of Western intellectual and cultural traditions from the Greeks and Romans to the early Middle Ages. The course will be centered on primary source material. Special attention will be given to the critical evaluation of the arguments contained therein. Graded only.

HON 2 - Culture and Traditions of the West II **3 Unit(s)**
Prerequisite(s): ENGL 2 (or concurrent enrollment) and admission to the Honors Program
Transfer Status: CSU/UC 51 hours Lecture
This course is an investigation of Western intellectual and cultural traditions from the Middle Ages to the beginning of the Renaissance. The course will be centered on primary source material. Special emphasis will be given to aesthetic appreciation and literary analysis. Graded only.

HON 3 - Culture and Traditions of the West III **3 Unit(s)**
Prerequisite(s): ENGL 2 (or concurrent enrollment) and admission to the Honors Program
Transfer Status: CSU/UC 51 hours Lecture
This course is an investigation of Western intellectual and cultural traditions from the Renaissance to the Enlightenment. The course will be centered on primary source material. Special attention will be given to the historical setting out of which the great ideas and artistic creations of Western culture arose. Graded only.

HON 4 - Culture and Traditions of the West IV **3 Unit(s)**
Prerequisite(s): ENGL 2 (or concurrent enrollment) and admission to the Honors Program
Co-requisite(s): HON 3 when offered concurrently
Transfer Status: CSU/UC 51 hours Lecture
This course is a critical investigation of Western intellectual and cultural tradition from the Enlightenment through the mid-20th century. The course is centered on primary source materials with a particular emphasis on political and economic institutions. Special attention is given to social and cultural organization as related to individual development and the historical context out of which the great ideas of Western culture emerged during this period. Graded only.

HON 6 - Modern Non-Western Cultures **3 Unit(s)**
Prerequisite(s): ENGL 2 (or concurrent enrollment) and admission to the Honors Program
Transfer Status: CSU/UC 51 hours Lecture
This course will cover 20th C. writings of artistic worth by men and women primarily outside the Western heritage, selected to include different voices which are often unknown or ignored by the mainstream of readers. While the main focus will be literature, works from other disciplines may be included, depending on the interdisciplinary interests of the instructor/s. These works will be studied within their historical, political, economic and geographical contexts.

HON 7 - Human Evolution and Variation **4 Unit(s)**
Prerequisite(s): ENGL 2 (or concurrent enrollment) and admission to the Honors Program
Recommended Prep: Math Level IV; high school biology, high school chemistry
Transfer Status: CSU/UC 51 hours Lecture/51 hours Lab
This course is an honors level survey of foundations of human evolution and variation. Emphasis is placed on reading and critical analysis of primary and secondary scientific source literature that pertains to the foundations of Biological/Physical Anthropology, and the theory of evolution as this theory relates to the development of human physical, behavioral, and
mental characteristics.

HON 95 - Special Studies-HON **See page 242**

Human Services (HS)

HS 2 - Introduction to Human Services **3 Unit(s)**
Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 51 hours Lecture
This course addresses the history, development, and theoretical perspectives of the human services field. Students will acquire a comprehension of the integration and networking of programs and agencies from the federal to the local level. Areas of study emphasize functions of community agencies including models, education, outreach concepts, and crisis issues particular to special populations, in addition to the legal-ethical issues of consumer rights, confidentiality, and community agencies. This course will also introduce students to the variety of careers in human services, the skills utilized in human service professions, and variety of careers in human services, the skills utilized in human service professions, and current trends in the human services field.

HS 6 - Documentation and Case Management in Human Services **3 Unit(s)**
Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 51 hours Lecture
This introductory course familiarizes students to the basic concepts and skills of documentation and case management in Human Services. In addition, this course focuses on the role of case management in the context of needs assessment, documentation, referral, service planning, and service provision.

HS 8 - Multicultural and Special Populations in Human Services 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 51 hours Lecture
This course studies the values, problems, issues, counseling, and communication needs of special population groups including, but not limited to socioeconomic status, ethnicity, age, gender, sexual orientation, and developmental, physical, or psychiatric disability. This course provides students with the insight, knowledge, and job skills necessary to work with diverse populations in human services settings.

HS 10 - Group Facilitation 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 51 hours Lecture
This course introduces students to the theory and dynamics of group leadership and group interaction within the context of the helping professions. Coursework includes an emphasis on group development, interpersonal processes, and group facilitation skills. Using both a conceptual and experiential approach, students will study the various stages of group development in addition to professional and ethical standards of group facilitation and leadership.

HS 12 - Fieldwork Studies in Human Services 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course coordinates the student's service learning or occupational training with related classroom instruction. Coursework emphasizes a generalist engagement in the field through the practical application of assessment, documentation, referral, and follow-up skills across the human services continuum. In addition, students will learn customer service skills in Human Services fieldwork including objectivity, confidentiality, and working with diverse groups.

Humanities (HUM)

HUM 8 - Values Through Film 3 Unit(s)

Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU/UC 51 hours Lecture
Using the medium of film, this course will examine situations, which illustrate the role values play in shaping human society. Included within the framework of this course will be an examination of a wide range of values, with emphasis on those relating to work and technology. The course will be directed toward contemporary issues to better help students cope with the moral complexity of the modern world. Graded only.

HUM 17 - Comparative European Cultures 3 Unit(s)

Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU/UC 51 hours Lecture
This course is a study of specific European cultures and the development of distinctive European identities, belief systems, philosophy, visual art, music, science, and cultural achievements, as well as a comparative evaluation of how these European perspectives came to influence the ideas, cultural and political venues of America and its influence on global affairs. This course will enable the student to better understand the world and times in which they live. Graded only.

HUM 22 - Greco-Roman Cultures 3 Unit(s)

Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU/UC 51 hours Lecture
This course is an introduction, through lectures and student research, to classical civilizations, particularly to the cultures of Greece and Rome. Specific emphasis will be placed on the influences exerted on the modern world in art, law, government and administration, philosophy, medicine, literature, science, foods, and language. This will enable the student to better understand his/her culture.

HUM/SOC 23 - Sex Roles in Film 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU/UC 51 hours Lecture
This course draws extensively from the perspective of both sociology and the humanities using the film media. Sex roles will be examined from an historic and contemporary context. Team taught.

HUM 44 - Art and Culture of Italy: Past and Present (Study Abroad in Italy) 3 Unit(s)

Co-requisite(s): Study Abroad application and travel fees
Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU 51 hours Lecture
This course takes place in Italy and requires Study Abroad travel fees in advance. By visiting important sites (e.g.: Rome, Pompeii, Assisi, Venice, Milan), students will be able to recognize and describe the art, history, and culture of Ancient Rome, the Holy Roman Empire, and the Medieval, Renaissance, and Baroque periods as well. Students will also gain an understanding of, and appreciation for contemporary life and art in Italy. Graded only.

HUM/SOC 60 - The Sixties 3 Unit(s)

Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU/UC 51 hours Lecture
An examination and analysis of the sixties including the social/political/cultural changes to the U.S. in the turbulent decade of the 1960's as well as the impact on present day society. This course will explore such topics as: the civil rights movement, the women's movement, the war in Vietnam, and the growth of a counter culture.

HUM 90 - Topics in Humanities 1 - 3 Unit(s)

Prerequisite(s): ENGL 2
Recommended Prep: Reading Level V
Transfer Status: CSU 17 - 51 hours Lecture
Major figures, problems, or movements affecting the social, political or aesthetic sensibilities of modern culture.

HUM 95 - Special Studies-HUM **See page 242**

Interior Design (ID)

ID 4 - Fundamentals of Interior Design 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 51 hours Lecture
This course is designed to cover application of design principles and elements in planning of total interior environments that meet individual, functional, legal, and environmental needs. Selection of all materials and products used in interior environments will be emphasized for the functional aesthetic quality.

ID 5 - Materials of Interior Design 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 51 hours Lecture
This course is designed to cover interior design material properties to include textiles and fabrics, floor coverings, paint and wall coverings, window treatments, home furnishings, counter materials and tile. Emphasis is given to client/designer selection options for interior finish materials to create an aesthetic and functional living space.

ID/FASH 6 - Understanding Fibers, Fabric, and Textiles 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU/UC 51 hours Lecture
This course is designed to study fibers and their origin, yarns, basic weaves, and fabric finishes with reference to fabric selection for use in interior design / fashion. Stresses consumer decision-making regarding new fibers and fabrics, their use and care.

ID 8 - Fundamentals of Lighting 3 Unit(s)

Recommended Prep: ID 4 and Reading Level IV; English Level III; Math Level II
Transfer Status: CSU 51 hours Lecture
This course is designed to cover the fundamentals of lighting, design, theory, and application including the history and vocabulary of lighting; how light affects color and vision; incandescent and florescent lamps; lighting techniques for interior designers; codes; and energy efficient lighting practices.

ID 10 - Commercial Codes and Specifications for Interior Design 3 Unit(s)

Recommended Prep: ID 4 and Reading Level IV; English Level III; Math Level II
Transfer Status: CSU 51 hours Lecture
This course is designed to explore and identify federal regulations, codes, and specifications concerning life-safety issues and barrier free access (ADA and universal design requirements relative to residential and contract design). Special attention is given to performance, health-safety, and universal design when estimating and preparing specifications for interior materials and products. Students will design a commercial building and create a scale model for that building.

ID 12 - Careers in Interior Design 1 Unit(s)

Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 17 hours Lecture
This course is designed to survey the career opportunities available in the interior design and housing industry. Emphasis is given to educational and experience requirements, personal qualifications, responsibilities and future outlook in environmental design.

ID 14 - Estimating and Costing in Interior Design 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III; Math Level II
Transfer Status: CSU 51 hours Lecture
This course is designed to develop knowledge, skills, and judgment in the practical applications of interior design. Planning, material estimation, costing, and buying are emphasized in such projects as furnishings, wall coverings, upholstery, window treatments, floor coverings, and other interior/environmental components.

ID 16 - Applied Color and Design Theory 2 Unit(s)

Recommended Prep: Reading Level IV; English Level III; Math Level II
Transfer Status: CSU 34 hours Lecture
This course is designed to examine basic color theory and application. It will cover utilization of tools, materials, and equipment to develop technical skills applicable to interior, architectural, and other related fields of design. Course will explore cultural heritage and psychological implication of color.

ID 17 - Interior Design Studio 3 Unit(s)

Prerequisite(s): ID 4
Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 51 hours Lecture
This course is designed to engage the student in the complete interior design process, including professional design documents, presentation boards, and working drawings that are consistent with industry codes and standards. The course promotes interaction with other students and prospective clients with authentic design conditions in a commercial setting. A variety of team and individual design assignments selected to develop proficiency in the design process will be utilized. The course adds design presentation to the student's portfolio with a professional resume and the skills to look for employment in the ID field.

ID/FASH 18 - Visual Merchandising 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course is designed to introduce the basic concepts of visual merchandising. Utilizing basic techniques, the students create miniature displays, interior displays, and full-scale window productions. Students study current trends and analyze local retail displays. Materials fees required and are subject to change.

ID/FASH 19 - Advanced Visual Merchandising 3 Unit(s)

Prerequisite(s): ID 18
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course is designed to further develop concepts of visual merchandising. Utilizing display techniques, the students will work within the community creating visual displays for local businesses. Set designs and set up for the annual Butte College Fashion Show will be included.

ID 20(A-Z) - Current Trends and Issues In Interior Design 0.5 - 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 8.5 - 51 hours Lecture
This course is designed to provide the student exposure to new and developing trends and issues in the field of Interior Design. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

ID 20A - Business Practices	1 Unit(s)
ID 20B - Senior Housing & Environmental Design	1 Unit(s)
ID 20C - Practices of Feng Shui	1 Unit(s)
ID 20D - Drafting Tools and Applications	1 Unit(s)
ID 20E - Color in the Interior Environment	1 Unit(s)
ID 20F - Managing a Remodel	1 Unit(s)
ID 20G - Preparing to Sell a Home	1 Unit(s)

ID 24 - Early Periods of Furniture and Architecture 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 51 hours Lecture
This course is designed to study the foundations of architecture and furniture styles of the western continents from ancient Egypt through the English Periods. It covers social, political, and physical factors affecting the design and development of specific styles and periods, as well as descriptions of dominant influences and characteristics of historical interiors, furniture, ornamental designs and architecture.

ID 25 - American Furniture and Architecture 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 51 hours Lecture
This course is designed to study the foundations of architecture and furniture styles of the western continent from the American Periods through late Twentieth Century. It covers social, political, and physical factors affecting the design and development of specific styles and periods, as well as descriptions of dominant influences and characteristics of historical interiors, furniture, ornamental design and architecture.

ID 97 - Special Problems-ID See page 242

ID 99 - Work Experience-ID See page 245

Interdisciplinary Studies (IDST)

IDST 10 - Training for Online Instructors 1.5 Unit(s)

Prerequisite(s): Completion of the following workshops:
1. Intro to Blackboard (3 hours)
2. Course Management (3 hours)
3. Communications Tools (3 hours)
4. Assessment Tools (3 hours)
5. Assignment Tools (3 hours)

Transfer Status: CSU 25.5 hours Lecture

This course, intended for instructors who want to teach online, is an examination of best practices in the design and teaching of a student-centered online class. Participants work individually and collaboratively as they explore theories of learning and various issues relevant to the online environment, and develop methods of presenting discipline-specific content that addresses the needs of diverse student populations and learning styles. Pass/No Pass Only.

IDST 90 - Special Topics 1 Unit(s)

Recommended Prep: Reading Level III; English Level III

Transfer Status: CSU 17 hours Lecture

This is a course designed to enrich the educational experience of Butte College students by offering them the opportunity of attending and participating in extra-curricular activities of various kinds. Students will attend a minimum of 8 events sponsored by Butte College, each of which will require an average of 2 hours. No material fees, but some activities might have an entrance fee (for example, drama productions). Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated two times. Pass/No Pass Only. Open Entry/Open Exit.

IDST 93 - Civic Engagement: Practicum in Project Leadership 3 Unit(s)

Recommended Prep: Reading Level IV; English Level IV; Math Level II

Transfer Status: CSU 51 hours Lecture

This course provides an in-depth study of civic engagement, and the effects of long-term service in the community. Students will develop critical thinking and problem solving skills to meet community needs and an understanding of how civic engagement effects social change. Students will apply their learning by providing a leadership role in the community. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

IDST 94 - Introduction to Service Learning 1 Unit(s)

Recommended Prep: Reading Level IV; English Level IV; Math Level II

Transfer Status: CSU 17 hours Lecture

Introduction to Service Learning is intended for students and instructors who have a strong interest in linking community service and academic learning. It is based on a cooperative effort between the student, a faculty member, and a community based organization, school, business entity or campus setting to provide real-world experience in a field of interest while at the same time filling a need in the community. This course may also provide the service-learning component for a student enrolled in any approved class. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

IDST 104 - Interdisciplinary Study 1 - 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III; Math Level II

Transfer Status: NT 51 - 144 hours Lab

A problem-based, team-taught interdisciplinary course targeted for academically talented K-12 students. Students are presented with a contemporary problem in a realistic format, then research, analyze and develop possible solutions. The instructors act as facilitators (not lecturers) to provide the students with the tools and desire to structure their own investigation and assume an active, rather than passive, role in the learning process. Summer only, 2-week session, Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times. Pass/No Pass Only.

Italian (ITAL)

ITAL 1 - First Semester Italian 4 Unit(s)

Prerequisite(s): See Foreign Language Enrollment Level Policy Statement

Recommended Prep: Reading Level III; English Level III

Transfer Status: CSU/UC 68 hours Lecture

Beginning study and practice in understanding, speaking, reading and writing Italian. Introduction to the structural elements.

ITAL 2 - Second Semester Italian 4 Unit(s)

Prerequisite(s): ITAL 1 or equivalent and See Foreign Language Enrollment Level Policy Statement

Recommended Prep: Reading Level III; English Level III

Transfer Status: CSU/UC 68 hours Lecture

Beginning study and practice in understanding, speaking, reading and writing Italian. Introduction to the structural elements.

ITAL 95 - Special Studies-ITAL See page 242

ITAL 100 - Beginning Conversational Italian 3 Unit(s)

Transfer Status: NT 51 hours Lecture

Emphasis is upon the development of understanding and speaking skills. Reading based upon materials presented during understanding/speaking phases. Minimal emphasis upon grammar. Cultural presentations through film, filmstrips, music, etc. Intended for those who wish to develop "survival" Italian in everyday "basic" situations. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

ITAL 101 - Intermediate Conversational Italian 3 Unit(s)

Prerequisite(s): ITAL 100 or permission of instructor

Transfer Status: NT 51 hours Lecture

Continuation of emphasis upon the development of understanding and speaking skills. Reading based upon materials presented during understanding/speaking phases. Emphasis upon "basic" tenses. Cultural presentations through film, filmstrips, music, etc. Intended for those who wish to develop "survival" Italian in everyday situations. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

Journalism (JOUR)

JOUR/RTVF 2 - Introduction to Newswriting 3 Unit(s)
Prerequisite(s): ENGL 119
Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU 51 hours Lecture
This course provides instruction in all aspects of newswriting. Emphasis is placed upon information gathering, news reporting, feature and complex story writing, ethics, press law, and critical thinking.

JOUR 6 - Newspaper Production/Roadrunner 4 Unit(s)
Prerequisite(s): ENGL 119
Transfer Status: CSU 51 hours Lecture/51 hours Lab
This course presents practical experience in all operations necessary to design and produce the Butte College Roadrunner, a community newspaper. Emphasis is upon development of critical thinking skills and practical operations necessary in newspaper operation. Students may choose to emphasize one of two options: news writing and editing or graphic design and photography. All students will have some training and instruction in both areas, and all students will have some responsibilities and training in the business management of the paper, including circulation, ad sales, bookkeeping and public relations/publicity. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

JOUR 95 - Special Studies-JOUR **See page 242**

JOUR 99 - Work Experience-JOUR **See page 245**

Japanese (JPN)

JPN 1 - First Semester Japanese 4 Unit(s)
Prerequisite(s): See Foreign Language Enrollment Level Policy Statement
Recommended Prep: Reading Level III; English Level III
Transfer Status: CSU/UC 68 hours Lecture
This course is based on communication based activities. The main purpose is to develop students' communicative skills in Japanese. Students also will learn through introduction to all aspects of the language: listening, speaking, reading and writing at the beginning level. The grammar would help to develop the four skills. Japanese culture will be introduced through the activities.

JPN 2 - Second Semester Japanese 4 Unit(s)
Prerequisite(s): JPN 1 and See Foreign Language Enrollment Level Policy Statement
Recommended Prep: Reading Level III; English Level III
Transfer Status: CSU/UC 68 hours Lecture
This course deals with more grammatical aspects of Japanese language than JPN 1. However, the main purpose is still to develop students' communicative skills. Students will learn appropriate Japanese in various situational settings. About one hundred basic 'Kanji' will be introduced.

JPN 3 - Third Semester Japanese 4 Unit(s)
Prerequisite(s): JPN 2 and See Foreign Language Enrollment Level Policy Statement
Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU/UC 68 hours Lecture
Continuation of understanding, speaking, reading and writing skills from JPN 2 at the intermediate level. Students will master kanji level equivalent to first two years of elementary school in Japan (First 221 of "kyoiku" or education "kanji.") Additional kanji and kanji compounds appropriate to adult learners will be acquired. Students will study honorific ("keigo") and plain form as well as polite form Japanese. Haiku and other forms of Japanese literature will be introduced.

JPN 4 - Fourth Semester Japanese 4 Unit(s)
Prerequisite(s): JPN 3 and See Foreign Language Enrollment Level Policy Statement
Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU/UC 68 hours Lecture
Continuation of understanding, speaking, reading and writing skills from JPN 3 at the intermediate level. Students will master kanji level equivalent to first three years of elementary school in Japan (First 416 of "kyoiku" or education "kanji.") Additional kanji and kanji compounds appropriate to adult learners will be acquired. Students will study honorific ("keigo") and plain form as well as polite form Japanese. Students will be introduced to newspaper Japanese in this course.

JPN 10 - Practical Japanese 4 Unit(s)
Prerequisite(s): (See Foreign Language Enrollment Level Policy Statement)
Recommended Prep: Reading Level III; English Level III
Transfer Status: CSU 68 hours Lecture
This course is especially designed for people who are planning to go into business with Japan or who are already engaged in business with Japan. The main purpose is to develop student's communicative skills in certain business situations. Conversational and practical skills would be emphasized more than reading and writing skills. through lecture and activities, students will learn both the appropriate language and the specific Japanese ways in business situations.

JPN 20 - Japanese Reading 1 Unit(s)
Prerequisite(s): JPN 3 or special permission from instructor
Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU 17 hours Lecture
This course offers supervised studies for serious students who want to increase their reading ability in Japanese and to deepen their knowledge of cultural phenomena. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times. Pass/No Pass Only.

JPN 95 - Special Studies-JPN **See page 242**

Latin (LATN)

LATN 1 - First Semester Latin 4 Unit(s)
Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU/UC 68 hours Lecture
A translation course in elementary Latin, emphasizing a foundational knowledge of Latin pronunciation, vocabulary, grammar, and syntax. Close study of the Latin linguistic influence on the English language. Critical discussions on the aspects of Roman civilization relevant to the Latin readings will provide the cultural background with which the student can assess the Roman contribution to modern society.

LATN 2 - Second Semester Latin 4 Unit(s)
Prerequisite(s): LATN 1 with a grade of "C" or higher, or one year of high school Latin
Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU/UC 68 hours Lecture
A translation course in intermediate Latin, emphasizing an extended knowledge of Latin pronunciation, vocabulary, grammar, and syntax. Close study of the Latin linguistic influence on the English language. Critical discussions on the aspects of Roman civilization relevant to the Latin readings will provide the cultural background with which the student can assess the Roman contribution to modern society.

LATN 3 - Third Semester Latin 4 Unit(s)

Prerequisite(s): LATN 2 with a grade of "C" or higher, or equivalent
Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU/UC 68 hours Lecture
A translation course in advanced Latin, emphasizing a proficient knowledge of Latin pronunciation, vocabulary, grammar, and syntax. Close study of the Latin linguistic influence on the English language. Critical discussions on the aspects of Roman civilization relevant to the Latin readings will provide the cultural background with which the student can assess the Roman contribution to modern society. Intensive study.

LATN 95 - Special Studies-LATN See page 242

Language Education and Development (LEAD)

LEAD 215 - (ENGL) Foundations of Writing 4 Unit(s)

Prerequisite(s): LEAD 221 or qualifying English, Reading or ESL Assessment
Transfer Status: NT 68 hours Lecture
This course is designed to build students' basic literacy skills. Reading, writing, spelling, and vocabulary skills necessary for basic self-expression are emphasized. Pass/No Pass Only.

LEAD 217 - Basic Skills 4 Unit(s)

Prerequisite(s): LEAD 215 or LEAD 315 or qualifying eligibility from the English Assessment (Level I)
Co-requisite(s): LEAD 225 or READ 127
Transfer Status: NT 68 hours Lecture
This is a basic writing course that focuses on developing fluency. Writing effective sentences and clear, unified paragraphs will be emphasized. Parts of speech, verb forms, basic grammar and punctuation will be covered. Pass/No Pass Only.

LEAD 218 - English Grammar and Usage Workshop0.5 - 3 Unit(s)

Prerequisite(s): Qualifying score on English Assessment (Level I), LEAD 215 or LEAD 315
Transfer Status: NT 8 - 48 hours Lecture
This course is a practical, self-paced workshop course designed to improve students' ability to write and punctuate standard written English. Emphasis will be on recognizing and correcting sentence-level difficulties in academic and business writing. Students might be concurrently enrolled in composition, reading, or content area classes. A computer-based, practice-oriented approach will help students learn to identify and correct problems such as sentence fragments, run-on sentences, and incorrectly placed commas and apostrophes. Computer experience, although helpful, is not necessary. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated to a maximum of 3 units. Pass/No Pass Only. Open Entry/Open Exit.

LEAD 219 - Composition Workshop I 4 Unit(s)

Prerequisite(s): LEAD 217 or LEAD 277 or qualifying eligibility from the English Assessment (Level II)
Recommended Prep: Reading Level III
Transfer Status: NT 68 hours Lecture
This course is designed to develop basic composition skills. The focus will be on writing effective sentences and unified paragraphs moving toward the development of the basic essay. Pass/No Pass Only.

LEAD 221 - Basic Literacy 3 Unit(s)

Prerequisite(s): Qualifying eligibility from the Reading (Level Intro) or ESL Assessment (Level III)
Transfer Status: NT 51 hours Lecture
This course improves the student's basic reading and writing abilities so he/she can better function in society and as a student. Instruction will rely heavily on the student's existing knowledge of language and will stress the integration of reading, writing, listening and speaking skills. Pass/No Pass Only.

LEAD 223 - Reading I 3 Unit(s)

Prerequisite(s): Qualifying score on Reading (Level I), or ESL Assessment (Level V) or satisfactory completion of LEAD 221 or LEAD 321.
Transfer Status: NT 51 hours Lecture
This course strengthens and increases the student's reading ability. Emphasis will be placed on reading for meaning, developing background knowledge, and enhancing vocabulary. Study skills and critical thinking strategies will also be introduced. Pass/No Pass Only.

LEAD 225 - Reading II 3 Unit(s)

Prerequisite(s): Qualifying Score on Reading (Level II or ESL Level VI)
Transfer Status: NT 51 hours Lecture
This course is designed to improve the student's reading ability. Emphasis is on developing background knowledge, vocabulary enrichment, comprehension development, critical thinking skills, and study skills. The course also includes fiction, non-fiction, and content area readings. Pass/No Pass Only.

LEAD 230A - Beginning ESL I 3 Unit(s)

Prerequisite(s): Qualifying eligibility from the ESL Assessment (Level I)
Co-requisite(s): LEAD 230B
Transfer Status: NT 51 hours Lecture
This is the first of two preparatory courses that readies the student for intermediate ESL. It reinforces and expands upon the literacy skills and general topics covered in LEAD 300. It engages students in collaborative activities that integrate reading, writing, listening, and speaking. Basic grammatical structures and vocabulary are taught in context. Pass/No Pass Only.

LEAD 230B - Beginning ESL I-Conversation 3 Unit(s)

Co-requisite(s): LEAD 230A
Transfer Status: NT 51 hours Lecture
This course functions as an adjunct to LEAD 230A, providing further practice of the skills introduced in the first course. It engages students in collaborative activities that integrate reading, writing, listening, and speaking. Basic grammatical structures and vocabulary are practiced in context. The instructors of LEAD 230A and LEAD 230B need to work closely to integrate all linguistic components into both courses. Pass/No Pass Only.

LEAD 231A - Beginning ESL II 3 Unit(s)

Prerequisite(s): Qualifying eligibility from the ESL Assessment (Level II) or Satisfactory Completion of LEAD 230A and LEAD 230B or LEAD 330A and LEAD 330B
Co-requisite(s): LEAD 231B
Transfer Status: NT 51 hours Lecture
This is the second of two preparatory courses that prepare students for the intermediate level. It continues to reinforce and expand literacy skills and general topics taught in LEAD 300 and 230/330 A/B. It provides collaborative activities that integrate reading, writing, speaking, and listening. Basic grammar and vocabulary are introduced in context. Pass/No Pass Only.

LEAD 231B - Beginning ESL II 3 Unit(s)
Prerequisite(s): Qualifying eligibility from the ESL Assessment (Level II) or Satisfactory Completion of LEAD 230B or LEAD 330B
Co-requisite(s): LEAD 231A
Transfer Status: NT 51 hours Lecture
This course functions as an adjunct to LEAD 231A, providing further practice of the skills introduced in the first course. It continues to engage students in collaborative activities that integrate reading, writing, speaking, and listening. Basic grammatical structures and vocabulary are practiced in context. The instructors of LEAD 231A and LEAD 231B need to work closely to integrate all linguistic components into both courses. Pass/No Pass Only.

LEAD 232 - Intermediate ESL I 4 Unit(s)
Prerequisite(s): Qualifying eligibility from the ESL Assessment (Level III) or Satisfactory Completion of LEAD 231A and LEAD 231B or LEAD 331A and LEAD 331B
Co-requisite(s): LEAD 221, LEAD 234 or LEAD 334
Transfer Status: NT 68 hours Lecture
This is the first of two courses designed for intermediate English language learners. It integrates reading, writing, speaking and listening activities and introduces intermediate level grammar structures in context. Pass/No Pass Only.

LEAD 233 - Intermediate ESL II 4 Unit(s)
Prerequisite(s): Qualifying eligibility from the ESL Assessment (Level IV) or Satisfactory Completion of LEAD 232 or LEAD 332
Co-requisite(s): LEAD 221, LEAD 234 or LEAD 334
Transfer Status: NT 68 hours Lecture
This is the second of two courses designed for intermediate English language learners. It integrates reading, writing, speaking and listening activities and introduces intermediate level grammar structures in context. Pass/No Pass Only.

LEAD 234 - Effective Speaking for ESL Students 3 Unit(s)
Transfer Status: NT 51 hours Lecture
This course provides the intermediate level ESL student with structured opportunities to improve their oral communication. Emphasis is on effective and appropriate communication in many practical situations, as well as pronunciation and listening comprehension. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time. Pass/No Pass Only.

LEAD 235 - Advanced ESL I 4 Unit(s)
Prerequisite(s): Qualifying eligibility from the ESL Assessment (Level V) or Satisfactory Completion of LEAD 233 or LEAD 333
Co-requisite(s): LEAD 223 and LEAD 215 or LEAD 315 and LEAD 234 or LEAD 334 and LEAD 277
Transfer Status: NT 68 hours Lecture
This course focuses on further development of language skills: listening, pronunciation, and speaking skills are refined. Vocabulary and spelling are addressed. Reading skills are expanded from the literal to the critical. More complex grammatical structures and experience writing beyond the sentence level are stressed. Pass/No Pass Only.

LEAD 237 - Advanced ESL II 4 Unit(s)
Prerequisite(s): Qualifying eligibility on ESL Assessment (Level VI) or Satisfactory Completion of LEAD 235 or LEAD 335
Co-requisite(s): LEAD 225 and LEAD 215, LEAD 234 or LEAD 334 and LEAD 245
Transfer Status: NT 68 hours Lecture
This course provides non-native speakers of English with instruction and practice in writing, speaking, and reading skills at an advanced level. Strong emphasis is placed upon written communication, especially refining sentence structure and polishing the paragraph. Pass/No Pass Only.

LEAD 245 - Effective Speaking 3 Unit(s)
Prerequisite(s): LEAD 234 or LEAD 334 (For ESL Students)
Transfer Status: NT 51 hours Lecture
This course is designed to assist the student in achieving effective personal communication. Emphasis is given to self-improvement involving basic speech fundamentals. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated two times. Pass/No Pass Only.

LEAD 277 - Integrated Reading II/Writing I 6 Unit(s)
Prerequisite(s): Qualifying score on Reading and English assessment or satisfactory completion of LEAD 223 and LEAD 215 OR LEAD 315
Transfer Status: NT 102 hours Lecture
This course will improve the reading and writing abilities that a student needs to achieve academic, vocational, and/or personal goals. The course's integrated process approach provides the student ample opportunities to develop such reading strategies and skills as building background knowledge, increasing comprehension, and broadening vocabulary. This course will develop writing skills and strategies such as building fluency, developing organization, and improving sentence structure and mechanics. In addi tion, there will be an emphasis on critical thinking skills and study skills. Pass/No Pass Only.

LEAD 300A - Survival/Life Skills – Adult Education 0 Unit(s)
Transfer Status: NT 85 hours Lecture
This course is primarily a conversational approach to English. It offers practice in verbal communication with special emphasis on survival/life skills. It also provides an introduction to basic literacy skills. LEAD 300A and LEAD300B are offered during the fall and spring semesters respectively. Unlimited repeats. Satisfactory/Unsatisfactory Only. Open Entry/ Open Exit.

LEAD 300B - Survival/Life Skills – Adult Education 0 Unit(s)
Transfer Status: NT 85 hours Lecture
This course is primarily a conversational approach to English. It offers practice in verbal communication with special emphasis on survival/life skills. It also provides an introduction to basic literacy skills. LEAD 300A and LEAD 300B are offered during the fall and spring semesters respec tively. Unlimited repeats. Satisfactory/Unsatisfactory Only. Open Entry/ Open Exit.

LEAD 300C - Survival/Life Skills – Adult Education 0 Unit(s)
Transfer Status: NT 85 hours Lecture
This course is primarily a conversational approach to English. It offers practice in verbal communication with special emphasis on survival/life skills. Basic literacy skills are also integrated into the curriculum, specially to reinforce spoken English. It is offered on a short-term basis such as summer session. Unlimited repeats. Satisfactory/Unsatisfactory Only. Open Entry/Open Exit.

LEAD 315 - Foundations of Writing 0 Unit(s)
Prerequisite(s): Satisfactory Completion of LEAD 221 or qualifying English, Reading or ESL Assessment
Transfer Status: NT 68 hours Lecture
This course is designed to build students' basic literacy skills. Reading, writing, spelling, and vocabulary skills necessary for basic self-expression are emphasized. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated two times. Satisfactory/ Unsatisfactory Only.

LEAD 321 - Basic Literacy 0 Unit(s)
Prerequisite(s): Qualifying eligibility from the Reading (Level Intro) or ESL Assessment (Level III)
Transfer Status: NT 68 - 102 hours Lecture
This course improves the student's basic reading and writing abilities so he/she can better function in society and as a student. Instruction will rely heavily on the student's existing knowledge of language and will stress the integration of reading, writing, listening and speaking skills. Since skills/ proficiencies are enhanced by supervised repetition and practice, this course may be repeated two times. Satisfactory/Unsatisfactory Only.

