Butte College

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

Accredited By
The Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

www.butte.edu
Information (530) 895-2511

Main Campus ● 3536 Butte Campus Drive, Oroville, CA 95965
Chico Center ● 2320 Forest Avenue, Chico, CA 95928
Glenn County Center ● 604 East Walker Street, Orland CA 95963
Skyway Center ● 2480 Notre Dame, Chico, CA 95928

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 can be found in the online Semester Class Schedule prior to registration each term.

A Message From The President

Welcome! Butte College provides multiple educational opportunities including transfer degrees, Associate in Arts or Science degrees, Certificates of Achievement, and short-term certificates. We also provide those important services that assist you in achieving your college and career goals.

Butte College's motto, "Start Here…Go Anywhere!" is best demonstrated by the following student quotes.

"Butte College's guidance has led me to academic success… Furthermore, academic success will help elevate me from just working at a job for a living to working at a job I will enjoy."

"Butte College has been the platform for me to get my life back on track with definite direction and goals. The aspect of the college that has been most helpful is the teaching staff. Their approachability and genuine desire for their students to succeed have made the stresses of school, and life in general, much easier to bear. "

"Wherever my education will lead, Butte College and the teachers here have made a great impact on my future. They have done a wonderful job of furthering the student-centered atmosphere of the campus."

"The professors give a great feel of Butte's 'students first' motto."

"Butte College has become my extended family."

"There is a wonderful community of intelligent people working together to inspire growth in and provide opportunities for students to change their lives and their world for the better. The focus on student success is apparent in every aspect of my experience here at Butte."

"It feels great to be part of leading the national movement towards sustainability. Butte College forged ahead to become the nation's first grid positive college. This kind of example has a real and positive impact on our society as well as our planet."

"The decision to come to Butte College is a decision that I will never forget or regret. I am thankful for this wonderful college and all that it has done for me."

Thank you for choosing Butte College to meet your educational, career, and life needs!

Kimberly Perry

Kimberly Perry, Ed.D.
Superintendent/President

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Butte College is a non-smoking campus, except in designated areas.

About Butte College

Butte College serves 20,000 students annually and is a regionally 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 the California State University system, the University of California system, 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

Butte College provides quality education, services, and workforce training to students who aspire to become productive members of a diverse, sustainable, and global society. We prepare our students for life-long learning through the mastery of basic skills, the achievement of degrees and certificates, and the pursuit of career and transfer pathways.

Butte College—A National Leader in Sustainability

In 2011, Butte College became the first college in the history of the United States to become 'grid positive,' meaning that the College has the capacity to generate enough electricity from its solar arrays to fully offset its electricity cost.

Solar arrays were installed in three phases at Butte College with the first solar array installed in 2005, followed by another in 2009, and later completion of Solar Phase III in June 2011.

The College is now home to 25,000 solar panels and has the ability to generate 6.4 million kilowatt hours of electricity per year or 4.5 megawatts DC – enough to power over 920 homes. The College projects it will save millions over 30 years, even after accounting for project costs and interest, by avoiding future electricity rate increases.

The College has a long history of sustainability, resting on a 928 acre designated wildlife refuge. Due to its rural location, the College is unique among California Community Colleges because it operates as a self-contained city. It has its own water system, maintains its own sewage treatment facility, recycles most of its waste, and operates the largest community college bus transportation system in California.

The College is a national leader for community colleges in sustainability due to student engagement both at the college and in the community, infusion of sustainability into the curriculum, workforce development focused on green jobs, LEED certified buildings, sustainable land use management, renewable energy and energy efficiency.

A few examples of how Butte College has integrated sustainability into its ongoing operations include:

- Implemented a Sustainability Studies Certificate Program and a Green Building Certificate Program;
- Operates the largest bus transportation system of any community college in California;
- Gained Certification of the new Arts Building as Leadership in Energy and Environmental Design (LEED) Gold by US Green Building Council;
- Dining Services composts 1,500 pounds of pre-consumer food waste from the landfill monthly in partnership with the Agriculture Department;
- Sustainability is infused into career and technical education programs. The Auto Technology Department partnered with Pacific Gas & Electric to develop a statewide Electric Hybrid Vehicle Technology training program for fleet vehicle mechanics;
- Grants provided through the California Workforce Investment Board created green training programs for displaced workers in 2009/2010;
- Students in the Mathematics, Engineering, and Science Achievement (MESA) program work as interns on a Biofiltration Wetland Education Learning Laboratory (BWELL) Project;

- Four students participated in a US Environmental Protection Agency (EPA) competition to design sustainable solutions to environmental challenges and Butte was the only community college in the nation selected to participate- and eventually win the competition;
- The College currently recycles 76 percent of its waste stream;
- The Sustainability Resource Center, funded and staffed by the College's Associated Students, is a hub of information for students, faculty, and staff; and
- The Agriculture Department gained organic certification on 26 acres.

Our Vision

To be the best community college in California.

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; and
- 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.

2012-2013 Academic Calendar

Fall Semester, 2012 (August 20 - December 14)

Fall Semester dates are subject to change

Fall Class Schedules are available online at **www.butte.edu/schedule** ..... early March
Registration appointments distributed in MyBC..... late March
Registration begins.....April
Instruction begins .....August 20
Last Day to:
- Pay fees..... 7 days from enrollment
- Add courses.....10% of course
- Drop and receive a refund ..... 10% of course

Legal Holiday..... September 3
- Drop without appearing on transcript.....20% of course
- Submit petitions (P/NP, Audit, Credit by Exam) .....30% of term
- Withdraw with a "W".....50% of term

Deadline to apply for graduation..... November 21
Legal Holiday..... November 12
Thanksgiving Recess ..... November 22, 23
Non-Instructional Saturday..... November 24
Last day of instruction..... December 7
Final Examinations ..... December 10-14

Spring Semester, 2013 (January 22 - May 24)

Spring Semester dates are subject to change

Spring class schedules available online at **www.butte.edu/schedule** ..... early October
Registration Appointments distributed in My/BC ..... late October
Registration begins.....early November
Legal Holiday.....January 21
Instruction begins .....January 22
Last Day to:
- Pay fees..... 7 days from enrollment
- Add courses.....10% of course
- Drop and receive a refund .....10% of course
- Drop without appearing on transcript.....20% of course
- Submit petitions (P/NP, Audit, Credit by Exam) .....30% of term
- Withdraw with a "W".....50% of course

Non-Instructional Saturday .....February 16
Legal Holidays.....February 15, 18
Spring Break.....March 18-22
Non-Instructional Saturday .....March 23
Deadline to apply for graduation.....March 29
Last day of instruction..... May 17
Final Examinations .....May 20-24
Graduation Ceremony ..... May 24

Summer Session, 2013 (TBA)

WebReg open 24/7 • TeleReg open 8-5 M-Th, 8-12 F
Deadline to apply for graduation.....Mid July

Main Campus

3536 Butte Campus Drive, Oroville
(530) 895-2511, www.butte.edu
(See page 241 for map to Main Campus)

The Butte College Main Campus is located on 928 acres in Oroville—making it one of the largest community college campuses in the state. The College is accredited by the Accrediting Commission for Community and Junior Colleges - Western Association of Schools and Colleges. With an annual operating budget of $84.3 million, Butte College Spring 2011 Enrollment was 14,509 students, and is ranked one of the region's top employers with 1,067 employees.

A national leader in sustainability, Butte College became the first college in the nation to be able to produce enough solar energy at the main campus to offset its electricity costs. The College is home to 25,000 solar panels, which can be found throughout the main campus and the Chico Center.

Butte College transfers more students to California State University, Chico than any other community college and has an award-winning honor society, Phi Theta Kappa. The College offers exceptional instructors, programs, and state-of-the-art facilities. The College has earned an excellent reputation for its career programs including fire, law enforcement, and fish and game warden academies, nursing, automotive, business, and welding. The top 10 associate's degrees awarded to graduates this year include: Social and Behavioral Science, Registered Nursing, University Studies, Fire Technology, Business Administration, Language Arts, Respiratory Care, Accounting, Nutrition, and Child Development.

The Main Campus features training centers, computer labs, and student services such as a student health center, bookstore, library, Center for Academic Success, financial aid, food pantry, and student lounge. You'll also find counseling, a cafeteria, internet café, financial aid, and an active Associated Students office offering campus events throughout the semester.

Chico Center

2320 Forest Avenue, Chico
(530) 895-1352
(See page 240 for map to 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 communication studies, English, music, political science, history, philosophy, geography, business, computers, accounting, foreign languages and more.

The Chico Center offers a broad range of student services, including admissions, registration, counseling, financial aid, a bookstore, and a cafe. The Chico Center Library and Support Services Center offers test proctoring, media/technical support in the classroom or labs for students, faculty and staff, textbook circulation, reference librarians, CAS tutors (English and computers), group study rooms, and assisted technology stations for DSPS students.

Skyway Center

2480 Notre Dame, Chico
(530) 895-2511
(See page 240 for map to Skyway Center)

The new Butte College Skyway Center offers the College's automotive technology program along with economic workforce development programs, including: Contract Education, the Health Workforce Initiative, Foster/Kinship Care program, and the Small Business Development Center (SBDC).

Inside the Skyway Center, the automotive program offers a shop lab with classrooms and a computer lab to offer instruction in automotive industry sustainable practices. A new high school automotive technology program has been developed

in partnership with the Butte County Regional Occupational Program (ROP) to provide career pathways for high school students.

The College's Economic Workforce Development Program serves the business community. The Training Place, located at the Chico Center, offers affordable employee training to businesses of all sizes in areas including: Health, International Trade, Human Resources, Leadership, Customer Service, Employee Development, Manufacturing, Sales, Safety, Sexual Harassment Prevention, and Business Technology. The Health Workforce Initiative provides education and training programs to meet emerging demands for health care industry workers. The Butte College Small Business Development Center offers one-stop business management assistance through counseling, entrepreneur training, and guidance to small business owners and entrepreneurs in Butte, Glenn and Tehama Counties. The Foster/Kinship Care Education Program provides workshops for care providers on discipline, health, community resources, guardianship, self-esteem and other topics. Training programs and clinics are held to help those interested in becoming foster parents or guardians.

Glenn County Center

604 East Walker Street, Orland
(530) 865-9728, (530) 934-2144, (530) 895-2429
(See page 240 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 from 8 a.m. to 9:30 p.m. with classes also offered at other locations within the county. The center provides many student services, including admissions, registration, counseling, assessment, and financial aid assistance. Test proctoring is also available at 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. Glenn Ride is online at **www.countyofglenn.net/transportation** or call 1 (888) 800-RIDE (7433).

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 Main Campus, 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 Certificates including Certificate of Achievement.

Distance Learning

Butte College provides a variety of online courses that offer convenience and flexibility in the pursuit of educational goals. For more information on Distance Learning courses, visit **www.butte.edu/distance** or call (530) 879-4055.

Study Abroad

Butte College's Study Abroad Program, offers opportunities to live and study in exciting international destinations such as Costa Rica. Check us out on our website at **www.butte.edu/studyabroad** to find out more, to download applications, and to learn about financial aid available. Additional information can be obtained by calling the office of Study Abroad at (530) 895-2415.

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 and Development Resources: Our group of training professionals holds 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 Manager Development programs provide 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, 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 training to build basic to advanced computer skills in ASP.Net, HTML, Web Design, Social Networking, Search Engine Optimization, and Microsoft Office Programs in Excel, Word, Access, and PowerPoint.

Our Virtual Training Place launched in 2012 offers employees blended training options with our instructors at their desktop through a web-based platform and face to face in our classroom.

Business Sponsorship: Platinum, Gold, Silver or Bronze levels available. The annual prepaid business sponsorship provides a per person savings and streamlines the invoice process. Training plans can be scheduled for employees for one full year allowing flexibility of learning and business productivity. Our Sponsor board, located on the first floor of the Chico Center provides visibility validating employer commitment to training and development needs. Sponsor input is collected to determine training topics and content linked to employee performance. Participants engage with employees from over 50 different local organizations.

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

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

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

Career and Technical Education

Offering the Ultimate in 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 College's plan for Career and Technical Education is an educational sequence that offers the potential of 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

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

Certificate of Achievement Programs

Developed for students who want to take virtually all 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

Courses 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 108-113. Make a counseling appointment for assistance with transfer planning.

Career Programs Offered At Butte College

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- Agriculture Science 56
- Environmental Horticulture 75
- Heavy Equipment Operation Technician 79
- Mechanized Agriculture 88
- Natural Resources 92
- Natural Resources/Parks and Recreation 93

Alcohol and Drug Treatment
- Addiction Studies 53

Arts
- Ceramics 64
- Photography 96

Auto Industry/Engine Mechanics
- Auto Technology 59
- Mechanized Agriculture 88

Beautician/Hair Stylist
- Cosmetology 69

Building Trades
- Building Inspection Technology 60
- Civil Engineering Technology 66
- Drafting and CAD Technology 71

Business
- Accounting 51
- Business Management 62
- Marketing 87
- Real Estate 99

Applied Computer and Networking Technologies
- Applied Computer and Networking Technologies 57

Child Care and Pre-School
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Computers in Business
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Construction and Drafting
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Computer Applications ... 67
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Medical Office Administration ... 89
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Office Administration ... 94

Theatre Arts
Theatre Arts ... 105

Welding
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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 the 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.