LEAD 330A - (ESL)Beginning ESL I – Adult Education 0 Unit(s)

Prerequisite(s): Qualifying eligibility from the ESL Assessment (Level I)
Co-requisite(s): LEAD 330B
Transfer Status: NT 51 hours Lecture
This is the first of two preparatory courses that readies the student for intermediate ESL. It reinforces and expands upon the literacy skills and general topics covered in LEAD 300. It engages students in collaborative activities that integrate reading, writing, listening, and speaking. Basic grammatical structures and vocabulary are taught in context. Unlimited repeats. Satisfactory/Unsatisfactory Only.

LEAD 330B - Beginning ESL I- Adult Education 0 Unit(s)

Co-requisite(s): LEAD 330A
Transfer Status: NT 51 hours Lecture
This course functions as an adjunct to LEAD 330A, providing further practice of the skills introduced in the first course. It engages students in collaborative activities that integrate reading, writing, listening, and speaking. Basic grammatical structures and vocabulary are practiced in context. Unlimited repeats. Satisfactory/Unsatisfactory Only.

LEAD 331A - Beginning ESL II – Adult Education 0 Unit(s)

Prerequisite(s): Qualifying eligibility from the ESL assessment (Level II) , LEAD 230A or LEAD 330A
Co-requisite(s): LEAD 331B
Transfer Status: NT 51 hours Lecture
This is the second of two preparatory courses that prepare students for the intermediate level. It continues to reinforce and expand literacy skills and general topics taught in LEAD 300 and 230/330 A/B. It provides collaborative activities that integrate reading, writing, speaking, and listening. Basic grammar and vocabulary are introduced in context. Unlimited repeats. Satisfactory/Unsatisfactory Only.

LEAD 331B - Beginning ESL II – Adult Education 0 Unit(s)

Co-requisite(s): LEAD 331A
Transfer Status: NT 51 hours Lecture
This course functions as an adjunct to LEAD 331A, providing further practice of the skills introduced in the first course. It continues to engage students in collaborative activities that integrate reading, writing, speaking, and listening. Basic grammar and vocabulary are introduced in context. Unlimited repeats. Satisfactory/Unsatisfactory Only.

LEAD 332 - (ESL)Intermediate ESL I – Adult Education 0 Unit(s)

Prerequisite(s): Qualifying eligibility from the ESL Assessment (Level III) or satisfactory completion of LEAD 231A and LEAD 231B or LEAD 331A and LEAD 331B
Co-requisite(s): LEAD 221 and LEAD 234 or LEAD 334
Transfer Status: NT 68 hours Lecture
This is the first of two courses designed for intermediate English language learners. It integrates reading, writing, speaking and listening activities and introduces intermediate level grammar structures in context. Unlimited repeats. Satisfactory/Unsatisfactory Only.

LEAD 333 - (ESL)Intermediate ESL II – Adult Education 0 Unit(s)

Prerequisite(s): Qualifying eligibility from the ESL Assessment (Level IV) or satisfactory completion of LEAD 232 or LEAD 332
Co-requisite(s): LEAD 221, LEAD 234, LEAD 334
Transfer Status: NT 68 hours Lecture
This is the second of two courses designed for intermediate English language learners. It integrates reading, writing, speaking and listening activities and introduces intermediate level grammar structures in context. Unlimited repeats. Satisfactory/Unsatisfactory Only.

LEAD 334 - Effective Speaking for ESL Students – Adult Education 0 Unit(s)

Transfer Status: NT 51 hours Lecture
This course is designed to assist the student in achieving effective personal communication. Emphasis is given to effective and appropriate communication in practical situations, as well as pronunciation and listening comprehension. Unlimited repeats. Satisfactory/Unsatisfactory Only.

LEAD 335 - (ESL)Advanced ESL I – Adult Education 0 Unit(s)

Prerequisite(s): Qualifying eligibility from the ESL Assessment (Level V) or satisfactory completion of LEAD 233 or LEAD 333
Co-requisite(s): LEAD 223, LEAD 234, LEAD 334, LEAD 245, LEAD 315
Transfer Status: NT 68 hours Lecture
This course focuses on further development of language skills: listening, pronunciation, and speaking skills are refined. Vocabulary and spelling are addressed. Reading skills are expanded from the literal to the critical. More complex grammatical structures and experience writing beyond the sentence level are stressed. Unlimited repeats. Satisfactory/Unsatisfactory Only.

LEAD 352A - ESL Workforce Training – Adult Education 0 Unit(s)

Transfer Status: NT 24 - 340 hours Lecture
This course is an intensive language acquisition course that prepares non native speakers of English to enter the work force. The focus is on building communication skills necessary to succeed at entry level positions in a variety of jobs. This course is designed to meet state and county requirements for the CalWORKs program. Unlimited repeats. Open Entry/Open Exit.

LEAD 352B - ESL WorkForce Training Lab 0 Unit(s)

Prerequisite(s): ESL Level III or satisfactory completion of LEAD 231A, LEAD 331A and LEAD 231B, LEAD 331B
Co-requisite(s): LEAD 352A
Transfer Status: NT 160 hours Lab
This course is the lab component of LEAD 352A. It is an intensive work experience for non-native speakers of English. It provides students with direct experience in various work environments, including but not limited to the following: food service, shipping and receiving, child care, grounds and waste management. This on-the-job experience is integrated with language instruction, provided by the co-requisite 352A. This course is designed to meet state and county requirements for the CalWORKs program. Upon entering this course, students should meet the exit criteria for LEAD 231/331A and 231/331B as outlined in the LEAD Exit Criteria Handbook. Unlimited repeats. Satisfactory/Unsatisfactory Only. Open Entry/Open Exit.

LEAD 360 - Family Literacy - Adult Education 0 Unit(s)

Transfer Status: NT 20 - 480 hours Lecture
This course strengthens parents' literacy abilities while providing them with opportunities to transfer literacy skills to their children. Emphasis is on reading children's literature; learning study skills techniques for parents and children; providing strategies to increase communication between parents and schools; exploring and addressing barriers parents and children face in their education. Unlimited repeats. Satisfactory/Unsatisfactory Only. Open Entry/Open Exit.

Library and Information Science (LIS)

LIS 11 - Research Strategies 1 Unit(s)
Transfer Status: CSU 17 hours Lecture
This is an information competency course for students wishing to improve their information research skills. Students will learn how to do research for a term paper, how to search effectively library online catalogs, electronic databases and the World Wide Web. The course will help students develop their abilities to locate, interpret, analyze, synthesize, evaluate and communicate information and to use information effectively.

LIS 126 - Basic Information Fluency and Research Skills 0.5 - 2 Unit(s)
Transfer Status: NT 8 - 34 hours Lecture
This course introduces students to recognizing and using a variety of information resources and formats for research and lifelong learning. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated to a maximum of 2 units. Pass/No Pass Only. Open Entry/Open Exit.

Life Management (LM)

LM 40 - Life Management 3 Unit(s)
Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU 51 hours Lecture
This course applies psychological, physiological and social principles to achieving personal success in college, relationships, the world of work and life. Explore how life management strategies positively impact management of one's goals, time, finances, stress and personal wellness. Discover strategies for lifelong learning by identifying one's learning style, personality types, values, attitudes, skills and motivation.

Mathematics (MATH)

MATH 4 - Concepts in Mathematics for Teachers I 3 Unit(s)
Prerequisite(s): MATH 124 or qualifying eligibility from the Algebra II Assessment
Recommended Prep: Reading Level IV
Transfer Status: CSU 51 hours Lecture
This course is designed to cover mathematical topics needed for elementary school teaching with a focus on reasoning, problem solving and communication. The topics include structure of the real number system, sets, numeration systems, computation algorithms, problem-solving strategies, and elementary number theory. Meets requirements for elementary school teacher certification. Calculators with algorithmic functions required.

MATH 5 - Concepts in Mathematics for Teachers II 4 Unit(s)
Prerequisite(s): MATH 4
Recommended Prep: Reading Level IV
Transfer Status: CSU/UC 68 hours Lecture
This course is designed for further mastering of mathematical topics needed for elementary school teaching with a focus on reasoning, problem solving and communication. The topics include elementary statistics and probability, two- and three-dimensional geometry, measurement, coordinate geometry and graphing, and the geometry software LOGO. Meets requirements for elementary school teacher certification. Calculators with algorithmic functions required.

MATH/PHIL 7 - Formal Logic and Writing 3 Unit(s)
Prerequisite(s): ENGL 2
Recommended Prep: Reading Level V
Transfer Status: CSU/UC 51 hours Lecture
This course is designed to achieve an understanding of the relationship of language to logic, which should lead to the ability to analyze, criticize, and advocate ideas and to reason inductively and deductively. Skills will be developed through writing as well as the formal symbolic representation of arguments.

MATH 11 - Nature of Mathematics 3 Unit(s)
Prerequisite(s): Qualifying eligibility from the Algebra II Assessment or MATH 124
Recommended Prep: Reading Level IV
Transfer Status: CSU 51 hours Lecture
This course is designed as a survey of mathematical concepts in a variety of areas. The topics include probability, statistics, set theory, measurements, geometry, and business finance. Calculators with logarithmic functions required.

MATH 12 - Mathematics for Business Decisions (Finite Mathematics) 3 Unit(s)
Prerequisite(s): Qualifying eligibility from the Algebra II Assessment or MATH 124
Recommended Prep: Reading Level IV
Transfer Status: CSU/UC 51 hours Lecture
This course is designed to cover mathematics applicable to business. The topics include systems of equations, matrix algebra, linear programming, sets, probability and statistics.

MATH 13 - Survey of Calculus 4 Unit(s)
Prerequisite(s): Qualifying eligibility from the Algebra II Assessment or MATH 124
Recommended Prep: Two years high-school algebra and Reading Level IV
Transfer Status: CSU/UC 68 hours Lecture
This course is designed to cover fundamental concepts in calculus and its applications. The topics include functions, limits, optimization, curve sketching, differentiation, and integration. Graphing calculators are required; instruction is given. This course is offered only once each academic year.

MATH 18 - Introduction to Statistics 3 Unit(s)
Prerequisite(s): MATH 124 or Qualifying eligibility from Algebra II Assessment
Recommended Prep: Two years of high school algebra and Reading Level IV
Transfer Status: CSU/UC 51 hours Lecture
This course is designed to introduce modern methods of descriptive and inferential statistics. The topics include descriptive statistics, probability, probability distributions, the Central limit theorem, confidence intervals, hypothesis testing, linear regression, and correlation. Illustrations are taken from the fields of business, economics, education, biology, and psychology. A graphing calculator is required (to include statistics functions); instruction is given.

MATH 19 - Statistics for Business 4 Unit(s)
Prerequisite(s): MATH 12 (or concurrent enrollment) or MATH 18
Transfer Status: CSU/UC 68 hours Lecture
This course is designed to cover advanced concepts in statistics. The topics include descriptive statistics, sampling theory, statistical inference and tests of hypotheses, analysis of variance, chi-square tests, simple regression and correlation, multiple regression and correlation. Graphing calculator required (to include statistics functions); instruction is given.

MATH 20 - Trigonometry 3 Unit(s)
Prerequisite(s): MATH 124 or qualifying eligibility from the Algebra II Assessment
Recommended Prep: Two years of high school algebra and Reading Level IV
Transfer Status: CSU 51 hours Lecture
This course is designed to cover theory and applications of trigonometry. The topics include definitions of circular and trigonometric functions, graphs, identities, equations, solutions of right and oblique triangles, vectors, polar coordinates and complex numbers. Graphing calculators are required (instruction is given).

MATH 26 - College Algebra 4 Unit(s)

Prerequisite(s): MATH 124 or qualifying eligibility from the Algebra II Assessment
Recommended Prep: Two years high school algebra and Reading Level IV
Transfer Status: CSU/UC 68 hours Lecture
This course is designed to cover advanced concepts in algebra. The topics include functions, conics, theory and solution of equations and inequalities, systems of equations, exponential and logarithmic functions, polynomial and rational functions, binomial expansion and partial fractions. Algebra beyond the intermediate level (MATH 124) is covered. The course is specifically designed for preparation for Calculus (MATH 30). Graphing calculators are required (instruction is given).

MATH 30 - Analytic Geometry and Calculus I 5 Unit(s)

Prerequisite(s): MATH 20 and MATH 26 or college-level pre-calculus course.
Recommended Prep: Four years of high school college- preparatory Mathematics and Reading Level IV
Transfer Status: CSU/UC 85 hours Lecture
This course is designed to cover concepts in calculus. The topics include elements of analytic geometry, derivatives, limits and continuity, differ entiation, and integral calculus. Graphing calculator is required.

MATH 31 - Analytic Geometry and Calculus II 4 Unit(s)

Prerequisite(s): MATH 30
Recommended Prep: Reading Level IV
Transfer Status: CSU/UC 68 hours Lecture
This course is designed to continue coverage of concepts in calculus introduced in Math 30. The topics include applications and techniques of integration, L'Hopital's rule, infinite series, conic sections, parametric equations, polar coordinates. Graphing calculator is required. Assignments using a symbolic math program will be given. For students who have no knowledge of or access to a symbolic math program (such as MAPLE, Mathematica, Derive, or the TI-89,) the mathematics department offers instruction in MAPLE (MATH 31A), which may be taken concurrently with MATH 31.

MATH 31A - Calculus with MAPLE 1 Unit(s)

Prerequisite(s): MATH 30 and Limits, Derivatives, Integrals, Knowledge of graphs
Recommended Prep: Reading Level IV
Transfer Status: CSU/UC 9 hours Lecture/18 hours Lab
This course is designed to introduce a student to the IBM PC and the MAPLE Symbolic Math Package. This program will be used in a variety of situations, including problem solving, calculus investigations, and "real life" calculus problems.

MATH 32 - Analytic Geometry and Calculus III 4 Unit(s)

Prerequisite(s): MATH 31
Transfer Status: CSU/UC 68 hours Lecture
This course is designed as a continuation of MATH 31. The topics include elements of solid analytic geometry, vectors and vector functions in three-space, partial derivatives, multiple integrals, vector analysis, and applications. Graphing calculator required.

MATH 40 - Differential Equations 4 Unit(s)

Prerequisite(s): MATH 32
Transfer Status: CSU/UC 68 hours Lecture
This course is designed to introduce the methods of solutions of differential equations with applications. The topics include Laplace transforms, series solutions, and differential operators. Graphing calculator required.

MATH 42 - Linear Algebra 3 Unit(s)

Prerequisite(s): MATH 31 (or concurrent enrollment)
Transfer Status: CSU/UC 51 hours Lecture
This course is designed to cover theory and applications of linear algebra. The topics include matrix algebra, vector spaces, determinants, linear transformations and matrices, inner products and orthogonality, eigenvalues and eigenvectors and applications of linear algebra to physics, engineering, economics, business and social sciences. Graphing calculator with row reduction capabilities required. This course is offered only in spring.

MATH 44 - Discrete Mathematics 3 Unit(s)

Prerequisite(s): MATH 30
Transfer Status: CSU/UC 51 hours Lecture
This course is designed to cover discrete structures and applications in computer science. The topics include proofs, particularly induction, introduction to propositional logic, logic circuit design, combinatorics, recursion and solution of recurrence relations, analysis of algorithms, graph theory and trees, and finite state machines.

MATH 95 - Special Studies-MATH See page 242

MATH 100 - Math Without Fear 1 Unit(s)

Recommended Prep: Reading Level III
Transfer Status: NT 17 hours Lecture
This course is designed to explore the connections between anxiety and a student's ability to do math. The topics include managing anxiety and mathematical myths, positive thinking and relaxation techniques, learning styles, time management, math study skills, test taking strategies. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time. Pass/No Pass Only.

MATH 108 - Beginning Algebra 4 Unit(s)

Prerequisite(s): Qualifying eligibility from the Basic Math Assessment Level III or MATH 217
Recommended Prep: Reading Level IV
Transfer Status: NT 68 hours Lecture
This course is designed to cover fundamental algebraic concepts and operations. The topics include fractions, exponents, radicals, linear and quadratic equations. Credit limited to students without prior credit for higher-level college mathematics.

MATH 108A - Beginning Algebra I 3 Unit(s)

Prerequisite(s): Qualifying eligibility from the Basic Math Assessment Level III or MATH 217
Recommended Prep: Reading Level IV
Transfer Status: NT 51 hours Lecture
This course is designed to cover fundamental algebraic concepts and operations. The topics include operations and properties of real numbers, linear equations and inequalities, graphing, and exponents. Credit limited to students without prior credit for higher-level college mathematics. Both MATH 108A and MATH 108B must be completed with a grade of "C" or better to satisfy the MATH 108 requirement.

MATH 108B - Beginning Algebra II 3 Unit(s)

Prerequisite(s): MATH 108A
Recommended Prep: Reading Level IV
Transfer Status: NT 51 hours Lecture
This course is designed to cover fundamental algebraic concepts and operations. The topics include exponents and polynomials, rational expressions and radicals, linear and quadratic equations. Credit limited to students without prior credit for higher-level college mathematics. Both MATH 108A and MATH 108B must be completed with a grade of "C" or better to satisfy the MATH 108 requirement.

MATH 110 - Geometry 3 Unit(s)

Prerequisite(s): Qualifying eligibility from the Algebra I Assessment Level IV or MATH 108
Recommended Prep: Reading Level IV
Transfer Status: NT 51 hours Lecture
This course is designed to cover selected topics in geometry .The topics include congruence, similarity, parallelism, proofs, constructions, and the area and volume of two and three dimensional figures and introduction to right triangle trigonometry. Scientific calculator is required.

MATH 124 - Intermediate Algebra 5 Unit(s)

Prerequisite(s): Qualifying eligibility from the Algebra I Assessment Level IV or MATH 108
Recommended Prep: Reading Level IV
Transfer Status: NT 85 hours Lecture
This course is designed as an intensive study of algebraic concepts, operations, and their applications. The topics include polynomials, rational equations, exponents, first-and-second-degree equations and inequalities, functions, complex numbers, and logarithms. Calculators with logarithmic functions required.

MATH 214 - Arithmetic of Whole Numbers 3 Unit(s)

Prerequisite(s): A score of 0 - 18 on the Basic Math Assessment (Level Intro)
Recommended Prep: Reading Level II
Transfer Status: NT 51 hours Lecture
This course is designed to develop skills in arithmetic of whole numbers. The topics include four fundamental operations on whole numbers, prime factoring, exponents, estimation, and increased speed in mental arithmetic. Pass/No Pass Only.

MATH 216 - Basic Math 3 Unit(s)

Prerequisite(s): MATH 214 or qualifying eligibility from the Basic Math Assessment Level I
Recommended Prep: Reading Level II
Transfer Status: NT 51 hours Lecture
This course is designed to review operations of whole numbers and to develop concept and computational skills with fractions, decimals, percents, prime factoring, exponents, limited use of calculators, measurement, area, perimeter, and basic statistics. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

MATH 217 - Pre-Algebra 4 Unit(s)

Prerequisite(s): MATH 216 or qualifying score on the Basic Math Assessment Level II
Recommended Prep: Reading Level III
Transfer Status: NT 68 hours Lecture
This course is designed to introduce elements of algebra and reinforce skills needed for operations with real numbers. The topics include fractions, decimals, ratios, proportions, percents, signed numbers, graphs, exponents, square roots, algebraic expressions and equations, applications, and measurements. There is limited use of the calculator. A computer component may be part of this course as computers are available.

Multicultural Studies (MCS)

MCS 32 - The African American 3 Unit(s)

Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU/UC 51 hours Lecture
The sociological and political assessment of blacks as they relate to various institutions in American Society. This course will survey the conditions of African Americans in America today and their attempt to deal with modern society. American black leaders in the Western hemisphere will be discussed and compared.

MCS/ANTH 34 - Native Americans Today 3 Unit(s)

Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU/UC 51 hours Lecture
This course is a survey of contemporary issues associated with Native American culture process. The course will focus on economic, political, health, and identity issues as these reflect changes in sociocultural dynamics for Native American populations, from roughly the 1890s through to the present. In addition, the course will focus on legal strategies and activists responses taken by various Native American groups as a function of cultural adaptation to the Euroamerican westward expansion and subsequent domination of North America.

MCS 36 - The Chicano American 3 Unit(s)

Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU/UC 51 hours Lecture
A multi-disciplinary exploration of the cultural and social milieu of Mexican-American people in the United States. Students will trace the development of a definition and rationale for Chicanismo through a critical and comparative examination. Areas that will be looked at will include economics, family and religion, social and political behavior, health, education and prejudice. Also included in this examination will be a specific look at the Chicano movement, its goals, methods, and people.

MCS 38 - The Asian American 3 Unit(s)

Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU/UC 51 hours Lecture
The Asian American begins with a presentation of the varied aspects of multicultural study followed by a general overview of Asia; geography, Confucianism, Taoism, and Buddhism. The bulk of the course covers the history of Asians in the United States with specifics on immigration, adaptation, struggles, contributions and the dynamics of the contemporary scene.

MCS 50 - Introduction to Latin American Studies 3 Unit(s)

Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU/UC 51 hours Lecture
This course provides the student with a general overview of the politics, history, geography, ethnic diversity, literature and culture of Latin America. Meets CSUC's non-western studies requirement.

MCS 95 - Special Studies-MCS **See page 242**

Machine Shop (MS)

MS 52 - Beginning Machine Shop 4 Unit(s)

Recommended Prep: Reading Level IV; English Level III; Math Level III
Transfer Status: CSU 34 hours Lecture/102 hours Lab
Basic machine tool operations with emphasis on the metal turning lathe, drill press, milling machines, care of equipment and safety. The student will be required to demonstrate correct procedures in the use of hand tools as well as power tools. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

MS 53 - Advanced Machine Shop 4 Unit(s)

Prerequisite(s): MS 52
Recommended Prep: Reading Level IV; English Level III; Math Level IV
Transfer Status: CSU 34 hours Lecture/102 hours Lab
A continuation of MS 52. The operation of the metal lathe and mill are explored in depth. Machine maintenance, hazardous machine shop materials, tooling, wood holding devices, inspection, characteristics of materials, heat treating, surface grinding, finishing, and non-traditional machining are also covered. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

MS 110 - Machine Shop Practices 0.5 - 5 Unit(s)

Prerequisite(s): MS 52
Transfer Status: NT 25.5 - 255 hours Lab
This is a supervised lab experience for those wishing to expand their machining skills and gain operation time on machine tools that experience impacted usage during other regularly scheduled class times. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times. Pass/No Pass Only. Open Entry/Open Exit.

MS 252 - Beginning Machine Shop 4 Unit(s)

Transfer Status: NT 34 hours Lecture/102 hours Lab
Basic machine tool operations with emphasis on metal turning lathe, drill press, milling machines, care of equipment and safety. The student will be required to demonstrate correct procedures in the use of the hand tools as well as power tools. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

Multimedia Studies Program (MSP)

MSP 1 - Multimedia Careers 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 51 hours Lecture
This multidisciplinary course is required for students enrolled in the Multimedia Studies Program. It introduces the fundamental concepts and skills needed to pursue a multimedia career, and is taken during the first semester of enrollment in the program. The course develops a strong foundation for more specialized course work in Graphic Design for Print and Digital Media, Digital Video and Audio, Digital Photography, Two-and Three-Dimensional Modeling and Animation, and Multimedia Authoring.

MSP/ART 5 - Introduction to Interactive Web Design and Authoring 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course is an introduction to developing interactive content for publishing in the World Wide Web using object-oriented software. Students will survey online content and gain an understanding of effective design principles for online publishing. Students will learn how to produce interactive content using a variety of programs to create and process text, sound, graphics and video. As a final project, students will produce an interactive Website authored with Macromedia Dreamweaver. Materials fee required and subject to change. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

MSP/ART 10 - Digital Video Design and Production 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This class teaches students how to use a computer and Final Cut Pro to create video sequences. Students will use computers to apply the basic concepts of video editing as used in TV, film, computer games, animation, internet design and other image based media. Materials fees are required and subject to change. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

MSP/ART 12 - Two Dimensional Animation 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course teaches the basics of two dimensional animation including storyboards, drawing extremes and in-betweens, defining motion paths, creating illusion of depth, basic Actionscripting for animation, use of type in animated sequences, and other animation techniques. Materials fee required and subject to change. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

MSP/PHO 18 - Introduction to Digital Photography 3 Unit(s)

Recommended Prep: Reading Level IV; English Level IV; Math Level III
Transfer Status: CSU/UC 34 hours Lecture/51 hours Lab
Introduction of the fundamental concepts and skills necessary to create, edit, store, and manipulate photographic images electronically. Units on digital photography, desktop scanners, Macintosh computers, image editing software, print making, and film recorders. Lecture topics will cover the history and development of electronic still photography as a cluster technology and its impact on photographic arts and society. Focus on personal exploration of this technology as a creative medium for visual expression with emphasis on contemporary issues in digital imaging. Materials fee required and subject to change. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

MSP/PHO 19 - Intermediate Digital Color Photography 3 Unit(s)

Prerequisite(s): MSP 18 or PHO 18
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course continues examination of the concepts and techniques necessary to create, edit and store color photographic images using digital technology. The course will include units on digital color theory, color image recording, personal computers, color, image-editing, software, color printing options and digital image storage using CD-ROM. Demonstration topics will include present techniques being used in industry and by fine artists. The course will focus on personal exploration of this technology as a creative medium for visual expression with emphasis on alternative display methods for presenting color photographic images. Materials fees are required and subject to change. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

MSP/RTVF 30 - Digital Audio Production 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 51 hours Lecture
The basic techniques of digital audio production are emphasized. Experience will be gained in the use of digital audio equipment in the development and production of materials for broadcast.

MSP/RTVF 40 - Digital Video Production 3 Unit(s)

Transfer Status: CSU 51 hours Lecture
Students will learn camcorder production and editing techniques, including videography, editing, graphics, etc. This course includes hands-on experience with digital video camcorders and video editing.

MSP/CSCI/ART 45 - 3-D Computer Modeling and Animation I 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course introduces students to the use of beginning, intermediate and advanced software techniques to create and animate three-dimensional environments and objects. Due to constantly changing software and plug-ins for 3D programs, basic to advanced levels of learning are covered in-depth each time the student repeats the class. Students will learn to create photo-realistic models and scenes enhanced by lighting, shadows, reflec tion, and textures, and will learn to produce camera fly-throughs and basic character animation sequences. Materials fee required and subject to change. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

MSP/RTVF 55 - Remote Music Video Production 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III; Math Level I
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course provides students with training and hands-on experience in planning and producing live video coverage of musical performances.

MSP 66(A-Z) - Selected Topics in Graphic Design 0.5 - 3 Unit(s)

Transfer Status: CSU 8.5 - 51 hours Lecture/25.5 - 153 hours Lab
This course is designed to provide a venue whereby specific, yet vital, areas of graphic design may be offered and explored on an occasional, rotating, and flexible basis. The topics may concern both traditional and contemporary issues, technical material, as well as aesthetic and theoretical considerations. The function of a course of this nature is to evolve with the changing needs of the design program and the college. Materials fees are required and subject to change. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.
MSP 66A - Super Graphics: Digital Murals 1.5 Unit(s)

MSP 67 - Designing for the Music Industry 3 Unit(s)

Transfer Status: CSU 34 hours Lecture/51 hours Lab

This course develops skills in designing and producing artwork for music and promotional items, such as album/CD covers, posters, stickers and tee shirts, Web sites and full identities. The course will include analysis of mediums, conceptualization of ideas, collaboration, Photoshop, Illustrator, Dreamweaver, reproduction and print and online production techniques. The class will work with specific communities through which they develop their ability to identify the nature of audience and how to create works that communicate to diverse audiences. This involves in-depth research and the collection of relevant archival and current materials as well as creation of original images.

MSP 68 - T-Shirt Design and Promotion 3 Unit(s)

Transfer Status: CSU 34 hours Lecture/51 hours Lab

This course will allow students to develop digital art, illustration and graphic design projects that will be transferred to t-shirts, mugs and other promotional items. The course will include analysis of mediums, conceptualization of ideas, collaboration, Photoshop, Illustrator, reproduction and production techniques. The class will work with specific communities through which they develop their ability to identify the nature of audience and how to create works that communicate to diverse audiences. This involves in-depth research and the collection of relevant archival and current materials as well as creation of original images.

MSP/CSCI/ART 74 - Introduction to Multimedia Production3 Unit(s)

Recommended Prep: Reading Level IV; English Level IV; Math Level I

Transfer Status: CSU 34 hours Lecture/51 hours Lab

This course is designed to assist students in developing skills and techniques to produce computer generated multimedia presentations. Areas of study will include: the development of multimedia projects and the study of multimedia tools, including the selection of hardware, use of text, photography, graphics, animation, QuickTime video and sound. Materials fee required and subject to change.

MSP/ART/CSCI 75 - Intermediate Multimedia 3 Unit(s)

Prerequisite(s): MSP 74, ART 74 or CSCI 74

Recommended Prep: Reading Level IV; English Level III

Transfer Status: CSU 34 hours Lecture/51 hours Lab

This course is designed to assist students in further developing skills and techniques to produce computer generated multimedia presentations. Areas of study will include: the development of multimedia projects and study of multimedia projects and the study of multimedia tools, including the selection of hardware, use of text, photography, graphics, animation, 3-D modeling, QuickTime video and sound. Materials fee required and subject to change. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

MSP/ART/CSCI 96 - Introduction to Computer Graphics 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III

Transfer Status: CSU 34 hours Lecture/51 hours Lab

This course assists students in developing skills and techniques to produce computer generated graphics. Areas of study will include: the basics of computer drawing, how to add text to graphics, transforming graphics into new forms, plus advanced modification and transformation techniques. Materials fees are required and subject to change. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

Music (MUS)

MUS 1 - Music Appreciation 3 Unit(s)

Recommended Prep: Reading Level III; English Level II

Transfer Status: CSU/UC 51 hours Lecture

This course is a study of music of the western culture from antiquity to the present for enjoyment and understanding through informed listening, analysis, evaluation, and discernment of musical elements, forms, styles, and repertoire.

MUS 2 - Music Theory I 3 Unit(s)

Recommended Prep: Reading Level III; English Level II

Transfer Status: CSU/UC 51 hours Lecture

Music Theory I is a General Education course in the basic fundamentals of music. Included in the course is the study of basic music fundamentals, notation, melody, rhythm, major scales, minor scales, key signatures, intervals, modes and triad/chord construction.

MUS 4 - Music Theory II 3 Unit(s)

Prerequisite(s): MUS 2

Recommended Prep: Reading Level III; English Level II

Transfer Status: CSU/UC 51 hours Lecture

Music Theory II course is an intensive study of diatonic harmony in major and minor keys, primary and secondary triads and their inversions, the dominant seventh chord and its inversions, and non-harmonic tones. The course includes notating for voice, piano and other instruments; cadences, phrases, periods, two and three-part song form, and musical analysis of compositions from all style periods.

MUS 5 - American Popular Music from 1840 to the Present 3 Unit(s)

Recommended Prep: Reading Level IV; English Level IV

Transfer Status: CSU/UC 51 hours Lecture

This course will examine the development of Popular Music in America, from its African and European origins to the multitude of styles that exist today. Emphasis is on the historical and social factors that shaped this unique body of music. Through use of lecture, sound recordings, video and reading, students will develop a new awareness of the musical elements and stylistic continuity present in pop music.

MUS 6 - Women and Music 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III

Transfer Status: CSU/UC 51 hours Lecture

Women and Music is a survey of women's contributions in the development of music. Women's important presence in our musical past has been largely overlooked in music history books. Students will explore why women have been historically overlooked and the contributions they have made. Course content includes women's contribution to music history as composers, performers, poets, patrons, promoters, and publishers. Students will explore women's role performing and composing popular and global musical styles.

MUS 7 - Jazz Appreciation 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III

Transfer Status: CSU/UC 51 hours Lecture

This course is the study of jazz from its African origins to the various forms in which it exists today. Emphasis is on historical and socio-economic factors in the development of jazz. The course includes a stylistic analysis of jazz and its musical elements in order to develop musical awareness.

MUS 9 - World Music 3 Unit(s)

Recommended Prep: Reading Level IV; English Level IV

Transfer Status: CSU/UC 51 hours Lecture

This course is an introduction to the music of non-Western cultures. The course examines a number of cultures including representative examples drawn from the traditions of Africa, Southeastern Europe, Asia, and Latin American. Classical, folk and popular idioms are explored with emphasis on how the various cultures of each influence the creation and performance of music.

MUS 10 - Jazz Ensemble 1.5 Unit(s)

Recommended Prep: Reading Level III; English Level II
Transfer Status: CSU/UC 17 hours Lecture/34 hours Lab
Reading, preparation, and performance of contemporary American music arranged to dance band and jazz ensembles. Opportunities are provided for students to arrange and compose music for the ensemble as well as conduct. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

MUS 12 - College Chorus 1.5 Unit(s)

Recommended Prep: Reading Level III; English Level II
Transfer Status: CSU/UC 17 hours Lecture/34 hours Lab
College Chorus is a performance course that is involved with the study, rehearsal, and performance of choral music of all periods. Improving the vocal techniques of each individual in the chorus is an individual goal, with the principle goal of the organization being the development of a refined choral ensemble. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times. Open Entry/Open Exit.