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Nutrition and Food Sciences 133
Physical Education 134
Physical Science 135
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Attending Butte College

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 Welcome Center, (530) 895-2511.

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 applied to Butte College. If a student has taken courses at Butte College while in high school and has since graduated, that student is still considered a new student.

Continuing Student: A student who has attended the preceding fall or spring term. Continuing students receive priority registration times in April and November.

Returning Student: A student who has previously completed course work at Butte College and is returning after a lapse of time or enrollment at another college.

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 K-12 student is under 18 and has not graduated high school. To take classes, the student must have a concurrent enrollment authorization on file by the deadline. K-12 students may not enroll in more than 11 credit units for fall and spring semesters, 10 units summer session. For additional information please contact the Welcome Center at (530) 895-2511, or visit us at **www.butte.edu/highschool/**.

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

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

Enrollment Policies and Procedures

Application for Admission

Apply at **www.butte.edu**, or pick up an application in the Office of Admissions and Records. Only 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. 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 College, 3536 Butte Campus Drive, Oroville, CA 95965; or submit application at **www.butte.edu**.

Quick Guide to Butte College Admission
6 Steps to Enrollment

What Type of Student Are You?

NEW	You are a new student if you have never applied to Butte College. If you have taken courses at Butte College while in high school and have since graduated, you are considered a new student. (Complete Steps 1-6)
TRANSFER	You are a transfer student if you have completed course work at a community college or university other than Butte College. (Complete Steps 1-6)
RETURNING	You are a returning student if you previously completed course work at Butte College and are returning after a lapse of time or enrollment at another college. (Complete Steps 2-6)
CONTINUING	You are a continuing student if you attended the preceding fall or spring term. Continuing students receive priority registration times in April and November. (Complete Steps 5-6)
K-12	You are a K-12 student if you are under 18 and have not graduated high school. To take classes you must have a concurrent enrollment authorization on file by the deadline. (Complete Steps 1 and 4-6)

1 APPLY FOR ADMISSION

Apply online at **www.butte.edu**. If you need an application sent to you, call (530) 895-2511.

2 APPLY FOR FINANCIAL AID

Complete the **Free Application for Federal Student Aid (FAFSA)** online at **www.fafsa.gov**, using the Butte College **Federal School Code - 006972**. Completing a FAFSA before you enroll may exempt you from the requirement to pay fees within 7 days. See **www.butte.edu/financialaid** for additional information. Also see Step 6 below.

3 REQUEST TRANSCRIPTS

Send your official transcripts from all previously attended colleges to Butte College Admissions and Records: 3536 Butte Campus Drive, Oroville, CA 95965. Allow 4-6 weeks for delivery and processing.

4 CONTACT ASSESSMENT AND SCHEDULE ORIENTATION

All new students are required to complete Assessment prior to attending Orientation. Go to **www.butte.edu/assessment** or call (530) 895-2511 for test scheduling and preparation information. Once you have contacted Assessment, visit the Orientation website at **www.butte.edu/orientation** to schedule your Orientation session. New Student Orientation will consist of a campus tour, meeting with a counselor, setting up your MyBC account, and registering for courses.

- If you have completed English, and/or math courses at another college or plan to enroll in a course with an established prerequisite, go to “Prerequisites” or the Assessment website or call (530) 895-2511 to request an evaluation of your transcripts.
- Students with 24 units or more, K-12 students, or students not pursuing a degree/certificate/transfer program may be exempt from orientation. For more details about exemptions contact (530) 895-2511.

5 REGISTER FOR CLASSES

New students will register during their Orientation. If you are not required to attend orientation then see the class schedule, **MyBC** or **www.butte.edu/admissions** for "Times to Register".

- Confirm your schedule after you register with “My Class Schedule”.
- You must attend the first day of class to ensure enrollment.

6 PAY

Students have 7 days from the time of registration to pay fees or they will be dropped from one or more classes. See Paying Your Fees in the schedule or **www.butte.edu/7days** for details.

When the application has been received, students are sent:

1. An email or postcard indicating receipt of application.
2. A packet of material from the Office of Admissions and Records outlining pre-enrollment activities.

Students who do not receive this information should contact the Welcome Center at (530) 895-2511.

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, both walk-in and preregistration appointments are available. 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 on the web at **www.butte.edu/mybc,** login and select WebAdvisor. 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 not been completed, the Reading Assessment will need 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.

Reading Placement Levels

There are five reading placement levels. Level I is the lowest level and Level V is the highest. Achievement of Level V meets the reading competency requirement for the Associate Degree. Students placed in Levels 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. 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 (during ESL Orientation dates), and the Glenn County Center. There are four non-Credit ESL placement levels and one Credit ESL placement level. Level INTRO is the lowest level and Level III is the highest non-Credit ESL level. Level IV is the only Credit ESL 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 courses. Credit ESL courses numbered as "200" series courses earn units and incur fees needing to be paid within 7 days of enrolling. Non-Credit ESL courses numbered as "300" series courses incur neither fees nor earn units. ESL 310 does not require assessment. ESL faculty recommend that students placing into Credit ESL courses (Level IV) enroll concurrently into ESL 252, 254, 256 and 258 during the same term.

Math Placement Levels
There are five math placement levels. Level I 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 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, Pre-Algebra, Algebra, or College Algebra. 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 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 Office. 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 and 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)*.
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, online at **www.butte.edu/schedule.** Students already attending Butte College are eligible for early registration for their next semester's classes. This Continuing Student Priority Registration begins in April 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, online. Continuing students receive 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. TeleReg is open year round, Monday-Thursday, 8 a.m. - 5 p.m. and Fridays 8 a.m. - 12 p.m. 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 home page at **www.butte.edu** and click on MyBC/Blackboard. 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 at the Chico Center.

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, if a student drops, students will automatically be enrolled from the waitlist and be sent a confirmation email to their Butte College email account. Students have 7 days to pay from the date of enrollment and should check email daily if waitlisted for a class. Once the class begins, instructors sign add cards according to waitlist rankings. See current schedule online at **www.butte.edu/schedule**.

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 class schedule at **www.butte.edu/schedule**.

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 and Advising Center 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 and 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 Technician at (530) 895-2546 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 aid records are maintained by the Financial Aid Director. 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. If a pupil has attained the age of 18 years or is attending an institution of postsecondary education, the right to access records shall thereafter only be required of, and accorded to, the pupil.

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.

College Fees

One of the last hopes for affordable and convenient higher education for growing numbers of lower and middle class families, 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 7 Days from the Time of Registration

Students will have 7 days from the time of registration to pay fees or they may be dropped from one or more classes. To avoid being dropped take one of the following steps:

1. Pay fees in full.
2. Students who can show proof of sufficient eligibility for financial assistance will be exempt.
   Complete a FAFSA or provide proof of other financial assistance (scholarship, GI Bill, patron agreement, etc.) to the Butte College Business Office.
3. Create a fee payment plan online.

Students are responsible for making payment arrangements or providing verification of exemption status. Those who do not pay fees or make arrangements to pay fees may be dropped from one or more classes. Once you have registered you can view payment or exemption status in MyBC. For complete details about these changes and how they may affect you please refer to the information at the following link, **www.butte.edu/7days**.

Waitlists and Days To Pay

Important! If you are on a wait list be sure to check your Butte College email daily or forward it to one you check. You will only have 7 days to pay if you are moved from the waitlist officially into the class if a seat becomes available. Don't miss that class you really waited for by not checking. You can also view your ranking or drop in "Manage your Waitlist."

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.

WebReg/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 19-22.

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 Monday-Thursday, 8:00 a.m. to 5 p.m., and Fridays, 8:00 a.m. to 12 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.

Payment Plan - Log in to MyBC and select "Account Balances and Fees" in Web Advisor. Click on My Account Summary by term to create a payment plan. Select the link and follow the instructions.

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 can be found online 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 $46 per unit

Nonresident $200 per unit
See page 16 for residency requirements.
Nonresident students pay regular enrollment and service fees in addition to the nonresident fees.

International Student $200 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 online 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 $375 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	$70 per semester
Students enrolled in 1.1 to 5.9 units	$55 per semester
Students enrolled in .1 to 1 unit	$20 per semester
Summer Session *(regardless of unit load)*	$55 per session

Health Services Fee — Required*

Fall/Spring Semesters *(regardless of unit load)*	$18 per semester
Summer Session *(regardless of unit load)*	$15 per session

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

Student Activities Fee — Optional*

Fee includes Student Activity card $16 per semester
(*Not charged for Winter or Summer Sessions*)

*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 (530) 895-2391 or (530) 895-2428.

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 (530) 895-2391 or (530) 895-2428. (Not charged for Summer Session.)

Student Records Fees

All 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 First two copies free
Subsequent transcripts and enrollment verifications are $8.
On-demand services are available. See Semester Class Schedule for details.

Technology Fee — Optional*

Fall/Spring/Summer $10 per semester/session
(regardless of unit load)

*All students will be assessed a $10 fee to help partially defray the costs of student access to campus technology. The fee will be used to help keep student computer labs equipped with current hardware and software as well as to provide high-speed connectivity to the Internet. Exemptions/refund information is available by calling the Call Center at (530) 895-2511.

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 be returned to the Department of Education Student Financial Aid programs.

Materials, Supplies, and Equipment Fees

Materials fees are listed below specific class listings in the online 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 Student Learning for review. The Vice President for Student Learning notes the fees in the Semester Class Schedule.

Financial Aid

Butte College believes the primary responsibility for financing college 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 student eligibility for financial aid is made without regard to age, sex, race, religion, national origin, or disability.

The Financial Aid Office

Students seeking information regarding financial assistance should check with the Butte College Financial Aid Office, located on the first floor of the Student and Administrative Services Building. Brochures describing financial aid programs and application worksheets are available at this office, the Chico and Glenn County centers, and Butte and Glenn County high schools. Also see **www.butte.edu/financialaid**.

To be considered by Butte College for federal and state aid programs, students should complete the Free Application for Federal Student Aid (FAFSA) online at **www.fafsa.gov**. The application and all requested documents 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 applicants may not be met. Students should be prepared to pay for books and other expenses until their aid comes through.

There are also many local, state, and federal scholarships and grant programs which are available from sources outside the college. High school seniors should contact their high school counselors as to the availability and requirements of scholarships offered through community organizations and other resources.

Types of Financial Aid

Several types of financial aid are available to students, including grants, loans, Work Study, and scholarships. Distribution of funds is based on eligibility, financial need and the amount of funds available. For more information, visit the Financial Aid Office in SAS 160, view our web site at **www.butte.edu/financialaid**, or call (530) 895-2311. Another excellent resource is Student Aid on the web, available at **studentaid.ed.gov** for free and comprehensive information, advice, and tools to research financial aid.

Grants, Loans, Work Study, and Scholarships

Grants: Cash awards which do not have to be repaid.
Loans: Cash awards which must be repaid according to repayment schedule.
Work Study: Earnings 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. A number of scholarships are available through the Butte College Foundation, which has an online scholarship application, available at **buttescholars.communityforce.com**. Also call (530) 895-2359 for more information or view **www.buttefoundation.org** for additional scholarship opportunities.

Fee Waivers

Board of Governors Fee Waiver: Waives an eligible student's enrollment fees (tuition). California residency is required. Students who file a FAFSA will automatically be considered for a BOGFW and do not have to complete a separate application. Students who do not file a FAFSA (not recommended) may access a BOGFW application at **www.butte.edu/financialaid** (click on Financial Aid Forms, then scroll down to item).

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 Admissions and Records at (530) 895-2361.

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 the Office of School and College Relations at (530) 895-2949.

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. The student must still pay service fees including health, transportation, student activity, student records, and technology fees, any books or materials fees required, and a TeleReg fee if they register by phone. See page 18 for a complete list.

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 Direct Loan, or Work-Study.
4. The student is income-eligible per state regulations.

Applying for the BOGFW

Students interested in applying should complete the Free Application for Federal Student Aid (FAFSA) online at **www.fafsa.gov**. Students who do not file a FAFSA (not recommended) may access a BOGFW application at **www.butte.edu/financialaid** (click on Financial Aid Forms, then scroll down to item).

For more information on the BOGFW, view the Financial Aid Office web site at **www.butte.edu/financialaid**.

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 need-eligible students who are maintaining consistent progress towards an educational objective. Initial financial aid offers are based on need. Continued eligibility requires meeting the criteria for satisfactory academic progress.

Three standards are used for the assessment of Satisfactory Academic Progress: (1) GPA, or required minimum grade point average; (2) required minimum Pace, or completion rate; and (3) maximum Time Frame allowed a student to reach his/her educational objective. "Making SAP" means meeting all three criteria. These standards are reviewed at the end of each semester and summer term (if applicable) and are subject to change.

GPA: 'SAP' Qualitative Standard

Students are required to have a 2.0 minimum cumulative GPA. The GPA will include all aided and unaided terms at Butte College as well as work completed at all prior institutions of higher education. A graduated minimum cumulative GPA of 1.50 will apply to freshmen students with 20 units or less (all prior coursework included). Remedial units do count when calculating GPA for SAP.

PACE: 'SAP' Quantitative Standard

To be eligible for financial aid, a student must be enrolled in a program leading to completion of a transfer major, an Associate of Arts or Associate of Sciences degree, or a Certificate of Achievement.

Pace is the rate at which a student completes requirements for their educational goal and is calculated by dividing the number of cumulative units completed by the number of cumulative units attempted. A graduated percentage of all cumulative units attempted ('DR' grades excluded) must count toward the educational goal. Remedial units do count when calculating Pace for SAP.

0 - 20 units completed	33.3% needed to meet PACE
21+ units completed	67% needed to meet PACE

All units on a student's transcript count as attempted units, whether they were completed with a 'W,' were retaken for a better grade, or eliminated from the GPA calculation through the Academic Renewal policy. Note: transfer of credit from schools previously attended will count as both units attempted and units completed.

Time Frame: 'SAP' Quantitative Standard

Time frame is used to determine the maximum number of units for which a student may receive financial aid for their educational goal. Time frame includes transfer units and all unaided terms of attendance. Remedial units do not count as completed units when determining time frame requirements for SAP.

Associate degree objective: maximum of 90 units
Transfer objective: maximum of 90 units
Certificate of Achievement program: maximum of 45 units

For clock hour programs, maximum must be no longer than 150% of cumulative clock hours required to complete program, as expressed in calendar time. Example: for program that is 40 weeks in length, requires 1200 clock hours and meets 30 clock hours per week, the maximum is 150% of 40 weeks, or 60 weeks.

When A Student Does Not "MAKE SAP"

"Making SAP" means meeting all three criteria: (1) required minimum GPA, (2) required minimum PACE and (3) completing educational goal on record within the maximum time frame allowed. According to federal regulations, if it has been determined that a student cannot mathematically finish their program of study within the allotted time frame, the student will be considered ineligible for financial aid.

First time: Financial Aid WARNING is a status assigned to a student who fails to make SAP for the first time. A student on WARNING status may continue to receive aid for one semester only. WARNING status does not require an appeal or other student action.

At the end of the Warning semester, a student is expected to meet satisfactory academic progress standards. Students who have failed to clear SAP will be notified by email from Financial Aid about their loss of eligibility and with instructions about the appeal process. Financial Aid Probation is a status assigned to a student who fails to make SAP and who has appealed and had eligibility for aid reinstated. Reinstatement is not automatic.

PROBATION status will be granted only after the student has appealed and has had eligibility reinstated based on the appeal. Probation will not be granted automatically and is reviewed on a case-by-case basis. A student may be placed on probation for one semester only unless the appeal approval stipulates a graduated plan for improvement. Such a plan will not be granted unless it is possible for the student to meet GPA and Pace requirements within the required time frame.

When A Student Exceeds Time Frame

Students who exceed the maximum unit Time Frame for their educational goal will not be eligible for further financial aid. Students disqualified for exceeding time frame requirements may submit an Excess Units Petition, printable from the Financial Aid Forms page at **www.butte.edu/financialaid**.

In order to maintain financial aid eligibility, if an Excess Units Petition is approved, the student may take courses only on that petition and may not amend the petition or submit a later petition. The petition will be considered nullified if the student does not meet GPA and PACE requirements.

Students Who Do Not Make SAP While on Financial Aid Probation or Excess Units Petition

Students who do not make SAP while on Financial Aid Probation or Excess Units Petition are disqualified from receiving further financial aid, including loans, and will be unaided until or unless they are able to reestablish eligibility. Reinstatement of eligibility requires achieving SAP standards:

- Minimum cumulative GPA of 2.0.
- Minimum completion rate (PACE) of 67%.

Reinstatement will not be automatic and will be reviewed on a case-by-case basis.

Repeated Coursework

Classes that a student is repeating may be included when determining the student's enrollment for financial aid as long as the repeat is not a result of:

- more than one repetition of a previously passed course, or
- any repetition of a previously passed course due to the student failing other coursework required to be taken simultaneously, or
- any repetition of a previously passed course for the sole purpose of gaining eligibility for financial aid.

Students may refer to the financial aid web pages at **www.butte.edu/financialaid** for additional information.

Regulations Pertaining To Loan Eligibility and Satisfactory Academic Progress

Loan repayment is necessary when a student graduates, drops below 6 units a semester, or withdraws from all their classes. Butte College has the right to reduce or deny loans on a case-by-case basis for students at high-risk for default. Students who are on Warning or Probation status, or who did not complete a minimum of 6 units in the prior semester, are considered to be high-risk and will be subject to a delayed loan application process. These students should plan for an application delay as well as the possibility they will not be approved for maximum annual limits.

Students should be aware that eligibility for student loans includes meeting general eligibility requirements as established by the federal government (see **6 Steps to Financial Aid** at **www.butte.edu/financialaid**). Requirements include: (1) not being in default on a federal student loan or owing repayment of a federal grant and (2) maintaining Satisfactory Academic Progress. Satisfactory Academic Progress calculations include all aided and unaided courses at Butte as well as work completed at all prior institutions of higher

education. This means that Butte students who are required to submit a course evaluation as part of the loan application process, must report information for all courses in which they are enrolled, even those classes that are in programs ineligible for funding.

Continued eligibility for loans and all types of aid requires meeting the standards for Satisfactory Academic Progress. Refer to section entitled **When A Student Does Not "MAKE SAP."** Standards are reviewed at the end of each semester and summer term (if applicable) and are subject to change.

Return to Title IV: Withdrawal, Refund, Repayment

The Return of Title IV Funds Policy (R2T4) was established by the Higher Education Act and applies to any student who receives federal financial aid, has enrolled in classes, and subsequently either drops courses and/or is reported as an "Unofficial Withdrawal" (FW, No Show) during or after the semester ends. At Butte College, the R2T4 policy applies to all periods of enrollment: fall semester, spring semester, and summer session.

When a student withdraws from his/her courses, for any reason including medical withdrawals, he/she may no longer be eligible for the full amount of Title IV funds they were originally scheduled to receive. Butte College follows the federally prescribed policies and procedures for calculating whether the student has earned all or a portion of their federal financial aid.

- For an official withdrawal, the effective withdrawal date is the first date of notification by the student to the Office of Admissions and Records, SAS-179. Students should follow the official withdrawal policy as published in the Butte College Catalog, page 42.
- A student who ceases to attend without officially withdrawing is considered an "Unofficial Withdrawal." When a student does not follow the official withdrawal procedure and has ceased attending, an effective withdrawal date will be assigned by instructors at the end of the semester with an FW and the last date of attendance.

Calculation of Earned and Unearned Title IV Aid

Both Title IV aid recipients who complete the official withdrawal process or have decided to unofficially withdraw from Butte College, are subject to a prorated calculation of "earned" federal aid based on the withdrawal date and the mandatory return of Title IV funds to the appropriate accounts. Responsibility for repayment of these funds will be shared by Butte College and the student according to the federal formula for prorated refunds of "unearned" Title IV aid.

The complete policy and examples of calculations are available at **www.butte.edu/financialaid**. Click on Mission, Policies and Procedures, then scroll down to Return of Title IV Funds Policy.

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, 2008 and annually thereafter.

Based upon the cohort defined above, 25.67 percent attained a certificate, degree, or became "transfer-prepared" during a three-year period (Fall 2008 to Spring 2011).

Based upon the cohort defined above, 11.39 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 2009 to Spring 2011).

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 31, or by request from the Campus Police, (530) 895-2351.

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 in SAS, first floor

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, grades and grade changes, and counseling information. The Main Campus Office of Admissions and Records is open Monday through Thursday, 8 a.m. to 5 p.m. and Friday, 8 a.m. to noon. 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 SAS, first floor

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.

Bookstore

www.buttecollegebookstore.com
(530) 895-2331 - located in the Campus Center, lower level
(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. Check out the bookstore's textbook rental program! The Main Campus bookstore is open Monday through Thursday, 7:30 a.m. to 5 p.m., Friday, 7:30 a.m. to 12 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 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 assist. 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 SAS building

Bus transportation is available to most students attending Butte College. Buses run regularly with scheduled routes from all the major cities in Butte County with routes connecting to Glenn Ride. Bus schedules are available in the Welcome Center, Counseling and Advising, and Admissions and Records – all located on the first floor of the SAS building. The schedule is also available on the Facilities web page at **www.butte.edu/bus**. The College is committed to providing transportation to disabled students through an integrated transportation system accessible to all students.

Students will be required to:

- Present a current and valid Butte College Student Activity Card before being allowed to board the bus.
- Small children must be accompanied by an adult and have proof of enrollment at the Child Development Center before being allowed to ride the bus.

Butte College Dining Services

Campus **Dining Center (530) 895-2327 - located in the Campus Center, main level**

Main Dining

- Breakfast and lunch meals cooked to order from our Grill
- A variety of menu options from our lunch time Daily Specials - Sushi too!
- Fresh baked pizza from our Pizza Station
- Sandwiches, wraps and other items prepared fresh in our Deli
- Salads, Snacks and Grab and Go items available all day
- Catering available

Wired Café

- Full Coffee Bar service, Smoothies, Bagels and healthy snacks - internet access, too!

Tacos de Correcaminos

- Fresh Mexican food made to order

Coffee Stop - campus center lower level

- Coffee, pastries, sodas and grab 'n go choices

Roadrunner Outpost - science building quad

- Café service, coffee, soda, sandwiches and more

Chico Center Café

- Café service, coffee, soda, sandwiches and more

CalWORKs/TANF

(530) 895-2340 - located in the Career Center/TCC/Job Placement, SAS building, second floor

The CalWORKs program (welfare-to-work) collaborates with County Employment and Social Services agencies to assist TANF recipients with their programs while they participate in pre-approved employment and/or training-related activities.

ButteWORKs (work study employment) is available to those with a welfare to work participation requirement. For information on CalWORKs, contact Career & Employment Services at (530) 895-2340. For information on ButteWORKs, contact the Job Placement Office at (530) 895-2334.

Career Center

(530) 895-2340 - located in SAS, second floor

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

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

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

Career Life Planning classes 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), page 171, for offerings.

Center for Academic Success (CAS)

www.butte.edu/cas - located in LRC, main level

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. Tutoring may also be available at the Chico Center and Glenn County Center. Contact the main campus CAS office for updated information: (530) 895-2386 or (530) 895-2811. 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, and 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. Call (530) 895-2386.

Cooperative Agencies Resources for Education (CARE)

(530) 895-2555 - located in the EOPS Office, SAS 281

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, as funds are available, assistance with child care expenses, parenting skills workshops, group support, referrals, and counseling. Students must be eligible for Extended Opportunity Program and Services (EOPS) before they can be considered for CARE. Students interested in applying should go to **www.butte.edu/eops** and complete the EOPS application form, or contact the EOPS Office if you do not have access to the web.

Counseling/Advising Center

(530) 895-2378 - located in SAS, first floor

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 and Services (DSPS)

(530) 895-2455 / (530) 895-2308 (TDD) - located in SAS, second floor

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 SAS 281

This office provides a comprehensive array of services to full-time, low income, under-represented, and underprepared students. These services include, as funds are available, early outreach, recruitment, priority registration, orientation, personal, academic and career counseling, 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 go to **www.butte.edu/eops** and complete the EOPS application form, or contact the EOPS Office if you do not have access to the web.

Financial Aid

(530) 895-2311 - located in SAS 160, first floor

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 are available at the Main Campus office, at the Chico and Glenn County centers, and online at **www.butte.edu/financialaid**. The application is the FAFSA. See **www.fafsa.gov**. Also see pages 19-22 of the Catalog.

Foster Kinship Care Education Program

(530) 897-6235 - Skyway Center, 2480 Notre Dame, Chico

The Foster/Kinship Care Education Program provides workshops for care providers on discipline, health, community resources, guardianship, self-esteem and many other topics. 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/TCC, SAS, second floor

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, CalWORKs Work-Study, 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 - located on the Main Campus
www.butte.edu/library

The Butte College Library on the Main Campus is located in the Frederick Montgomery Library building. The Library holds a print collection of more than 77,049 books and over 151 journals, magazines, and newspapers. In addition, the Library provides access to 72 online databases with full-text articles from over 28,000 periodicals and owns over 28,000 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. You must have a print card to print from the computers. A print card vending machine is available on the second floor of the library. 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. The library also offers b/w copying and color scanning at 10 cents per page. Reference staff is available to assist students with research. The Library offers scheduled bibliographic instruction sessions, library orientations, drop-in workshops, or workshops by appointment, a one unit LIS 11 Research Strategies course, and a 0.5unit 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 7:30 a.m. to 6 p.m., and Friday 7:30 a.m. to 12 p.m.

Library at the Chico Center and Media and Support Services

(530) 879-4366 – Chico Center, Rm 219
Monday - Thursday, 7:30 a.m. to 9:30 p.m., Friday, 7:30 a.m. to 12 p.m.

The Library and Media and Support Services at the Chico Center holds collections of reserve materials, reference books and DVD/VHSs. DVD/VHS viewing stations, group study rooms, computer work stations as well as assisted technology stations are available for students to use.

Students can check out reserve books, class related DVDs and request online for books in the main campus library

to be sent to the Chico Center for check out. Faculty can request DVD/VHS media from our collection for use for their classes. Please refer to our website **www.butte.edu/library** for more information.

We provide library instruction, drop-in workshops, and reference service. Training and support is available for "smart classrooms, computer labs, and wireless technology.

A reference librarian is on duty Monday through Thursday, 10 a.m. to 4 p.m. and can be reached at (530) 879-4398. Test proctoring is provided for all Butte classes: Monday through Thursday, 7:30 a.m. to 7:30 p.m. and Friday, 7:30 a.m. to 10:30 a.m.