MUS 14 - Beginning Guitar 1.5 Unit(s)

Transfer Status: CSU/UC 17 hours Lecture/34 hours Lab
Music 14 is a course designed to provide student with basic guitar playing techniques including open chords, scales, strumming and finger picking styles. There will be lectures on tuning, standard musical notation and guitar tablature. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

MUS 16 - Intermediate Guitar 1.5 Unit(s)

Prerequisite(s): MUS 14
Transfer Status: CSU/UC 17 hours Lecture/34 hours Lab
This course covers the mechanical skills of Arpeggio and Travis pattern picking, and their combinations in solo technique. The course emphasizes movable and bar chords as alternatives to first position chords, reviews and reinforces theoretical concepts in chromatic, major, minor and blues scales. The course introduces concepts of harmony and chord instruction. The course introduces standard musical notation.

MUS 18 - Advanced Guitar 1.5 Unit(s)

Prerequisite(s): MUS 16
Transfer Status: CSU 17 hours Lecture/34 hours Lab
This course emphasizes increasing repertoire through developing skill in reading guitar music, and the performance/critique of that music. The course includes repertoire from several different idioms: folk, blues, ragtime, classical and jazz. The course explores chord structure and progression in depth. The course applies prerequisite and new theoretical concepts in song writing and arranging.

MUS 30 - Voice 1.5 Unit(s)

Transfer Status: CSU/UC 17 hours Lecture/34 hours Lab
Music 30 is a general course in the art of vocal production. The course consists of the basic fundamentals of singing; posture, respiration, phonation, articulation, and resonation together with the related anatomy of the vocal mechanism as an integral part of teacher training. The course includes an application of these principles in song. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

MUS 32 - Musical Comedy Workshop 1 - 3 Unit(s)

Prerequisite(s): MUS 30 or permission of instructor
Transfer Status: CSU/UC 11 - 34 hours Lecture/23 - 68 hours Lab
Musical Comedy Workshop is a class designed to give the student practical application of the vocal skills learned by performance opportunity and to develop the ability to interrelate with other performers in the related skills intrinsic to musical productions. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times. Open Entry/Open Exit.

MUS 40 - Beginning Piano 1.5 Unit(s)

Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU/UC 12.75 hours Lecture/38.25 hours Lab
This course is for both beginners and those wishing to renew their acquaintance with the piano. Emphasis is on fundamentals: Reading music, posture, hand position, fingering, rhythm, chord structure and progressions, and performance. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

MUS 42 - Intermediate Piano 1.5 Unit(s)

Prerequisite(s): MUS 40 or equivalent
Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU/UC 12.75 hours Lecture/38.25 hours Lab
This course is a continuation of Music 40 and is for those students wishing to improve the skills learned in that class or those students with some demonstrable keyboard experience. Emphasis remains on fundamentals, with the use of more advanced repertory and theory. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

MUS 44 - Advanced Piano 1.5 Unit(s)

Prerequisite(s): MUS 42 or equivalent
Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU/UC 12.75 hours Lecture/38.25 hours Lab
This course is a continuation of Music 42 and is for those students wishing to improve the skills learned in that class or those students with some demonstrable keyboard experience. Emphasis is on technique, theory, music reading, performance and practicing, utilizing more advanced repertoire. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

MUS 51 - Computer Literacy for Musicians 1.5 Unit(s)

Recommended Prep: Reading Level III; English Level II
Transfer Status: CSU 17 hours Lecture/34 hours Lab
This course is a study of the operation of microcomputers and basic practices for their use in general college classes and college computer music programs. Emphasis is placed on computer music applications including ear training, sequencing, notation, and sound design. This is not a MIDI class or one geared towards becoming an expert in music software applications. The course focuses on entry-level details in system and music file management, music document creation, and the practical applications used in the music field. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

MUS 95 - Special Studies-MUS See page 242

Natural Resources (NR)

NR 20 - Introduction to Forestry & Natural Resources 3 Unit(s)
Recommended Prep: Reading Level III; English Level II
Transfer Status: CSU/UC 51 hours Lecture
Study of forestry and natural resources, history, attitudes; the lumber industry, forest and natural resource legislation, forest resources, forest management and natural resource utilization. Public and private forestry and natural resource agencies and industries.

NR 26 - Environmental World 3 Unit(s)
Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU/UC 51 hours Lecture
An interdisciplinary approach to the study of the world environment and its peoples. Environmental issues will be studied for their historical, political, economic and social implications including various ethnic and cultural groups. This course will thoroughly explore all facets of the world environmental issues and thus provide a broad comprehensive objective treatment of this complex field. Graded only.

NR 28 - Environmental Management 3 Unit(s)
Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU/UC 51 hours Lecture
Students will acquire understanding about the ecological implications of human activities. A scientific study of natural resources, environmental quality, environmental perception and conservation will also be covered. Emphasis will be placed upon the human impact upon the physical environment and the need to conserve the earth's resources. NR majors will be required to take NR 29 laboratory.

NR 29 - Environmental Management Laboratory 1 Unit(s)
Prerequisite(s): NR 28 (or concurrent enrollment)
Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU/UC 51 hours Lab
The student will acquire understanding about the ecological implications of human activities. A scientific study of natural resources, environmental quality, environmental perception and conservation will also be covered. Emphasis will be placed upon the human impact upon the physical environment and the need to conserve the earth's resources.

NR 55 - Wildlife Management 3 Unit(s)
Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 51 hours Lecture
A study of wildlife management and skills needed to carry on wildlife production enterprises and the relationship between wildlife production and natural resource management. Majors will be required to take NR 56 laboratory.

NR 56 - Wildlife Management Laboratory 1 Unit(s)
Prerequisite(s): NR 55 (or concurrent enrollment)
Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 51 hours Lab
A laboratory study of wildlife management and techniques needed to carry on production enterprises and the relationship between wildlife and recreational natural resources management on our urban and wild lands.

NR 60 - Natural Resources Law 3 Unit(s)
Recommended Prep: Reading Level III; English Level II
Transfer Status: CSU 51 hours Lecture
An introduction to the various laws and regulations pertaining to the management and protection of California's natural resources. Emphasis is placed upon industrial impact and mitigation in the areas of logging, mining, urban and rural residential and commercial development, agricultural practices and waste disposal as it pertains to streams and lakes. Graded only.

NR 65 - Recreational Land Management 3 Unit(s)
Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 51 hours Lecture
A study of the types of recreational land management, laws, regulations and liabilities, skills and abilities needed in managing natural resource areas; as well as planning, maintaining and operating recreational land management facilities. Majors will be required to complete NR 66 laboratory.

NR 66 - Recreational Land Management Laboratory 1 Unit(s)
Prerequisite(s): NR 65 (or concurrent enrollment)
Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 51 hours Lab
A laboratory study of the types of recreational land management sites. The student will develop skills and abilities needed in managing natural resource areas; as well as planning, maintaining and operating recreational land management facilities.

Nursing (NSG)

NSG 18 - Fundamentals of Nursing 3 Unit(s)
Prerequisite(s): Admission to Vocational Nursing Program
Co-requisite(s): NSG 21, NSG 22, NSG 23, NSG 24 and NSG 28
Transfer Status: CSU 51 hours Lecture
This course focuses on the client-centered study of fundamental nursing concepts applicable to all clinical areas in vocational nursing. Materials fees required and subject to change. Graded only.

NSG 21 - Clinical Nursing I 7 Unit(s)
Prerequisite(s): Admission to Vocational Nursing Program
Co-requisite(s): NSG 18, NSG 22, NSG 23, NSG 24 and NSG 28
Transfer Status: CSU 357 hours Lab
Students apply fundamental nursing skills and provide client care for adults. The course provides the opportunity to apply didactic information from concurrent nursing courses to the clinical setting. Materials fees are required and subject to change. Pass/No Pass Only.

NSG 22 - Gerontology Nursing 1 Unit(s)
Prerequisite(s): Admission to Vocational Nursing Program
Co-requisite(s): NSG 18, NSG 21, NSG 23, NSG 24 and NSG 28
Transfer Status: CSU 17 hours Lecture
Older adults are major consumers of health care as the U.S. population ages. This unit introduces the vocational nursing student to the facts and myths of the older population, common conditions and diseases, assistive and restorative resources, and the elders response to illness and medication. Included in the unit is the normal physical/physiological and psychological aging process as well as information supportive of positive and healthy aging. Materials fees are required and subject to change. Graded only.

NSG 23 - Pharmacology Nursing 3 Unit(s)
Prerequisite(s): Admission to Vocational Nursing Program
Co-requisite(s): NSG 18, NSG 21, NSG 22, NSG 24 and NSG 28
Transfer Status: CSU 51 hours Lecture
This course is designed to assist students to develop understanding of applied pharmacology and major drug groups. Students will learn computation of drug dosages and safe and correct administration of medications. Emphasis will be placed on drug action, pharmacokinetics, adverse drug effects, side effects of drug therapy and nursing process related to drug groups. The course will be closely correlated to concurrent medical-surgical theory and clinical experiences. Materials fees are required and subject to change. Graded only.

NSG 24 - Musculoskeletal Nursing 1 Unit(s)

Prerequisite(s): Admission to Vocational Nursing Program
Co-requisite(s): NSG 18, NSG 21, NSG 22, NSG 23 and NSG 28
Transfer Status: CSU 17 hours Lecture
This course provides a foundation in the study of nursing process, basic physiology and pathophysiology related to adult clients experiencing disorders of the musculoskeletal system. Materials fees are required and subject to change. Graded only.

NSG 28 - Role Development 1 Unit(s)

Prerequisite(s): Admission to Vocational Nursing Program
Co-requisite(s): NSG 18, NSG 21, NSG 22, NSG 23 and NSG 24
Transfer Status: CSU 17 hours Lecture
Course content focuses on developing therapeutic communication skills in all aspects of nursing care. Nursing process as it applies to interpersonal communication with clients along with an introduction to personality development theory will be integrated throughout course content. Materials fees are required and subject to change. Graded only.

NSG 31 - Clinical Nursing II 7 Unit(s)

Prerequisite(s): NSG 18, NSG 21, NSG 22, NSG 23, NSG 24 and NSG 28
Co-requisite(s): NSG 32, NSG 35, NSG 36 and NSG 37
Transfer Status: CSU 357 hours Lab
Continuation of hospital clinical experience. Concentration of this unit is adult Medical-Surgical Nursing as related to concurrent nursing units. Materials fees are required and subject to change. Pass/No Pass Only.

NSG 32 - Perioperative Nursing and Client Education 2 Unit(s)

Prerequisite(s): NSG 18, NSG 21, NSG 22, NSG 23, NSG 24 and NSG 28
Co-requisite(s): NSG 31, NSG 35, NSG 36, NSG 37
Transfer Status: CSU 34 hours Lecture
This course provides a foundation in the study of nursing care related to clients in the preoperative, intraoperative and postoperative phases of surgical care. Included in this unit of study is focused cultural assessments, and development of client education skills. Materials fees are required and subject to change. Graded only.

NSG 35 - Cardiovascular and Respiratory Nursing 3 Unit(s)

Prerequisite(s): NSG 18, NSG 21, NSG 22, NSG 23, NSG 24 and NSG 28
Co-requisite(s): NSG 31, NSG 32, NSG 36 and NSG 37
Transfer Status: CSU 51 hours Lecture
Course content provides a foundation in the study of nursing process, basic physiology, and pathophysiology related to adult clients experiencing disorders of the respiratory, cardiovascular, and immune systems. Materials fees are required and subject to change. Graded only.

NSG 36 - Gastrointestinal and Renal/Urinary Nursing 2 Unit(s)

Prerequisite(s): NSG 18, NSG 21, NSG 22, NSG 23, NSG 24 and NSG 28
Co-requisite(s): NSG 31, NSG 32, NSG 35 and NSG 37
Transfer Status: CSU 34 hours Lecture
This course focuses on providing the student the opportunity to critically think and apply knowledge of the physiology and pathophysiology of the gastrointestinal and renal/urinary systems to related disorders of these systems, and the nursing care of clients with GI/GU disorders. An emphasis will be placed upon the client, family care, and teaching that addresses the biophysical, psychosocial, cultural and rehabilitation needs of the adult client. Materials fees are required and subject to change. Graded only.

NSG 37 - Metabolic Disorders 2 Unit(s)

Prerequisite(s): NSG 18, NSG 21, NSG 22, NSG 23, NSG 24 and NSG 28
Co-requisite(s): NSG 31, NSG 32, NSG 35 and NSG 36
Transfer Status: CSU 34 hours Lecture
Course content provides a foundation in the study of nursing process, basic physiology, pathophysiology, and medical care related to clients experiencing disorders of the endocrine system. Materials fees are required and subject to change. Graded only.

NSG 41 - Clinical Nursing III 7 Unit(s)

Prerequisite(s): NSG 31, NSG 32, NSG 35, NSG 36 and NSG 37
Co-requisite(s): NSG 42, NSG 43, NSG 44, NSG 47 and NSG 49
Transfer Status: CSU 357 hours Lab
Continuation of hospital clinical experience. The course provides the opportunity to apply didactic information from current nursing courses to the clinical setting. Materials fees are required and subject to change. Pass/No Pass Only.

NSG 42 - Maternal Child Nursing 2 Unit(s)

Prerequisite(s): NSG 31, NSG 32, NSG 35, NSG 36 and NSG 37
Co-requisite(s): NSG 41, NSG 43, NSG 44, NSG 47 and NSG 49
Transfer Status: CSU 34 hours Lecture
This course provides a foundation in the study of maternal-child care. Maternal-child nursing presents family centered care throughout the perinatal period and continues with the study of family centered care of children from infancy through adolescence. Included are disorders of the reproductive system. Materials fees are required and subject to change. Graded only.

NSG 43 - Neurological and Rehabilitation Nursing 2 Unit(s)

Prerequisite(s): NSG 31, NSG 32, NSG 35, NSG 36 and NSG 37
Co-requisite(s): NSG 41, NSG 42, NSG 44, NSG 47 and NSG 49
Transfer Status: CSU 34 hours Lecture
This course provides a foundation in the study of nursing care, basic physiology and pathophysiology related to clients experiencing disorders of the nervous system. Emphasis is on client, family, and group centered care addresses biophysical, psychosocial, cultural, and rehabilitation needs of adult clients. Students are introduced to principles and strategies for the promotion of wellness. Materials fees are required and subject to change. Graded only.

NSG 44 - Psych/Mental Health Nursing 2 Unit(s)

Prerequisite(s): NSG 31, NSG 32, NSG 35, NSG 36 and NSG 37
Co-requisite(s): NSG 41, NSG 42, NSG 43, NSG 47 and NSG 49
Transfer Status: CSU 34 hours Lecture
The psychology of maladaptive behavior is explored and students are introduced to principles and strategies for the promotion of wellness. Materials fees are required and subject to change. Graded only.

NSG 47 - Oncology Nursing 2 Unit(s)

Prerequisite(s): NSG 31, NSG 32, NSG 35, NSG 36 and NSG 37
Co-requisite(s): NSG 41, NSG 42, NSG 43 and NSG 49
Transfer Status: CSU 34 hours Lecture
This course provides a foundation in the study of Oncology nursing care including an introduction to oncology, prevention, detection and medical treatment. Content includes; loss, grief, and death and dying. Materials fees are required and subject to change. Graded only.

NSG 49 - Role Development and Vocational Relations/ Leadership 2 Unit(s)

Prerequisite(s): NSG 31, NSG 32, NSG 35, NSG 36 and NSG 37
Co-requisite(s): NSG 41, NSG 42, NSG 43, NSG 44 and NSG 47
Transfer Status: CSU 34 hours Lecture
This course provides an overview of the role of a nurse manager/supervisor and leader in a structured setting. The focus is on the development of the basic skills that facilitate the management process in: budget, quality assurance, health care delivery systems, reimbursement, nursing organization and health care structure, dealing with change, conflict resolution, feedback and evaluation, delegation, and time management. Career opportunities, employer/employee relationships and responsibilities, as well as professional expectations are explored. This course will also provide an overview of nursing history, theory, legal and ethical concerns, and scope of practice of the LVN. Materials fees are required and subject to change. Graded only.

NSG 50 - Principles of I.V. Therapy 2 Unit(s)

Prerequisite(s): Graduate Vocational Nurse or Licensed Vocational Nurse
Transfer Status: CSU 29 hours Lecture/9 hours Lab
This course provides the Licensed Vocational Nurse with state certification in IV therapy and blood withdrawal. The theory related to legal responsibilities, infection control, fluid and electrolytes, composition of parenteral solutions, technique for venipuncture equipment and transfusion therapy are presented based on state guidelines. Hands on experience is provided during lab time with IV and blood withdrawal equipment and simulation arm models. The student will be required to complete 3 venipunctures and blood withdrawals on clients in a clinic setting, as per state requirements. This course provides 36 hours or continuing education for the LVN.

NSG 54 - Foundations of Practice 3 Unit(s)

Prerequisite(s): Admission to Associate Degree Nursing Program
Co-requisite(s): NSG 55, NSG 56 and NSG 57
Transfer Status: CSU 51 hours Lecture
This course utilizes the conceptual framework of the curriculum to provide the foundation for nursing practice. Common threads integrated throughout the program are nursing process, nutrition, medication administration, cultural diversity, communication and professional roles. It includes as introduction to nursing, evolution, legal aspects, and concepts underlying today's practice. This course provides a foundation to prepare the student to use critical thinking and the nursing process in providing direct patient care with a focus on basic human needs. Material fees required, and subject to change. Graded only.

NSG 55 - Medical Surgical Nursing I 3 Unit(s)

Prerequisite(s): Admission to Associate Degree Nursing Program
Co-requisite(s): NSG 54, NSG 56 and NSG 57
Transfer Status: CSU 51 hours Lecture
This course examines the pathophysiological foundations of health and disease and introduces the role of the nursing process in the maintenance, restoration and promotion of health. Emphasis is placed on developing familiarity with the role of the professional nurse: gathering information, formulating nursing diagnoses, intervention planning, and implementation, medication administration and evaluation of outcomes. Materials fees are required and subject to change. Graded only.

NSG 56 - Clinical Nursing I 5 Unit(s)

Prerequisite(s): Admission to Associate Degree Nursing Program
Co-requisite(s): NSG 54, NSG 55 and NSG 57
Transfer Status: CSU 272 hours Lab
Directed simulated skills lab and clinical experiences in hospitals that provide services to adult clients. This course applies theory from Foundations of Practice and Medical –Surgical Nursing I to the hospitalized client. Emphasis will be upon the role of the registered nurse in delivery of basic bedside care, medication administration, and applying the nursing process to delivery of safe care. Materials fees are required and subject to change. Pass/No Pass Only.

NSG 57 - Nursing Seminar: Theory Integration I 1 Unit(s)

Prerequisite(s): Admission to Associate Degree Nursing Program
Co-requisite(s): NSG 54, NSG 55 and NSG 56
Transfer Status: CSU 17 hours Lecture
This course will integrate theory and clinical learning experiences through the use of case study evaluation and class discussion. Critical thinking skills, assessment skills, and nursing process will be emphasized in a case study format. Materials fees are required and subject to change. Graded only.

NSG 60 - Maternity Nursing 2 Unit(s)

Prerequisite(s): NSG 54, NSG 55, NSG 56, NSG 57
Co-requisite(s): NSG 61, NSG 62, NSG 66, NSG 63
Transfer Status: CSU 34 hours Lecture
This course prepares the Associate Degree Nursing student to care for clients in the maternity setting. The focus is on family centered maternity nursing beginning in the prenatal period through the care of the family in the postpartum period and care of the newborn. Using a nursing process approach, study includes normal and high risk maternal care and normal and high risk infant care. In addition, content related to the male and female reproductive system is addressed. Graded only.

NSG 61 - Pharmacology 2 Unit(s)

Prerequisite(s): NSG 54, NSG 55, NSG 56 and NSG 57
Co-requisite(s): NSG 60, NSG 62, NSG 66
Transfer Status: CSU 34 hours Lecture
This course provides a foundation in the study of pharmacology, with a focus on pharmacokinetics, pharmacodynamics, and related nursing implications for the major drug classes. Nursing process and cultural implications will be discussed for the basic drug classifications. Materials fees are required and subject to change. Graded only.

NSG 62 - Medical-Surgical Nursing II 3 Unit(s)

Prerequisite(s): NSG 54, NSG 55, NSG 56, NSG 57
Co-requisite(s): NSG 60, NSG 61, NSG 66
Transfer Status: CSU 51 hours Lecture
This course explores concepts and challenges in client management in acute and chronic illness. Topics include perioperative care, fluid and electrolyte balance and disturbances, oncology, hematology, immune system, and diabetes. Focus is on the care of clients with acute and chronic problems, and client education. Materials fees are required and subject to change. Graded only.

NSG 63 - Pediatric Nursing 2 Unit(s)

Prerequisite(s): NSG 55, NSG 54, NSG 56, NSG 57
Co-requisite(s): NSG 60, NSG 61, NSG 62, NSG 66
Transfer Status: CSU 34 hours Lecture
This course prepares the Associate Degree Nursing student to care for clients in the pediatric setting. The focus is on family centered pediatric nursing beginning in the newborn period through the care of the adolescent child. Using the nursing process approach, the course will include normal and high risk newborn and infant care, normal child health care, and acute pediatric care. In addition, content related to the child at risk will be addressed.

NSG 64 - Transition to ADN Nursing I 1.5 Unit(s)

Prerequisite(s): Currently licensed as a Licensed Vocational Nurse
Transfer Status: CSU 24 hours Lecture
This course assists the LVN in skills and processes necessary for functioning in the second year of an associate degree-nursing program. The course introduces the philosophy andconceptual framework of the program and the roles of the registered nurse as a care provider. The course content will focus on competencies expected of the graduate ADN, critical thinking skills, problem solving skills, role development, and nursing assessment and documentation. Materials fees are required and subject to change. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time. Graded only.

NSG 65 - Transition to ADN Nursing II 2.5 Unit(s)

Prerequisite(s): NSG 64
Transfer Status: CSU 34 hours Lecture/24 hours Lab
This course builds on the knowledge and skills acquired in Nursing 64. The course expands the student's understanding of the registered nurse's role as part of the health care team. Course content emphasizes medical/surgical knowledge, competencies and skills essential for successful performance in the second year of the ADN program. Clinical application of the registered nurse's role will be incorporated within the simulation environment. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time. Graded only.

NSG 66 - Clinical Nursing II 5 Unit(s)

Prerequisite(s): NSG 54, NSG 55, NSG 56, NSG 57
Co-requisite(s): NSG 60, NSG 61, NSG 62
Transfer Status: CSU 272 hours Lab
Directed clinical experiences in acute hospitals and agencies that provide services for maternity, pediatric, perioperative and medical/surgical clients. Through the use of the nursing process, the student will provide care, teaching, support, and rehabilitation to for maternity, pediatric, perioperative and medical/surgical clients. Emphasis will be upon the role of the registered nurse caring of clients with acute and chronic problems, prevention of complications related to maternity, pediatric, perioperative and medical/surgical clients, and client education. Materials fees are required and subject to change. Pass/No Pass Only.

NSG 67 - Complex Medical/Surgical Nursing III 2 Unit(s)

Prerequisite(s): Admission to ADN Program
Co-requisite(s): NSG 68
Transfer Status: CSU 34 hours Lecture
The nursing of adult and geriatric clients with acute and chronic illnesses is addressed. Students study common chronic and acute illnesses, adaptation to, and acute episodes of these illnesses in the acute hospital setting. Physical assessment of the adult, normal development and physiology, nutrition, pharmacology, sexuality, cultural factors, and prevention and early detection measures appropriate to the various nursing problems are discussed. Nursing process to promote adaptation is stressed throughout the course. Materials fees are required and subject to change. Graded only.

NSG 68 - Clinical Nursing III 4.5 Unit(s)

Prerequisite(s): Admission to ADN Program
Co-requisite(s): NSG 64, NSG 67, NSG 69
Transfer Status: CSU 238 hours Lab
Directed clinical experiences in hospitals, community health agencies and agencies that provide services to the acutely ill adult, to the elderly or those having disabilities/chronic conditions. Through the use of the nursing process, the student will provide care, teaching, support, and rehabilitation to individuals who have acute or chronic illness, disabilities, or are elderly in the hospital or in the community. Emphasis will be upon the role of the registered nurse to promote illness prevention, community health, and positive aging and client independence. Materials fees are required and subject to change. Pass/No Pass Only.

NSG 69 - Gerontology/Community Based Nursing 2 Unit(s)

Prerequisite(s): Admission to ADN Program
Co-requisite(s): NSG 64, NSG 67, NSG 68
Transfer Status: CSU 34 hours Lecture
Course content focuses on the needs of the older adults and the disabled/chronically ill older adult in the community, primarily home health and dementia care settings. Emphasis will be placed upon assisting client adaptation to age-related changes or long-term conditions. Course content includes geriatric nursing, management of chronic illness, and healthy aging. Pharmacology, nutrition, sexuality, and cultural factors will be integrated as it applies to the situations studied. Materials fees are required and subject to change.

NSG 71 - Theory Integration Seminar III 2 Unit(s)

Prerequisite(s): Enrollment in Registered Nursing Program
Co-requisite(s): NSG 64, NSG 67, NSG 68, NSG 69
Transfer Status: CSU 34 hours Lecture
Discussion and course material will apply the integration of critical thinking skills and didactic content to clinical case studies, in-depth physical assessment skills in gerontology, chronic illness and community/home nursing. The student will clarify roles and expectations in rehabilitation/supportive health care and community setting. Materials fees are required and subject to change. Graded only.

NSG 74 - Nursing Supervision and Management 2 Unit(s)

Prerequisite(s): Admission to ADN Program
Co-requisite(s): NSG 77, NSG 78, NSG 79
Transfer Status: CSU 34 hours Lecture
This course provides an opportunity for students enrolled in the LVN to ADN program to develop leadership and management skills. Leadership components and management functions will be applied to varying groups of clients and families within a variety of health care systems. Content includes presentation of management theories, and the registered nurse's role in planning, organizing, staffing and directing care. Professional and social issues in leadership and management will also be discussed. Materials fees are required and subject to change. Graded only.

NSG 77 - Complex Medical/Surgical Nursing IV 2 Unit(s)

Prerequisite(s): NSG 67
Co-requisite(s): NSG 78
Transfer Status: CSU 34 hours Lecture
The nursing of adult clients with high risk, complex, and critical health care problems and adaptation to these problems is addressed. Students will study the nursing process related to the care of patients with multiple system disorders, unstable medical conditions, and critical health care disorders. A continuation of topics addressed in NSG 67 will include with emphasis on pathophysiology, complex issues in nursing process and professional and advocacy nursing roles. Materials fees are required and subject to change. Graded only.

NSG 78 - Clinical Nursing IV 5 Unit(s)

Prerequisite(s): NSG 67, NSG 68
Co-requisite(s): NSG 77, NSG 79
Transfer Status: CSU 272 hours Lab
The nursing process is explored in the various preventive and treatment methods used within interdisciplinary settings for persons experiencing various psychosocial/development disorders. Observation and participation in a variety of community mental health settings allows the student to use the theory in supervised practice. In addition, students will utilize the nursing process to generate nursing decisions in providing care in the hospital setting for adult clients with multiple system disorders, unstable medical conditions, and critical health care disorders. Materials fees are required and subject to change. Pass/No Pass Only.

NSG 79 - Mental Health/Psychiatric Nursing 2 Unit(s)

Prerequisite(s): Admission to the ADN Clinical Nursing
Co-requisite(s): NSG 78
Transfer Status: CSU 34 hours Lecture
This course is designed to enable the student to acquire knowledge and skills in the systematic observation of patient behavior in order to identify, describe, and classify pertinent behaviors in relation to major psychopathologic syndromes and developmental disabilities. Students will also increase their general knowledge of the dynamics, etiology, and treatment of psychopathology. Emphasis is placed on: (1) further development of the nurse's therapeutic self and, (2) the utilization of the nursing process, specifically directed toward the identification of nursing care goals, approaches, and interventions which are applicable to any patient experiencing psychological distress, regardless of diagnostic label or practice setting. Materials fees are required and subject to change. Graded only.

NSG 81 - Theory Integration Seminar IV 2 Unit(s)

Prerequisite(s): NSG 71
Co-requisite(s): NSG 74, NSG 77, NSG 78, NSG 79
Transfer Status: CSU 34 hours Lecture
Discussion and course material will apply the integration of critical thinking skills and didactic content to clinical case studies in mental health, management, and acute medical surgical nursing content. The student will clarify roles and develop plans of care for clients through the life span. Materials fees are required and subject to change. Graded only.

NSG 82 - NCLEX-RN Exam Preparation 2 Unit(s)

Co-requisite(s): Enrollment in the second year of the ADN program
Transfer Status: CSU 34 hours Lecture
This course helps prepare the nursing student to take and pass the National Council Licensure Examination-Registered Nurse (NCLEX-RN exam) by application of computer test-taking skills, analysis of nursing knowledge deficits and implementation of strategies for reducing the identified deficits in a self-directed learning environment. Pass/No Pass Only.

NSG 97 - Special Problems-NSG See page 242

NSG 99 - Work Experience-NSG See page 245

NSG 170 - OB-PEDS Update 2 Unit(s)
Transfer Status: NT 32 hours Lecture
A comprehensive update of obstetric and pediatric nursing to prepare graduates of the ADN program to sit for the California State licensing examination for registered nurses, and to provide practicing nurses with an overview of current information in these specialty areas. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time. Pass/No Pass Only.

NSG 200 - Basic Nursing Care, Theory 3 Unit(s)
Prerequisite(s): Admission to Nursing Assistant Program
Co-requisite(s): NSG 201
Transfer Status: NT 54 hours Lecture
The content of this course covers the theory of care in long term settings. The major focus is patient care skills, patient care procedures, and how to respond to individuals and occurrence associated with long term care. Additional content in the course presents the role and responsibilities of the certified nursing assistant, basic principles of asepsis, safety, nutrition and rehabilitation. Successful completion of this course and Nursing 201 qualifies the student to take the Written and Manual Skills testing for State Certification. Graded only.

NSG 201 - Basic Nursing Care, Clinical 3 Unit(s)
Co-requisite(s): NSG 200
Transfer Status: NT 135 hours Lab
This course provides the necessary laboratory and clinical experience for development of skills and competencies in basic nursing. Successful completion provides the required laboratory/clinical experience necessary to qualify for the Written and Manual Skills testing for State Certification. Pass/No Pass Only.

NSG 205 - Home Health for the CNA 1.5 Unit(s)
Prerequisite(s): NSG 200, NSG 201 or equivalent
Transfer Status: NT 24 hours Lecture/24 hours Lab
This course provides the theory and laboratory experiences required for state-certified nursing assistants to become eligible for home health aide certification. Content includes: orientation to home health care, personal care of clients including medical and social needs; nutrition, safety and cleanliness in the home. Graded only.

NSG 298(A-Z) - R.N. Specialty Training 0.5 - 3 Unit(s)
Prerequisite(s): Senior semester student in a registered nursing program, or a graduate of a nursing program or a licensed registered nurse
Transfer Status: NT 8 - 48 hours Lecture
This course is designed to provide information and training for Registered Nurses and nursing students on specialty topics in nursing. Course content will emphasize important aspects of specialized areas of nursing, including current concepts, issues in practice, and new technology. Pass/No Pass Only.
NSG 298A - Emergency Nursing 2 Unit(s)
NSG 298B - OB/Pediatric Nursing 2 Unit(s)

Physical Education (PE)

PE 1A - Theory of Football 1.5 Unit(s)
Recommended Prep: Reading Level IV; English Level III and Must be enrolled in varsity class
Transfer Status: CSU/UC 19 hours Lecture/19 hours Lab
This course provides instruction in the techniques and strategies of football as the game has developed and is now played at secondary, community college, and professional levels. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PE 1B - Theory of Basketball 1.5 Unit(s)
Recommended Prep: Reading Level IV; English Level III and Must be enrolled in varsity class
Transfer Status: CSU/UC 19 hours Lecture/19 hours Lab
This course provides instruction in the techniques and strategies of Basketball as the game has developed and is now played at secondary, community college, and professional levels. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PE 1C - Theory of Volleyball 1.5 Unit(s)
Recommended Prep: Reading Level IV; English Level III and Must be enrolled in varsity class
Transfer Status: CSU/UC 19 hours Lecture/19 hours Lab
This course provides instruction in the techniques and strategies of volleyball as the game has developed and is now played at secondary, community college, and professional levels. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PE 1D - Theory of Cross Country 1.5 Unit(s)
Recommended Prep: Reading Level IV; English Level III and Must be enrolled in varsity class
Transfer Status: CSU/UC 19 hours Lecture/19 hours Lab
This course will provide instruction in the techniques and strategies of cross country as the game has developed and is now played at secondary, community college, and professional levels. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PE 1E - Theory of Baseball 1.5 Unit(s)
Recommended Prep: Reading Level IV; English Level III and Must be enrolled in varsity class
Transfer Status: CSU/UC 19 hours Lecture/19 hours Lab
This course provides instruction in the techniques and strategies of baseball as the game has developed and is now played at secondary, community college, and professional levels. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PE 1F - Theory of Soccer 1.5 Unit(s)
Recommended Prep: Reading Level IV; English Level III and Must be enrolled in varsity class
Transfer Status: CSU/UC 19 hours Lecture/19 hours Lab
This course provides instruction in the techniques and strategies of soccer as the game has developed and is now played at secondary, community college, and professional levels. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PE 1G - Theory of Track and Field 1.5 Unit(s)
Recommended Prep: Reading Level IV; English Level III and Must be enrolled in varsity class
Transfer Status: CSU/UC 19 hours Lecture/19 hours Lab
This course will provide instruction in the techniques and strategies of track & field as the game has developed and is now played at secondary, community college, and professional levels. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PE 1H - Theory of Softball 1.5 Unit(s)
Recommended Prep: Reading Level IV; English Level III and Must be enrolled in varsity class
Transfer Status: CSU/UC 19 hours Lecture/19 hours Lab
This course provides instruction in the techniques and strategies of softball as the game has developed and is now played at secondary, community college, and professional levels. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PE 1I - Theory of Golf 1.5 Unit(s)
Recommended Prep: Reading Level IV; English Level III and Must be enrolled in varsity class
Transfer Status: CSU/UC 19 hours Lecture/19 hours Lab
This course provides instruction in the techniques and strategies of golf as the game has developed and is now played at secondary, community college, and professional levels. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PE 1J - Theory of Tennis 1.5 Unit(s)
Recommended Prep: Reading Level IV; English Level III and Must be enrolled in varsity class
Transfer Status: CSU/UC 19 hours Lecture/19 hours Lab
This course provides instruction in the techniques and strategies of tennis as the game has developed and is now played at secondary, community college, and professional levels. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PE 2 - Introduction to Coaching 3 Unit(s)
Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU/UC 51 hours Lecture
This course is designed to examine the academic and professional requirements for coaching. Students will be exposed to the breadth of the coaching profession. Philosophies, goals, objectives, ethics, and practical task orientations will be examined.

PE 3 - Elementary School Physical Education 3 Unit(s)
Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course is for future elementary school teachers. It introduces the philosophies, objectives, curriculum content, and assessment techniques for elementary physical education (K-6). The course emphasizes a skills themes model and "developmentally appropriate" practices for children and youth.

PE 4 - Athletic Training/Sports Medicine Practicum 1 Unit(s)
Recommended Prep: PE 7 and Reading Level III; English Level IV
Transfer Status: CSU 51 hours Lab
This course is designed to examine the academic and professional requirements for athletic training/sports medicine practicum. Students will be exposed to the breadth of the practical applications of athletic training/sports medicine. Philosophies, goals, objectives, ethics, and practical task orientations will be examined. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PE 5 - Sports Officiating 2 Unit(s)
Recommended Prep: Reading Level III; English Level II
Transfer Status: CSU/UC 34 hours Lecture
This course is designed to examine the academic and professional requirements as well as skills techniques of sports officiating. Students will be exposed to the breadth of the sports officiating philosophies, rules, techniques and ethics. There will be a practical task oriented component to this course.

PE 6 - Sports Fitness and Nutrition 3 Unit(s)
Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 51 hours Lecture
This course offers the mechanics of a proper exercise and diet program. Various forms of exercise and testing will be presented to provide each student with the ability to develop a lifetime fitness prescription.

PE 7 - Introduction to Athletic Training and Sports Medicine 3 Unit(s)
Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU/UC 51 hours Lecture
This course is designed to examine the academic and professional requirements for athletic training & sports medicine. This course provides instruction in the fundamental theories and practices in the care and prevention of athletic injuries commonly encountered in athletics & physical education.

PE 8 - Butte Fitness and Wellness Center 0.5 - 1.5 Unit(s)
Transfer Status: CSU/UC 24 - 72 hours Lab
This course is designed to provide each student with an individualized fitness program. It allows for participation at the student's convenience and his/her fitness level. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated to a maximum of 6 units. Pass/No Pass Only. Open Entry/Open Exit.

PE 9 - Advanced Butte Fitness and Wellness Center 0.5 - 1.5 Unit(s)
Prerequisite(s): PE 8
Transfer Status: CSU 25.5 - 76.5 hours Lab
This course is designed to provide each student with an advanced level individualized fitness program. It allows for participation at the student's convenience and his/her fitness level. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated to a maximum of 6 units. Pass/No Pass Only. Open Entry/Open Exit.

PE 10 - Self Defense 0.5 - 1.75 Unit(s)
Transfer Status: CSU/UC 6 - 17 hours Lecture/11 - 34 hours Lab
This course provides instruction in the fundamental skills of self defense. Emphasis will be placed on basic techniques of anticipating, avoiding, and when necessary, protecting oneself from physical attack. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PE 11 - Boxing 0.5 - 1.75 Unit(s)
Transfer Status: CSU/UC 6 - 17 hours Lecture/11 - 34 hours Lab
This course provides instruction in the skills of boxing, such as stance, footwork, offensive & defensive techniques and skills. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PE 14 - Jazz Dance 0.5 - 1.75 Unit(s)
Transfer Status: CSU/UC 6 - 17 hours Lecture/11 - 34 hours Lab
This course provides instruction in the fundamental skills of Jazz Dance. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PE 15 - Aquatics 0.5 - 1.75 Unit(s)
Transfer Status: CSU/UC 6 - 17 hours Lecture/11 - 34 hours Lab
This course provides instruction in the fundamental skills of aquatics. This course is designed for those who desire vigorous activity of a "conditioning" nature in the water. There will be an emphasis on development of cardio-respiratory improvement. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PE 16 - Adaptive Physical Education 0.5 - 1.75 Unit(s)
Transfer Status: CSU/UC 6 - 17 hours Lecture/11 - 34 hours Lab
This course provides instruction in the fundamental skills of adaptive physical activities through development of strength, cardiovascular endurance, and flexibility. Individualized instruction will include jogging, walking, weight training, biking, and flexibility programs. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PE 17 - Aerobics **0.5 - 1.75 Unit(s)**
Transfer Status: CSU/UC 6 - 17 hours Lecture/11 - 34 hours Lab
This course provides instruction in the fundamental skills of aerobics. It is designed to provide aerobic conditioning through the use of dance-exercise routines. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PE 18 - Fitness **0.5 - 1.75 Unit(s)**
Transfer Status: CSU/UC 6 - 17 hours Lecture/11 - 34 hours Lab
This course provides instruction in the fundamental skills of fitness, such as: conditioning, movement fundamentals, self image; including jogging, exercise, weight training, jumping rope, and individual exercise programs. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PE 19 - Weight Training **0.5 - 1.75 Unit(s)**
Transfer Status: CSU/UC 6 - 17 hours Lecture/11 - 34 hours Lab
This course provides instruction in the fundamental skills of weight training, such as: building and strengthening the body with a planned program of resistance training—with an emphasis on how and why changes happened. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PE 20 - Cardiovascular Fitness **0.5 - 1.75 Unit(s)**
Transfer Status: CSU/UC 6 - 17 hours Lecture/11 - 34 hours Lab
This course is designed to develop physical fitness through a structured program of jogging. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PE 21 - Walking for Fitness **0.5 - 1.75 Unit(s)**
Transfer Status: CSU/UC 6 - 17 hours Lecture/11 - 34 hours Lab
This course provides instruction in the fundamental skills of walking. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PE 23 - Wellness Workout T-Tapp **0.5 - 1.75 Unit(s)**
Transfer Status: CSU/UC 6 - 17 hours Lecture/11 - 34 hours Lab
T-Tapp is a series of comprehensive, compound muscle movements, done in a specific sequence, and involving isometric isolations performed with linear alignment to enhance neuro-kinetic transmission. This copyrighted technique sequence builds functional alignment and strength. It improves flexibility and agility as well as posture, balance and coordination. Optimal development of core muscles with T-Tapp technique aids in prevention of injury as well as development of metabolism and rebuilding of basic body functions, and the unique combination of movements builds both muscle density and cardiovascular endurance while facilitating lymphatic function. It has been called a physical therapy approach to fitness. This course is designed to give participants both theoretic and practical experience and knowledge of the T-Tapp Total Workout. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PE 25 - Bowling **0.5 - 1.75 Unit(s)**
Transfer Status: CSU/UC 6 - 17 hours Lecture/11 - 34 hours Lab
This course provides instruction in the fundamental skills of bowling, including four-step approach, etiquette and various methods of bowling the ball, how to pick up spares and how to score the game. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PE 26 - Golf **0.5 - 1.75 Unit(s)**
Transfer Status: CSU/UC 6 - 17 hours Lecture/11 - 34 hours Lab
This course provides instruction in the fundamental skills of golf, including; grip, stance, swing, use of various clubs, rules, scoring and the etiquette of the game. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PE 28 - Track & Field **0.5 - 1.75 Unit(s)**
Transfer Status: CSU/UC 6 - 17 hours Lecture/11 - 34 hours Lab
This course provides instruction in the fundamental skills of track & field, such as; running, hurdling, relay work, and the techniques of field events. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PE 29 - Tennis **0.5 - 1.75 Unit(s)**
Transfer Status: CSU/UC 6 - 17 hours Lecture/11 - 34 hours Lab
This course provides instruction in the fundamental skills of tennis, such as; service, forehand, backhand, court strategy and rules of play. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PE 30 - Archery **0.5 - 1.75 Unit(s)**
Transfer Status: CSU/UC 6 - 17 hours Lecture/11 - 34 hours Lab
This course provides instruction in the fundamental skills of archery. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PE 31 - Badminton **0.5 - 1.75 Unit(s)**
Transfer Status: CSU/UC 6 - 17 hours Lecture/11 - 34 hours Lab
This course provides instruction in the fundamental skills of badminton, such as: serve, forehand, primary shots, court strategy and rules, and etiquette of the game. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PE 32 - Introduction to Fencing **0.5 - 1.75 Unit(s)**
Transfer Status: CSU/UC 6 - 17 hours Lecture/11 - 34 hours Lab
This course provides instruction in the fundamental skills of fencing, such as; basic footwork, attacks, defense, rules and etiquette of swordplay. Instruction will be in the foil using the modern Olympic composite method of fencing as a guide. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PE 33 - Soccer **0.5 - 1.75 Unit(s)**
Transfer Status: CSU/UC 6 - 17 hours Lecture/11 - 34 hours Lab
This course provides instruction in the fundamental skills of soccer, such as: dribbling, heading, trapping, passing, and team play. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PE 34 - Baseball **0.5 - 1.75 Unit(s)**
Transfer Status: CSU/UC 6 - 17 hours Lecture/11 - 34 hours Lab
This course provides instruction in the fundamental skills of baseball, such as throwing, catching, batting, and base running. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PE 35 - Non-Contact Football **0.5 - 1.75 Unit(s)**
Transfer Status: CSU/UC 6 - 17 hours Lecture/11 - 34 hours Lab
This course provides instruction in the fundamental skills of non-contact football (touch or flag), such as blocking, passing, team play, and offense & defense. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PE 36 - Softball **0.5 - 1.75 Unit(s)**
Transfer Status: CSU/UC 6 - 17 hours Lecture/11 - 34 hours Lab
This course provides instruction in the fundamental skills of softball, such as; catching, throwing, batting, and base running. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PE 37 - Volleyball **0.5 - 1.75 Unit(s)**
Transfer Status: CSU/UC 6 - 17 hours Lecture/11 - 34 hours Lab
This course provides instruction in the fundamental skills of volleyball, such as serving, passing, setting, hitting, blocking, and team competition. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PE 38 - Basketball **0.5 - 1.75 Unit(s)**
Transfer Status: CSU/UC 6 - 17 hours Lecture/11 - 34 hours Lab
This course provides instruction in the fundamental skills of basketball. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PE 39 - Athletic Sports Management **1 Unit(s)**
Transfer Status: CSU/UC 51 hours Lab
Practical skills in administrative and logistic support of athletic teams during practice sessions and athletic contests. Students will participate as intercollegiate sports managers and they will be responsible for the care and maintenance of equipment, practice and game uniforms and reporting of game or meet results to the news media. Note: This does not satisfy the physical education activity requirement. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times. Open Entry/Open Exit.

PE 40 - Introduction to Personal Fitness Training **3 Unit(s)**
Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 51 hours Lecture
This course examines the academic and professional requirements for personal fitness training. Students will be prepared for continued education in health, exercise science and related fields. Philosophies, goals, objectives, and occupational ethics will be discussed and learned along with demonstration of practical task orientations as it relates to personal fitness training.

PE 41 - Personal Fitness Training Practicum **1 Unit(s)**
Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 51 hours Lab
This course examines the academic and professional requirements for personal fitness training practicum. Students will be exposed to the breadth of one of the fastest growing job fields, personal fitness training. Qualified students will be assigned to shadow working professional fitness trainers and strength coaches assisting in daily training regimens. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PE 47 - Varsity Women's Golf **3 Unit(s)**
Transfer Status: CSU/UC 153 hours Lab
This course is designed for students who desire to compete in intercollegiate women's golf and may be limited to those who present the necessary physical and mental fitness to compete. All varsity sports entail practice at a designated time. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PE 50 - Olympic Weightlifting **0.5 - 1.75 Unit(s)**
Transfer Status: CSU 6 - 17 hours Lecture/11 - 34 hours Lab
This course provides instruction in the fundamental skills of competitive Olympic Weightlifting. Proper technique and timing will be emphasized for two competitive lifts/events, the Clean & Jerk and the Snatch. Integrating the Olympic Lifts and their variations into fitness and sport specific training protocols will be a primary focus for the course. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PE 53 - Cycling **0.5 - 1.75 Unit(s)**
Transfer Status: CSU 6 - 17 hours Lecture/11 - 34 hours Lab
This course provides instruction in the fundamental skills of cycling including bicycle safety and operation. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PE 54 - Body Sculpting **0.5 - 1.75 Unit(s)**
Transfer Status: CSU/UC 6 - 17 hours Lecture/11 - 34 hours Lab
This course provides instruction in the fundamental skills of body sculpting. Emphasis will be on muscle toning, strengthening and endurance by means of resistance bands, weights and low impact step. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PE 55 - Pickleball **0.5 - 1.75 Unit(s)**
Transfer Status: CSU 6 - 17 hours Lecture/11 - 34 hours Lab
Pickleball is a court game/racquet sport that offers an alternative to tennis, badminton, and racquetball with its own unique set of skills and rules. This course provides instruction in the fundamental skills of pickleball, such as paddle grip, forehand & backhand strokes, serving, scoring, singles/doubles play, and the rules and etiquette of play. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PE 56 - Karate **0.5 - 1.75 Unit(s)**
Transfer Status: CSU/UC 6 - 17 hours Lecture/11 - 34 hours Lab
This course provides instruction in the fundamental skills of karate, such as: basic moves and techniques, philosophy of proper use, attitude, defense techniques, and physical conditioning. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PE 57 - Taekwando **0.5 - 1.75 Unit(s)**
Transfer Status: CSU 6 - 17 hours Lecture/11 - 34 hours Lab
This course provides instruction in the fundamental skills of the ancient martial art of Taekwando. It has been designed for the beginner student of Taekwando. Skills, kicking and punching techniques will be taught to the student, along with the proper use of the techniques used in Olympic sparring. This course is designed to take the student up to the level of yellow belt green stripe. (Belt testing under a recognized institution optional). Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PE 59 - Stretching for Life **0.5 - 1.75 Unit(s)**
Transfer Status: CSU/UC 6 - 17 hours Lecture/11 - 34 hours Lab
This course provides instruction in the fundamental skills of stretching. This flexibility fitness program, which will improve one's range of motion and muscular flexibility, helps prevent injuries while increasing one's total fitness. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PE 60 - Varsity Football **3 Unit(s)**
Transfer Status: CSU/UC 153 hours Lab
This course is designed for students who desire to compete in intercollegiate football and may be limited to those who present the necessary physical and mental fitness to compete. Each student obtains comprehensive instruction in their specific events. All varsity sports entail practice at the designated time. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PE 61 - Varsity Cross Country **3 Unit(s)**
Transfer Status: CSU/UC 153 hours Lab
This course is designed for students who desire to compete in intercollegiate cross country and may be limited to those who present the necessary physical and mental fitness to compete. All varsity sports entail practice at the designated time. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PE 62 - Varsity Soccer **3 Unit(s)**
Transfer Status: CSU/UC 153 hours Lab
This course is designed for students who desire to compete in intercollegiate soccer and may be limited to those who present the necessary physical and mental fitness to compete. All varsity sports entail practice at the designated time. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PE 63 - Varsity Volleyball **3 Unit(s)**
Transfer Status: CSU/UC 153 hours Lab
This course is designed for students who desire to compete in intercollegiate volleyball and may be limited to those who present the necessary physical and mental fitness to compete. All varsity sports entail practice at the designated time. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PE 64 - Varsity Men's Basketball 3 Unit(s)
Transfer Status: CSU/UC 153 hours Lab
This course is designed for students who desire to compete in intercollegiate basketball and may be limited to those who present the necessary physical and mental fitness to compete. All varsity sports entail practice at the designated time. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PE 65 - Varsity Women's Basketball 3 Unit(s)
Transfer Status: CSU/UC 153 hours Lab
This course is designed for students who desire to compete in intercollegiate basketball and may be limited to those who present the necessary physical and mental fitness to compete. All varsity sports entail practice at the designated time. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PE 66 - Varsity Baseball 3 Unit(s)
Transfer Status: CSU/UC 153 hours Lab
This course is designed for students who desire to compete in intercollegiate baseball and may be limited to those who present the necessary physical and mental fitness to compete. All varsity sports entail practice and games at designated times. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PE 67 - Varsity Men's Golf 3 Unit(s)
Transfer Status: CSU/UC 153 hours Lab
This course is designed for students who desire to compete in intercollegiate men's golf and may be limited to those who present the necessary physical and mental fitness to compete. All varsity sports entail practice at a designated time. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PE 68 - Varsity Tennis 3 Unit(s)
Transfer Status: CSU/UC 153 hours Lab
This course is designed for students who desire to compete in intercollegiate tennis and may be limited to those who present the necessary physical and mental fitness to compete. All varsity sports entail practice at the designated time. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PE 69 - Varsity Track & Field 3 Unit(s)
Transfer Status: CSU/UC 153 hours Lab
This course is designed for students who desire to compete in intercollegiate track and field and may be limited to those who present the necessary physical and mental fitness to compete. Each student obtains comprehensive instruction in their specific events. All varsity sports entail practice at the designated time. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PE 70 - Varsity Softball-Women 3 Unit(s)
Transfer Status: CSU/UC 153 hours Lab
This course is designed for students who desire to compete in intercollegiate softball and may be limited to those who present the necessary physical and mental fitness to compete. All varsity sports entail practice at the designated time. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PE 71 - Ballroom Dance 0.5 - 1.75 Unit(s)
Transfer Status: CSU/UC 6 - 17 hours Lecture/11 - 34 hours Lab
This course provides instruction in the fundamental skills of ballroom dance, such as; the fox trot, swing, waltz, cha-cha, samba, rhumba, and the tango. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PE 72 - Pep Activities 0.5 - 1.75 Unit(s)
Transfer Status: CSU/UC 6 - 17 hours Lecture/11 - 34 hours Lab
This course provides instruction in the fundamental skills of pep activities, including dance, choreography and routine design. Students will be required to attend and perform at certain athletic events. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PE 73 - Gentle Yoga 0.5 - 1.75 Unit(s)
Transfer Status: CSU 6 - 17 hours Lecture/11 - 34 hours Lab
This course provides experiential instruction in the practice of gentle Hatha Yoga, with a focus on the older adult learner. Hatha yoga is thousands of years old and includes physical postures, deep breathing, relaxation and meditation techniques. Yoga exercises every muscle, nerve and gland in the body improving health in body, mind and emotions. This gentle approach of Hatha Yoga will allow the student to stretch safely and thoroughly while developing core strength. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PE 74 - Stress Management Techniques and Exercise 0.5 - 1.75 Unit(s)
Transfer Status: CSU 6 - 17 hours Lecture/11 - 34 hours Lab
This course provides experiential instruction in personal stress management, with a focus on physical techniques and exercise for relaxation. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PE 75 - Introduction to River Adventures 1 - 1.75 Unit(s)
Transfer Status: CSU 11 - 17 hours Lecture/23 - 34 hours Lab
This course offers instruction in the fundamental skills of flat and slow water navigation. Emphasis will be on water safety and trip planning for multiple day excursions. A two-day overnight field experience trip will include multiple craft experiences including canoes, oar frame rafts, and open cockpit kayaks. Students will be exposed to the fundamental uses and navigation of each type of boat. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PE 76 - Dance Production 0.5 - 1.75 Unit(s)
Prerequisite(s): At least one semester of jazz, ballet or tap dance, or permission of the instructor
Transfer Status: CSU/UC 6 - 17 hours Lecture/11 - 34 hours Lab
This course provides instruction in the fundamental skills of dance production. The course is designed to teach all aspects of dance production including; makeup, costume design, lighting, choreography and performance. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PE 77 - Aikido 0.5 - 1.75 Unit(s)
Transfer Status: CSU/UC 6 - 17 hours Lecture/11 - 34 hours Lab
This course provides instruction in the fundamental skills of Aikido. Basic fundamental moves and techniques will be taught as well as learning breath power and internal energy development known as "ki". Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PE 79 - Lifeguard Training 1 Unit(s)
Transfer Status: CSU/UC 11 hours Lecture/23 hours Lab
This course provides instruction in the fundamental skills and knowledge of lifeguard training. The course will also include other skills needed to become a professional lifeguard, such as; prevention and recognition of emergencies, drowning and other incidents. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PE 80 - Gentle Aerobics and Movement **0.5 - 1.75 Unit(s)**
Transfer Status: CSU 6 - 17 hours Lecture/11 - 34 hours Lab
This course provides experiential instruction in the fundamental skills of aerobics and movement with a focus on the older adult learner. This gentle approach of aerobics and movement education will allow the students to move safely while improving their level of fitness by developing cardio-fitness, balance and strength. Basic skills and exercise techniques are utilized through movement patterns and simple choreography. Since skills proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PE 82 - Fly Fishing **0.5 - 1.75 Unit(s)**
Transfer Status: CSU/UC 6 - 17 hours Lecture/11 - 34 hours Lab
This course provides instruction in the fundamental skills of fly fishing including; tying flies, casting, retrieving and developing an appreciation of river, lake and stream ecology and entomology. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PE 84 - Beginning Snowboarding **0.5 - 1.75 Unit(s)**
Transfer Status: CSU/UC 6 - 17 hours Lecture/11 - 34 hours Lab
This course provides instruction in the fundamental skills of beginning snowboarding, including safety, trip organization and cold weather preparation. Physical conditioning, balance and board techniques will be introduced for beginners. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PE 85 - Mountain Biking Basics **0.5 - 1.75 Unit(s)**
Transfer Status: CSU/UC 6 - 17 hours Lecture/11 - 34 hours Lab
This course will introduce the fundamentals of mountain biking for a variety of wilderness settings; safety and equipment preparation will be stressed. Trip preparation, physical conditioning and bike maintenance skills will be covered in detail, along with riding techniques and styles. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PE 86 - Tai Chi Chuan **0.5 - 1.75 Unit(s)**
Transfer Status: CSU/UC 6 - 17 hours Lecture/11 - 34 hours Lab
This course provides instruction in the ancient Chinese art of Tai Chi Chuan. Tai Chi moves, Chi Gung exercises and their purposes will be taught, giving the student a base that will help them in movement and attitude. Handouts will be given presenting definitions of terms, history and philosophy associated with Tai Chi and China. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PE 87 - Introduction to Backpacking **0.5 - 1.75 Unit(s)**
Transfer Status: CSU/UC 6 - 17 hours Lecture/11 - 34 hours Lab
This course will prepare students to travel safely and efficiently as well as to be environmentally aware while in the wilderness. Concentration will be on equipment, logistics, techniques and decision making. A three day trip with first aid and hands-on skills will prepare students for their own back-country travel and future planning. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PE 88 - Chi-lel Qigong **0.5 - 1.75 Unit(s)**
Transfer Status: CSU/UC 6 - 17 hours Lecture/11 - 34 hours Lab
Students will learn all five movement practices of Level 1 as taught at the Medicine-less Hospital in the Huaxia Province of China. These methods will be covered in depth including the exact form with detailed movements, as well as the accompanying visualizations and affirmations. The student will be encouraged to seek that place where the mind and body connect. In Chi-lel theory, this is when healing and rejuvenation occur. Basic Chi-lel theory will be taught. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PE 90 - Sports Conditioning **0.5 - 1.75 Unit(s)**
Transfer Status: CSU/UC 6 - 17 hours Lecture/11 - 34 hours Lab
This course provides instruction in the fundamental skills of sports conditioning. Emphasis will be on strength training, cardiovascular endurance, flexibility, speed work, plyometric training, and sport specific technique training. This course is appropriate for all sports off-season training. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PE 91 - Tap Dance **0.5 - 1.75 Unit(s)**
Transfer Status: CSU/UC 6 - 17 hours Lecture/11 - 34 hours Lab
This course provides instruction in the fundamental skills of tap dance. This course is designed to teach students the basic elements of a variety of styles of modern tap dancing, such as the Rhythm, Buck & Wing, Waltz Clog, Jazz, Latin Soft Shoe and Military Tap Styles. Students will learn the standard terminology currently used in the world of Tap. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PE 92 - Jujitsu **0.5 - 1.75 Unit(s)**
Transfer Status: CSU/UC 6 - 17 hours Lecture/11 - 34 hours Lab
This course is designed to teach the basic self-defense application, strategies, history, philosophy and training practices of the Japanese art of Danzan Ryu Jujitsu "Sandalwood Mountain System of Gentle Trick/Arts". Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PE 95 - Special Studies-PE **See page 242**

PE 100 - Supervised Physical Education Experience **1 Unit(s)**
Transfer Status: NT 51 hours Lab
This course provides the supervised study of physical education and athletic practices and experiences on an individual basis. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times. Open Entry/Open Exit.

PE 101 - Athletic Coaching Certification **1 Unit(s)**
Transfer Status: NT 16 hours Lecture
A seminar that deals with the professional requirements and regulations for walk on coaches, as it pertains to Title 5 and the California Administrative Code of Regulations for Athletic Coaches.

PE 300 - Adaptive Physical Education **0 Unit(s)**
Transfer Status: NT 17 hours Lecture/34 hours Lab
This course provides instruction in the fundamental skills of adaptive physical activities for a student with disabilities, such as: bowling, aerobics, swimming, fitness, sports fitness, and aquatics. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times. Open Entry/Open Exit.

Philosophy (PHIL)

PHIL 2 - Introduction to Philosophy 3 Unit(s)

Recommended Prep: Reading Level V; English Level IV
Transfer Status: CSU/UC 51 hours Lecture
This course is an introduction to the nature of philosophical thought and skills. Issues that traditionally have been of central importance in philosophical inquiry will be emphasized. These include the nature of knowledge (e.g., skepticism, truth, and scientific methodology), reality (e.g., free will, mind/body problem, existence of God), and values (relativism, foundation of morality).

PHIL 5 - Environmental Ethics 3 Unit(s)

Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU 51 hours Lecture
An introductory course on theories of environmental ethics and how they are applied to sustainability and environmental issues. Both traditional and contemporary, Western and non-Western theories are studied to learn various outlooks on how humans should live in nature, including how we relate to the environment, the future generations and other species. The ideas and principles are then used to find solutions to the challenges we face today such as resource depletion, pollution, climate change and species extinction.

PHIL 6 - Introduction To Logic 3 Unit(s)

Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU/UC 51 hours Lecture
A study of traditional logic with both deductive and inductive reasoning, syllogisms, and fallacies. Practical application of basic skills in orderly and accurate reasoning and communication.

PHIL/MATH 7 - Formal Logic & Writing 3 Unit(s)

Prerequisite(s): ENGL 2
Recommended Prep: Reading Level V
Transfer Status: CSU/UC 51 hours Lecture
This course is designed to achieve an understanding of the relationship of language to logic, which should lead to the ability to analyze, criticize, and advocate ideas and to reason inductively and deductively. Skills will be developed through writing as well as the formal symbolic representation of arguments.

PHIL 8 - Methods of Argument 3 Unit(s)

Prerequisite(s): ENGL 2 with C grade or better
Transfer Status: CSU/UC 51 hours Lecture
This course is a study of, and instruction in, argumentative writing, including traditional topics in logic. The course will emphasize the application of argumentative methods and models to the analysis of contemporary moral, political, economic, and philosophical issues.

PHIL 16 - Western Religions 3 Unit(s)

Recommended Prep: Reading Level V; English Level IV
Transfer Status: CSU/UC 51 hours Lecture
An analysis of the three great religious traditions of the West: Judaism, Christianity, and Islam. The course explores ways to study, interpret, and understand these traditions.

PHIL 18 - Eastern Religions 3 Unit(s)

Recommended Prep: Reading Level V; English Level IV
Transfer Status: CSU/UC 51 hours Lecture
A study of Jainism, Hinduism, Buddhism, Confucianism, Daoism, Shinto, and Sikhism.

PHIL 58 - Teaching About Religion 3 Unit(s)

Recommended Prep: Reading Level V; English Level IV
Transfer Status: CSU 51 hours Lecture
An introduction to the Abrahamic religions of Judaism, Christianity, and Islam, along with the major religious traditions of India and Asia, within the context of a practical exploration of the moral, legal, and educational issues raised in teaching about religions in public schools in the United States.

PHIL 95 - Special Studies-PHIL See page 242

Photography (PHO)

PHO 2 - Basic Photography 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III; Math Level II
Transfer Status: CSU/UC 25.5 hours Lecture/76.5 hours Lab
This course is designed to provide instruction in the technical skills required to produce black and white photographs as well as in the evaluation of photographs. Lecture topics include camera operation, exposure controls, film processing, printing, the aesthetics of lighting, compositional arrangement and photographic presentation. Materials fee required and subject to change.

PHO 4 - Beginning Color (Digital Emphasis) 3 Unit(s)

Prerequisite(s): PHO 2
Transfer Status: CSU 25.5 hours Lecture/76.5 hours Lab
This class will consist of an introduction to color theory and principals, with an emphasis on producing quality digital prints either from digital files or scanned transparencies. The color theory section will include aspects of color as applied to light, color balance, color temperature and the psychology of color. Aesthetic values relying on the use of color will be stressed. Materials fee required and subject to change. Since skills proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

PHO 5 - Advanced Color Photography 3 Unit(s)

Prerequisite(s): PHO 4
Transfer Status: CSU 25.5 hours Lecture/76.5 hours Lab
This course offers the continued development of digital printing skills including both aesthetic and advanced digital techniques. Students will develop further proficiency in the use of digital cameras, scanners and inkjet printers. They will also learn to plan, develop and implement a color portfolio project with particular emphasis on conceptual thinking and the development of an individual style. Material fees are required and subject to change. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated two times.

PHO 6 - Advanced Black and White Photography 3 Unit(s)

Prerequisite(s): PHO 2 and PHO 13
Transfer Status: CSU/UC 25.5 hours Lecture/76.5 hours Lab
This course provides instruction in the formation, construction, and presentation of gallery-ready art work. Current issues of photography will be discussed as they relate to student art work and work of prominent contemporary artists. Students taking this course should arrive with a clear understanding of basic photographic technique and be ready to create personal art work with a strong conceptual base. Materials fee required and subject to change.

PHO 8 - Photographic Studio Arts I 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III; Math Level II
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course utilizes all aspects of studio photography with an emphasis on lighting. The student will learn to control light and master all necessary skills to create intended statements. While all camera formats will be used, the view camera and perspective controls will be emphasized. At the end of the course, the students will be able to utilize the photographic studio to create professional commercial work or fine art which meet or exceed commonly-held standards. Material fees may be required and subject to change. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PHO 9 - Photographic Studio Arts II 3 Unit(s)

Prerequisite(s): PHO 8
Recommended Prep: PHO 2 and Reading Level IV; English Level III; Math Level II
Transfer Status: CSU 34 hours Lecture/51 hours Lab
The purpose of this course is to utilize the skills derived from PHO 8 in order to acquire additional and more concentrated expertise in one of the following areas: Architecture, Portraiture, Advertising/Catalog photography, Editorial/illustration photography, or studio fine art photography. Students will study the work of historical and contemporary photographers in their area of concentration and, based upon analysis of some of these photographs, attempt to replicate them in the studio or field. Materials fees may be required and are subject to change. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PHO 10 - Digital Mural Printing 3 Unit(s)

Prerequisite(s): PHO 2, ART 91 or PHO 5
Transfer Status: CSU 25.5 hours Lecture/76.5 hours Lab
This course introduces students to the rewards and the particular problems of producing large images. Students will create images using either film or digital input, and will print these images using PhotoShop and large format ink jet printers. The aesthetics of large images as well as presentation will be covered. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated two times.

PHO 12 - Photo Field Experience 1.5 Unit(s)

Prerequisite(s): PHO 2
Transfer Status: CSU 16 hours Lecture/32 hours Lab
This course provides students with practical field experience in a variety of locations and situations. Through lectures, field demonstrations and individual problem solving sessions, students will be introduced to many of the problems encountered in fieldwork and to techniques and equipment that will help resolve them. Field trips are the heart of this course and will be required. The itinerary and general information will be introduced during the initial orientation meeting. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PHO 13 - Intermediate Black and White Photography 3 Unit(s)

Prerequisite(s): PHO 2
Transfer Status: CSU 25.5 hours Lecture/76.5 hours Lab
This course is designed to explore basic photographic techniques with emphasis on the nature of light, more advanced printing controls, and personal expression. Historical precedents in photographic vision will be utilized to establish a comprehensive base for evaluating student's individual artistic direction. Material fees are required and subject to change. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

PHO 16 - The History of Photographic Technology 3 Unit(s)

Recommended Prep: PHO 2 and Reading Level IV; English Level III; Math Level II
Transfer Status: CSU 25.5 hours Lecture/76.5 hours Lab
Each class will concentrate on three to four of the most important historical photographic printing processes. They will be considered at length in both historical and contemporary context. Emphasis will be on the application of early photographic processes to create handmade prints that are visually unique. The class will entail supervised lab and studio
experience in manufacturing, coating processing techniques. The course will include applications in fine arts, conservation, portraiture and commercial and commercial photography. Materials fees are required and subject to change. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated two times.