Orientation Office and START

(530) 895-2416 - located in the Welcome Center, SAS, first floor

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 orientation are scheduled online at **www.butte.edu/orientation** or 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.

Office of Service Learning and Volunteerism

(530) 895-2509 - located in Career Counseling, SAS 210, second floor

Service Learning connects 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).

Safe Place

(530) 879-6185 - Swing Space A, wwsafeplace@butte.edu

The mission of Safe Place is to offer a visible support system for victims of sexual assault, intimate partner violence, and stalking through outreach, crisis intervention, advocacy, and educational programming at Butte College and CSU, Chico.

Student Health Clinic

(530) 895-2441 - located in SHC (parking lot 3C), www.butte.edu/shc/

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. 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 4:30 p.m. Monday through Thursday, and 8 a.m. to 12 p.m. on Friday. Two nurse practitioners are available daily by appointment. A physician is available by appointment from 8 a.m. to 4 p.m. on Tuesday. 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 in SAS, second floor

Did you know that California State Universities (CSUs) and Universities of California (UCs) require electronically filed university admission applications to be submitted nearly a 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 TCC strives to make your transfer to the university system as smooth and seamless as possible. We provide major/university specific academic counseling, transitional services, workshops and various transfer-specific programs. Our 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 college or university.

Our counselors specialize in providing Student Education Plans (SEPs) that make our students a priority at the university and major of the student's choice. Our staff also conducts finishing-admission-application workshops each semester to assist students with completing the online CSU and UC admission applications. We also host twenty-minute On-The-Spot-Admission (OTSA) appointments with admission evaluators from CSU, Chico, and periodically other CSUs, on the Butte College main campus. Stop by our office (SAS 258) for current workshop schedules or check out our Facebook or Transfer Counseling Center website.

Our transfer counselors provide UC-bound students the opportunity to complete a Transfer Admission Guarantee (TAG) – available with seven of nine UC campuses. We also provide students the opportunity to participate in the Cross Enrollment Program (XEN) with Chico State, allowing students to take one class at Chico State while attending Butte College – at no cost! Students who wish to participate in a finishing-admission-application workshop, an OTSA appointment, Cross Enrollment, or complete a TAG written with a UC must Sign Up In Advance with the TCC.

The TCC also hosts Transfer Day each fall semester. At the fall 2011 Transfer Day, over 40 public, private, and out-of-state universities representing ten states were on hand to answer student's transfer questions. Additionally, the TCC hosts college and university representative visits on campus year-round, giving students the opportunity to meet one-on-one with university representatives from different colleges to inquire about admission requirements, major specific information, financial aid, housing, etc. The TCC also provides Intersegmental General Education Transfer Course (IGETC) Certification - a university admission requirement at some UC campuses. You can also get valuable transfer updates by becoming our friend on Facebook! Just search "Butte Transfer" or visit our website at **www.butte.edu/transfer** for important Transfer Counseling Center updates.

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! Stop by and set an appointment with a transfer counselor today! For more information call (530) 895-2264!

TRiO Student Support Services

(530) 879-4346 – located in SAS, second floor

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.

Office of Veterans Services

(530) 895-2566 - located in SSC

The Office of Veterans Services assists students who have served in the U.S. Armed Forces and dependents of veterans who have served. Veterans and veterans' dependents are eligible for priority registration.

Students wishing to apply for any of the VA's educational benefits should contact this office. Veterans Administration regulations pertaining to educational benefits are subject to change, 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 federal financial aid 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.

Welcome Center

(530) 895-2511 - located in SAS, first floor

The Welcome Center, in partnership with Campus Information, Info Cube, Orientation, School Relations, 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 the Welcome Center:

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

Located in the Welcome Center, the Campus Information Office is open Monday through Thursday, 8 a.m. to 5:30 p.m., and Fridays, 8 a.m. to 12 p.m. During summer months, the office is open Monday through Thursday, 7 a.m. to 5 p.m., and closed Fridays.

Work Experience

(530) 895-2334 - located in the Career Center/TCC, SAS, second floor

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 maxmum 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.

Campus Life

College Mascot ● ROADRUNNER

College Colors ● BLACK and GOLD

Butte College Art Gallery

The Butte College Art Gallery, located in ARTS 106, 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, first floor of the ARTS building, features rotating displays on art and other interesting subjects. For more information, contact Art/Digital Art and Design Department at (530) 895-2404.

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 and field. For women, there's basketball, cross country, softball, track and 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 and 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. Students with Butte College ID cards and current Century Club members are admitted free.

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 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 the Campus Center, first floor. Current active clubs include:

- Anthropology Club
- Applied Science Club
- Asian Student Association
- Association of CAD and Modeling Club
- Black Student Union
- Butte College Ag Ambassadors
- Butte College Art Production Club
- Butte College Chess Club
- Butte College Society of Engineers
- Butte College Sports Medicine Club
- Butte College Student Veterans Org
- Cultures and Civilization Club
- Drama Club
- Earth Peace Project
- Environmental Horticulture Club
- Friends of the Refuge
- Gay-Straight Alliance
- German Club
- International Association of Administrative Professionals (IAAP)
- International Club
- Literary Arts Club
- MESA
- National Student Nursing Association
- Phi Theta Kappa (Beta Theta Kappa Chapter)
- Pre Health Professionals
- Recording and Audio Production Club
- Sigma Alpha Pi
- Student Alliance for Sustainability
- Student Chapter, California Landscape Contractor's Assoc.
- Students in Free Enterprise (SIFE)

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

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, your student activity card also serves as a print card, 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

Butte College produces a variety of publications through the Public Relations and Marketing Department. The catalog and semester class schedules are available free online at **www.butte.edu/catalog** and **www.butte.edu/schedule**. The College Catalog can be purchased in the college bookstore,

and also at the Chico and Glenn County Centers. For questions regarding publications call (530) 895-2511.

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 Leslie Henson or Tracy Johnson, co-chairs of English and Journalism, at (530) 895-2825 or (530) 895-2291.

Speech and Debate Team (Forensics Program)

Offering 13 different speaking events ranging from Dramatic Interpretation to Team Debate, the Butte College Speech and Debate Team (CMST 12 - Forensics) offers something for everyone, including competition at intercollegiate speech and debate tournaments and/or participation at community events. Although this is a required course for the Associate in Arts degree and a recommended course for the Associate in Arts for Transfer degree in Communication Studies, it is also a great place for any student interested in further developing communication, critical thinking, research and socialization skills. Plus, it's fun! For more information about the program, contact Department Chair, Stacey Bartlett at (530) 895-2243.

Student Government (Associated Students)

The Associated Students (AS) is a student-elected body of officers who represent Butte College students in all facets of campus 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 the Campus Center, first floor, 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
Career and Transfer Day	September
Butte College Spirit Day	October
Butte College Family Day	October
Harvest Festival	October
Make a Difference Day	October
Student Leadership Conference	October
Day of the Dead (Dia de los Muertos)	November
International Education Week	November
Native American Month	November
Holiday Bash	December
Black History Month	February
Wellness Fair	March
Women's History Month	March
Earth Day Celebration	April
Club Challenge	May
Spring Carnival	May

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.

Butte College Police Department

(530) 895-2351 • Located in the FPM building

The College 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 Student Health Clinic as needed
- 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. As need arises, the department requests assistance from outside agencies for incidents which require special resources.

College 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 College Police officer, who strives to identify and prosecute criminals, and recover stolen property.

College Police officers are sworn peace officers and comply with section 13522 of the California Penal Code relative to recruitment and training. College 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, Skyway Center and Glenn County Center. The Butte College Police Department provides primary emergency response to the Chico Center and the Skyway Center. Primary emergency response for the Glenn County Center is provided by the Orland Police Department. Any non-emergency criminal activity or suspicious behavior at the Glenn County Center should be reported to the Butte College Police Department.

Access to Main Campus Facilities

Grounds: The Main Campus grounds are open from 5:30 a.m. to 11 p.m. Monday through Friday, 7 a.m. to 5 p.m. Saturday and Sunday, 7 a.m. to 5 p.m. on non-instructional days. The campus is closed on holidays.

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

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 and 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 and 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 and Management office.

   Human Resources will provide Facilities Planning and 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 and Management. Individuals wanting to ride horses on campus or in the horse arena must obtain permission from Facilities Planning and Management through the facility and equipment use application process and obtain a permit from Butte College College 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 pool vehicle.
    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. Impounding of equipment

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 College 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

Category of Offense	On Campus[4]			Public Property[5]			Non-CampusProperty[6]		
	2009	2010	2011	2009	2010	2011	2009	2010	2011
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	1	0	0	0	0	0	0	0
Rape	0	1	0	0	0	0	0	0	0
Sodomy	0	0	0	0	0	0	0	0	0
Sexual Assault w/object	0	0	1	0	0	0	0	0	0
Sexual battery	0	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	0	0	0	0	0	0	0	0	0
Aggravated Assault	0	2	2	0	0	0	0	0	0
Burglary	8	26	5	0	0	0	0	0	0
Vehicle Theft	0	0	0	0	0	0	0	0	0
Arson	0	0	2	0	0	0	0	0	0
Total	**8**	**29**	**10**	**0**	**0**	**0**	**0**	**0**	**0**
Special Category Arrests (Liquor, Drugs and Weapons									
Liquor[3]	2	1	0	0	0	0	0	0	0
Drug Violations	4	4	3	0	0	0	0	0	0
Weapons Possession	1	2	0	0	0	0	0	0	0
Total	**7**	**7**	**3**	**0**	**0**	**0**	**0**	**0**	**0**
Campus Disciplinary Action									
Liquor	2	2	0	0	0	0	0	0	0
Drug Violations	4	4	3	0	0	0	0	0	0
Weapons Possession	1	2	0	0	0	0	0	0	0
Total	**7**	**8**	**0**	**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.

[4]**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 defined 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 911**, then immediately call Butte College Police at (530) 895-2351 or COPS (2677) from campus phones.
- Program cell phone to (530) 895-2351

Reporting Crimes and Suspicious Activity

- Call from on Campus Office Phone: 2351 or COPS (2677)
  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 College Police.
- Report in person at the Facilities Planning and 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 building front door.

College Police

Located in Facilities Planning and Management **(530) 895-2351**

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

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 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, computing services, 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, 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

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 on the second floor of the Campus Center building (CC), room 141. (530) 895-2239.

Campus Safety Policies and Resources

Campus Violence

Butte College has a Zero Tolerance policy for threats or acts of violence against members of the campus community. Civility, understanding, and mutual respect are intrinsic to excellence in teaching, learning and maintaining a productive work environment. The College is also committed to providing a safe and healthy campus culture, which serves the needs of its many constituencies. The campus prohibits and will take decisive action to eliminate:

- verbal or written harassment
- behaviors or actions interpreted by a reasonable person as carrying the potential for violence and/or acts of aggression such as:
  - acts which can be interpreted as physical assault
  - threats to harm someone or endanger the safety of others
  - threats to destroy or the actual destruction of property
  - possession of a weapon (Penal Code 626.9 prohibits bringing a firearm, knife or dangerous weapon onto the campus of a public school including a California Community College).

Such conduct is subject to disciplinary action up to and including dismissal from employment, expulsion from Butte College, or civil or criminal prosecution, as appropriate. To fulfill this policy, Butte College will work to prevent violence from occurring and will ensure that federal and state laws, as well as campus regulations prohibiting violence, are enforced. In determining whether conduct constitutes a credible threat or act of violence, the circumstances surrounding the conduct will be considered. It is the responsibility of administrators, faculty, staff, and students to take any threat of violence seriously. Failure to report any threat is subject to disciplinary action. Managers/Supervisors can also be held responsible for civil and personal liability. When confronted by an imminent or actual incident of violence, call 9-1-1 immediately. When presented with a threat of possible violence, action is recommended as follows:

- Threats by a student should be reported immediately to the Butte College Police Department and the Vice President of Student Services
- Threats by a staff or student employee should be reported immediately to the Butte College Police Department and the reporting employee's supervisor, who will contact the VP of Student Services for assistance.
- Threats by a faculty member should be reported immediately to Butte College Police Department and the
- Vice President of Student Services.
- Threats from others not affiliated as a student or employee of the campus should be reported immediately to Butte College Police Department.

The Mental Health Advisory Committee (MHAC)

The purpose of the MHAC is to proactively identify, assess, and offer a coordinated institutional response to community members (and non-members) who pose a risk to themselves, others and/or the campus community. For more information, contact the VP of Student Services, (530) 895-2239.

Information concerning Butte College policies, procedures, and facilities for students and others to report criminal actions or other emergencies occurring on campus may be obtained from Butte College Police Department. The Butte College Annual Security and Fire Safety Report may be obtained from the Butte College Police Department at, (530) 895-2351 or, **www.butte.edu/fpm/safety_and_security.html**.

Hate Crime Policy

Butte College will ensure that rights guaranteed by the college, the State and the U.S. Constitution are protected for all people regardless of race, ethnicity/national origin, religious belief, sexual orientation, gender or disability. Any acts or threats of violence, property damage, harassment, intimidation or other crimes designed to infringe upon those rights will be given the utmost priority. Butte College and Butte College Police Department are dedicated to maintaining a cooperative effort with local, state and federal agencies as well as the community we serve toward the immediate investigation of reported hate crimes and hate-related incidents, and prosecution and/or campus sanctions as appropriate. This policy provides: (a) guidelines for identifying and investigating reportable crimes and incidents and (b) the resources to which victims can be referred for assistance.