PHO/MSP 18 - Introduction to Digital Photography 3 Unit(s)

Recommended Prep: Reading Level IV; English Level IV; Math Level III
Transfer Status: CSU/UC 34 hours Lecture/51 hours Lab
Introduction of the fundamental concepts and skills necessary to create, edit, store, and manipulate photographic images electronically. Units on digital photography, desktop scanners, Macintosh computers, image editing software, print making, and film recorders. Lecture topics will cover the history and development of electronic still photography as a cluster technology and its impact on photographic arts and society. Focus on personal exploration of this technology as a creative medium for visual expression with emphasis on contemporary issues in digital imaging. Materials fee required and subject to change. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PHO/MSP 19 - Intermediate Digital Color Photography 3 Unit(s)

Prerequisite(s): PHO 18
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course continues examination of the concepts and techniques necessary to create, edit and store color photographic images using digital technology. The course will include units on digital color theory, color image recording, personal computers, color, image-editing, software, color printing options and digital image storage using CD-ROM. Demonstration topics will include present techniques being used in industry and by fine artists. The course will focus on personal exploration of this technology as a creative medium for visual expression with emphasis on alternative display methods for presenting color photographic images. Materials fees are required and subject to change. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PHO 94 - Photography Laboratory 0.25 - 3 Unit(s)

Co-requisite(s): Enrollment in a photography class
Transfer Status: CSU 12.75 - 153 hours Lab
Intended as an augmentative laboratory course to concurrent enrollment in other photography classes. Provides individual assistance with projects requiring special darkroom techniques. Materials fees are required and subject to change. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated to a maximum of 9 units. Pass/No Pass Only. Open Entry/Open Exit.

PHO 95 - Special Studies-PHO See page 242

PHO 96(A-Z) - Current Trends in Photography 0.5 - 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 8 - 51 hours Lecture/25.5 - 153 hours Lab
A course designed to provide the student exposure to new and developing trends in the field of Photography. Examples of courses within this umbrella might include an introductory course in the use of digital cameras, a class designed specifically focused on architectural photography or a class specialized in close-up macro photography. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.
PHO 96A - Introduction to Digital Cameras 1 Unit(s)

PHO 99 - Work Experience-PHO See page 245

Physics (PHYS)

PHYS 10 - Concepts of Physics 3 Unit(s)
Prerequisite(s): MATH 108 or high school algebra
Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU/UC 51 hours Lecture
Emphasis is placed on physics from a conceptual rather than a mathematical approach. Topics include: Newton's Laws of Motion, energy and momentum. Depending on the students' interests, further topics may include: Heat and Thermodynamics, Electricity and Magnetism, Light and Optics, and Atomic and Nuclear Physics. Not intended for students who have completed high school physics or Physics 21 or 41.

PHYS 11 - Concepts of Physics Laboratory 1 Unit(s)
Prerequisite(s): PHYS 10 (or concurrent enrollment)
Transfer Status: CSU/UC 51 hours Lab
This course is designed to accompany the lecture topics taught in Physics 10 and may not be taken without previous or concurrent enrollment in that class. Experiments performed will cover the areas of motion, sound, electricity and magnetism, and light. Not recommended for physics majors.

PHYS 21 - College Physics I 4 Unit(s)
Prerequisite(s): MATH 20 or high school trigonometry
Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU/UC 51 hours Lecture/51 hours Lab
This is a non-calculus course. It is the study of mechanics, energy properties of matter, wave motion, sound, heat and thermodynamics. Graded only.

PHYS 22 - College Physics II 4 Unit(s)
Prerequisite(s): PHYS 21
Transfer Status: CSU/UC 51 hours Lecture/51 hours Lab
This is a non-calculus course. It is the study of electricity and magnetism, light, optics, relativity and modern physics. Graded only.

PHYS 41 - Physics for Scientists and Engineers I 4 Unit(s)
Prerequisite(s): MATH 30
Co-requisite(s): PHYS 51 Recommended
Recommended Prep: Reading Level IV; English Level IV and high school physics
Transfer Status: CSU/UC 51 hours Lecture/51 hours Lab
This course is a study of vectors, kinematics, forces, momentum, energy, rotational motion, gravity, oscillatory motion, and fluid mechanics. Graded only.

PHYS 42 - Physics for Scientists and Engineers II 4 Unit(s)
Prerequisite(s): PHYS 41, MATH 31
Co-requisite(s): PHYS 52 Recommended
Transfer Status: CSU/UC 51 hours Lecture/51 hours Lab
This course will study electric fields and potential, electric currents, electric circuits, induced currents, magnetic fields, dielectrics, alternating currents, and electromagnetic waves. Graded only.

PHYS 43 - Physics for Scientists and Engineers III 4 Unit(s)
Prerequisite(s): PHYS 42, MATH 32
Transfer Status: CSU/UC 51 hours Lecture/51 hours Lab
This course will study geometrical and physical optics, heat and thermodynamics, introductory quantum phenomena, atomic spectra, atoms, molecules, and nuclei of atoms. Graded only.

PHYS 51 - Problem Solving Strategies for PHYS 41 1 Unit(s)
Co-requisite(s): PHYS 41
Transfer Status: CSU 51 hours Lab
This course is designed as a supplement to PHYS 41 and is intended to enhance the students problem solving skills in the areas of vectors, statics, kinematics, dynamics, momentum, energy, rotational motion, oscillatory motion, and fluid mechanics. Pass/No Pass Only.

PHYS 52 - Problem Solving Strategies for PHYS 42 1 Unit(s)
Co-requisite(s): PHYS 42
Transfer Status: CSU 51 hours Lab
This course is designed as a supplement to PHYS 42 and is intended to enhance the students' problem solving skills in the areas of electric fields and potential, electric currents, electric circuits, induced currents, magnetic fields, dielectrics, alternating currents, and electromagnetic waves. Pass/No Pass Only.

PHYS 61 - Physics of "Star Trek" 1 Unit(s)
Recommended Prep: Reading Level IV; English Level IV; Math Level IV
Transfer Status: CSU 17 hours Lecture
This course is a survey of modern physics through the genre of science fiction, specifically the television drama "Star Trek". Topics include quantum mechanics, relativity, cosmology, chaos theory, and the unintended consequences of using technology. The course offers all students a non-threatening setting in which to learn about physics. Emphasis is on how to think critically about physical concepts—how to ask relevant questions about physical principles and how to judge the veracity of physical speculation—rather than on quantitative analysis.

PHYS 95 - Special Studies-PHYS See page 242

Plant Science (PLS)

PLS 15 - Introduction to Plant Science 2 Unit(s)
Recommended Prep: Reading Level II; English Level II
Transfer Status: CSU/UC 34 hours Lecture
This course with Lab is designed to satisfy the Natural Science requirement for the Associate degree or the General Education Life Science Requirement only after the completion of PLS 16 Basic Plant Science Laboratory course (1 unit). A study of the principles and concepts of plant science which are applicable to the production, processing arid use of plant products. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated two times.

PLS 16 - Basic Plant Science Laboratory 1 Unit(s)
Prerequisite(s): PLS 15 within the past 3 years (or concurrent enrollment)
Transfer Status: CSU/UC 51 hours Lab
A study of the principles and concepts of plant science which are applicable to the production, processing and use of plant products. This course is designed to satisfy the Natural Science requirement for Associate degree or the General Education - Life Science requirement in conjunction with PLS 15 - Introduction to Basic Plant Science. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated two times.

PLS 20 - Basic Plant Science 3 Unit(s)
Recommended Prep: Reading Level III; English Level II
Transfer Status: CSU/UC 34 hours Lecture/51 hours Lab
A study of the principles and concepts of plant science which are applicable to the production, processing and use of plant products.

PLS 25 - Plant Science 3 Unit(s)
Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU/UC 51 hours Lecture
A study of the principles and concepts of plant science, including structure, heredity, climate effects, growth process, and physiology which are applicable to the food production and the environment. Live plants and plants products will be illustrated during classes. How plant geology has changed through history and the growth and development of plants affecting our world will also be emphasized. Students will be encourage to critically evaluate and discuss plant systems in problem solving forums. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

Political Science (POS)

POS 2 - United States Government 3 Unit(s)

Recommended Prep: Reading Level V; English Level IV
Transfer Status: CSU/UC 51 hours Lecture
This course is an introduction to government and politics in the United States. Topics covered are the United States Constitution, government institutions, political behavior, state and local governments, and citizen's rights and obligations. POS 2 partially satisfies U.S. History, Constitution and American Ideas requirement at the CSU.

POS 3 - Comparative Politics 3 Unit(s)

Recommended Prep: Reading Level V; English Level IV
Transfer Status: CSU/UC 51 hours Lecture
An introduction to the comparative analysis of contemporary political systems and their environments with primary attention given to Japan, China, and India. Examines current political institutions, citizen participation, political problems, politics, and policies within these systems. Emphasis is given to Japan, China, and India in order to provide knowledge of an advanced democratic society (Japan), accommodation of a Communist system to larger world trends, in which concessions are made to market freedom within an authoritarian framework (China), and to important cultural traditions that affect governance (India).

POS 12 - California State and Local Government 3 Unit(s)

Recommended Prep: Reading Level V; English Level IV
Transfer Status: CSU 51 hours Lecture
This course is an introduction to government with emphasis on California State and local governments. Government institutions and political processes are examined in the context of the state's diverse population and culture. Additionally, the course covers the historical development of federal, state and local government relations. Attention is given to local government institutions and the dilemmas they face in carrying out their governing roles. POS 12 partially satisfies U.S. History, Constitution and American Ideas requirement at the CSU.

POS 14 - Politics of Third World Nations 3 Unit(s)

Recommended Prep: Reading Level V; English Level IV
Transfer Status: CSU/UC 51 hours Lecture
The political dynamics of selected Third World nations are examined in this course. Major emphasis will be on problems of poverty, colonialism, comparative political structures and behavior, imperialism, and international relations. This course will also focus on tensions in the political culture between traditional and non-traditional values in contemporary Third World societies. Note: This course is an approved Non-Western course at CSU Chico.

POS 16 - Vital Political Problem 3 Unit(s)

Recommended Prep: Reading Level V; English Level IV
Transfer Status: CSU/UC 51 hours Lecture
This course examines major political problems in the United States today that challenge us to think more clearly and deeply about constitutional democracy. Democracy, freedom, and equality are ideals explored, contrasted, and discussed in this course. The extent to which free markets replace government or government replaces free markets is surveyed from both conservative and liberal perspectives.

POS 18 - International Relations 3 Unit(s)

Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU/UC 51 hours Lecture
This course is an introduction to international relations. It has three main goals. First, to introduce the main theoretical traditions in the study of world politics and to demonstrate the importance of using theory to explain, describe, and predict political events. Second, to present the facts associated with important historical events and contemporary issues in international relations. Third, another goal of this course is to help students evaluate competing arguments about international behavior by using evidence from historical and contemporary events.

POS/HIST 20 - Political History of the Middle East 3 Unit(s)

Recommended Prep: Reading Level V; English Level IV
Transfer Status: CSU/UC 51 hours Lecture
An introduction to the cultural and historical background of the Middle East. An inquiry into government, family, social classes, religion, politics and regional conflict in the Middle East both past and present.

POS/CSL 90 - Seminar in Leadership/Student Government 3 Unit(s)

Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU 51 hours Lecture
Parliamentary procedures, effective communications, group dynamics, goal development, and organizational theory and current campus, local, state and national issues will be examined in this course, as will issues related to higher education and developmental theory. Required for Associated Students officers. Recommended for Inter-dub Council members, committee members and club officers, and others interested in participating in and learning about student government. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

POS/CSL 91 - Seminar in Leadership/Orientation 2 Unit(s)

Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU 34 hours Lecture
Effective communications, group dynamics, individual developmental theory, oral presentation skills, diversity awareness and appreciation, team building approaches and problem solving will be examined in this course. Required for Orientation Student Staff members. Recommended for those who are interested in applying for Orientation Student Staff positions. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

POS/CSL 92 - Exploring Leadership 3 Unit(s)

Recommended Prep: English Level IV
Transfer Status: CSU 51 hours Lecture
This course is designed to introduce students to the fundamental elements of leadership. Students will explore leadership theories and models as well as their own values and beliefs to develop a personal philosophy of leadership that includes an understanding of self, others and community. Students will learn how to apply theory into practice as they prepare for leadership roles in college and community settings.

POS 95 - Special Studies-POS **See page 242**

POS 99 - Work Experience-POS **See page 245**

Physical Science (PSC)

PSC/BIOL 4 - Natural Science I 4 Unit(s)

Recommended Prep: Reading Level IV; English Level IV; Math Level IV
Transfer Status: CSU/UC 51 hours Lecture/51 hours Lab
The Natural Science course approaches the major disciplines of science (physics, chemistry, earth science and biology) in an interdisciplinary, blended fashion. This allows a more realistic view of the world, since events and processes in the world and universe are not delineated by discipline. Students will be provided with an introductory foundation in each of these areas of science, so that they may have a better understanding of the world, their environment, and their own bodies, Although math will be utilized throughout the course, the emphasis will be on conceptual rather than mathematical components. Students will experience analysis, problem solving, critical thinking, team-work, and communication throughout the course. The course will be team taught. It is listed under both Physical Science and Biology. It is recommended for the non-science major who has not yet taken a General Education science course.

PSC/BIOL 6 - Natural Science II 4 Unit(s)

Recommended Prep: Reading Level IV; English Level IV; Math Level IV
Transfer Status: CSU/UC 51 hours Lecture/51 hours Lab
The Natural Science course approaches the major disciplines of science (physics, chemistry, earth science and biology) in an interdisciplinary, blended fashion. This allows a more realistic view of the world, since events and processes in the world and universe are not delineated by discipline. Students will be provided with an introductory foundation in each of these areas of science, so that they may have a better understanding of the world, their environment, and their own bodies. Although math will be utilized throughout the course, the emphasis will be on conceptual rather than mathematical components. Students will experience analysis, problem solving, critical thinking, team-work, and communication throughout the course. The course will be team taught. It is listed under both Physical Science and Biology. It is recommended for the non-science major who has not yet taken a General Education science course.

PSC 10 - Introduction to Environmental Science 4 Unit(s)

Recommended Prep: Reading Level IV; English Level IV; Math Level IV
Transfer Status: CSU/UC 51 hours Lecture/51 hours Lab
An introduction to the scientific principles and problem solving techniques used to evaluate the effects of human activities on different ecosystems. Topics will include the sustainability and stewardship of various ecosystems, environmental hazards such as air and water pollution, waste disposal, pesticides and herbicides, the impact of commercial and industrial activities, as well as population and urbanization. Basic chemistry, geology and physics will be introduced throughout the course to explain and expand on these topics. The concepts will be reinforced with an integrated laboratory program.

PSC 12 - Concepts in Physical Science 4 Unit(s)

Recommended Prep: Reading Level IV; English Level IV; Math Level IV
Transfer Status: CSU 51 hours Lecture/51 hours Lab
This course offers a broad but thorough study of the physical sciences with introductory sections in physics and chemistry. The focus is on understanding the fundamental behavior of matter and energy using the scientific method as the means of inquiry. Scientific concepts and ideas are emphasized rather than rigorous mathematical problem solving, although basic arithmetic and elementary algebra are used. The concepts will be reinforced with an integrated laboratory program. This course is recommended for non-science majors.

PSC 20 - Introductory Physical Science 3 Unit(s)

Recommended Prep: Reading Level IV; English Level IV; Math Level IV
Transfer Status: CSU/UC 51 hours Lecture
This course is a study of earth and physical sciences including introductory sections on physics, chemistry, and earth and space sciences. This course is meant to give a broad but basic understanding of the concepts, techniques and terminology of the physical environment. Recommended as a general education course for non-physical science majors and as a general science course for further study in the physical sciences. Not recommended for students who have had high school physics or chemistry.

PSC 21 - Introductory Physical Science Laboratory 1 Unit(s)

Prerequisite(s): PSC 20 (or concurrent enrollment)
Recommended Prep: Reading Level IV; English Level IV; Math Level IV
Transfer Status: CSU/UC 51 hours Lab
This course is a laboratory course to accompany PSC 20. The laboratory is designed to introduce students to the measurements, techniques, and terminology of describing the physical environment. Recommended as a general education course for non-physical science majors and as a general science course for further study in the physical sciences. Not recommended for students who have had high school physics or chemistry. The main emphasis is on scientific thought, concepts and laboratory techniques rather than on rigorous mathematical problem solving. However, a small amount of arithmetic and elementary algebra will be used.

PSC 30 - Introductory Astronomy 4 Unit(s)

Recommended Prep: Reading Level IV; English Level IV; Math Level IV
Transfer Status: CSU/UC 51 hours Lecture/51 hours Lab
This course is a study of our dynamic universe. Topics include the history of astronomy, the science of observation and discovery, stellar birth, maturation and death, planetary formation, a description of our solar system galaxies, quasars and cosmology.

PSC 50 - Introduction to Weather 3 Unit(s)

Co-requisite(s): PSC 51 (Recommended)
Recommended Prep: Reading Level IV, English Level IV, Math Level IV
Transfer Status: CSU/UC 51 hours Lecture
This course provides an introduction to modern meteorology. The main topics will include air circulation, pressure and wind, temperature, moisture, fronts, storm systems, cloud types and air stability. The course will also include an introduction to interpreting weather maps, synoptic weather forecasting, and climate change. Math will be used at times during this course but emphasis will be on a conceptual understanding of basic meteorology.

PSC 51 - Weather Lab 1 Unit(s)

Prerequisite(s): PSC 50 or PSC 52 (or concurrent enrollment)
Transfer Status: CSU/UC 51 hours Lab
This course will emphasize the practical concepts of physical science and weather using demonstration and experimentation. Topics include the scientific method, Newton's laws of motion, heat and energy transfer, the gas law, and fluid dynamics. Other experiments will demonstrate weather observation techniques, collection and analysis of atmospheric data, weather map study, cloud identification, interpretation of satellite imagery, and basic forecasting skills. This course includes a field trip to a local forecasting facility.

PSC 52 - Extreme Weather 3 Unit(s)

Co-requisite(s): PSC 51 (Recommended)
Recommended Prep: Reading Level IV; English Level IV; Math Level III
Transfer Status: CSU/UC 51 hours Lecture
This course will explore extreme weather topics with a background in basic meteorology. Students will be provided with a introduction to physical and atmospheric science concepts including the scientific method, composition and structure of the atmosphere, seasonal variation, cloud identification, air stability, weather variables, forecasting, and atmospheric circulation. These concepts will help the student build an understanding of extreme weather events such as tornadoes, hurricanes, mid-latitude storms, thunderstorms, blizzards, drought, El Nino / La Nina, and more. Students will be required to read and analyze information while using critical thinking and communication skills to solve problems. Math will be used at times during this course but the emphasis will be on a conceptual understanding of the atmosphere and extreme weather topics.

PSC 95 - Special Studies-PSC See page 242

Psychology (PSY)

PSY 1 - Principles of Psychology 3 Unit(s)

Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU 51 hours Lecture
This course provides an introduction to the principles of psychology by surveying the basic theories, concepts and research in the science of human behavior and cognitive processes. Topics include the science of psychology, the biological bases of behavior, ethics, sensation and perception, learning and memory, development, cognition, motivation and emotion, sexuality and gender, stress and health, personality, social psychology, psychological disorders and therapies, and applied psychology.

PSY 2 - Introductory Psychology: Basic Processes 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU/UC 51 hours Lecture
Psychology as a science, motivation and emotion, learning, sensation and perception, physiological psychology, descriptive statistics, the experimental method, and altered states of consciousness. Designed for psychology majors. Appropriate for non-majors.

PSY 4 - Introduction to Psychology: Individual and Social Processes 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU/UC 51 hours Lecture
Personality, social psychology, abnormal psychology, causes of mental illness, psychotherapy, motivation and emotion, developmental psychology, language and thought. Emphasis is placed on the practical aspects of human growth. Appropriate for psychology majors and non-majors.

PSY 6 - Abnormal Psychology 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU/UC 51 hours Lecture
This course is the study of abnormal behavior and its place in contemporary society. It includes an examination of all the major categories of mental disorders with an emphasis on those patterns most relevant to a broad, basic understanding of maladaptive behavior. The clinical picture, causal factors (biological, psychosocial, and sociocultural), treatments, and outcomes will be presented for each major pattern of abnormal behavior. Focus on the scientific approach to the study of abnormal behavior as well as the unity of human behavior and common human concerns will characterize this course and help to correct widespread misconceptions about mental disorders and the people who suffer from them.

PSY 10 - Integrated Perspectives in Peace and Global Studies 1 Unit(s)

Co-requisite(s): Must be enrolled in three of these six courses: PSY 11, PSY 34, SOC 5, AGR 10, CMST 9, IDST 94
Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 17 hours Lecture
This course offers a venue for an interdisciplinary discussion on peace and global issues. Students will have the opportunity to synthesize ideas from each of the disciplines as defined by the Peace and Global Studies Certificate of Completion. Students will explore how these transformational ideas can be translated into daily, living practices for personal, social, environmental, and global recovery and advancement. Personal peace practices will be explored. This is a student centered approach to learning. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

PSY 11 - Peace Psychology 3 Unit(s)

Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU 51 hours Lecture
This course examines the social-psychological themes, theories, causes, and practices of violence and peace. We will address how one comes to tolerate and rationalize violence as the means for resolving complex human relations. Students will explore the psychological foundation for peacemaking and peace building in all human interactions with the idea of promoting personal and social justice.

PSY 12 - Child and Adolescent Psychology 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU/UC 51 hours Lecture
An exploration of child growth and development from conception through adolescence, to include environmental management and interpersonal relations. Emphasis on understanding the stresses experienced during the teenage years.

PSY 14 - Learning and the Young Child 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 51 hours Lecture
An examination of various psychological factors relevant to children's learning will be explored. Material to be presented will include operant and classical conditioning, cognitive social learning and development, language development, intelligence, and other influences related to children's learning.

PSY 16 - Psychology of Women 3 Unit(s)

Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU/UC 51 hours Lecture
The course examines the social psychological and psycho-biological study of women in our current society and world, with an emphasis on how women's experiences are shaped by socioeconomics, status and power, ethnicity, culture, sexual orientation, and age. The course is designed to promote critical and creative thinking with an emphasis on social and personal assessment and integration of content.

PSY 18 - Psychology of Family Relationships 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 51 hours Lecture
Designed to assist individuals in understanding family dynamics from a systems perspective. Emphasis is directed at understanding roles, rules, and interconnected relationships among family members, and how individuals can increase functionality within a family. Increased awareness of effective communication patterns as a foundation for problem solving will be learned. A practical course emphasizing participation.

PSY 20 - Personal and Social Growth & Wellness 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 51 hours Lecture
A study of the dynamics of human body-mind-spirit development and wellness. This is a student centered approach to learning offering self understanding, and a recognition of the interdependent relationship one has with the environment and society . Students will be provided with life long skills to enhance their motivation toward continued self exploration and to maintain a healthy mental/intellectual, physical, emotional, spiritual, and social life. Topics will include stress management, relaxation and meditation techniques, art/music therapy, body-mind wellness, cognitive-emotive restructuring, social learning awareness, transpersonal psychology (consciousness, symbols, dreams), existentialism (Meaning, Death, Isolation, Fear, Choice). Since skills/proficiencies are enhanced by super vised repetition and practice, this course may be repeated one time.

PSY 21 - The Psychology of Personal and Social Relationships 3 Unit(s)

Prerequisite(s): PSY 20
Transfer Status: CSU 51 hours Lecture
This is a continuation of PSY 20 featuring an analysis advanced growth techniques for those interested in further self-exploration and transformation and an increased ability to interact successfully with others. Individual and group interaction will be emphasized. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated two times.

PSY 24 - Psychology of Sleep and Dreams 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 51 hours Lecture
Examines much of the research, discoveries and theories concerning the sleep cycle, sleep disorders and their treatment and the content and meaning of dreams. Two sets of dream interpretive skills will be learned. Those that apply to interpreting one's own dreams and those that apply to helping others find their own meaning in their dreams. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

PSY 28 - Committed Relationships 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 51 hours Lecture
This course is designed to acquaint students with current marital and relationship theory and research, to assist students in better understanding their relationships, to deepen their appreciation of individual differences as they contribute to the dynamics of their marriage and relationships and to assist the students in applying these principles to their own lives. Emphasis is placed on strengthening the existing relationships through mutual trust and respect. Students will work on improving their communication.

PSY 30 - Psychology of Communication for Personal Relationships 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 51 hours Lecture
Designed for individuals desiring to obtain the necessary knowledge for improving their relationships with others. Conditions effecting personal relationships will be discussed with emphasis on listening and responding dimensions as well as self-disclosure and expressive dimensions.

PSY/ADS 32 - Communication Skills for Helping Relationships 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 51 hours Lecture
This course is designed for individuals who would like to obtain knowledge and skills necessary for effective helping relationships and is especially designed for drug and alcohol counselors, parents, teachers, tutors, medical personnel, corrections personnel, etc. Involves knowledge of as well as training in those helping dimensions that are responsible for effective helping relationships. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

PSY 34 - Eastern Psychology Through Yoga Traditions and Practices 3 Unit(s)

Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU 51 hours Lecture
This is an introductory study, theory, and practice of Eastern Psychology. The psychological foundation for study will highlight Hatha Yoga postures, breathing techniques, mental concentration, and meditation. The merger between modern Psychology and Yoga Psychology will be emphasized. This course is experiential and designed for self-enhancement, relaxation and stress management, increased mindfulness and social awareness. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

PSY 35 - Continuation of Yoga Practice 3 Unit(s)

Prerequisite(s): PSY 34
Transfer Status: CSU 51 hours Lecture
This course is a continuation of Introduction to Hatha Yoga, PSY 34. The yoga experience is expanded: Concepts and practices of Raja Yoga are introduced and supplemented by theories of contemporary psychology. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated two times.

PSY 40 - Psychology and Physiology of Stress 3 Unit(s)

Transfer Status: CSU 51 hours Lecture
This course begins with an analysis of the physiological, psychological, and social nature of stress and relaxation. It then focuses on the various sources of personal stress, with special reference to pinpointing specific stress areas and creating a personalized stress management plan. Biofeedback training will be utilized during the course to accelerate and enhance the relaxation learning experience. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

PSY 41 - Socio-Cultural Context of Psychological Development 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU/UC 51 hours Lecture
This course examines the social and cultural influences on children's motivation, and social-emotional development. This course will emphasize how children are socialized from within family, school, peer-groups, and community. Specific emphasis will be placed on children reared in lower socioeconomic environments as well as children of American Indians, Asian Americans, Latin Americans, and African Americans.

PSY 48 - Psychology in Literature 3 Unit(s)

Recommended Prep: Reading Level V; English Level II
Transfer Status: CSU/UC 51 hours Lecture
An introduction to the psychological approach to literature, with special attention given to personality and behavior. The evaluation of literature as a principle expression of man's consciousness and total experience. Readings selected to represent various theories of psychology (behavioral, existential, Freudian, etc.) and several literary genres. Graded only.

PSY 52 - Alcohol, Drugs, and Society 3 Unit(s)

Recommended Prep: Reading Level III; English Level II
Transfer Status: CSU 51 hours Lecture
A survey course that examines the physiological and psychological effects of chemical dependency on the individual. Also included is an analysis of the effects of substance abuse on the family; the sociological, economic conditions contributing to substance abuse, and a description of community efforts at prevention and treatment.

PSY 95 - Special Studies-PSY See page 242

PSY 99 - Work Experience-PSY See page 245

PSY 100 - Psychology of Student Success 3 Unit(s)

Recommended Prep: Reading Level IV
Transfer Status: NT 51 hours Lecture
A life-oriented, rather than a science-oriented course. Basic principles of psychology as they apply to daily living. The psychology of effective study and vocational choice are considered.

PSY 120 - Psychology of Creativity, Intuition, Problem Solving 3 Unit(s)

Recommended Prep: Reading Level III; English Level II
Transfer Status: NT 51 hours Lecture
This course is designed to promote greater creativity, intuition, analytic thinking skills and problem solving in personal and professional life. The emphasis is on developing effective self-expression skills, expanding awareness, goal planning and decision-making, producing constructive ideas and solutions that can be utilized in daily life. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

Reading (READ)

READ 2 - Speed Reading 3 Unit(s)

Prerequisite(s): READ 127 or qualifying eligibility on Reading Assessment (Level IV)
Transfer Status: CSU 51 hours Lecture
This course will improve both a student's reading rate and flexibility. Emphasis is on adjusting the level of comprehension and reading rate to suit the reader's purpose, the complexity of the material, and the student's familiarity with the material. The student will have the opportunity to use skimming, scanning, and power reading methods on newspapers, magazines, expository essays, electronic media, and textbooks. He or she will also learn strategies to interpret and critique both non-fiction and fiction.

READ 95 - Special Studies-READ See page 242

READ 120 - Developing College Vocabulary 3 Unit(s)

Prerequisite(s): LEAD 225 or Reading Level III and LEAD 219 or English Level III
Transfer Status: NT 51 hours Lecture
This course is designed to improve a student's receptive and expressive vocabulary levels. The student will learn and practice a variety of reading and study strategies to enhance general college level vocabulary and reading comprehension. The course will also provide strategies for mastering content area specific jargon. Pass/No Pass Only.

READ 126 - College Study Skills 3 Unit(s)

Recommended Prep: Reading Level I; English Level II
Transfer Status: NT 51 hours Lecture
This course is a study skills class in which students will learn and practice necessary strategies for success in all academic courses. These strategies include note-taking, study and test-taking, principles of time management, utilizing campus and online resources, using textbooks effectively, and applying learning styles theory. The course will also introduce students to computer applications that will assist students with college study skills.

READ 127 - Reading III (Efficient Reading) 3 Unit(s)

Prerequisite(s): READ 225, or ENGL 277, or READ 277 or Qualifying Eligibility from the Reading Assessment (Level III)
Transfer Status: NT 51 hours Lecture
This course will improve a student's skills in reading fiction and nonfiction materials with emphasis on structure, logical analysis of written communication, and efficient reading speeds. The major focus of this class will be the development of the critical reading and thinking skills necessary for transfer level courses in all disciplines.

Recreation (REC)

REC 10 - Foundations of Leisure and Recreation 3 Unit(s)

Recommended Prep: Reading Level III; English Level IV
Transfer Status: CSU 51 hours Lecture
This course offers a systematic study of the historical, social and philosophical foundations of the recreation professional movement. The course will examine definitions, theories, values, issues and problems in relationship to other American institutions, benefits to the individual and future trends and goals. The course will also include an analysis and articulation of a viable philosophy of leisure and recreation.

REC 80 - Leisure and Life 3 Unit(s)

Recommended Prep: Reading Level III; English Level IV
Transfer Status: CSU 51 hours Lecture
This course offers an orientation in terms of personal and social growth, leisure and recreational planning, leisure time management, fitness and health enhancement, stress management, constructive use of leisure and the development of personal and leisure values.

REC 85 - Fundamentals of Camping 3 Unit(s)

Recommended Prep: Reading Level III; English Level IV
Transfer Status: CSU 51 hours Lecture
This course is designed to familiarize students with camping, camping equipment, camping environments, and knowledgeable use of outdoor recreation opportunities. This course will help the student understand the techniques of camping in a wilderness setting.

Real Estate (RLS)

RLS 20 - Real Estate Principles 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 51 hours Lecture
This course is designed to provide the student with the fundamental principles of real estate ownership, transfer, financing, evaluation, agency law and contracts. Particular attention is paid to California real estate law, which will assist those preparing for the salesperson or broker examination.

RLS 25 - Real Estate Practices 3 Unit(s)

Recommended Prep: RLS 20 and Reading Level IV; English Level III
Transfer Status: CSU 51 hours Lecture
This course is designed to provide the student with the necessary skills to engage in the day to day activities of a licensed real estate salesperson; including but not limited to completing standardized real estate forms, selling techniques, marketing, negotiations, sales interactions and social skills necessary in a real estate environment. This course can be used toward the core educational requirements for the California State 18 month salesperson's license.

RLS 30 - Legal Aspects of Real Estate 3 Unit(s)

Prerequisite(s): RLS 20
Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 51 hours Lecture
This course is designed to provide the student with a working knowledge of California real property laws, with emphasis on practical application, using illustrative California court cases. Subjects covered include sources of real estate law, classification of property, fixtures, easements, estates or interest in real property and contracts.

RLS 35 - Real Estate Appraisal 3 Unit(s)
Prerequisite(s): RLS 20
Transfer Status: CSU 51 hours Lecture
This course meets the requirements of the 2008 Appraisal Qualifications Board of the Appraisal Foundation. The emphasis of this course is on residential real estate. It covers the basic real estate appraisal principles, residential market analysis, highest and best use, and meets the license requirements for all levels of appraisal licensing. It is required for the trainee license, residential license, certified residential license and certified general license. This course qualifies with the California Department of Real estate as a statutory/pre-license real estate course for both the salesperson and broker education requirements.

RLS 36 - Real Estate Appraisal II 3 Unit(s)
Prerequisite(s): RLS 20
Transfer Status: CSU 51 hours Lecture
This advanced Real Estate Appraisal course covers the principles and fundamentals emphasizing the income approach to the valuation of multiple residential and commercial and industrial properties. Market Analysis and the Cost Approach add additional support to the valuation conclusion. The course may be used towards the California Department of Real Estate Broker's exam and the California Appraisal licensing exam.

RLS 40 - Real Estate Finance 3 Unit(s)
Prerequisite(s): RLS 20
Transfer Status: CSU 51 hours Lecture
This course is designed to teach regulations and procedures for financing real estate; types of lenders; methods of qualifying for loans; and uses of mortgages, trust deeds, and leases, of real property. This course may be used towards the core educational requirements for the California State Real Estate Salesperson's Examination for licensing, and qualifies as one of the electives to fulfill the California 18 month salesperson's licensing requirement.

RLS 45 - Real Estate Economics 3 Unit(s)
Prerequisite(s): RLS 20
Transfer Status: CSU 51 hours Lecture
This course is designed to provide the student with the understanding of the economic factors that affect real estate; urban development and renewal; regulation of land use; business and real estate cycles; mortgage markets; commercial, industrial, and residential income properties including rural and special purpose property. This course can be used toward the California State Real Estate Broker's Examination for licensing, and will qualify as one of the electives to fulfill the California 18 month salesperson's licensing requirement.

RLS 50 - Escrow Procedures 3 Unit(s)
Transfer Status: CSU 51 hours Lecture
This course is designed to provide the student with understanding escrow and the role of taking an escrow and processing the escrow documents. This course will satisfy one of the required elective courses necessary to qualify for and pass the California State Real Estate Broker's Examination for licensing; and will satisfy one of the required elective courses necessary to qualify for and pass the California State Real Estate Salesperson's Exami nation for licensing.

RLS 55 - Property Management 3 Unit(s)
Prerequisite(s): RLS 20
Transfer Status: CSU 51 hours Lecture
This course is designed to teach property management principles and practices in order to fulfill the ownership objectives of the clients, consumer and other professionals in the real estate field. This course can be used towards the core educational requirements for the California State Real Estate Broker's Examination for licensing, and will fulfill one of the electives for the California 18 month salesperson's licensing requirement.

RLS 60 - Real Estate Mortgage Brokerage 3 Unit(s)
Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 51 hours Lecture
The course teaches the student how the Mortgage Brokerage business works and how it can assist home-buyers in finding the right loan. This course can be used towards the core educational requirements for the California State Real Estate Broker's Examination for licensing, and will fulfill one of the electives for the California Salesperson's licensing requirement.

RLS 99 - Work Experience-RLS See page 245

Respiratory Therapy (RT)

RT 97 - Special Problems-RT See page 242

RT 99 - Work Experience-RT See page 245

RT 110 - Fundamentals of Respiratory Care 7 Unit(s)
Prerequisite(s): Admission to the RT Program
Co-requisite(s): Concurrent enrollment or successful completion with a grade of "C" or better in BIOL 21, ENGL 119 or ENGL 2 and CMST 2 or permission of the Program Director and the Director of Clinical Education
Transfer Status: NT 102 hours Lecture/51 hours Lab
This course is designed to introduce the student to basic atmospheric physics, cardiopulmonary anatomy and physiology, blood gas chemistry, ventilatory dynamics. The student will be introduced to basic concepts of health and disease with emphasis on cardiopulmonary disorders, fundamentals of problem solving techniques and safe handling of medical gases and equipment. Selected respiratory care and diagnostic equipment, techniques and problems will be introduced in the laboratory. Graded only.

RT 115 - Clinical Preparation for Respiratory Care 0.75 Unit(s)
Prerequisite(s): Satisfactory completion ("C" or better) of RT 110, BIOL 21, ENGL 2 or ENGL 119, CMST 2
Transfer Status: NT 36 hours Lab
An introduction to the basic concepts of clinical respiratory care as practiced in the acute care hospital. Students will become conversant with bedside examination, monitoring, and care of medical / surgical and respiratory disease patients.

RT 120 - Concepts in Respiratory Care 7 Unit(s)
Prerequisite(s): RT 110 Satisfactory completion ("C" or better)
Co-requisite(s): RT 125, RT 128 and BIOL 15
Transfer Status: NT 102 hours Lecture/51 hours Lab
This course is a survey of cardiorespiratory disease with a focus on the role that the respiratory care practitioner plays in professional and culturally appropriate clinical assessment, diagnosis, and treatment. Cultural awareness, sensitivity and communication will be emphasized. Selected respiratory care techniques, equipment, and procedures will be introduced in the laboratory. Graded only.

RT 125 - Introduction to Clinical Respiratory Care 3 Unit(s)
Prerequisite(s): RT 110
Co-requisite(s): RT 120, RT 128 and BIOL 15
Transfer Status: NT 153 hours Lab
This course is designed as an introduction to the basic concepts of clinical respiratory care as practiced in the acute care hospital. Students will become conversant with bedside examination, monitoring, and care of medical/ surgical and respiratory disease patients. Graded only.

RT 128 - Respiratory Care Pharmacology 3 Unit(s)
Prerequisite(s): RT 110
Co-requisite(s): RT 120, RT 125 and BIOL 15
Transfer Status: NT 51 hours Lecture
This course is designed to introduce the student to fundamental pharmacological concepts and applied pharmacology. Emphasis will be placed on drug action and interaction as well as the practical aspects of routes of administration. Graded only.

RT 135 - Fundamentals of Clinical Respiratory Care 3.75 Unit(s)
Prerequisite(s): RT 120, RT 125, RT 128 with "C", or better or permission of the Program Director and the Director of Clinical Education
Transfer Status: NT 30 hours Lecture/96 hours Lab
This course is a supervised clinical respiratory therapy experience in the hospital setting; including the application of theories and therapeutic modalities taught in previous RT classes. Mechanical Ventilation concepts will be introduced in the lecture portion. Graded only.

RT 140 - Fundamentals of Intensive Respiratory Care 6 Unit(s)
Prerequisite(s): RT 135 with a "C" or better
Co-requisite(s): RT 142, RT 145 and RT 148
Transfer Status: NT 85 hours Lecture/51 hours Lab
This course is a study of the fundamentals of respiratory care in the critical care setting. Emphasis is placed on the critical care environment, advanced patient assessment, monitoring, advanced techniques of airway management and continuous mechanical ventilatory support. Graded only.

RT 142 - Neonatal and Pediatric Respiratory Care 3 Unit(s)
Prerequisite(s): RT 135 with a "C" or better
Co-requisite(s): RT 140, RT 145 and RT 148 or permission of the Program Director and the Director of Clinical Education.
Transfer Status: NT 51 hours Lecture
This course is designed as an introduction to respiratory care of the neonatal and pediatric patient. Emphasis is placed upon growth and development, pathophysiology, clinical assessment, treatment, resuscitation and mechanical ventilatory support. Graded only.

RT 145 - Advanced Respiratory Care Procedures 3.25 Unit(s)
Prerequisite(s): RT 135 with a "C" or better
Co-requisite(s): RT 140, RT 142 and RT 148
Transfer Status: NT 186 hours Lab
This course is designed to support continued in-hospital development of clinical respiratory care skills with emphasis on the application of scientific principles to the therapeutic environment and life support of the critically ill patient. Graded only.

RT 148 - Respiratory Care Seminar I 2 Unit(s)
Prerequisite(s): RT 135 with a "C" or better
Co-requisite(s): RT 140, RT 142 and RT 145
Transfer Status: NT 34 hours Lecture
Seminar/discussion of selected contemporary topics in respiratory care, along with student panel presentations of patients in their care. Graded only.

RT 155 - Respiratory Care Practicum I 2.25 Unit(s)
Prerequisite(s): RT 140, RT 142, RT 145 and RT 148 with a grade of "C" or better
Transfer Status: NT 118 hours Lab
This course is designed as a clinical experience to allow the respiratory care student to hone skills learned in previous RT courses while developing new skills in the performance of day-to-day tasks of the staff respiratory care practitioner. Critique of clinical performance by hospital personnel is a component part of grading for this course. Offered in Winter Session only. Travel to out-of-area clinical facilities will be required. Graded only.

RT 160 - Respiratory Care Seminar II 4 Unit(s)
Prerequisite(s): RT 155 with a C or better
Co-requisite(s): RT 165 or permission of the Program Director and the Director of Clinical Education.
Transfer Status: NT 68 hours Lecture
This course is designed to explore the historical, contemporary and technical issues germaine to respiratory care as an allied health profession through lecture/discussion/literary review. Emphasis will be placed on issues relevant to the current practice of respiratory care and current credentialing requirements. Preparation for post-graduate credentialing examination will be included in course work. Material fee required and subject to change. Graded only.

RT 165 - Respiratory Care Practicum II 8 Unit(s)
Prerequisite(s): RT 155
Co-requisite(s): RT 160
Transfer Status: NT 408 hours Lab
This course is designed to support continuing practice and evaluation of skills for advanced respiratory care students in the hospital setting. Development of skills in selected experience pertaining to the organization and completion of patient care assignments with emphasis on critical care.

RT 170 - Examination Review: Advanced Practitioner Preparation 1 Unit(s)
Prerequisite(s): Satisfactory completion of a two, or four year Commission on Accreditation of Allied Health Education Programs approved respiratory care training program. Additionally, entrants to this course must have successfully passed the National Board for Respiratory Care's Entry-level Examination (CRT).
Transfer Status: NT 51 hours Lab
This course is designed to assist the practicing Respiratory therapist's preparation for the advanced practitioner examinations (RRT.) Emphasis will be placed on computer-assisted testing, and Clinical Simulation practice examinations. Pass/No Pass Only. Open Entry/Open Exit.

Radio-TV Film (RTVF)

RTVF/JOUR 2 - Introduction to Newswriting 3 Unit(s)
Prerequisite(s): ENGL 119
Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU 51 hours Lecture
This course provides instruction in all aspects of newswriting. Emphasis is placed upon information gathering, news reporting, feature and complex story writing, ethics, press law, and critical thinking.

RTVF/CMST 8 - Speech for Radio-TV 3 Unit(s)
Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 51 hours Lecture
This course covers basic theory and practice in areas of speech improvement with emphasis on development of the voice, articulation, and pronunciation. Study and practice of the oral skills essential to the effective communication of meaning in scripts, newscasts, and commercial messages to audiences. Voice improvement through exercises in tone production and pronunciation.

RTVF/SOC 12 - Mass Media and Society 3 Unit(s)
Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU/UC 51 hours Lecture
A study of print, broadcast, film, the Internet and other media systems to understand how they influence our society and culture. Topics include communications theory, media monopolies, gender and minority stereotyping, propaganda and advertising, etc.

RTVF 13 - Exploring Contemporary Television 3 Unit(s)

Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU 51 hours Lecture
The course will analyze contemporary American television program genres such as newscasts, sports coverage, soap operas, situation comedies, action/adventure programs, children's cartoons, documentaries, and advertising. Television content will be looked at from a variety of perspectives including social, cultural, political, historical, and economic to explore how television impacts society and the individual.

RTVF 15 - Introduction to Film 3 Unit(s)

Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU/UC 51 hours Lecture
A variety of films will be viewed to increase awareness of the influence film has on us and the techniques filmmakers use to make us respond. The class will also explore film as a reflection of social and moral values.

RTVF/MSP 30 - Digital Audio Production 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 51 hours Lecture
The basic techniques of digital audio production are emphasized. Experience will be gained in the use of digital audio equipment in the development and production of materials for broadcast.

RTVF/MSP 40 - Digital Video Production 3 Unit(s)

Transfer Status: CSU 51 hours Lecture
Students will learn camcorder production and editing techniques, including videography, editing, graphics, etc. This course includes hands-on experience with digital video camcorders and video editing.

RTVF 45 - Remote Video Production 1 - 4.5 Unit(s)

Transfer Status: CSU 17 hours Lecture/25.5 - 170 hours Lab
Students will be responsible for planning and producing video programs of events for broadcast over local cable television channels. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

RTVF 50 - Advanced Camcorder Production 3 Unit(s)

Prerequisite(s): RTVF 40 or equivalent
Transfer Status: CSU 34 hours Lecture/51 hours Lab
The course teaches advanced videography and editing techniques. Students will learn how to plan, produce, shoot, and edit a variety of short form TV programming including fiction, documentary, sports, experimental, music, etc. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

RTVF/MSP 55 - Remote Music Video Production 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III; Math Level I
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course provides students with training and hands-on experience in planning and producing live video coverage of musical performances.

RTVF/BUS 60 - Advertising & Copywriting 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III; Math Level II
Transfer Status: CSU 51 hours Lecture
This course introduces students to the development and function of advertising in relation to business and society. It looks at advertising as a social and economic institution. Emphasis is placed on techniques of advertising in terms of selected advertising objectives. Students will plan and execute effective advertising campaigns, prepare copy, research markets, and select media. Focus is on designing and understanding print and web based advertising, writing radio copy, and storyboarding for television advertising.

RTVF 97 - Special Problems-RTVF See page 242

RTVF 99 - Work Experience-RTVF See page 245

Small Business Management (SMB)

SBM/BUS 72 - Non Profit Governance 0.5 Unit(s)

Recommended Prep: Reading Level IV; English Level III; Math Level III
Transfer Status: CSU 8 hours Lecture
This course examines the crucial roles of boards and volunteers in the implementation of the mission and goals of the nonprofit organization. Particular attention is paid to the development, recruitment and training of board members; their duties and responsibilities; their terms of service; and human dynamics of service on a board. Materials fee required but subject to change.

SBM/BUS 74 - Non Profit Fundraising 0.5 Unit(s)

Recommended Prep: Reading Level IV; English Level III; Math Level III
Transfer Status: CSU 8 hours Lecture
This course examines the strategies for obtaining annual support for the nonprofit organization, including generating financial resources and other means of capital. It explores goal setting, a coherent timetable and the use of volunteers, and planning for an annual fund with respect to stated missions, goals and needs of the nonprofit organization. Materials fee required but subject to change.

SBM/BUS 76 - Non Profit Marketing 0.5 Unit(s)

Recommended Prep: Reading Level IV; English Level III; Math Level III
Transfer Status: CSU 8 hours Lecture
This course explores the fundamentals and principles of marketing and promoting a nonprofit organization. Topics covered include developing mission and positioning statements, managing relationships with the media, promotion, competitive analysis, and setting goals and timelines. Materials fee required but subject to change.

SBM/BUS 78 - Starting a Non Profit 1 Unit(s)

Recommended Prep: Reading Level IV; English Level III; Math Level III
Transfer Status: CSU 17 hours Lecture
This course presents a general overview of the nonprofit organization. It uses entrepreneurial and general business skills to design and operate organizations in the nonprofit sector. Topics include idea generation, strategic planning, legal requirements, board development, marketing, fundraising, staff and volunteers, evaluation and key concepts of nonprofit financial management. Materials fee required but subject to change.

SBM/BUS 125 - Steps To Starting a Small Business 0.5 - 1.5 Unit(s)

Transfer Status: NT 8 - 24 hours Lecture
This course deals with the actual process of setting up a new business, buying an existing business, or a franchise. The course starts with the idea of going into business and progresses to the point of opening day. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated to a maximum of 1.5 units. Open Entry/Open Exit.

SBM/BUS 126 - Marketing the Small Business 0.5 - 1.5 Unit(s)

Transfer Status: NT 8 - 24 hours Lecture
This course deals with the principles and practices of small business marketing. Topics include: product definition, product life cycle, understanding customer motivation, inventory purchasing and control, pricing policies, in-store layout and promotion, advertising and publicity, sales promotion, trade shows, and personal selling. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated to a maximum of 1.5 units. Open Entry/Open Exit.

SBM/BUS 127 - Planning and Financing the Small Business — 0.5 - 1.5 Unit(s)

Transfer Status: NT — 8 - 24 hours Lecture

This course deals with the process of planning and financing a small business. Topics discussed will include legal planning, risk management, insurance planning, tax planning, financial planning, and management. The student will write a business plan, the basis for attracting both debt and equity capital for a new venture. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated to a maximum of 1.5 units. Open Entry/Open Exit.

SBM/ACCT 128 - Bookkeeping — 2 Unit(s)

Transfer Status: NT — 34 hours Lecture

This course is an overview of basic bookkeeping methods from a practical business perspective. Topics discussed will include debits, credits, journal entries, petty cash, accounts receivable, accounts payable, trial balance, income statement, and the balance sheet for a service business. Students will also be introduced to the basic concepts of QuickBooks. Emphasis will be on providing answers to questions commonly asked by small business owners. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

SBM/BCIS 133 - Supervisory Skills — 0.5 - 2 Unit(s)

Transfer Status: NT — 8.5 - 34 hours Lecture

This course serves as a supervisor's guide to effective performance in the workplace. Topics include: transitioning to supervisor; listening skills; coaching and feedback; resolving conflict; time management; delegation; goal-setting; and motivation. Focus will be on self assessment and development of personal supervisory skills and strategies. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated to a maximum of 2 units. Open Entry/Open Exit.

Sign Language (SIGN)

SIGN 201 - Sign Language and Fingerspelling — 3 Unit(s)

Transfer Status: NT — 51 hours Lecture

A study of the fundamentals of manual communication with an emphasis on acquisition of a basic vocabulary of signs and fingerspelling and techniques used in communicating with the deaf. This course is designed to provide the student with additional skills in signing and fingerspelling. It focuses upon acquisition of the finer characteristics of sign language and provides opportunities for learning the idiomatic language of the deaf American. The skills of interpreting and reverse interpreting are also heavily emphasized. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

SIGN 202 - Intermediate Sign Language — 3 Unit(s)

Prerequisite(s): SIGN 201 or comparable

Transfer Status: NT — 51 hours Lecture

A study of conversational sign language with an emphasis on continued vocabulary building and the idiomatic usages of sign. This course is designed to increase the student's vocabulary of conversational signs, and to increase accuracy and clarity of production of these signs in order to develop fluency in short, spontaneous sentences. It will also increase the student's ability to understand main ideas and some specific details from spontaneous conversation without voice. Each student's ability to sign music, poetry, and short stories using good expression and at a natural rate of speed. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

Sociology (SOC)

SOC 2 - Principles of Sociology — 3 Unit(s)

Recommended Prep: Reading Level III; English Level II

Transfer Status: CSU/UC — 51 hours Lecture

This course introduces students to the sociological perspective. Students will gain an understanding of the external social forces that guide human action and how the wider society influences individual and collective experiences.

SOC 3 - Sociology of Sexuality — 3 Unit(s)

Recommended Prep: Reading Level III; English Level II

Transfer Status: CSU/UC — 51 hours Lecture

This course is designed to give the student a broad sociological framework from which to examine human sexuality. Historical and cross- cultural views of sexuality will be examined as well as current sexual patterns in American society.

SOC 4 - Modern Social Problems — 3 Unit(s)

Recommended Prep: Reading Level III; English Level II

Transfer Status: CSU/UC — 51 hours Lecture

A study of social problems common to modern industrial society, and the role of principal institutions in social organization and social disorganization. The course will cover the problems of urbanization, crime, families, population, education, poverty, race relations, old age, and other pathologies of student interest.

SOC 5 - Our Sustainable Future — 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III

Transfer Status: CSU/UC — 51 hours Lecture

This course introduces students to the principles of 'Sustainability' within the global, national, regional, and local contexts. This course will increase students' literacy of the three interconnected 'pillars' of sustainable systems, the ecosystem, human society, and the economy. To develop these literacies, students will begin by investigating the perils that currently effect each system, for example, resource depletion, species extinction, pollution, and global warming in the ecosphere; population growth, social inequality, disease, violence and conflict in human societies; and imperialism, unemployment, consumerism and waste in the global economy. The majority of the course will focus on social institutions and organizations that are re-imagining our common future by rethinking and redesigning how we live. Students will learn of new and innovative uses of renewable resources, production processes, and human capital; alternative forms of energy, transportation, building materials, food production, media, education, and urban planning; and new ways to build coalitions, community, trust, and democratic participation. Case studies will highlight sustainability practices in different parts of the world from a variety of perspectives.

SOC 8 - Marriage and Family Relations — 3 Unit(s)

Recommended Prep: Reading Level III; English Level II

Transfer Status: CSU — 51 hours Lecture

This course offers students a sociological analysis of love, marriage, and family relations. Topics cover issues such as the family as a changing and diverse social institution, childhood socialization, gender, aging, and social policies which affect everyday family life.

SOC/RTVF 12 - Mass Media and Society — 3 Unit(s)

Recommended Prep: Reading Level IV; English Level IV

Transfer Status: CSU/UC — 51 hours Lecture

A study of print, broadcast, film, the Internet and other media systems to understand how they influence our society and culture. Topics include communications theory, media monopolies, gender and minority stereotyping, propaganda and advertising, etc.

SOC 14 - Sociology of Sex Roles **3 Unit(s)**
Recommended Prep: Reading Level III; English Level II
Transfer Status: CSU/UC 51 hours Lecture
This course will analyze the positions men and women have held in the social structure. Emphasis will be placed on sex roles from a social, economic, and political perspective.

SOC/HUM 23 - Sex Roles in Film **3 Unit(s)**
Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU/UC 51 hours Lecture
This course draws extensively from the perspective of both sociology and the humanities using the film media. Sex roles will be examined from an historic and contemporary context. Team taught.

SOC 30 - Sociology of Inequality **3 Unit(s)**
Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU/UC 51 hours Lecture
This course is an analysis of social stratification and its affect on minority/majority group relations in American society. Emphasis will be on the examination of sociohistorical patterns of relationships between racial and ethnic minority groups and the dominant majority. Additionally, an evaluation of sexism, classism, institutional discrimination and environmental racism provides the student with a broad perspective of national and global social inequality.

SOC 55 - Sustainability Studies Seminar **2 Unit(s)**
Co-requisite(s): Completion of/or concurrent enrollment in a minimum of 3 courses from Sustainability Studies Certificate Program.
Transfer Status: CSU 34 hours Lecture
Sustainability Studies is a capstone seminar that will provide a forum for Sustainability Studies students to integrate and critically evaluate the various content of the courses within the Sustainability Studies Certificate Program. Emphasis will be placed on evaluating the triple-bottom-line impacts of economic, social and environmental practices and policies at local, regional and global levels. Graded only.

SOC/HUM 60 - The Sixties **3 Unit(s)**
Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU/UC 51 hours Lecture
An examination and analysis of the sixties including the social/political / cultural changes to the U.S. in the turbulent decade of the 1960's as well as the impact on present day society. This course will explore such topics as: the civil rights movement, the women's movement, the war in Vietnam, and the growth of a counter culture.

SOC 95 - Special Studies-SOC **See page 242**

SOC 99 - Work Experience-SOC **See page 245**

Spanish (SPAN)

SPAN 1 - First Semester Spanish **4 Unit(s)**
Prerequisite(s): See Foreign Language Enrollment Level Policy Statement
Recommended Prep: Reading Level III; English Level III
Transfer Status: CSU/UC 68 hours Lecture
Beginning study and practice in understanding, speaking, reading, and writing Spanish. Introduction to the structural elements.

SPAN 2 - Second Semester Spanish **4 Unit(s)**
Prerequisite(s): SPAN 1 and See Foreign Language Enrollment Level Policy Statement
Recommended Prep: Reading Level III; English Level III
Transfer Status: CSU/UC 68 hours Lecture
Continuation of the development of the skills of understanding, speaking, reading, and writing. Continuation of the study of structural elements.

SPAN 3 - Third Semester Spanish **4 Unit(s)**
Prerequisite(s): SPAN 2 and See Foreign Language Enrollment Level Policy Statement
Recommended Prep: Reading Level III; English Level III
Transfer Status: CSU/UC 68 hours Lecture
Continuation of the development of the skills of understanding, speaking, reading, and writing. Review and further study of structural elements. Reading selections from the Hispanic world.

SPAN 4 - Fourth Semester Spanish **4 Unit(s)**
Prerequisite(s): SPAN 3 and See Foreign Language Enrollment Level Policy
Recommended Prep: Reading Level III; English Level III
Transfer Status: CSU/UC 68 hours Lecture
Continuation of the understanding, speaking, reading and writing skills. Grammatical resumes. Reading selections from the Hispanic world.

SPAN 14 - Hispanic Short Stories **3 Unit(s)**
Prerequisite(s): SPAN 2 or permission of instructor
Recommended Prep: Reading Level III; English Level III
Transfer Status: CSU/UC 51 hours Lecture
Reading and discussion of graded Hispanic short stories. Intended for students who have completed two semesters of university level Spanish in sequence (or equivalent in high school or elsewhere) or who are native speakers of Spanish. Taught primarily in Spanish. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

SPAN 16 - Hispanic Film **3 Unit(s)**
Prerequisite(s): SPAN 2 or permission of instructor
Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU/UC 51 hours Lecture
Delineation and discussion of the central themes of selected films of prominent Hispanic filmmakers. Viewing of feature length Spanish dialogue films. Taught primarily in Spanish. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

SPAN 95 - Special Studies-SPAN **See page 242**

SPAN 100 - Beginning Conversational Spanish **3 Unit(s)**
Transfer Status: NT 51 hours Lecture
Emphasis is upon the development of understanding and speaking skills. Reading based upon materials presented during understanding/speaking phases. Minimal emphasis upon grammar. Cultural presentations through film, filmstrips, music, etc. Intended for those who wish to develop "survival" Spanish in everyday "basic" situations. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

SPAN 101 - Intermediate Conversational Spanish **3 Unit(s)**
Prerequisite(s): SPAN 100 or permission of instructor
Transfer Status: NT 51 hours Lecture
Continuation of emphasis upon the development of understanding and speaking skills. Reading based upon materials presented during understanding/speaking phases. Emphasis upon "basic" tenses. Cultural presentations through film, filmstrips, music, etc. Intended for those who wish to develop "survival" Spanish in everyday "intermediate" situations. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

Special Education (SPE)

SPE 301 - Adaptive Work Skills 0 Unit(s)
Prerequisite(s): Concurrent enrollment in Work Training Center.
Transfer Status: NT 10 hours Lecture/20 hours Lab
This program is designed to introduce the severely disabled learner to the world of work and make him/her aware of how people make a living. The students are introduced to the work ethic and are taught to safely use selected simple hand tools. In addition, independent living skills in cooking, sewing, housing, and family relationships are stressed. Unlimited repeats. Open Entry/Open Exit.

SPE 302 - Independent Living Skills for Individuals with Disabilities 0 Unit(s)
Transfer Status: NT 330 hours Lecture
A course designed to teach basic skills in self-care, personal hygiene, housekeeping, and group and community living. Students will learn to develop a responsible and cooperative behavior and use emotional control. Unlimited repeats. Open Entry/Open Exit.

SPE 303 - Education for Aged Adults 0 Unit(s)
Transfer Status: NT 330 hours Lecture
For older adults in the retirement community. Classes include art, health & fitness, recreation and aerobics. Students participate in discussion and activity groups to stay alert mentally & physically and increase their social interaction. Unlimited repeats. Open Entry/Open Exit.

SPE 306 - Work Activity for Adults with Disabilities 0 Unit(s)
Recommended Prep: Special Education K-12
Transfer Status: NT 510 hours Lab
This course provides individual assessment and vocational, functional, and social skills training for students with developmental disabilities through work readiness opportunities in a sheltered workshop environment. Areas of vocational activity can include: product assembly, sewing, wood product production, recycling, and landscape services. This is a non-credit course designed to support the educational program for persons with substantial disabilities. Unlimited repeats. Satisfactory/Unsatisfactory Only. Open Entry/Open Exit.

Special Studies and Special Problems

95 - Special Studies See page 242
Prerequisite: Special admission procedures required for entry into course
Transfer Status: CSU
Supervised study in researching an area in the student's academic major. Offered in the folowing academic programs: Anthropology, Art, Biology, Chemistry, Communication Studies, Counseling, Drama, Economics, Education, English, English as a Second Language, French, Geography, Geology, History, Honors, Humanities, Italian, Journalism, Japanese, Latin, Math, Multicultural Studies, Music, Physical Education, Philosophy, Photography, Physics, Political Science, Physical Science, Psychology, Reading, Sociology and Spanish.

97 - Special Problems See page 242
Prerequisite: Special admission procedures required for entry into course
Transfer Status: CSU
Supervised study in researching an area in the student's academic major. Offered in the following academic programs: Accounting, Addiction Studies, Agriculture, Administration of Justice, Automotive Technology, Business, Child Development, Computer Science, Drafting, Emergency Medical Technician, Engineering, Fashion, Food and Nutrition, Fire Science, Nursing, Respiratory Therapy, Radio-TV Film and Welding.

Tourism & Travel (TOUR)

TOUR 20 - Introduction to Tourism, Travel and Hospitality 1 Unit(s)
Transfer Status: CSU 17 hours Lecture
This course gives students the opportunity to explore part-time or full-time careers in the tourism industry. Career areas covered are: travel agencies, aviation, cruise lines, tour operations, hotels and motels, food services, railroads, car and motor coach companies, corporate travel, parks and recreation, tourist offices and journalistic opportunities in tourism.
An overview of job profiles in the travel industry is presented including creating one's own job as an outside sales representative. Students will be assisted with resume construction and career tracks.

TOUR 22 - Travel: Air, Land, and Sea 3 Unit(s)
Transfer Status: CSU 51 hours Lecture
This course is designed to provide an overview of air, land, and sea service suppliers for the traveler or the travel planner. Includes use of Official Airline Guides (OAG's) and reference materials to prepare itineraries including hotels, resorts, rail, motor-coach, rental cars, and cruises.

TOUR 24 - Domestic Air Tariff and Ticketing 2 Unit(s)
Prerequisite(s): TOUR 22 or concurrent enrollment
Recommended Prep: Reading Level III; English Level III; Math Level II
Transfer Status: CSU 34 hours Lecture
This course covers domestic air and ticketing procedures, fare calculations, tariffs and taxes. Includes the use of reference materials used by the travel industry.

TOUR 26 - Travel Destinations: Hawaii, the South Pacific, and Asia 2 Unit(s)
Recommended Prep: Reading Level III; English Level II
Transfer Status: CSU 34 hours Lecture
This course is designed to identify the major physical and cultural features of Hawaii, the South Pacific, and Asia. The important tourist destinations, resorts, and cruises of this region are presented for the traveler and the travel planner. Attention is given to major tourist interests such as geography, sightseeing, and attractions including beaches, resorts and volcanoes. The South Pacific, Australia, New Zealand, Indonesia, and the countries of Asia are emphasized.

TOUR 28 - Travel Destinations: United States and Canada 2 Unit(s)
Recommended Prep: Reading Level III; English Level II
Transfer Status: CSU 34 hours Lecture
This course is designed to offer an overview of travel destinations in the United States and Canada. A special emphasis is given to the scenic and cultural regions of Alaska, the National Parks, New England, the Pacific, Atlantic, and Gulf Coasts, as well as those of Canada.

TOUR 30 - Travel Destinations: Caribbean, Mexico and Latin America 2 Unit(s)
Recommended Prep: Reading Level III; English Level II
Transfer Status: CSU 34 hours Lecture
This course is designed to cover the major physical and cultural features of the Caribbean, Mexico, and Latin America. The important tourist destinations, resorts, and cruises of this region are presented for the traveler and the travel planner. Attention is given to sightseeing, political and economic stability. The Inca, Mayan, and Aztec ruins, the Yucatan peninsula, Mexico's west coast, the Caribbean Islands, Belize, Costa Rica, the Amazon, the Galapagos, and other destinations will be covered.

TOUR 32 - Travel Selling and Procedures 2 Unit(s)

Recommended Prep: Reading Level III; English Level III; Math Level II
Transfer Status: CSU 34 hours Lecture
This course is designed to give students the opportunity to apply learned theories for selling and marketing travel. Instruction includes the policies, procedures, and forms used in the travel industry for reservations, ticketing, and communications. Students will apply what is learned in organizing a coach trip including itinerary, marketing, selling, pricing, and organizing the event.

TOUR 34 - International Air Tariff and Ticketing 2 Unit(s)

Prerequisite(s): TOUR 22 and TOUR 24
Recommended Prep: Reading Level III; English Level III; Math Level II
Transfer Status: CSU 34 hours Lecture
This course is designed to examine the planning involved in worldwide travel, the ticketing procedures including rules, regulations, tariffs, fare construction and currency regulations. The course includes the use of the Official Airline Guide, Worldwide Edition and reference materials used by the travel industry.

TOUR 36 - Travel Destinations: Europe and Africa 2 Unit(s)

Recommended Prep: Reading Level III; English Level II
Transfer Status: CSU 34 hours Lecture
This course is designed to study tourist destinations in Western and Eastern Europe, the Middle East, and Africa. This course will cover the major physical, cultural, and historical features, sightseeing, internal transportation and cruises. This course is for travelers as well as the travel planner.

TOUR 38 - Worldwide Itinerary Preparation 2 Unit(s)

Transfer Status: CSU 34 hours Lecture
This course is designed to develop skills for international and domestic itinerary preparation (F.I.T. and D.I.T.), primary destinations; use of reference materials for tour packaging and comparison of tours and tour escorting.

TOUR 42A - Airline Computer Training 2 Unit(s)

Recommended Prep: Reading Level III; English Level III; Math Level II
Transfer Status: CSU 34 hours Lecture
This course is designed to introduce airline computer training to students. Computer terminals are used to make reservations, price fares, and create airline and travel itineraries and arrange hotel and ground transportation. Instruction is individualized. Pass/No Pass Only.

TOUR 42B - Airline Computer Training 2 Unit(s)

Prerequisite(s): TOUR 42A
Transfer Status: CSU 34 hours Lecture
This course is designed for students to develop and enhance airline computer reservations skills. Computer terminals are used to make reservations, price fares, and create airline and travel itineraries and arrange for hotel and ground transportation. Students will learn additional computer skills to enhance their knowledge of travel products which include international airlines, tour companies and document preparation. Pass/No Pass Only.