Definitions of Hate-Motivated Crimes and Incidents

Hate Crime: Any unlawful action designed to frighten, harm, injure, intimidate or harass an individual, in whole or in part, because of a bias motivation against the actual or perceived race, religion, ethnic/national origin, sexual orientation, gender, or disability of the victim. Hate Incident: Not all expressions of hate or group bias rise to the level of a hate crime as defined in state and federal statute. A noncriminal act or incident, while not criminal, is done with the apparent intention to: harass, intimidate, threaten, retaliate, create conflict, because of a person's race, ethnic/national origin, religious belief, sexual orientation, gender, or disability. Reporting and monitoring of hate incidents is important, as they may serve as indicators of potential threats and/or campus climate that may escalate into criminal acts.

Disclosure of Campus Safety and Security Policies, Crime Statistics

The Annual Security and Fire Safety Report is released by October 1 of each year. The report is in compliance with state and federal crime awareness and campus security legislation, including The Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act and California Education Code section 67380, and Higher Education Opportunity Act (HEOA). Butte College Annual Security and Fire Safety Report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Butte College and on public property within, or immediately adjacent to the campus. The report also includes institutional policies concerning campus security, such as the policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, and other matters. The report also reflects HEOA amendments that specify new campus safety requirements in the following areas: hate crime reporting, emergency response and evacuation procedures, missing student notification and fire safety issues. These disclosures were

required beginning with the report due October 1, 2010. Butte College's Annual Security and Fire Safety Report are combined and published as one report. The document may be downloaded or accessed on-line from the Butte College Police Department web page at, **www.butte.edu/fpm/safetyandsecurity.html**. For more information regarding campus or fire safety or to request a printed copy of the report, contact Butte College Police Department, (530) 895-2351.

Sexual Assault Policy
Sexual assault, a felony under the law, will not be tolerated by Butte College. Sexual assault includes rape, acquaintance rape, and sexual battery. The campus will promptly investigate all allegations of sexual assault and take appropriate action where required. The following information summarizes Butte College's Sexual Assault Policy Statement and can be found at, **www.butte.edu/newandreturning/getting_started.**

Butte College's procedures regarding sexual assault rape and sexual assault are criminal violations of California sexual assault laws and violations of the campus code of conduct. Anyone charged with a sexual assault violation which is campus-related may be subject to:
a) a criminal charge filed against the individual, and/or
b) an administrative proceeding initiated by the College.
Proceedings may occur concurrently. Disciplinary actions may include probation, suspension, expulsion, or termination from the College even if there is no criminal prosecution. Additional sanctions may be imposed, depending upon the nature of the offense and surrounding circumstances. Established Butte College student and employee disciplinary, grievance or other complaint procedures, including those procedures found in collective bargaining agreements, or the current Butte College Board Policy 5500, Standards of Conduct, will be utilized as appropriate in resolving these matters. Butte College will respect the confidentiality of the survivor and will disclose only under the following circumstances: a) with the permission of the survivor, and/or b) when it is necessary for the safety or in the best interest of the survivor.

Definitions of Sexual Assault
1. Rape is defined in Section 261 of the California Penal Code as nonconsensual sexual intercourse. It may involve the use or threat of force, violence, retaliation, or immediate bodily injury. Rape also occurs when the victim is incapable of giving legal consent, for example, when: a) the victim has a mental disorder, or is developmentally or physically disabled; or b) the victim is prevented from resisting the assault due to intoxicating substances (e.g. alcohol or drugs); or c) the victim is unconscious of the nature of the act and is known to the accused. Consent is defined as positive cooperation in an act or attitude pursuant to an exercise of free will; the person must act freely and voluntarily and have knowledge of the nature of the act or transaction involved.
2. Acquaintance rape follows the same definition but is committed by someone the victim knows.
3. Sexual battery is defined in Section 243.4 of the California Penal Code as the touching of an intimate part of another person, if the touching is against the will of the person touched, for the purpose of sexual arousal, sexual gratification, or sexual assault. Assault with intent to commit a sexual battery is defined as an unlawful attempt, coupled with the present ability, to commit a violent injury (e.g. rape) on the person of another.

Sexual Assault Crisis Support
Sexual assaults may be reported to any of the following offices. Butte College is committed to providing survivors with support, options, and resources.

On Campus:
Butte College Police Department 9-1-1, (530) 895-2351
Safe Place ..... (530) 895-6185
Student Health Clinic..... (530) 895-2441
VP of Student Services..... (530) 895-2239
Community: Rape Crisis Intervention 24 hour crisis line
(Collect calls accepted) (530) 342-RAPE (7273)

If You Are Assaulted
It is extremely important for you to seek help immediately by doing the following:

- Get to a safe place and call police or 9-1-1. They will take you to the hospital and make a report if desired.
- To help preserve evidence, do not douche, bathe, change clothing, or remove anything from the location of the assault.
- Call or ask someone to call an advocate from Rape Crisis can assist you in notifying the appropriate agencies. If you wish an on-campus advocate, call Safe Place (530) 879-6185.

A survivor may request a change in academic and living situations after an alleged sexual assault, if the changes are reasonably available. Contact the Vice President of Student Services (530) 895-2239 to receive additional information.

Sexual Assault Victim's Bill of Rights
Under federal law, sexual assault survivors are afforded certain basic rights. The College will notify survivors of sexual assault of their option to report their assault to the proper law enforcement authority and of the following rights:
- The accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding.
- Both parties shall be informed of the outcome of any disciplinary proceeding and any sanction that is imposed against the accused.
- Survivors shall be informed of their options to notify law enforcement.
- Survivors shall be notified of counseling services.
- Survivors shall be notified of options for changing academic and living situations if the changes are reasonably available.

Reporting
Pursuant to the Clery Act, statistics are maintained for sexual assault, forcible and non-forcible sex offenses, and other required crime categories. All employees with significant responsibility for student services are required to report incidents of sexual assault and crimes listed under the Clery Act. If the survivor does not wish to report to Butte College

Campus Police, an anonymous and confidential data collection form is available at Safe Place, Vice President of Student Services and the Student Health Clinic

Student Disciplinary Action
To initiate disciplinary action against a student, you need to report the incident to the Vice President of Student Services. If the survivor so requests, a same gender investigator will be provided whenever possible. Butte College's disciplinary process is governed by Board Policy 5500 Students charged with sexual assault are entitled to a disciplinary hearing based on the principle of due process. The accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding. Both shall be informed in the final determination of the proceeding and any sanction that is imposed against the accused. Sanctions: Rape and sexual assault are criminal violations of California sexual assault laws and violations of the College's Student Code of Conduct. Anyone charged with a sexual assault violation which is campus-related may be subject to a criminal charge filed against the individual, and/or an administrative proceeding initiated by Butte College. Proceedings may occur concurrently. Students found responsible may be expelled, suspended, placed on probation, or given a lesser sanction in accordance with sections 41301- 41302 of Title 5, California Code of Regulations.

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.

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 judgment: 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
Intravenous drug use: schizophrenia, difficulty with pregnancy, brain and nerve damage, sudden death
PCP: can spread hepatitis, and HIV

Alcohol/Drug Treatment and Referral Sources

On Campus

Counseling Center, (530) 895-2378
Student Health Clinic, (530) 895-2441

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

District Policy Statements

Non-Discrimination

Butte College advises students, parents, employees and the general public that all Career Technical Education and other College Programs are offered without regard to race, color, national origin, sex, or disability. The lack of English speaking skills or visual/hearing impairment will not be barriers to admission or participation in Career Technical Education and other College Programs. Contact on issues regarding Title IX and Section 504 may be made to Allen Renville, Vice President of Student Services, Campus Center, Room 141, (530) 895-2239. Inquiries regarding District Equal Opportunity Employment programs and information on filing a complaint may be directed to Jamie Cannon, Director of Human Resources, (530) 895-2400.

Receiving and Requesting Accommodations Under ADA

Butte College 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 accommodations are maintained in the Vice President of Student Services/ADA Coordinator Office, and in the Disabled Student Programs and Services Office. The ADA Coordinator for Butte College is Allen Renville, Vice President of Student Services, Campus Center, Room 141, (530) 895-2239.

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, Title 5, Section 55220, 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.

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

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

It is the responsibility of the Butte-Glenn Community College District to provide an institutional environment that encourages academic freedom and instills respect and commitment to the obligations required to maintain these freedoms.

Academic freedom represents the continual search for truth, and it includes protection for the teacher to teach and for the student to learn without coercion, censorship, or other forms of restrictive interference. Academic freedom recognizes that freedom to teach and freedom to learn imply both rights and responsibilities within the framework of the law. Free discussion and free access to information, therefore, are the heart of the continuing search for truth.

Academic freedom is the freedom to discuss all relevant matters in the classroom, to explore all avenues of scholarship, research, and creative expression, and to speak or write without institutional discipline or restraint on matters of public concern as well as on matters related to professional duties and the functioning of the College. Academic responsibility implies the faithful performance of professional duties and obligations, the recognition of the demands of the scholarly enterprise, and the candor to make it clear that when one is speaking on matters of public interest, one is not speaking for the institutions.

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 as defined in the Continuous Enrollment Section in this Catalog. 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:

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 at any regionally accredited college or university 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 Session courses are not to be considered for the establishment or maintenance of continuous enrollment status. Students who leave Butte College to attend another regionally accredited college or university retain Catalog Rights and maintain continuous enrollment status, providing there is no break in enrollment as defined above, 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 are excluded when determining GPA for awarding degrees.

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 not 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 are limited to a maximum of 3 withdrawals per course (T-5:55024). Fourth and subsequent withdrawals will result in a grade of FW. 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 two weeks of instruction of a semester, or during the first 20 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
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 Student Learning. The Vice President has 15 days from receipt of the appeal to respond in writing. The Vice President's decision is final.

Scholastic Honors
Semester Honors: Each semester, Butte College recognizes students who have demonstrated a high level of academic performance. Students who have an academic status in "Good Standing" and have completed 15 units of courses numbered 1 through 199 (those graded with evaluative symbols and applicable to GPA computation), including no more than one physical education activity course, may be recognized by having their name placed on the Honors List as follows:

Academic Distinction: Student has a semester GPA between 3.75 and 4.0.

Academic Excellence: Student has a semester GPA between 3.50 and 3.74.

Graduation with Honors: A graduating student whose entire undergraduate coursework reflects an overall cumulative grade point average between 3.50 and 4.0 will be recognized by the inclusion of the notation "with Honors" on his/her permanent record. In addition, if participating in commencement ceremonies, these students will be distinguished by the gold honors cord they will be wearing.

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

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
- Credit by exam
- Degree requirements
- Leaves of absence
- P/NP grading option
- Readmission after disqualification
- Schedule change after deadline
- Special studies/problems
- Unit load limitation
- 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.

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 will 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.

Attendance for Online Courses

Consistent participation is required in online courses. Students need to keep up with assignments from week to week. If a student does not participate or shows an unacceptable level of participation as determined by the instructor, the student can be dropped from the course. This could affect the student's participation in extra curricular activities, access to various student service programs, and eligibility for financial aid. The syllabus for each online course provides the instructor's procedures regarding attendance and participation.

Online Attendance: a) Students must access their online courses within the first day of class or they can be dropped as a "no show." b) Regular participation is the only means to document attendance in an online course. If a student fails to participate in a regular manner, as determined by the instructor, the student will be dropped for nonattendance during the first two weeks of regular term courses in order to accommodate others seeking to add. An instructor may also choose to drop a student by the end of the eighth week due to lack of participation.

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.

Students enrolled in an online course must access it within the first 24 hours of the start of the course, or they may be dropped as "no shows."

Auditing Courses

Under certain circumstances, as provided in Board Policy No. 4070, 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 nonrefundable.
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 thus 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 two weeks of instruction of a semester, or the first 20 percent of an irregular term course, and not have the class appear on their transcript. Students may withdraw from classes during the third through eighth weeks, or first 50 percent of an irregular term course, and have a W grade appear for the class on their transcripts. See pages 38-39 for limitations on withdrawals. 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.

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 and Advising 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 20 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 and Advising 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. After the conclusion of each fall and spring semester, students who have earned probationary status are notified by mail. This notification instructs students to enroll in certain courses, attend various workshops, and utilize tutoring and counseling services to immediately improve academic standing. Students in probationary status are responsible for improving and maintaining satisfactory academic standing.

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 fall and spring term, 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 at the conclusion of each spring and fall term after 3 semesters of probation.

Students placed in dismissal status may be required to sit out for a period of up to one year according to the guidelines set forth below.

Students who have demonstrated improvement in their academic standing in the third probationary semester prior to dismissal will be placed in dismissal status; however, these students will:

- Not be subject to a sit out period
- Will be automatically granted reinstatement
- Will not be dropped from any classes in which they have enrolled in the subsequent term

Demonstrated improvement in academic standing in the third probationary semester prior to dismissal is defined as:

- Cumulative GPA of 2.0 or better in 6 or more units at tempted that semester; and/or
- 51% or more units attempted that semester have been completed

Students who have not demonstrated improvement in their academic standing in the third probationary semester prior to dismissal will be placed in dismissal status and:

- Be required to sit out one semester and attend a workshop sponsored by Counseling and Advising for a 1st dismissal
- Will be granted automatic reinstatement when the sit out period is completed
- Will be dropped from any classes in which they have enrolled in the subsequent term

Lack of demonstrated improvement in academic standing in the third semester prior to dismissal is defined as:

- Cumulative GPA of less than 2.0 in 6 or more units at tempted that semester; and/or
- Less than 50% of units attempted that semester have been completed

Students placed in dismissal status for a 2nd or subsequent time, without one of the appealable circumstances described, will be required to sit out for one year. In order to be readmitted, students must petition the Academic Council. For assistance in submitting an Academic Council petition, contact Counseling and Advising at (530) 895-2378.