TOUR 99 - Work Experience-TOUR See page 245

TOUR 100 - Tourism Field Trip 0.5 Unit(s)

Transfer Status: NT 3 hours Lecture/11 hours Lab
This course involves going on a field trip to acquire practical information regarding aspects of the tourism industry. The course includes on-site lectures, travel trade shows, familiarization with computer equipment functions and interrelationships of air, land, rail, motor coach travel, and tourist attractions. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

Welding (WLD)

WLD 20 - Beginning Welding 3 Unit(s)

Recommended Prep: Reading Level III; English Level II; Math Level II
Transfer Status: CSU 17 hours Lecture/102 hours Lab
This course includes oxyacetylene welding (OAW), oxyacetylene cutting OFC-A), shielded metal arc welding (SMAW), gas metal arc welding (GMAW) in the flat position; and includes safety procedures, electrode identification and focuses on theory and practice. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

WLD 21 - Intermediate Welding 3 Unit(s)

Prerequisite(s): WLD 20 or Equivalent
Recommended Prep: Reading Level III; English Level II; Math Level II
Transfer Status: CSU 17 hours Lecture/102 hours Lab
This course is designed to meet the needs of students that will be required to perform welds in positions other than flat. The content will be to enhance the ability of the student to perform welds out of position. This course will include: Oxyacetylene Welding (OAW), Shielded Metal Arc Welding (SMAW), Gas Metal Arc Welding (GMAW), and Flux Core Arc Welding (FCAW) and Gas Tungsten Arc Welding (GTAW). These welds will be performed in the Flat, Horizontal, Vertical, and Overhead positions. It will also include Oxyfuel Cutting (OFC), Plasma Arc Cutting (PAC), and Air Carbon Arc Cutting (CAC-A). (Not required for welding technology program.) Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

WLD 22 - Oxyacetylene Welding & Flame Cutting 2 Unit(s)

Co-requisite(s): WLD 24, WLD 25, WLD 26, WLD 40, WLD 250 or Equivalent
Recommended Prep: Reading Level III; English Level II; Math Level II
Transfer Status: CSU 17 hours Lecture/51 hours Lab
This course is designed to teach the techniques of oxyacetylene welding in all positions (flat, vertical, horizontal and overhead), using a variety of freehand and automatic burning equipment on different metals. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

WLD 24 - Shielded Metal Arc Welding (Stick Electrode) 8 Unit(s)

Co-requisite(s): WLD 22, WLD 25, WLD 26, WLD 40, WLD 250 or Equivalent
Recommended Prep: Reading Level III; English Level II; Math Level II
Transfer Status: CSU 34 hours Lecture/306 hours Lab
This course is designed to teach pre-employment training for welding technicians. Emphasis on developing manipulative proficiency in the use of shielded metal arc welding (S.M.A.W) flat, horizontal, vertical and overhead on light and heavy gauge plate for light construction and gas metal arc welding (G.M.A.W.) in the flat and horizontal positions. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

WLD 25 - Fabrication Practicums 2 Unit(s)

Co-requisite(s): WLD 22, WLD 24, WLD 26, WLD 40, WLD 250 or Equivalent
Recommended Prep: Reading Level III; English Level II; Math Level II
Transfer Status: CSU 17 hours Lecture/51 hours Lab
This course is designed to teach the operation and application of equipment, tools, fasteners and processes used in fabrication practices in the welding industry. Emphasis is placed in hands-on applications. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

WLD 26 - Symbol Reading, Blue Print Interpretation & Computations 3 Unit(s)

Co-requisite(s): WLD 22, WLD 24, WLD 25, WLD 40, WLD 250 or Equivalent
Recommended Prep: Reading Level III; English Level II; Math Level II
Transfer Status: CSU 17 hours Lecture/102 hours Lab
This course is designed to be an introduction to blueprint reading and welding symbols interpretation as applied to measurement and computations of metal and pipe layouts. Includes techniques of layout and marking tools used in the welding industry. Techniques of fabrication, structured materials listing and assembly methods will be emphasized. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

WLD 28 - Mig & Tig Arc Welding 3 Unit(s)

Prerequisite(s): WLD 22, WLD 24, WLD 25, WLD 26, WLD 40, WLD 250 or Equivalent
Co-requisite(s): WLD 30, WLD 32, WLD 34, WLD 36, WLD 42, WLD 250 or Equivalent
Recommended Prep: Reading Level III; English Level II; Math Level II
Transfer Status: CSU 17 hours Lecture/102 hours Lab
This course is designed to teach mig welding (G.M.A.W.), flux core arc welding (F.C.A.W.) processes used in industry. Covering light through heavy wire on plate gauges of various thickness, joint design and gas variations. Tig welding (G.T.A.W) on carbon steel, stainless steel, aluminum and other alloys used in industry. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

WLD 30 - Heavy Plate Welding 3 Unit(s)

Prerequisite(s): WLD 22, WLD 24, WLD 25, WLD 26, WLD 40, WLD 250 or Equivalent
Co-requisite(s): WLD 28, WLD 32, WLD 34, WLD 36, WLD 42, WLD 250 or Equivalent
Recommended Prep: Reading Level III; English Level II; Math Level II
Transfer Status: CSU 17 hours Lecture/102 hours Lab
This course is designed to teach the pre-employment training for welding technicians. Emphasis on developing manipulative proficiency in the use of SMAW and FCAW in the flat, horizontal, vertical and overhead positions on heavy plate (3/4" to 3" thickness). Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

WLD 32 - Integrated Welding Applications 3 Unit(s)

Prerequisite(s): WLD 22, WLD 24, WLD 25, WLD 26, WLD 40, WLD 250 or Equivalent
Co-requisite(s): WLD 28, WLD 30, WLD 34, WLD 36, WLD 42, WLD 250 or Equivalent
Transfer Status: CSU 17 hours Lecture/102 hours Lab
This course is designed to teach structural, piping, tank and low pressure vessel simulation layout, fitted welded and inspected. Shielded metal arc, gas tungsten arc, flux cored arc welding processes are emphasized. Shop fabrication and field erection are simulated. Limited access welding is encountered. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

WLD 34 - Pipe and Tube Welding 4 Unit(s)

Prerequisite(s): WLD 22, WLD 24, WLD 25, WLD 26, WLD 40, WLD 250 or Equivalent
Co-requisite(s): WLD 28, WLD 30, WLD 32, WLD 36, WLD 42, WLD 250 or Equivalent
Transfer Status: CSU 17 hours Lecture/153 hours Lab
This course is designed to teach shielded metal arc, gas tungsten arc, gas metal arc, and flux core arc welding processes on several pipe system. A variety of materials and configurations on sub critical pipe welding (pressure and power systems, cross-country transmission, pipeline welding and water transmission pipe welding). Special attention and performances to the American Petroleum Institute (API), American Welding Society (AWS) and American Society of Mechanical Engineers (ASME) and code specifications of certification. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

WLD 36 - Welder Qualification 3 Unit(s)

Prerequisite(s): WLD 22, WLD 24, WLD 25, WLD 26, WLD 40, WLD 250 or Equivalent
Co-requisite(s): WLD 28, WLD 30, WLD 32, WLD 34, WLD 42, WLD 250 or Equivalent
Transfer Status: CSU 17 hours Lecture/102 hours Lab
This course is designed to teach the qualification skills in several codes to meet the required standard for entry-level employment; training in the procedures using SMAW, GTAW, GMAW and FCAW welding processes meeting AWS, API and ASME specifications for qualification of the welding procedure and the welder, and all positions on plate and pipe for certification. Since skills/proficiencies are enhanced by supervised repeti tion and practice, this course may be repeated one time.

WLD 40 - Welding Equipment Maintenance and Service2 Unit(s)

Co-requisite(s): WLD 22, WLD 24, WLD 25, WLD 26, WLD 250 or Equivalent
Recommended Prep: Reading Level III; English Level II; Math Level II
Transfer Status: CSU 17 hours Lecture/51 hours Lab
This course is a study of the theory, application and practices for welding equipment. This will include the maintenance and service skills for the equipment used in the welding industry. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

WLD 42 - Introduction to Welding Inspection 2 Unit(s)

Prerequisite(s): WLD 22, WLD 24, WLD 25, WLD 26, WLD 40, WLD 250 or Equivalent
Co-requisite(s): WLD 28, WLD 30, WLD 32, WLD 34, WLD 36, WLD 250 or Equivalent
Transfer Status: CSU 34 hours Lecture
This course teaches the qualifications and requirements demanded of the welding inspector. Methods of testing, inspecting, and various procedures and techniques of inspection. Destructive and nondestructive evaluation processes. Emphasis on record keeping from AWS, ASME, API, AWWA and military standards. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

WLD 50 - Pipe Fitting and Cutting 2 Unit(s)

Prerequisite(s): WLD 22, WLD 24, WLD 25, WLD 26, WLD 40, WLD 250 or Equivalent
Recommended Prep: Reading Level III; English Level II; Math Level II
Transfer Status: CSU 17 hours Lecture/51 hours Lab
This course is designed to teach pipe fitting, measurements, patterns, marking and layout tools used in the pipe welding industry. Techniques of fitting and cutting saddles and T, K, Y branches will be practiced. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

WLD 55 - Power Generation & Petroleum Chemical Pipe & Tube Welding 5 Unit(s)

Prerequisite(s): WLD 22, WLD 24, WLD 25, WLD 26, WLD 28, WLD 30, WLD 32, WLD 34, WLD 36, WLD 40, WLD 42 and WLD 50
Co-requisite(s): WLD 250 and WLD 251
Recommended Prep: Reading Level IV; English Level III; Math Level III
Transfer Status: CSU 17 hours Lecture/204 hours Lab
This course teaches Shielded Metal Arc, Gas Metal Arc, Flux Core Arc, Gas Tungsten Arc and Oxy-fuel welding and cutting processes on several piping systems. A variety of materials and configurations on sub-critical pipe welding to include pressure and power systems, cross-country transmission, water transmission and pipeline welding will be studied. Special attention and performance to the American Petroleum Institute (API) 1104 and American Society of Mechanical Engineers (ASME) Section IX code specifications for certification will be practiced. Intense training in pipe fitting, measurements, marking and layout tools used in the pipe welding industry will be stressed. Techniques of layout, cutting, fitting, and welding of various saddles and T, K, Y branches will be performed. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

WLD 56 - Welding Industry Employment Preparation 3 Unit(s)

Prerequisite(s): WLD 22, WLD 24, WLD 25, WLD 26, WLD 40, WLD 50, WLD 250 or Equivalent
Co-requisite(s): WLD 28, WLD 30, WLD 32, WLD 34, WLD 36, WLD 42, WLD 250 or Equivalent
Recommended Prep: Reading Level III; English Level II; Math Level II
Transfer Status: CSU 51 hours Lecture
This course will assist students with the development of job seeking skills demanded of welders in the industry today. Topics include a comparison of prospective employers within the welding industry, preparation for taking employment required skills tests, portfolio development, job-specific interview techniques and work place ethics and professionalism.

WLD 90(A-Z) - Welding Update Training 0.5 - 3 Unit(s)

Prerequisite(s): Current employment in the welding field, a graduate of a welding program or a student currently enrolled in a welding program.
Transfer Status: CSU 4.25 - 25.5 hours Lecture/12.75 - 76.5 hours Lab
This course is designed to update the welder on the technology being used in industry. Instruction will be a combination of classroom and laboratory demonstrations. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

WLD 90D - Fabrication	0.5 - 3 Unit(s)
WLD 90E - Oxyacetylene Welding	0.5 - 3 Unit(s)
WLD 90F - Oxyfuel Cutting	0.5 - 3 Unit(s)
WLD 90G - Air Carbon Arc Cutting	0.5 - 3 Unit(s)
WLD 90H - Plasma Arc Cutting	0.5 - 3 Unit(s)
WLD 90I - Shielded Metal Arc Welding	0.5 - 3 Unit(s)
WLD 90J - Gas Metal Arc Welding	0.5 - 3 Unit(s)
WLD 90K - Flux Core Arc Welding	0.5 - 3 Unit(s)
WLD 90L - Gas Tungsten Arc Welding	0.5 - 3 Unit(s)
WLD 90M - Current Industry Techniques	0.5 - 3 Unit(s)
WLD 90N - Current Welding Equipment	0.5 - 3 Unit(s)

WLD 97 - Special Problems-WLD See page 242

WLD 99 - Work Experience-WLD See page 245

WLD 250 - Welding Shop Practices 0.5 - 2 Unit(s)

Recommended Prep: Reading Level III; English Level II; Math Level II
Transfer Status: NT 25 - 102 hours Lab
This is a supervised lab experience for those wishing to expand their welding skills, and gain welding time, and use a wide variety of equipment in the following processes: OFW, SMAW, GMAW, GTAW, FCAW, OFC, CAC-A and PAC. No lab fee. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times. Pass/No Pass Only. Open Entry/Open Exit.

WLD 251 - Welding Certification Practices 0.5 - 2 Unit(s)

Prerequisite(s): Welding certification or equivalent
Recommended Prep: Reading Level III; English Level II; Math Level II
Transfer Status: NT 25 - 102 hours Lab
Welding practice to meet the required standard for qualification papers in welding codes using the AWS, API, and ASME specifications. Practice and training in the procedures using SMAW,GMAW, FCAW and GTAW, in all positions on plate and pipe, in preparation for weld performance test with C.W.I. or contractor. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times. Pass/No Pass Only. Open Entry/Open Exit.

Work Experience (WKE)

99 - Career Work Experience 0.5 - 8 Unit(s)

Prerequisite(s): Permission of Cooperative Work Experience Education advisor/instructor and employment supervisor
Transfer Status: CSU
Career Work Experience (CWE) is a course that gives students the opportunity to earn both a grade and units for what they learn on the job related to their vocational major while gaining practical work experience. Students may earn one semester unit of college credit in this course for each sixty hours of unpaid work experience (30-480 hours unpaid) or seventy-five hours of paid work experience (37.5-600 hours paid). Students may earn a maximum of sixteen units for all types of Work Experience (Career and General, with not more than six in General). Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated to a maximum of 16 units.

WKE 198 - General Work Experience 0.5 - 6 Unit(s)

Prerequisite(s): Permission of Cooperative Work Experience Education advisor/instructor and employment supervisor
Transfer Status: NT
General Work Experience (GWE) is an on-the-job educational experience designed to help students develop the skills and knowledge necessary to enhance success in present and future employment. The job need not be related to the student's educational program. Students may earn one semester unit of college credit in this course for every sixty hours of unpaid work experience (30-360 hours unpaid) or seventy-five hours of paid work experience (37.5-450 hours paid). Students may earn a maximum of sixteen units for all types of Work Experience (Career and General, with not more than six in General). Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated to a maximum of 6 units. Pass/No Pass Only.

People
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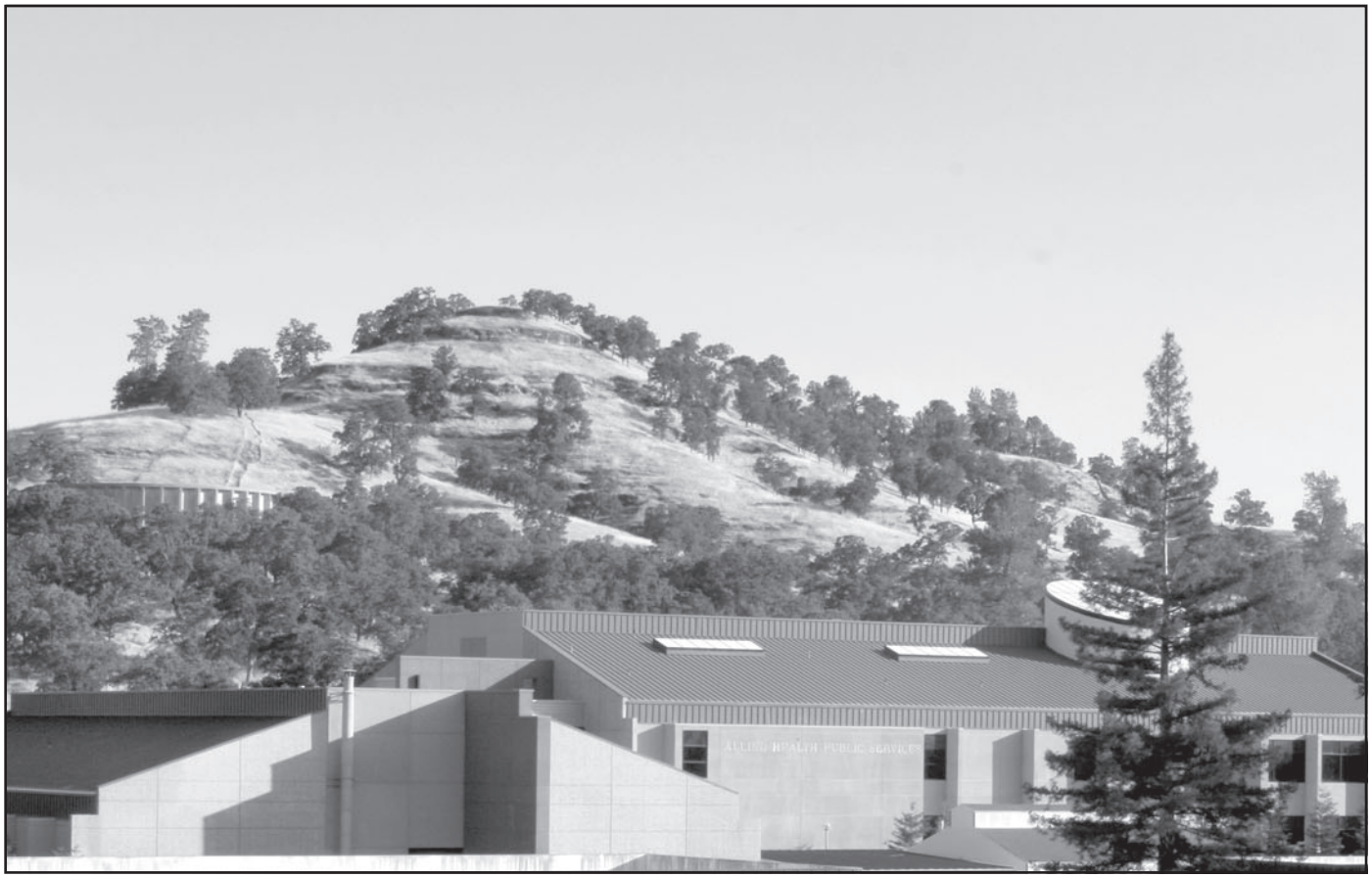
Miscellaneous



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1990-1998

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Dr. Ken Meier
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Allen Renville
Vice President

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Reading, LEAD
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M.B.A., UC Irvine

Adams, Idalene (1978)
Ceramics
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Director, TRiO
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M.A., CSU, Northridge

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Babich-Little, Fran (1980)
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Philosophy, Technology Mediated Instruction Coordinator
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Counselor, Coordinator
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M.A., CSU, Chico

Bartlett, Stacey (2002)
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Bearden, Kenneth (2001)
English
B.A., Schreiner College, Texas
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Ph.D., University of Louisiana

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Dean of Career and Technical Programs
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Bigler, Richard (1988)
Mathematics
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Ed.D., Fielding Institute

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M.S., University of Phoenix

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M.L.I.S., UC Berkeley

Brilts, Juri (2004)
Manager, Grants Research and Development
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Brown, William A. (1990)
Counselor/International Student Adviser
A.A., Monterey Peninsula College
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Dean of Arts, Communication Studies, Family and Consumer Studies, and Human Services
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Mathematics
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Fine Arts, Honors
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Nursing
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Family and Consumer Studies
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Critchfield, Russ (1998)
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Danielson, David (1993)
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Davidson, Carolyn Lee (1996)
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Davis, Donna (2000)
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Director, Public Relations & Marketing
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Dev, Sanjay Kumar (1990)
Mathematics
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Donahue, Mark (2000)
Career Life Planning
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Chairperson, Digital Arts and Design Multi-Media

Dorsett, Maggi (2002)
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Dully, David (2000)
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McIntyre, Karen (2000)
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English, Humanities
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McKissick, Jan B. (1990)
Communication Studies
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Medina, George (2000)
Automotive

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Special Education
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Director, Financial Aid and Veterans Services
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Milinkevich, Kristin (2009)
Chemistry
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Director, Information Systems
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Miller, Michael (1987)
Director, Facilities Planning and Management
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Modes, Mark Steven (1993)
Physical Education, Fire Fighter Academy
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Associated Students and Student Athlete Advisor
B.S., Cal Poly, San Luis Obispo
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Nichols, Lisa (2003)
Chemistry
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Career Life Planning
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Chairperson, Art
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English, Humanities, Film
B.A., University of Nevada, Reno
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Panunto, Michael (2004)
Physics, Physical Science
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Payne, Carl David (2001)
Communication Studies
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Welding
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Drama, Reading
A.A., Butte College
B.A., M.A., CSU, Chico

Price, Steve (2007)
Economics
B.A., CSU, Chico
M.A., University of San Francisco

Rabo, Michael (2000)
Welding
B.A., CSU, Chico

Radler, Andrew (2007)
Economics
B.S., CA Polytechnic State University, San Luis Obispo
M.P.A.,University of San Francisco

Rafferty, Annie (2008)
Director, Contract Ed Training & Development
B.S., Rider College, New Jersey
M.S., St. Joseph's University, Philadelphia, PA

Rapozo-Davis, Laura (2005)
Communication Studies
B.A., University of San Francisco
M.A., CSU, Chico

Rasmussen, Mike (1977)
Dean of Special Programs
A.A., West Valley College
A.A., Butte College
B.A., M.A., San Jose State University

Reilly, Patricia (2000)
Nursing
B.S.N., San Diego State University
M.S.N., CSU, Dominguez Hills

Reinbold, Brian (2001)
Physical Science, Meterology
B.S., CSU, Chico
M.S., San Jose State University

Renville, Allen L. (1976)
Vice President, Student Services
B.S., M.S., University of Oregon

Retes, Nancy (1991)
E.O.P.S. Counselor
B.A., San Francisco State University
M.S., CSU, Sacramento

Reynolds, Debra (1989)
Counselor
A.A., San Joaquin Delta, Stockton
B.A., CSU, Sacramento
M.A., CSU, Fresno

Rigsbee, Craig (1987)
Director, Physical Education, Athletics
B.S., Utah State University
M.A., CSU, Chico

Riley, Mimi (2001)
Sociology, Honors
B.A., UC, Berkeley
M.A., UC, San Diego

Roberson, Carrie (2003)
Child Development, Life Management
B.A., CSU, Chico
M.A., National University, Sacramento

Robinson, Donald (2003)
Chairperson, Welding
A.S., Butte College
B.S., CSU, Chico

Rodriquez, Raymond L. (1990)
Transfer Center Coordinator
A.A., Butte College
B.A., CSU, Chico
M.A., John F. Kennedy University, San Luis Obispo

Rojas, Judith (1993)
Spanish, Italian
B.A., M.A., Ph.D., UC, Davis

Root, Marvin (1980)
Construction Inspection Technology
B.A., M.S., CSU, Chico

Salvo, Christopher (1988)
Counselor, Psychology
B.A., M.A., CSU, Chico
M.F.T., C.R.C.

Salvo, Dorinda (2005)
Business Computer Information Systems
A.A., Shasta College

Schafer, Belinda (2008)
EMT/Paramedic Chairperson
A.A.S., University of New York, Albany
B.S., CSU, Chico

Sellers, Dolores (2007)
Nursing
B.S., M.S.N., CSU, Chico

Senat, Simone (2000)
Fine Arts
B.A., UC, Los Angeles
M.F.A., San Jose State University

Shahroukh Mistry (2009)
Biological Sciences
B.S., M.S., University of Baroda
M.S., University of TN, Knoxville
Ph.D., University of New Mexico

Shannon, Ann (2003)
Learning Resource Specialist
B.A., University of Redlands
M.A., West Virginia University

Sincoff, Steven L. (1998)
Chemistry
B.S., M.S., New Jersey Institute of Technology
Ph.D., Ohio State University

Slaughter, Clinton (2002)
Director, Admissions and Records
B.A., CSU, Chico

Slavich, Richard (1973)
Agriculture, Natural Resources, Plant Science
A.A., Yuba College
B.A., M.A., CSU, Chico
Ed.D., Northern Arizona University, Flagstaff

Sloan, Sandy (2008)
Business Computer Information Systems
A.A.S., B.S., Ph.D., Southern Illinois University Carbondale
M.P.A CSU, Eastbay

Smith, Jonathan (2005)
Chairperson, Nursing
B.S.N., CSU, Chico
M.S.N., San Francisco

Soldate, John (2006)
Student Athlete Counselor
A.A., Santa Rosa Junior College
B.A., M.A., CSU, Chico
M.S., University of Southern California

Speed, Kenneth (1985)
Job Placement/Work Experience Coordinator
B.A., M.P.A., CSU, Chico

Squires, Miya (1996)
Coordinator, Center for Academic Success
B.A., M.A., CSU, Chico

St. Cin, Steven (2001)
Counselor
B.A., UC, Los Angeles
M.S., CSU, Hayward

Stagner, Brenda (2008)
Foods and Nutrition
B.A., M.S., CSU, Chico

Standridge, Marvin L. (1991)
Mechanized Ag and Welding
A.A., Butte College
B.S., CSU, Chico

Stanley-Hall, Carol (1975)
Physical Education, Psychology, Health, Athletic Counselor
B.A., M.A., CSU, Chico

Stewart, Trevor (2006)
Director, Business Services
B.S., CSU, Chico

Suleski, Andy (1996)
Vice President Administration, Chief Business Officer
A.A., Yuba College
B.S., CSU, Chico
M.B.A., CSU, Sacramento

Sun, Dakuan (2005)
Mathematics
M.A., M.S., Ph.D., Ohio University

Swenson, Catherine (1999)
Initiative Director, Economic Workforce Development Program
A.A., Butte College
B.A., CSU, Sacramento
M.B.A., National University, Sacramento

Taskiran, Ayse (2005)
Anthropology
M.A., Indiana University
Ph.D., UC, Riverside

Taylor, Karen (1999)
Accounting
B.S., M.B.A., CSU, Chico
CPA

Thompson, Dorene (2003)
Business Computer Information Systems
B.A., CSU, Sacramento
M.A., University of Phoenix

Thorsell, Susan (1994)
Disabilities Specialist
B.A., San Jose State University
M.A., CSU, Chico

Trento, Jason (2000)
Physics
B.S., CSU, Chico
M.S., UC, Davis

Trolinger, Christine (2002)
Chairperson, Humanitiess History
B.A., Angelo State University
M.A., Ph.D., Texas Tech University

Trolinger, John Boyd (2001)
Computer Science, History
B.A., University of Texas
M.A., Texas Tech University

Trujillo, Claudia (2002)
Director, Human Resources
B.A., San Francisco State University

Turner, Charles A. (1993)
History
B.A., UC, Riverside
M.A., UC, Los Angeles
J.D., Newport University

Turner, Virginia (1988)
Vocational Nursing
A.A., Butte College
B.S.N., CSU, Chico

Van Dame, Maggie (1995)
Help Desk Manager, Technical Coordinator
B.A., Union Institute
M.A., Fielding Graduate University

Van Der Ploeg, Diana (2003)
Superintendent/President
B.A., University of Denver
M.A., University of Northern Colorado
Ph.D., Colorado State University

Vela, Mario (2002)
Chairperson, Physical Education and Athletics, Athletic Trainer
A.A., Napa Valley College
B.A., University of the Pacific
M.A., CSU, Fresno

Vogel, Shaaron (1996)
Vocational Nursing
B.S.N., CSU, Chico
M.S.N., CSU, Dominguez Hills

Wakim, Suzanne (2004)
Biological Sciences
B.S., Loyola University
M.S., UC, Davis

Wannenmacher, Elizabeth A. J. (1992)
Chemistry, Physics
B.S., UC, Berkeley
Ph.D., UC, Davis

Ward, Teresa (2000)
LEAD
B.A., UC, Davis
M.A., CSU, Chico
Ed.D., Grambling State University

Weaver, Donna Dreher (1987)
Chairperson, Business Education
B.A., Tufts University
M.S., Wheelock College
M.B.A., Northwestern University

Whitacre, Darrell (2006)
Director, Child Development Center
A.S., Butte College
B.A., CSU, Chico

White, Robert (2008)
Physical Science
B.S., CSU, Chico
M.S., Ph.D., University of Illinois at Urbana-Champaign

Wickes, Dennis (2002)
Interdisciplinary Business, Multimedia Studies, Photography
B.A., M.S., Indiana University

Wickes, Patricia (1994)
E.O.P.S. Counselor
B.A., San Diego State University
M.A., University of New Mexico

Williams, Michael (2006)
Biological Sciences
B.A., UC Santa Barbara
M.S., University of Tennessee
Ph. D., University of Washington

Wilmarth, Jared "Tip" (2001)
Agriculture, Environmental Horticulture Coordinator
A.A., Butte College

Wilson, James (2004)
Director, International Trade Development Center
B.A., UC Irvine
M.B.A., Pepperdine University

Wood, Christine (1998)
Psychology
B.A., M.S., CSU, Chico

Wood, Kelly (2005)
Biological Sciences
B.S., M.S., CSU, Chico

Woods, Michael D. (1985)
Engineering, Computer Science
A.A., Napa College
B.S.C.E., CSU, Sacramento
M.S.C.E., UC, Berkeley

Worthington, Sean (2002)
Computer Science
A.S., Community College of the Air Force
B.S., Charter Oak State
M.S., University of Phoenix

Wren, Anthony (1980)
Chemistry, Fire Technology
B.S., M.A., UC, Santa Barbara

Wu, Wei-Ming (1993)
Philosophy
B.A., National Taiwan University
M.A., Ph.D., University of Illinois at Urbana-Champaign

Wysocki, Matthieu (2007)
Welding
A.A., Butte College

Yaqub, Samia (1989)
Dean of Language Arts and Humanities
B.A., UC, Davis
M.A., CSU, Chico

Yarosevich, Kathryn (1988)
Biological Sciences
B.S., Iowa State University
M.S., San Diego State University

Zorn, Linda (1999)
Director, Regional Health Occupations Resource Center
B.A., University of Wisconsin

Zuniga, Brad (2002)
Assistant Director, Recruitment and Outreach
B.A., CSU, Chico
M.S., University of LaVerne

Emeritus Faculty and Staff of the College

Acebo, Dr. Sandra Collins (1998-2003)
Superintendent/President

Allen, Fred (1971-1998)
Dean of Instruction

Beachamp, Bobby, L. (1984-2006)
Automotive

Billingsley, Edmond (1968-2004)
Assistant to the President

Bills, Albin (1978-2008)
Biological Sciences

Blanchard, Dr. Gerald L. (1968-1988)
Music

Bizzle, Nancy (1981-2005)
Administrative Assistant

Boyer, Milton (1981-1992)
Dean of Instruction

Brandstatt, Dr. Gerald (1988-2003)
Computer Science/Drafting/Engineering

Briggs, Jack (1971-1995)
Deputy Superintendent for Business

Brown, Margaret (1986-2003)
Assistant Dean, Instructional and Community Services

Brown, Sue (1988-2009)
Human Resources Analyst

Buchanan, Sharon (1986-2004)
Administrative Assistant

Buzza, Windsor M. (1971-2003)
Automotive Technology

Carpenter, Neil (1988-2000)
Mathematics

Carrozza, Raymond D. (1968-1988)
Dean of Instruction

Carver, Richard (1972-2008)
Supervisor, Transportation, Maintenance, Grounds

Cassell, Mary (1975-2005)
Physical Education, Chemistry

Chandler, Jerry Kirsch (1987-2008)
Reading

Chapman, Joyce (1992-2002)
Court Reporting, BCIS

Clark, Jean (1981-2006)
LEAD/Reading

Clark, Linda (1973-2006)
Nursing

Clark, Richard Allen (1968-1992)
Spanish

Clark, Richard H. (1970-1997)
Physical Science, Chemistry

Cress, Frank (1987-2000)
Business Education

Consol, Alfred (1968-1995)
Humanities, Language Arts, Foreign Languages

Cunningham, Bob (1988-2000)
Automotive Technology

Dalton, Claire (1971-2008)
Business Computer Information Systems

Davis, Genny (1974-2005)
Administrative Assistant

Denney, Jean (1974-1997)
Physical Education, Health, Recreation and Dance

Dean, Dr. Betty (1990-1998)
Superintendent/President

Donaldson, Barry (1990-1992)
Director, Glenn County Center

Drane, Dalan (1970-1988)
Agriculture, Farm Production, NaturalResources

Dryden, Maureen (1991-1995)
Reference Librarian

Druley, Robert (1968-1997)
Administration of Justice

Dunlap, Marty (1984-2007)
Assessment

Eggert, Steven (1974-2001)
Physics

Ekins, Dr. Roger (1986-2009)
English

Erwin, Keith (1967-1986)
Business

Evans, Arlene (1983-1987)
Vocational Nursing

Felling, Nancy (1986-1993)
Public Information Officer

Ferretti, Remo (1968-1992)
Physical Education, Recreation, Health

Flesher, Douglas D. (1970-1992)
Agriculture

Forsmith, Julianne (1969-1997)
Language Arts, Drama, Speech

Garten, Dorothy M. (1970-2003)
Business Education

German, Barbara (1971-1997)
Food Service Manager

Gish, Carole (1993-2008)
Director of Admissions & Records

Gordon, Beverley (1978-2003)
Business Computer Information Systems

Gray, Donald, M. (1989-2006)
Assistant Dean, Admissions & Records

Griswold, Nancy (1971-1996)
Executive Director, Butte College Foundation

Hemenway, Phillip (1977-2006)
English

Hicks, Carolyn (1987-2007)
Nursing

Hood, Bruce (1979-2000)
Speech

Holman, Howard "Pete" (1971-1998)
Dean of Instruction

Holt, Yolanda (1974-1998)
English as a Second Language

Hopkins, John B. (1969-1986)
Mathematics

Hradecky, Carolyn (1975-2000)
Assistant Director, Human Resources

Hradecky, Denton (1969-2000)
Director, Administration Services

Hughes, Margaret (1968-2005)
English

Hunter, Dee-Ann (1986-2003)
Supervisor, Shipping/Receiving, & Print Shop

Jackson, Matthews, D. (1973-2006)
Vice President of Educational & Student Programs & Services