Students challenging the probation and dismissal procedures outlined above or Academic Council decisions may appeal to the Director of Admissions and Records by contacting (530) 895-2383.

Appealable Conditions

Students with a documented catastrophic injury, illness or other medical condition or an extenuating, non–recurring circumstance beyond the student’s control may petition the Academic Council prior to the end of the third probationary semester. If approved by the Academic Council, these students will be placed in dismissal status; however, these students will:

- Not be subject to a sit out period
- Will be granted reinstatement
- Will not be dropped from any classes in which they are enrolled in the subsequent term

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.

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 a course may be repeated. Unless otherwise specified in the Catalog, students may enroll in repeatable courses up to 4 times. Under certain conditions up to two substandard grades may be alleviated by filing a petition with Counseling. Enrollments resulting in grades of A, B, C, D, F, FW, P, NP, or W count as an attempt.
2. Certain courses are designated as non-repeatable and 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 W, a second attempt will be allowed automatically. If a second attempt results in a substandard grade, a third attempt may be approved by Counseling and Advising. In these circumstances, the first two substandard grades will be alleviated. If a third attempt results in a substandard grade, an additional attempt will not be allowed.
3) 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 Catalog one time. Under certain conditions up to two substandard grades may be alleviated with approval from Counseling and Advising. Students may repeat the course or any portion thereof in order to alleviate up to two substandard grades.

Additional repetitions may be approved by the college. See admissions web page available at **www.butte.edu/admissions** for information on course repetition.

Note: Under all circumstances, 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 a full-time instructor in the appropriate area no later than the last day of the tenth week of instruction.

Enrolling in Special Studies/Problems

1. When a full-time instructor works with a student to fill out a Petition for Special Studies/Problems, the full-time 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, including associated hours.
2. Full-time Instructors may only authorize Special Studies/Problems petitions that fall within their teaching discipline. A maximum of four student projects per semester per full-time instructor may be approved.
3. The Special Studies/Problems petitions must be confined to the student's major.
4. The student will take the Special Studies/Problems Petition to the area department secretary for review of required elements and attachment of necessary backup documentation needed for dean/director approval.
5. Department secretary or student will take the Special Studies/Problems Petition and backup documentation to the area dean/director for review approval.
6. 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. If any questions exist, the dean/director reviews the matter with the full-time instructor and makes any necessary corrections.
7. After the dean/director reviews and approves the Special Studies/Problems Petition, it will be returned to the area department secretary. The department secretary will acquire a control number from the Scheduling Center and write it on the petition.
8. The department secretary will give the student the original copy (white) and pink copy of the petition. The student will retain the pink copy. The department secretary will return the yellow copy to the instructor.
9. The department secretary will give the student an add card to complete. The student needs to take the original copy of the Special Studies/Problems Petition to the full-time instructor to verify the petition has been approved by

the area dean/director. The full-time instructor may now sign the add card.
10. The student will take the completed original (white) copy of the petition and the completed add card to Admissions and Records for appropriate enrollment.
11. 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.
12. Upon completion of the project, the instructor submits a grade justification sheet, this may be in the form of a narrative summary, to the area department secretary. The department secretary will submit the grade justification sheet to the Office for Student learning.

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 3 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, 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 and Advising Center.

Career and Technical Education Programs

Certificate and Associate Degree Programs

Career Degree • Certificate • Training Programs
Offered for the 2012-2013 Academic Year

Unless indicated otherwise, all programs offer a certificate and a degree
Student Learning Outcomes for degrees and certificates can be found at **www.butte.edu/slos**

*Programs listed with one asterisk offer a degree only **Programs listed with two asterisks offer a certificate only

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- Natural Resources/Parks and Recreation....93

Applied Computer and Networking Technologies....57
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Business Career Programs
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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 taking courses toward an 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 108-113 for information on transfer GE requirements.

General Education Philosophy and Student Learning Outcomes

General Education at Butte College involves much more than merely the acquisition of knowledge: it also involves utilization of that knowledge to solve problems, reach academic and career goals, and achieve a deeper understanding of one's self. More than that, the process promotes learning as a lifelong endeavor, one that will continue long after education goals are achieved. General Education at Butte College is rooted in its mission to "prepare our students for life-long learning through the mastery of basic skills, the achievement of degrees and certificates, and the pursuit of career and transfer pathways."

General Education at Butte College is designed to familiarize students with the basic content and methodology of the major areas of knowledge. It consists of lower-division introductory courses which, when taken as part of the General Education pattern, provide a coherent and integrated program of study through which students can achieve measurable outcomes. All students are encouraged to seek the assistance of an academic counselor in developing a plan for completing General Education requirements.

The College's Philosophy and Outcomes draw heavily from the Lumina Foundation's "Degree Qualifications Profile," which sees general education as "the foundation for participation in work, life, and citizenship both at home and in the world."

Upon completion of General Education requirements for the Associate's degree, students will be able to:

- describe how existing knowledge or practice is advanced, tested, and revised;
- describe and examine diverse perspectives on key debates and their significance both within the field and in society;
- illustrate core concepts while executing analytical, practical, or creative tasks;
- assemble evidence relevant to discipline-specific as well as societal problems, describe the significance of the evidence, and use the evidence in analysis of these problems;
- select and apply recognized methods of the field in interpreting characteristic discipline-based problems;
- describe the ways in which disciplines define, address, and interpret the importance of contemporary challenges or problems relating to environment, culture, and society.

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 page 37 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 49.

Competency Requirements

Students must complete competency requirements in writing, math, reading, and multicultural breadth. See a counselor and/or page 50 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 noted in the online *Semester Class Schedule* PDF. 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, 2H
BIOL	1, 2, 5, 7, 9, 9H, 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	10,12, 20/21*, 30, 50/51*, 52/51*, 53
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+, 4H, 13+, 14+, 16, 18+, 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	6+, 8, 10, 12, 14, 18+, 20+, 22, 26, 28+, 30
HON	3, 4

HUM 17
MCS ..... 32+, 34+, 36+, 38+, 50+
NR ..... 26+
POS 2, 3, 12, 14, 16, 18, 20
PSY ..... 1, 6, 7, 11, 16, 24, 41+
RTVF 12
SOC ..... 2, 3, 4+, 5, 8, 12, 14, 30+

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, 2H, 3+, 4, 4H, 6+
ANTH 17
CHIN 1
CMST 6, 16
DRAM 2, 4, 8, 18
ECON 20
ENGL 4, 6, 8, 10, 14, 15, 16, 17, 20, 21
..... and ENGL 25, 26+, 35+, 45+, 47+
FASH 74
FREN 1, 2
GERM 1, 2, 3, 4
HIST 8, 10, 12, 14, 18, 26, 28, 30
HON ..... 1, 2, 6+
HUM 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

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, 4, 6, 20
DFT 4
ENGL 11
MATH 4, 5, 7, 11, 12, 13, 18, 19, 20, 26, 30, 31, 32
..... and MATH 40, 42, 108, 110, 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, Paramedic, 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 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 MATH Level V on the Butte College Math 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 26, 35, 45, 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.

Accounting

Career/Technical
AS Degree in Accounting
Certificate of Achievement in Accounting
Certificate in Account Clerk
Certificate in Tax Preparer

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

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 must also 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.

To obtain an Associate's degree, students must complete both the major requirements and the graduation requirements listed at the beginning of the Career and Technical Education Programs section of this catalog.

Note that some courses have a prerequisite (P), corequisite (C), or both (P/C). Prerequisites and corequisites are listed within each course description in this catalog.

AS Degree in Accounting — 60 Units Minimum

Required courses for the major:			41 Units
ACCT 2	Financial Accounting		4
ACCT 20	Introduction to Accounting		3
ACCT 4	Managerial Accounting	(P)	4
ACCT 30	Accounting Capstone	(P)	4
ACCT 100	QuickBooks Pro-Computerized Accounting	(P)	2
ACCT 110	Accounting for Payroll		3
BUS 8	Legal Environment of Business		3
BUS 20	Introduction to Business		3
BUS 35	Management and Human Relations		3
BCIS 20	Beginning/Refresher Keyboarding		1
BCIS 46	Electronic Calculator (Ten-Key)		2
BCIS 85	Microsoft Excel		2
BCIS 70C	Essential Communication Skills		.25
BCIS 70D	Conflict Management Skills		.25
BCIS 70E	Managing Attitude		.25
BCIS 70F	Creating Your Successful Appearance		.25
BCIS 13	Business Communication		3
Electives - Select 3 units from the following:			3
BCIS 80	Introduction to Computer Applications (3)		
BUS 18	Database Design (4)		
ECON 4	Principles of Microeconomics (3)	(P)	
BUS 62	Personal Finance (3)		
ACCT 105	Income Tax Preparation (4)		

Certificate of Achievement in Accounting — 31 Units

Required courses for the certificate:			
ACCT 2	Financial Accounting		4
ACCT 20	Introduction to Accounting		3
ACCT 100	QuickBooks Pro-Computerized Accounting	(P)	2
ACCT 110	Accounting for Payroll		3
BUS 8	Legal Environment of Business		3
BUS 20	Introduction to Business		3
BUS 35	Management and Human Relations		3
BCIS 20	Beginning/Refresher Keyboarding		1
BCIS 46	Electronic Calculator (Ten-Key)		1
BCIS 85	Microsoft Excel		1
BCIS 70C	Essential Communication Skills		.25
BCIS 70D	Conflict Management Skills		.25
BCIS 70E	Managing Attitude		.25
BCIS 70F	Creating Your Successful Appearance		.25
BCIS 13	Business Communication		3
Electives - Select 3 units from the following:			3
BUS 62	Personal Finance (3)		
BCIS 80	Introduction to Computer Applications (3)		
ECON 4	Principles of Microeconomics (3)	(P)	
ACCT 105	Income Tax Preparation (4)		
BUS 18	Database Design (4)		

Certificate in Account Clerk — 15 Units

Required courses for the certificate:			
ACCT 20	Introduction to Accounting		3
or ACCT 128	Bookkeeping (2)		
ACCT 100	QuickBooks Pro-Computerized Accounting	(P)	2
BCIS 20	Beginning/Refresher Keyboarding		1
BCIS 46	Electronic Calculator (Ten-Key)		1
BCIS 85	Microsoft Excel		1
BCIS 13	Business Communication		3
BCIS 70C	Essential Communication Skills		.25
BCIS 70D	Conflict Management Skills		.25
BCIS 70E	Managing Attitude		.25
BCIS 70F	Creating Your Successful Appearance		.25
Electives - Select 3 units from the following:			3
BCIS 80	Introduction to Computer Applications (3)		
BUS 62	Personal Finance (3)		
ECON 4	Principles of Microeconomics (3)	(P)	
ACCT 105	Income Tax Preparation (4)		
BUS 18	Database Design (4)		

Certificate in Tax Preparer — 15 Units

Required courses for the certificate:

ACCT 20	Introduction to Accounting		3
ACCT 100	QuickBooks Pro-Computerized Accounting	(P)	2
ACCT 105	Income Tax Preparation		4
BCIS 46	Electronic Calculator (Ten-Key)		1
BCIS 85	Microsoft Excel		1
BCIS 70C	Essential Communication Skills		.25
BCIS 70D	Conflict Management Skills		.25
BCIS 70E	Managing Attitude		.25
BCIS 70F	Creating Your Successful Appearance		.25
Electives - Select 3 units from the following:			3
BCIS 13	Business Communication (3)		
BCIS 80	Introduction to Computer Applications (3)		
BUS 62	Personal Finance (3)		
ECON 4	Principles of Microeconomics (3)	(P)	
BUS 18	Database Design (4)		

Addiction Studies

Career/Technical
AS Degree in Addiction Studies
Certificate of Achievement in Addiction Studies

Addiction Studies Program
www.butte.edu/addictionstudies/
Department Office: AHPS 215, (530) 895-2328
Counseling and Advising: (530) 895-2378

About the Program

The Addiction Studies program provides a comprehensive curriculum to prepare students to become competent, ethical, and caring entry-level employees in addiction treatment programs; to motivate these students to seek additional formal education; and to develop a personal plan of education and experience for life-long learning.

The courses build student knowledge, skills, and personal readiness for the next semester. This curriculum meets the course work and field work requirements of the California Association of Alcohol and Drug Counselors (CAADAC) and California Association of Alcohol and Drug Educators (CAADE).

The AS degree in Addiction Studies further assists students in obtaining entry-level employment, job promotion/salary increases and/or transfer to a four-year university/college.
Disqualification: The Certificate of Achievement in Addiction Studies and/or the AS degree signifies a student's readiness for entry-level addiction counseling; exhibiting mature behavior, emotional stability, strong writing skills, and interpersonal skills. The project manager and one faculty member may deny or postpone placement in the Field Work Practicum (ADS 30) if a student is found not ready. Such students will be allowed to graduate with an AS degree in Behavioral and Social Science with a focus on Addiction Studies. Past or present chemically dependent students must be clean and sober for one year by admission in the Addiction Studies Program.

Career Opportunities

The Addiction Studies certificate meets the California curriculum and field work requirements for registration and employment as an entry-level alcohol and drug counselor. Additional work-site supervised hours and exams complete the process of becoming a Certified Alcohol and Drug Counselor Associate (CADCA) through CAADAC or a Certified Addictions Treatment Counselor (CATC) through CAADE.

To obtain an Associate's degree, students must complete both the major requirements and the graduation requirements listed at the beginning of the Career and Technical Education Programs section of this catalog.

Note that some courses have a prerequisite (P), corequisite (C), or both (P/C). Prerequisites and corequisites are listed within each course description in this catalog.

AS Degree in Addiction Studies — 60 Units Minimum

Required courses for the major: — **37 Units**

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

Certificate of Achievement in Addiction Studies — 37 Units

Required courses for the certificate:

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

Administration of Justice

Career/Technical
AS Degree in Administration of Justice
Certificate of Achievement in Administration of Justice

Administration of Justice Program
www.butte.edu/departments/careertech/publicsafety/
Mike Dunbaugh, Director (530) 879-4349
Department Office: AHPS 144, (530) 895-2401
Counseling and Advising: (530) 895-2378

About the Program

The 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. Those already working in law enforcement may take courses 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.

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.

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.

Career Opportunities

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's degree.

To obtain an Associate's degree, students must complete both the major requirements and the graduation requirements listed at the beginning of the Career and Technical Education Programs section of this catalog.

Note that some courses have a prerequisite (P), corequisite (C), or both (P/C). Prerequisites and corequisites are listed within each course description in this catalog.

AS Degree in Administration of Justice — 60 Units Minimum

Required courses for the major: — 37.5 - 41 Units

AJ 1	Criminology		3
AJ 2	Administration of Justice		3
AJ 3	Legal Research		2
AJ 4	Criminal Law I		3
AJ 5	Criminal Law II	(P)	3
AJ 6	Evidence		3
AJ 8	Criminal Investigation		3
AJ 10	Juvenile Procedures		3
AJ 11	Criminal Procedure		3
AJ 13	Organized Crime/Gangs		3
AJ 14	Community Oriented Policing		3
AJ 99	Work Experience-AJ	(P)	.5 - 4
PE 18	Fitness		2
CMST 2	Public Speaking		3

Certificate of Achievement in Administration of Justice — 36 Units

Required courses for the certificate:

AJ 1	Criminology		3
AJ 2	Administration of Justice		3
AJ 3	Legal Research		2
AJ 4	Criminal Law I		3
AJ 5	Criminal Law II	(P)	3
AJ 6	Evidence		3
AJ 8	Criminal Investigation		3
AJ 13	Organized Crime/Gangs		3
AJ 14	Community Oriented Policing		3
AJ 10	Juvenile Procedures		3
AJ 11	Criminal Procedure		3
AJ 99	Work Experience-AJ	(P)	4

Agriculture Business

Career/Technical
AS Degree in Agriculture Business
Certificate of Achievement in Agriculture Business

Agriculture Business Program
www.butte.edu/departments/careertech/agriculture/
Bruce Hicks, Advisor (530) 895-2514
Department Office: AHPS 251, (530) 895-2551
Counseling and Advising: (530) 895-2378

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. The following is a list of possible 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 and Sales Representative.

To obtain an Associate's degree, students must complete both the major requirements and the graduation requirements listed at the beginning of the Career and Technical Education Programs section of this catalog.

Note that some courses have a prerequisite (P), corequisite (C), or both (P/C). Prerequisites and corequisites are listed within each course description in this catalog.

AS Degree in Agriculture Business — 60 Units Minimum

Required courses for the major: — 33 - 35 Units

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

Certificate of Achievement in Agriculture Business — 18 Units

Required courses for the certificate:

AB 20	Careers in Agriculture and Environmental Studies	1
AB 22	Agricultural Economics	3
AB 25	Computer Applications in Agriculture	2
AB 26	Introduction to Agriculture Business	3
AB 50	Agricultural Accounting	3
AB 54	Supervision and Management	3
PLS 20	Basic Plant Science	3
or AGS 22	Applied Physical Science (3)	
or ANS 20	Introduction to Animal Science (3)	

Agriculture Science

Career/Technical
AS Degree in Agriculture Science

Agriculture Science Program
Lyman Hagen, Chair (530) 895-2593
Department Office: AHPS 251, (530) 895-2551
Counseling and Advising: (530) 895-2378

About the Program

The Agriculture Science program offers an Associate of Science degree for those 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

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.

To obtain an Associate's degree, students must complete both the major requirements and the graduation requirements listed at the beginning of the Career and Technical Education Programs section of this catalog.

Note that some courses have a prerequisite (P), corequisite (C), or both (P/C). Prerequisites and corequisites are listed within each course description in this catalog.

AS Degree in Agriculture Science — 60 Units Minimum

Required courses for the major:			48 Units
AB 20	Careers in Agriculture and Environmental Studies		1
AB 22	Agricultural Economics		3
AB 25	Computer Applications in Agriculture		2
AB 26	Introduction to Agriculture Business		3
AB 50	Agricultural Accounting		3
AB 54	Supervision and Management		3
AET 30	Tractors & Crawlers		3
AET 34	Farm Machinery		3
AGR 99	Work Experience-AGR	(P)	2
AGS 22	Applied Physical Science		3
AGS 50	General Soils		4
NR 26	Environmental World		3
or AGR 10	World Food and Hunger Issues (3)		
PLS 20	Basic Plant Science		3
or EH 33	Horticultural Plant Science (3)		
CMST 2	Public Speaking		3
Electives - Select 9 units from the following:			9
AET 22	Natural Resources and Agri-Construction (3)		
AET 26	Basic Surveying (3)		
AET 35	Heavy Equipment Methods (3)	(C)	
AET 36	Heavy Equipment Operation (3 - 6)		
AET 38	Diesel Engines and Machine Systems (4)	(C)	
AET 43	Hydraulic and Pneumatic Systems (2)		
AGS 24	Introduction to Environmental Studies (3)		
AGS 30	Ecology of Insect and Disease Management (3)		
AGS 56	Commercial Pesticide Application (3)		
ANS 20	Introduction to Animal Science (3)		
ANS 30	Horsemanship/Equitation (Western) (1)		
ANS 40	Elements of Horse Production (2)		
ANS 42	Horses: Their Health and Diseases (2)		
ANS 50	Feeds and Feeding (3)		
EH 20	Introduction to Environmental Horticulture (3)		
EH 22	Landscape Construction (3)		
EH 24	Ornamental Plant Identification I (3)		
EH 26	Landscape Planning and Design (3)	(P)	
EH 28	Turfgrass Management & Equipment (4)		
EH 30	Irrigation Practices and Materials (3)		
EH 33	Horticultural Plant Science (3)		
EH 38	Greenhouse Production (3)		
EH 39	Introduction to Bonsai (3)		
EH 40	Wine Grape Cultivation (3)		
EH 41	Wine Growing Practices - Fall (3)		
EH 42	Wine Growing Practices - Spring (3)		
EH 43	Wine Styles and World Viticulture (3)		
EH 44	Wine Vineyard Management (3)		
EH 45	Vineyard Pest and Disease Management (4)		
EH 46	Vineyard Soils, Fertilizers and Irrigation (3)		
EH 50	Beginning Floral Design (3)		
EH 51	Advanced Floral Design (3)		
EH 70	Plant Propagation and Nursery Practices (4)		
EH 72	Park and Landscape Management (3)		
EH 74	Irrigation System Design (3)		
EH 80	Arboriculture (3)		
NR 20	Introduction to Forestry and Natural Resources (3)		
NR 28	Environmental Management (3)		
NR 29	Environmental Management Laboratory (1)	(C)	
NR 55	Wildlife Management (3)		
NR 56	Wildlife Management Laboratory (1)	(C)	
NR 60	Natural Resources Law (3)		
NR 65	Recreational Land Management (3)		
NR 66	Recreational Land Management Laboratory (1)	(C)	
PLS 15	Introduction to Plant Science (2)		
PLS 16	Basic Plant Science Laboratory (1)	(P)	
PLS 25	Plant Science (3)		

Applied Computer and Networking Technologies

Career/Technical

AS Degree in Applied Computer and Networking Technologies: Computer Networking

AS Degree in Applied Computer and Networking Technologies: Programming

AS Degree in Applied Computer and Networking Technologies: System Administration

Certificate of Achievement in Applied Computer and Networking Technologies: Computer Networking

Certificate of Achievement in Applied Computer and Networking Technologies: Programming

Certificate of Achievement in Applied Computer and Networking Technologies: System Administration

Certificate in Cisco Network Administration

Certificate in Computer Technology

Certificate in Microsoft Server Administration

Applied Computer and Networking Technologies Program
www.butte.edu/departments/careertech/computerscience/
J Boyd Trolinger, Chair (530) 895-2503
Department Office: AHPS 251, (530) 895-2531
Counseling and Advising: (530) 895-2378

About the Program

The Applied Computer and Networking Technologies program offers courses in computer networking, system administration, and programming that prepare students for industry standard certification exams and entry-level positions in the information technology industry. Students should select their degree option based on personal interest, aptitude, and current labor market demand.

No prerequisite skills are required for students to enroll in the program

Career Opportunities

The program offers courses that prepare students for a variety of industry certification exams, including CompTIA A+, CompTIA Linux+, CompTIA Network +, CompTIA Security+, Cisco CCNA, Microsoft MCTS, and Microsoft MCITP.

To obtain an Associate's degree, students must complete both the major requirements and the graduation requirements listed at the beginning of the Career and Technical Education Programs section of this catalog.

Note that some courses have a prerequisite (P), corequisite (C), or both (P/C). Prerequisites and corequisites are listed within each course description in this catalog.

AS Degree in Applied Computer and Networking Technologies: Computer Networking

60 Units Minimum

Required courses for the major:			30 Units
CSCI 4	Introduction to Computer Programming		3
CSCI 17	Computer Security & Security+		3
CSCI 19	Computer Networking Fundamentals		3
CSCI 25	UNIX Operating System	(C)	3
CSCI 26	Introduction to Linux/UNIX System Administration	(P)	3
CSCI 49	PCs and Peripherals		3
CSCI 52	CISCO Networks Level 1, Fundamentals		3
CSCI 62	Windows Network Infrastructure		3
CSCI 53	CISCO Networks Level 2, Routers	(P)	3
CSCI 56	Cisco Networks--Switching & WANs	(P)	3

AS Degree in Applied Computer and Networking Technologies: Programming

60 Units Minimum

Required courses for the major:			29 - 30 Units
CSCI 4	Introduction to Computer Programming		3
CSCI 14	Programming in C++		3
CSCI 15	Web Development and Programming		3
CSCI 20	Programming and Algorithms I	(P)	4
CSCI 21	Programming and Algorithms II	(P)	4
CSCI 25	UNIX Operating System	(C)	3
CSCI 99	Work Experience-CSCI	(P)	3
CSCI 66	MCP - SQL Database Design		3
or BUS 18	Database Design (4)		
MSP 96	Introduction to Computer Graphics		3

AS Degree in Applied Computer and Networking Technologies: System Administration

60 Units Minimum

Required courses for the major:			33 - 34 Units
CSCI 4	Introduction to Computer Programming		3
CSCI 17	Computer Security & Security+		3
CSCI 19	Computer Networking Fundamentals		3
CSCI 25	UNIX Operating System	(C)	3
CSCI 26	Introduction to Linux/UNIX System Administration	(P)	3
CSCI 49	PCs and Peripherals		3
CSCI 62	Windows Network Infrastructure		3
CSCI 60	Microsoft Workstation Configuration		3
CSCI 61	Microsoft Applications Server		3
CSCI 65	SQL Database Administration		3
or CSCI 66	MCP - SQL Database Design (3)		
or BUS 18	Database Design (4)		
CSCI 68	Microsoft Active Directory Enterprise Administration		3

Certificate of Achievement in Applied Computer and Networking Technologies: Computer Networking

30 Units

Required courses for the certificate:			
CSCI 4	Introduction to Computer Programming		3
CSCI 17	Computer Security & Security+		3
CSCI 19	Computer Networking Fundamentals		3
CSCI 25	UNIX Operating System	(C)	3
CSCI 26	Introduction to Linux/UNIX System Administration	(P)	3
CSCI 49	PCs and Peripherals		3
CSCI 52	CISCO Networks Level 1, Fundamentals		3
CSCI 62	Windows Network Infrastructure		3
CSCI 53	CISCO Networks Level 2, Routers	(P)	3
CSCI 56	Cisco Networks--Switching & WANs	(P)	3

Certificate of Achievement in Applied Computer and Networking Technologies: Programming

29 - 30 Units

Required courses for the certificate:

CSCI 4	Introduction to Computer Programming		3
CSCI 14	Programming in C++		3
CSCI 15	Web Development and Programming		3
CSCI 20	Programming and Algorithms I	(P)	4
CSCI 21	Programming and Algorithms II	(P)	4
CSCI 25	UNIX Operating System	(C)	3
CSCI 99	Work Experience-CSCI	(P)	3
CSCI 66	MCP - SQL Database Design		3
or BUS 18	Database Design (4)		
MSP 96	Introduction to Computer Graphics		3

Certificate of Achievement in Applied Computer and Networking Technologies: System Administration