Johanns, Donald L. (1967-1990)
Librarian

Langdon, Robert (1976-1988)
Agriculture

Kamman, Barbara (1971-2004)
Physical Education

Kostiz, Reggie (1982-2008)
Business Computer Information Systems

Lanzavecchia, John (1969-1995)
Physical Education, Mathematics

Larson, Peter (1968-1999)
Business, Accounting, Computers

Lee, Garrick (1970-2001)
Geography, Physical Science (Meteorology), Mathematics

Lehmann, Sharon (1984-2001)
Nursing

Lenhoff, Donna (1981-2005)
Language Education and Development

Lewis, Janice (1974-1993)
Director of Finance

Liddell, Michael (1969-2004)
Director, Physical Education and Athletics

Leitner, Susan (1968-2005)
Business Computer Information Systems

London, Marty (1969-2005)
Business Education

Lyssy, Chet (1970-1998)
Physical Education

Lucas, Kenneth N. (1968-1984)
Assistant Superintendent/Vice President, Student Services

Manthey, Mae (1984-2002)
Language Education and Development

Martin, Robert (1975-1999)
Physical Education

Matlock, Ernest (1976-1992)
Assistant Superintendent, Vice President for Instruction

Mattison, Dr. G. David (1989-2003)
Geology, Physical Science

Maxey, Barbara (1989-2008)
Assistant Dean, Contract Education

McKinnon, Gloria (1972-1998)
Office Information Systems

McNelis, Steven (1976-2008)
Administration of Justice

Milosevich, Silvia (1989-2008)
Foreign Language, Honors, English

Moore, Michael (1973-2000)
Supervisor, Campus Police

Morin, Romeo (1968-1998)
Counselor

Nakagawara, Quentin (1969-2001)
Agriculture & Natural Resources (Horticulture)

Neath, Alice (1985-2004)
Mathematics

Nelson, Stevens (1968-2001)
Sociology

Newlin, Merlyn (1984-2008)
Career & Employment Services Career Center

Newman, Kathy (1973-2005)
Biology

Newman, Larry (1986-2004)
Dean, Instructional Services

Newman, Lena (1987-2000)
Administrative Assistant, Instruction

Oakes, Gary (1968-2006)
Mathematics/Computer Science

O'Connor, Thomas (1969-1992)
Dean of the Evening College

Olschowka, Helen Elaine (1968-1983)
Counselor

Ostrowski, Richard D. (1972-1988)
Assistant Superintendent/Vice President, Student Services

Parker, John (1970-2005)
Supervisor Facilities

Pepperdine, Debra (1988-2008)
Human Resources Benefits Analyst

Petersen, Owen (1970-2001)
Agriculture and Manufacturing

Phillips, Lynn (1979-2009)
Nursing

Reeder, Wendell Lee (1980-1990)
Superintendent/President

Rice, Raymond (1968-1992)
Director of Maintenance and Operations

Riggle, Leonard L. (1968-1988)
Automotive Technology

Rivas, Margaret (1990-2004)
Director, Adult Ed and Community Service

Rodgers, Irene Fell (1971-1992)
Mathematics

Rogers, Dale (1968-2000)
Welding Technology

Rogers, Donald Edward (1968-1990)
Coordinator of Counseling

Scheall, Lauren (1983-2000)
Nursing

Schlueter, Albert A. (1968-1979)
Superintendent/President

Schmidt, Jim (1974-2008)
English/Music/Journalism

Smith, Robert D. (1969-1995)
Physics

Solomon, Daniel (1971-2005)
Respiratory Care Program

Spring, Helen (1968-1983)
Reference Librarian

Stull, Will (1991-2003)
Sculpture, Art Appreciation

Tappenbeck, Jim (1989-2003)
Learning Center Coordinator

Thompson, Elaine (1974-1992)
Director of Accounting/Budget

Tilley, Ray (1969-1984)
Automotive Technology

Voyles, Hannie (1971-2000)
English

Walsh, Albert J. Jr. (1969-1986)
Art

Werner, Marianne (1996-2008)
English

Wheeler, Edward (1968-2000)
Anthropology

White, Jack (1970-1996)
Mathematics

Whitehouse, Dr. James M. (1997-2003)
Dean, Transfer and General Education

Commonly Used Abbreviations

AA	Associate in Arts (degree)
AS	Associate in Science (degree)
AS	Associated Students
BCTV	Butte College Television
BOGFW	Board of Governors fee waiver
BOSS	Butte Orientation Student Staff
BSA	Basic Skills Assessment
BSU	Black Student Union
CA	Certificate of Achievement
CAS	Center for Academic Success
CATS	Center for Access Technologies
CSU	California State University system (as in CSU, Chico)
DSPS	Disabled Student Programs & Services
EOPS	Extended Opportunity Programs and Services
EBS	Educational Broadband Services
ESL	English as a Second Language
GE	General Education
GPA	Grade Point Average
HYB	Hybrid course
IGETC	Intersegmental General Education Transfer Curriculum
ITV	Class televised live to Chico and Glenn Centers
MEChA	Movimiento Estudiantil Chicano Atzlan (Chicano Students Movement of Atzlan)
NET	Internet class
POWER	Providing Opportunities With Education Resources
UC	University of California system (as in UC, Davis)
VID	Video Series

Glossary

A

ASBC: Associated Students, Butte College.

Academic Renewal: If previous college work (grades and credits) is at least three years old, a student may petition to have it excluded from current grade point average.

Academic Year: The Fall and Spring semester.

Achievement Tests: A series of subject matter tests administered by The College Board which are used by some colleges for admissions and/or course placement purposes.

American College Test (ACT): Most four-year colleges use this test, or the SAT, to determine admissions eligibility.

Add Form: Special form, colored yellow, used to add classes during the first two weeks of instruction.

Adding: A student-initiated enrollment in a course(s), usually by Add Card, after the beginning of the semester.

Articulation: Course equivalency agreements between colleges and universities. Also see CAN.

Assessment/Placement Tests: Tests given prior to registration for classes. Reading, writing and mathematics skills are evaluated. The results are used to help students select appropriate classes.

Associate Degree: A degree granted by a community college which recognizes a student's satisfactory completion of an organized program of at least 60 semester units, including the major and General Education requirements. Associate Degrees offered at Butte College are the Associate in Arts (AA), and the Associate in Sciences (AS).

Audit: The method a student uses to enroll in a course for which authorized fees are paid, but no units are earned. A student may not register as an auditor until the class has minimum enrollment.

B

Baccalaureate Appropriate: Courses numbered 1-99, which are designed to transfer to a four-year institution and apply toward a Baccalaureate Degree.

Bachelor Degree: A degree granted by four-year universities and colleges.

Block Classes: Usually refers to 3-unit classes, compacted to eight weeks in duration, that are taught consecutively in the same semester. (English 119 followed by English 2; Sociology 2 followed by Sociology 4). Block classes allow a student to take a two-semester sequence of classes in one semester. They are also referred to as "mid-semester" classes.

BOG: Board of Governors fee waiver which pays certain enrollment fees for eligible students.

C

CSU: California State University system.

Cal Grants: California financial aid program, available to college-bound students based on high school academic achievement and family financial need.

Campus Center: Two-story building located in the center of the Main Campus, which houses the cafeteria, bookstore, Financial Aid, Counseling, Admissions and Records, the Career Center and various other student services.

Career Center: Provides current information about training, education, and opportunities in various careers.

Career Major: Career and Technical Education majors.

Catalog Rights: Refers to the set of General Education and other non-major requirements as established in a specific year's Catalog. Catalog Rights remain in effect as long as a student maintains continuous enrollment.

Certificate of Achievement: A certificate recognizing a student's satisfactory completion of an organized program of vocational study, including a prescribed number of units in specified areas.

Certificate: A certificate awarded for completion of a specific course or courses in a specialized area of study — usually completed in one semester.

Challenge: The process by which a student may meet a specific requirement through successful performance on a comprehensive exam. No units are awarded for challenge, but the requirement is met.

College Costs: The costs of attending college include tuition/registration fees, books/supplies, housing, transportation, and personal expenses.

Federal Work Study (FWS): A program of federal aid which provides funds for student jobs.

Concurrent Enrollment: Usually refers to enrollment in a corequisite/prerequisite class.

Conflicting Enrollment: Enrollment in two classes whose meeting times overlap. Requires a petition.

Continuing Student: A student who attended Butte College during the immediately preceding term, excluding Summer Session.

Continuous Attendance: Attendance in at least one course for at least one semester in any one catalog year at any accredited college, excluding Summer Session.

Control Number: Four-digit number which appears in the first column in the *Semester Class Schedule.*

Cooperative Education: A work experience education program intended to assist students acquire desirable work habits, attitude, and career awareness. Units are earned through on-the-job training.

Corequisite: Requires that a student enroll in two mutually-dependent courses within the same semester.

Course: A particular portion of a subject identified by a course number, for example, HIST 2.

Course Numbers: Indicates academic level of courses. Numbers 1-99 are baccalaureate appropriate, 100-199 indicate AA/AS Degree applicable, 200-299 are non-credit adult courses, and 300-399 are skill development courses.

Course Schedule: The specific set of classes (one or more) that a student enrolls into during registration. These courses are sometimes referred to as the student's load. The publication which contains all courses offered during a particular semester is referred to as the *Semester Class Schedule.*

Course Description: Brief statement about the content of a particular course.

Credit: Refers to the units earned by completing a course.

Credit by Examination: Course or unit credit granted for demonstrated proficiency in a given area as determined by examination.

D

Degree: A diploma granted by a college stating that the student has attained a certain level of ability in a specific field. The most common degrees are:

Bachelor's Degree (BA, AB, or BS): Degree granted by a four-year college or university which recognizes a student's satisfactory completion of an organized program of study consisting of at least 120 semester units.

Master's Degree (MA or MS): A Master of Arts, Master of Sciences or related degree, awarded upon completion of one or two years of study beyond the bachelor's level.

Doctorate Degree: A Ph.D or related degree, awarded upon the completion of a prescribed program beyond the master's degree level.

Dept. & No.: Department indicates discipline and number indicates course number and academic level (English 4).

Distance Learning: Conducted in three ways. 1) Live broadcast instruction from the Main Campus ITFS classroom delivered directly to televisions in the college's off-campus centers in Chico and Glenn County. 2) Classes broadcast directly to a student's home via BCTV cable television. 3) Classes taken over the Internet.

District Division Work Study: College work-study positions funded by the Butte-Glenn Community College District. Students need not be receiving financial aid to be eligible for employment, but they must be enrolled for 12 units or more.

Drop: Selectively withdrawing from a course, but remaining enrolled in college. Usually student-initiated with a Drop Form.

Drop Form: A special form used to disenroll from one or more classes. Forms are available at the Office of Admissions and Records.

E

Educational Plan: A program of study and services a student needs to enable them to reach their academic objective. The SEP is developed by student and counselor.

Elective: Courses which do not meet major or General Education requirements but are acceptable for credit. Electives may be in the student's major area or in any department.

EUREKA: A computerized career information system available to students in the Career Center.

Extended Opportunity Programs and Services (EOPS): A state-funded program which provides financial and learning skills assistance to students who may not otherwise have been able to attend college because of cultural, economic, or educational background.

F

FAFSA: Free application for federal student aid-used to apply for state and federal aid programs.

Fee Postponement: Delay of payment of enrollment fees until a prearranged date.

Fee Waiver: Board of Governors Grant that provides for college registration fees. See BOGG, a grant which eliminates certain enrollment and health fees for students who qualify.

Finals Week: The last four days of the semester, set aside for exams.

Financial Aid: Money available from the federal and state governments and various community sources to help students meet college expenses. Financial Aid possibilities include grants, loans, scholarships, and work-study programs.

Former Student: A student who has previously attended Butte College, but not during the preceding term. More commonly referred to as a returning student.

Freshman: A student who has completed less than 30 degree applicable units

Full-time Student: A student taking 12 or more course units in a semester, or 4 or more units during the Summer Session.

G

GPA: Grade Point Average, indicating an overall level of academic achievement. The grade point is derived from the following unit system:

A = 4 grade points per unit

B = 3 grade points per unit

C = 2 grade points per unit

D = 1 grade points per unit

F = 0 grade points per unit

FW = 0 failing, ceased participating

The GPA is calculated by dividing the total number of grade points received by the number of units attempted.

GSL: Refers to the Guaranteed Student Loan.

GE Certification: Certifies that a student has completed the lower division General Education requirements required for a four-year degree from a CSU.

Good Standing: Indicates that a student's grade point average in the previous semester and cumulative grade point average is C (2.0) or better.

Grade Report: A grade report indicates grades received and units attempted for a particular academic session.

I

I Grade: Incomplete Grade which may be given when most course work has been completed but there is a justifiable reason for a student's inability to complete coursework within the semester. A student may not re-enroll in a course in which an "I" was received.

IP Grade: Abbreviation used to show that the class goes beyond a usual academic term. It indicates that work is "in progress."

IGETC: Refers to Intersegmental General Education Transfer Curriculum.

Impacted Programs: A condition that exists in programs when more students apply to the program than space is available. Applicants usually apply during a specified time period and participate in a competitive selection process.

Independent Study: Opportunity to do individual research in areas not covered by a course. Specific projects are determined upon consultation with instructor. A contract between the student and the instructor is required. Also referred to as Special Studies.

Internships: Provide students with opportunities to obtain credit through carefully monitored campus or community work experience related to educational objectives.

J

JTPA: Refers to Job Training Partnership Act.

Junior: A student who has completed between 60 and 89 transferable units, and is enrolled in a four-year college or university.

L

LSC: Learning Skills Center, an office providing assessment and assistance to those with learning disabilities

Lab Hours: Three hours of lab per week for 54 hours total equals 1.0 unit.

Learning Center: Provides student study skill aids, tutorial services, and computers for word processing.

Lecture Hours: The number of in-class lecture hours per week. Typically each lecture hour requires two hours of outside work. 18 hours of lecture equal 1.0 unit.

Liberal Arts: Programs and courses in the humanities, natural sciences, and social and behavioral sciences.

Load: The number of units taken in any given semester. A full student load for a semester is 12 or more units. A typical full time student load is 15 units.

Lower Division: Courses at the freshman and sophomore level of college.

M

Major: An organized program of courses leading to an Associate Degree or Vocational Certificate.

Matriculation: A process which brings a college and a student who enrolls for credit into an agreement for the purpose of realizing the student's educational objective. A student is provided services including admission, orientation, assessment, counseling, enrollment, and follow-up to help ensure successful attainment of educational goals.

Mid-Semester Classes: Usually refers to 3-unit classes, compacted to eight weeks in duration, that are taught consecutively in the same semester, such as English 119 followed by English 2, or Sociology 2 followed by Sociology 4. Block classes allow a student to take a two-semester sequence of classes in one semester. They are also referred to as "block" classes.

Minor: A secondary field of study outside the major field.

N

NP Grade: "No pass" refers to a grade which indicates non-completion of the course, or completion without achieving a "C" level grade. An NP grade does not affect grade point average at Butte College.

O

Open Entry/Open Exit: Courses which may be added to program of study throughout the semester. Students must obtain permission from the instructor for entry. Admittance is based on space available and whether or not students can be added without interference with the class. Open Exit indicates that as soon as the student accomplishes the requirements of the course the class is complete.

Orientation: An organized program to familiarize new students with the college, provide information, and review procedures.

P

Pass/No Pass: A grading system by which units of credit may be earned but no letter grade is assigned. Only 14 semester units of coursework graded as "P" may be applied towards an AA/AS degree. Such units are not used in computing the grade point average.

Peer Tutoring: Provides a variety of tutorial services by students (peer tutors) qualified to provide academic tutoring to fellow students.

Pell Grant: Federally-funded grant program.

Placement Center: Job placement center, located in the Career Center.

Placement Tests: Tests administered by the college to determine the entry level placement of students in certain basic courses such as English, mathematics, and reading.

Prerequisite: A requirement that must be satisfied before enrollment in a particular course; indicated by an "*" in the *Semester Class Schedule*. See the *Catalog* course description for specific requirements.

Probation: A trial period in which a student must improve scholastic achievement due to less than satisfactory ("C") completion of course work.

Program Advisor: A faculty member who teaches within the area of a particular career or transfer program and who advises students about a student's individual program.

Program Changes: Adding or dropping classes after a student's schedule of classes is processed through registration.

Program of Study: A planned series of courses. Also refer to Student Educational Plan.

Q

Quarter System: Approximately 10 weeks of instruction offered three times a year, during the fall, winter, and spring. Some colleges also offer a summer quarter. Butte College uses a semester system. Units do not transfer equally between a quarter system and semester system college. Students affected by such a transfer of units should see a counselor.

R

Registration: The process of selecting and enrolling in classes, and paying the required fees.

Repeatability: A course which may be repeated for credit. The *Catalog* course description will indicate if a course is repeatable.

Resident/Non-Resident Status: Student status based on place of legal residence. Non-residents (out-of-state) often have to pay higher fees and meet higher admissions requirements than do residents.

S

SAR: Refers to Student Aid Report, an eligibility document required for Pell Grants.

SEOG: Refers to Supplemental Educational Opportunity Grant, a federal financial aid program.

SIGI+: Refers to an interactive guidance system used in the Career Center to assist the individual in clarifying values, interest areas, and activities of preference.

Semester Class Schedule: A publication used to plan a student's semester course schedule. The schedule provides registration and course offering information, giving the subject, course number, course title, units, time, instructor, and location of classes offered. It is not the same as the *Catalog*, which carries all programs, majors, certificates, degrees, and courses offered by the college.

Scholastic Aptitude Test (SAT): Most four-year colleges use this test to determine admissions eligibility.

Semester System: Refers to the 15-17 weeks of instruction offered twice yearly, in the fall and spring.

Senior: A student who has completed 90 or more transferable units and is enrolled in a four-year college or university.

Short Term Classes: Usually refers to 0.5-3-unit classes offered in a "compacted" format during a time that does not follow the regular 17-week academic calendar. Short term classes may be offered over consecutive days of the week, on weekends or on a single day.

Sophomore: A student who has completed between 30 and 59 degree applicable units.

Staff: When shown in the *Semester Class Schedule,* "staff" indicates that a specific faculty member has not yet been selected to teach that class.

Student Educational Plan (SEP): A program of study and services a student needs to enable them to reach their academic objective. The SEP is developed by student and counselor.

Summer Session: Instruction beginning in early June and extending through August. Summer Session classes held during the day run for six weeks, and those held in the evening run for eight weeks.

T

TBA: Refers to "to be announced." Noted in the *Semester Class Schedule* when the time of a class, day or location may be arranged independently after the class begins.

TeleReg: Refers to the abbreviation for telephone registration services.

Transcript: A list of all courses taken at the college. A transcript shows the final grade and units received for each course. Official transcripts bear the college seal and the signature of a designated college official. They are sent directly from one institution to another.

Transfer: Changing from one college to another after meeting the requirements for admission to the second institution.

Transfer Course: A course acceptable for credit at a four-year college or university. These courses are numbered 1-99 at Butte College.

Transfer Counseling Center: Coordinates delivery of services to students who wish to transfer to four-year colleges and universities.

Transfer Major: Majors whose requirements are more closely aligned with lower division Baccalaureate degree programs and which provide the first two years of preparation for the Baccalaureate degree at a four-year college or university.

U

UC: University of California system.

Undergraduate: Courses offered for freshman through senior level credit. Also refers to students who have not completed a Baccalaureate degree.

Units: Refers to the college credit given a course. Typically based on one unit for each lecture hour per week or one unit for every two to three laboratory hours per week.

Units Attempted: Total number of course units (load) for which a student has enrolled.

Units Completed: Total number of course units for which a student has received a grade of A, B, C, D, F, or CR/NC.

Upper Division: Courses considered appropriate for the junior and senior year of college.

V

Variable Units: The range of units which may be earned in a given course, usually determined by the total hours of attendance.

Vocational Programs: Community college programs providing specific training and skills necessary to achieve occupational goals. Vocational programs typically lead directly to employment upon completion of two years of coursework (Associate Degree) or less (certificate).

W

W Grade: Refers to a grade given for withdrawing from a course after the first two weeks and before the fifth week of classes; does not affect GPA.

Withdrawal: Refers to a complete withdrawal from all classes.

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Quick Guide to Butte College Phones

College Campus and Centers

Main Campus Information Office ..... (530) 895-2511
Chico Center ..... (530) 895-1352
Glenn County Center (Orland) ..... (530) 865-9728

Student Services

Vice President of Student Services ..... (530) 895-2239
Admissions and Records ..... (530) 895-2361
Assessment Office ..... (530) 895-2350
CATS ..... (530) 895-2246
Career Center ..... (530) 895-2340
Center for Academic Success (CAS) ..... (530) 895-2386
Counseling/Advising ..... (530) 895-2378
Disabled Student Programs and Services .... (530) 895-2455
EOPS ..... (530) 895-2555
Financial Aid ..... (530) 895-2311
Health Services ..... (530) 895-2441
Job Placement/Work Experience ..... (530) 895-2334
Library ..... (530) 879-4017
Orientation ..... (530) 895-2416
Registrar ..... (530) 895-2367
Service Learning and Volunteerism ..... (530) 895-2509
Student Activities ..... (530) 895-2427
Transfer Center ..... (530) 895-2264
TRiO Student Support Services ..... (530) 879-4346
Veterans Affairs ..... (530) 895-2566

Department Offices

Agriculture ..... (530) 895-2551
Allied Health ..... (530) 879-4310
Automotive Technology ..... (530) 879-6103
Biological Sciences ..... (530) 895-2431
Business Education ..... (530) 895-2371
Cosmetology ..... (530) 895-9015
Drafting ..... (530) 895-2864
Engineering ..... (530) 895-2864
Family & Consumer Sciences ..... (530) 895-2542
Fine Arts ..... (530) 895-2404
Language Arts ..... (530) 895-2581
Manufacturing Technology ..... (530) 895-2551
Mathematics ..... (530) 895-6106
Media Services ..... (530) 895-2430
Natural Science ..... (530) 895-2551
Nursing ..... (530) 895-2328
Performing Arts ..... (530) 895-2994
Physical Education ..... (530) 895-2521
Physical Sciences ..... (530) 895-2840
Public Safety Education & Training Ctr. .... (530) 895-2401
Social and Behavioral Sciences ..... (530) 895-2471
Sociocultural Sciences ..... (530) 895-2471
Welding/Construction/Technology ..... (530) 895-2551

Campus Life

Associated Students ..... (530) 895-2392
Athletics Office ..... (530) 895-2521
BCTV (telecourses) ..... (530) 895-2862
Bus Transportation ..... (530) 895-2352
Cafeteria ..... (530) 895-2327
Clubs ..... (530) 895-2392
Bookstore ..... (530) 895-2331
Performing Arts ..... (530) 895-2994
Student Activities and Events ..... (530) 895-2427

President's Office

Superintendent/President ..... (530) 895-2484

Office of Student Learning/Economic Dev

Vice President Student Learning ..... (530) 895-2547
Career and Technical Programs ..... (530) 895-2531
College Connection ..... (530) 879-4061
Transfer Education ..... (530) 895-2251
School and College Relations ..... (530) 896-0958
Contract Education ..... (530) 879-4377
Small Business Development Center ..... (530) 895-9017
The Training Place (Chico Center) ..... (530) 895-9015

Planning and Information

Vice President, Planning and Information .. (530) 895-2266
Foundation ..... (530) 895-2359
Public Relations and Marketing ..... (530) 895-2937

Administration/Business Services

Vice President ..... (530) 895-2353
Bookstore ..... (530) 895-2331
Food Service ..... (530) 895-2327
Facilities Planning & Management ..... (530) 895-2381
Human Resources. ..... (530) 895-2400
Payroll ..... (530) 895-2421
Print Shop ..... (530) 895-2591
Security ..... (530) 895-2351
Shipping/Receiving ..... (530) 895-2108
Bus Transportation ..... (530) 895-2352

Other Areas

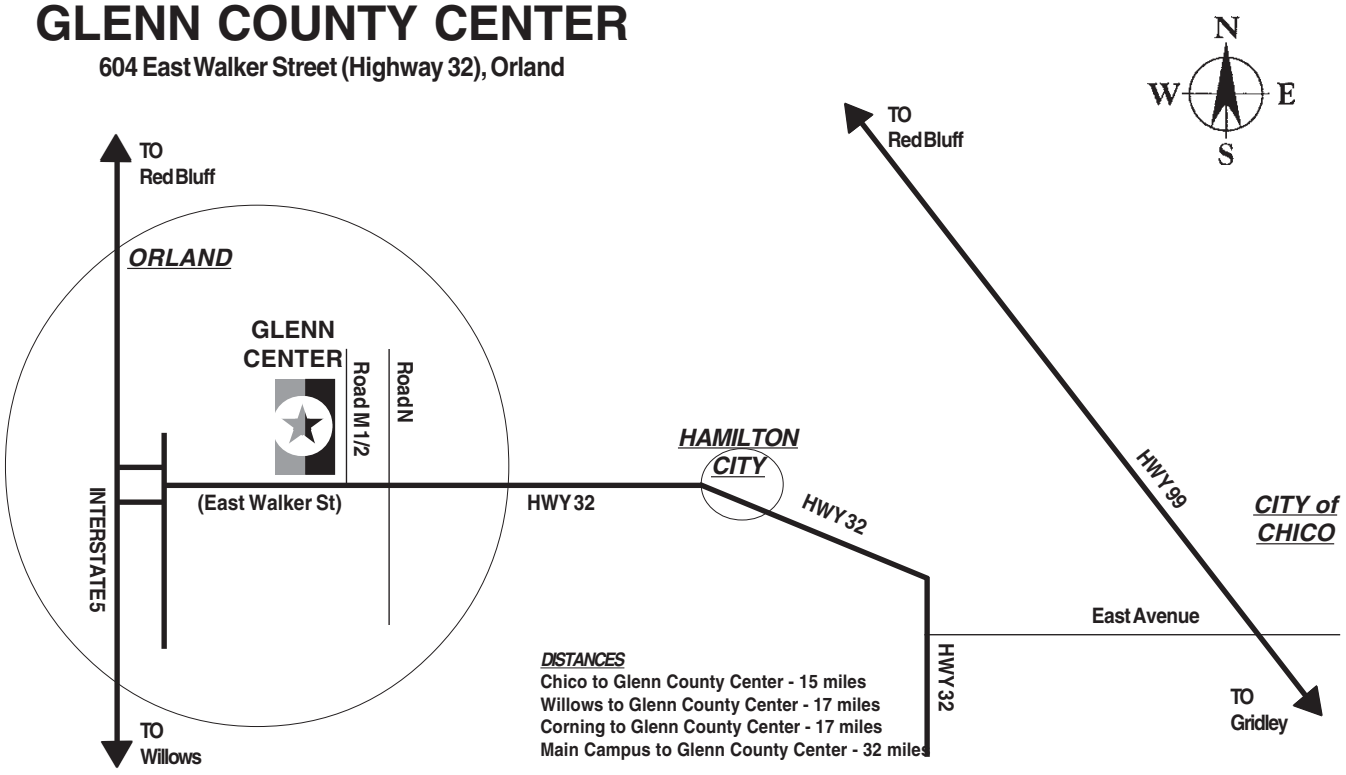
Affirmative Action ..... (530) 895-2400
Faculty Senate ..... (530) 895-2538
Library ..... (530) 879-4017
Staff Development ..... (530) 895-2543
TeleReg ..... (530) 895-5060

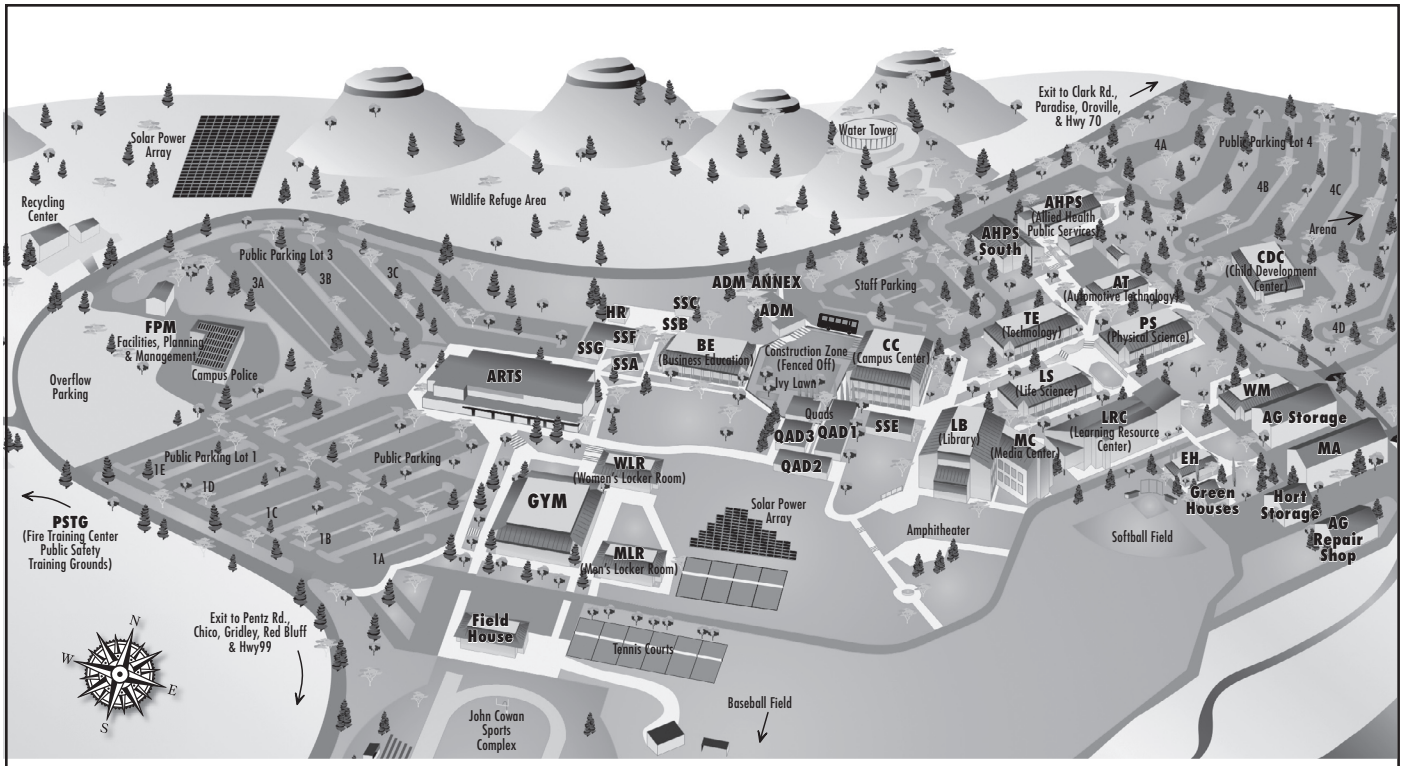
CHICO CENTER

2320 Forest Avenue

GLENN COUNTY CENTER

604 East Walker Street (Highway 32), Orland





BUTTE - GLENN COMMUNITY COLLEGE DISTRICT

BUTTE COLLEGE

3536 Butte Campus Drive • Oroville, California 95965
www.butte.edu • (530) 895-2511

Main Campus Map • Listing of Buildings and Services

Admissions & Records CC
Administration ..... ADM
Allied Health/Public Service Center ..... AHPS
Assessment ..... QAD 1
Associated Students ..... SSA
Athletic Office ..... WLR
Automotive Technology ..... AT
Broadcast & Electronic Services ..... MC
Bookstore CC
Business Office ..... ADM
Business Education ..... BE
Bus Loading/Unloading .....
Cafeteria CC
Campus Center CC
Campus Information ..... SSE
Campus Police ..... FPM
Career Center CC
Car Pool Permits ..... FPM
Center for Academic Success ..... LRC
Counseling CC
Child Development Center ..... CDC
Disabled Student Services ..... QAD 2
EOPS ..... QAD 1
Facilities, Planning & Management ..... FPM
Financial Aid CC
Fire Training/Tower/Public Safety Training ..... PSTG
Food Service CC
Foundation (Scholarships) ..... ADM ANNEX
Gymnasium ..... GYM
Environmental Horticulture ..... EH
Human Resources ..... HR
Instructional Arts ..... ARTS
Job Placement CC
Learning Resource Center ..... LRC
Life Science ..... LS
Library, Reference Library ..... LB
Lost and Found ..... FPM
Mechanized Agriculture ..... MA
Media Center ..... MC
Media Services for Distance Learning Center ..... LB
Men's Locker Room ..... MLR
New Horizons CC
Orientation ..... SSE
Physical Education ..... PE
Physical Science ..... PS
Print Shop ..... FPM
Service Learning CC
Shipping & Receiving ..... FPM
Student Activities ..... SSA
Student Health Clinic ..... QAD 3
Student Learning, Office for ..... ADM
Student Welcome Center ..... SSE
Student Services CC
Swing Space A (Classroom) ..... SSA
Swing Space B ..... SSB
Swing Space C (Classroom) ..... SSC
Swing Space F (Coyote Gallery) ..... SSF
Swing Space G (Classroom) ..... SSG
Tourism & Travel CC
Transportation Dept ..... FPM
Veterans Affairs ..... QAD 3
Technology ..... TE
Welding/Manufacturing ..... WM
Women's Locker Room ..... WLR

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