33 - 34 Units

Required courses for the certificate:

CSCI 4	Introduction to Computer Programming		3
CSCI 17	Computer Security & Security+		3
CSCI 19	Computer Networking Fundamentals		3
CSCI 25	UNIX Operating System	(C)	3
CSCI 26	Introduction to Linux/UNIX System Administration	(P)	3
CSCI 49	PCs and Peripherals		3
CSCI 62	Windows Network Infrastructure		3
CSCI 60	Microsoft Workstation Configuration		3
CSCI 61	Microsoft Applications Server		3
CSCI 65	SQL Database Administration		3
or CSCI 66	MCP - SQL Database Design (3)		
or BUS 18	Database Design (4)		
CSCI 68	Microsoft Active Directory Enterprise Administration		3

Certificate in Cisco Network Administration

9 Units

Required courses for the certificate:

CSCI 52	CISCO Networks Level 1, Fundamentals		3
CSCI 53	CISCO Networks Level 2, Routers	(P)	3
CSCI 56	Cisco Networks--Switching & WANs	(P)	3

Certificate in Computer Technology

9 Units

Required courses for the certificate:

CSCI 17	Computer Security & Security+		3
CSCI 19	Computer Networking Fundamentals		3
CSCI 49	PCs and Peripherals		3

Certificate in Microsoft Server Administration

12 Units

Required courses for the certificate:

CSCI 60	Microsoft Workstation Configuration		3
CSCI 61	Microsoft Applications Server		3
CSCI 65	SQL Database Administration		3
CSCI 68	Microsoft Active Directory Enterprise Administration		3

Automotive Technology

Career/Technical
AS Degree in Automotive Technology
Certificate of Achievement in Automotive Technology

Automotive Technology Program
www.butte.edu/departments/careertech/automotive/
George Medina, Chair (530) 895-2474
Department Office: AHPS 251, (530) 879-6103
Counseling and Advising: (530) 895-2378

About the Program

The Automotive Technology program is a vocational core of courses 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. Courses are held in a completely modern and well-equipped lab where the students learn 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.

For more information, refer to the Butte Automotive Website: www.butte.edu/departments/careertech/automotive/

Career Opportunities

For Career information please refer to our website: www.butte.edu/departments/careertech/automotive

Admission to the Program

There is a limitation on enrollment into the Automotive program. If you are interested in this program and would like to make an appointment to get on the Automotive waiting list, please refer to our website: www.butte.edu/departments/careertech/automotive/

From our greeting page follow the links:

"Get Started Today"

"Click Here To Make an Appointment"

Fill out the information fields on the Appointment Contact Information Sheet, and then click the "Send Form" button. You will receive an appointment confirmation within two to three weeks.

To obtain an Associate's degree, students must complete both the major requirements and the graduation requirements listed at the beginning of the Career and Technical Education Programs section of this catalog.

Note that some courses have a prerequisite (P), corequisite (C), or both (P/C). Prerequisites and corequisites are listed within each course description in this catalog.

AS Degree in Automotive Technology — 60 Units Minimum

Required courses for the major: — 49.5 Units

AUT 1	Introduction to Automotive Technology		4
AUT 41	Specialized Automotive Electronics and Microcomputers		5.5
AUT 6A	Automotive Electrical, Brakes/Suspension & Steering Lecture	(P/C)	5
AUT 7A	Automotive Electrical, Brakes/Suspension & Steering Systems Lab	(P)	5
AUT 8A	Automotive Engines, Heating and Air Conditioning Lecture	(P/C)	5
AUT 9A	Automotive Engines, Heating and Air Conditioning Lab	(P)	5
AUT 52A	Automotive Transmissions, Drive Lines and Axles Lecture	(P/C)	5
AUT 53A	Automotive Transmissions, Drive Lines and Axles Lab	(P)	5
AUT 30	Engine Performance and Emission Controls Lecture	(P/C)	5
AUT 31	Engine Performance and Emission Controls Lab	(P)	5

Certificate of Achievement in Automotive Technology — 49.5 Units

Required courses for the certificate:

AUT 1	Introduction to Automotive Technology		4
AUT 41	Specialized Automotive Electronics and Microcomputers		5.5
AUT 6A	Automotive Electrical, Brakes/Suspension & Steering Lecture	(P/C)	5
AUT 7A	Automotive Electrical, Brakes/Suspension & Steering Systems Lab	(P)	5
AUT 8A	Automotive Engines, Heating and Air Conditioning Lecture	(P/C)	5
AUT 9A	Automotive Engines, Heating and Air Conditioning Lab	(P)	5
AUT 52A	Automotive Transmissions, Drive Lines and Axles Lecture	(P/C)	5
AUT 53A	Automotive Transmissions, Drive Lines and Axles Lab	(P)	5
AUT 30	Engine Performance and Emission Controls Lecture	(P/C)	5
AUT 31	Engine Performance and Emission Controls Lab	(P)	5

Building Inspection Technology

Career/Technical
AS Degree in Building Inspection Technology
Certificate of Achievement in Building Inspection Technology
Certificate in Fundamentals of Sustainable Architectural Studies
Certificate in OSHA 30-Hour for Construction
Certificate in Overview of Sustainability Studies
Certificate in Sustainable Construction Planning

Building Inspection Technology Program
www.butte.edu/departments/careertech/publicsafety/
J Boyd Trolinger, Chair (530) 895-2503
Department Office: AHPS 251, (530) 895-2531
Counseling and Advising: (530) 895-2378

About the Program

The Building Inspection Technology program is designed to prepare students to meet entry-level for jobs in the building inspection profession. The curriculum has sufficient breadth to prepare students for a career in a variety of agencies and industries that employ building inspectors, plan examiners, permit technicians, insurance inspectors and home inspectors. Students can pursue a Certificate of Achievement, or an AS degree where the BIT skills are developed in conjunction with General Education courses.

Career Opportunities

Building inspectors inspect the structural and general safety of buildings based on model codes. Before construction begins, plan examiners determine whether the plans for the building or other structures comply with codes and whether they are suited to the engineering and environmental demands of the building site. In addition to structural characteristics, a primary concern is fire safety. Permit technicians provide the initial contact at a government agency for permit submittal and insurance, also performing plan review and answering code related questions for the general public. Home inspectors conduct inspections of newly built or previously owned homes, and commercial buildings. Home inspection has become a standard practice in the home-purchasing process. Although they look for and report violations of building codes, they do not have the power to enforce compliance with the codes.

Many states and local jurisdictions require some type of license or certification for employment as a building inspector, plans examiner, permit technician or home inspector.

The BIT program has successfully trained students who have little or no construction experience. However, it is important to have qualities which include: ability to observe accurately, exercise designated authority with discretion, apply the codes fairly and make competent judgements.

Verbal, written and electronic communication skills are important tools for the workplace.

A laptop or electronic notebook is required. See website for specifications.

To obtain an Associate's degree, students must complete both the major requirements and the graduation requirements listed at the beginning of the Career and Technical Education Programs section of this catalog.

Note that some courses have a prerequisite (P), corequisite (C), or both (P/C). Prerequisites and corequisites are listed within each course description in this catalog.

AS Degree in Building Inspection Technology — 60 Units Minimum

Required courses for the major:			52 Units
BIT 40	International Residential Code - Building	(C)	6
BIT 41	International Residential Code - Mechanical	(C)	4
BIT 42	International Residential Code - Plumbing	(C)	4
BIT 43	International Residential Code - Electrical	(C)	4
BIT 44	International Building Code	(C)	4
BIT 45	Non-Residential Mechanical Code	(C)	4
BIT 46	Non-Residential Plumbing Code	(C)	4
BIT 47	National Electrical Code	(C)	4
BIT 50	Introduction to Plan Review		1
BIT 51	Applying Residential Codes to Plan Review	(P)	1
BIT 52	Applying Non-Residential Codes to Plan Review	(P)	1
BIT 53	Advanced Plan Review	(P)	1
BIT 60	Computer Use in the Inspection Industry		1
BIT 61	Presenting Code Information through Electronics		1
BIT 62	Permit Tracking and Calculation Software		1
BIT 70	Introduction to Building Inspection		1
BIT 71	Soils, Concrete and Masonry in the Built Environment		1
BIT 72	Interfacing Fire Concepts with the Building Code		2
BIT 73	Building Code and Disabled Accessibility		1
BIT 74	Building Permit Technician		1
BIT 75	Building Codes for Sustainability		2
BIT 76	Existing Building Codes		1
BIT 77	Legal Aspects of Code Administration		1
BIT 78	Advanced Code Enforcement		1

Certificate of Achievement in Building Inspection Technology — 52 Units

Required courses for the certificate:			
BIT 40	International Residential Code - Building	(C)	6
BIT 41	International Residential Code - Mechanical	(C)	4
BIT 42	International Residential Code - Plumbing	(C)	4
BIT 43	International Residential Code - Electrical	(C)	4
BIT 44	International Building Code	(C)	4
BIT 45	Non-Residential Mechanical Code	(C)	4
BIT 46	Non-Residential Plumbing Code	(C)	4
BIT 47	National Electrical Code	(C)	4
BIT 50	Introduction to Plan Review		1
BIT 51	Applying Residential Codes to Plan Review	(P)	1
BIT 52	Applying Non-Residential Codes to Plan Review	(P)	1
BIT 53	Advanced Plan Review	(P)	1
BIT 60	Computer Use in the Inspection Industry		1
BIT 61	Presenting Code Information through Electronics		1
BIT 62	Permit Tracking and Calculation Software		1
BIT 70	Introduction to Building Inspection		1
BIT 71	Soils, Concrete and Masonry in the Built Environment		1
BIT 72	Interfacing Fire Concepts with the Building Code		2
BIT 73	Building Code and Disabled Accessibility		1
BIT 74	Building Permit Technician		1

BIT 75	Building Codes for Sustainability		2
BIT 76	Existing Building Codes		1
BIT 77	Legal Aspects of Code Administration		1
BIT 78	Advanced Code Enforcement		1

Certificate in Fundamentals of Sustainable Architectural Studies — 15 Units

Required courses for the certificate:

DFT 12	Beginning AutoCAD Drafting		3
DFT 24	Architectural Drafting Applications	(P)	3
BIT 10	Green Building Technology and Practices		3
or CNST 10	Green Building Technology and Practices (3)		
CNST 20	Energy Efficiency and Renewable Energy Systems		3
CNST 25	Green Building & LEED Certification	(P)	3

Certificate in OSHA 30-Hour for Construction — 1.75 Units

Required courses for the certificate:

BIT 130	OSHA 30-Hour for Construction	1.75
or CNST 130	OSHA 30-Hour for Construction (1.75)	

Certificate in Overview of Sustainability Studies — 15 Units

Required courses for the certificate:

SOC 5	Our Sustainable Future	3
BIT 10	Green Building Technology and Practices	3
or CNST 10	Green Building Technology and Practices (3)	
CNST 20	Energy Efficiency and Renewable Energy Systems	3
NR 26	Environmental World	3
BIOL 7	Sustaining Life on Earth	3

Certificate in Sustainable Construction Planning — 16 Units

Required courses for the certificate:

SOC 5	Our Sustainable Future		3
BIT 50	Introduction to Plan Review		1
BIT 51	Applying Residential Codes to Plan Review	(P)	1
BIT 52	Applying Non-Residential Codes to Plan Review	(P)	1
BIT 53	Advanced Plan Review	(P)	1
BIT 75	Building Codes for Sustainability		2
BIT 10	Green Building Technology and Practices		3
or CNST 10	Green Building Technology and Practices (3)		
CNST 20	Energy Efficiency and Renewable Energy Systems		3
BIT 71	Soils, Concrete and Masonry in the Built Environment		1

Business Management

Career/Technical
AS Degree in Business Management
AS Degree in Retail Management
AS Degree in Small Business/Entrepreneurship
Certificate of Achievement in Business Management
Certificate of Achievement in Retail Management (WAFC)
Certificate in Business on the Web
Certificate in Human Resources
Certificate in Small Business Institute

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

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 Certificate of Achievement in Business Management 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.

To obtain an Associate's degree, students must complete both the major requirements and the graduation requirements listed at the beginning of the Career and Technical Education Programs section of this catalog.

Note that some courses have a prerequisite (P), corequisite (C), or both (P/C). Prerequisites and corequisites are listed within each course description in this catalog.

AS Degree in Business Management — 60 Units Minimum

Required courses for the major:			40 Units
BUS 8	Legal Environment of Business		3
BUS 20	Introduction to Business		3
BUS 35	Management and Human Relations		3
BUS 44	Human Resource Management		3
BUS 64	Principles of Marketing		3
ECON 25	Introduction to Economics		3
BCIS 80	Introduction to Computer Applications		3
ACCT 2	Financial Accounting		4
BUS 25	Small Business Management	(P)	3
BUS 40	Organization Management		3
CMST 2	Public Speaking		3
Electives - Select 6 units from the following:			6
BUS 13	Business Communication (3)		
BUS 18	Database Design (4)		
BUS 50	Sales in Today's World (3)		
BUS 60	Advertising & Copywriting (3)		
BUS 66	Retail Management (3)		
BUS 68	Business on the Internet (3)		
BUS 120	Business Workshop (.5 - 3)		
BCIS 13	Business Communication (3)		
BCIS 85	Microsoft Excel (1 - 3)		
ACCT 20	Introduction to Accounting (3)		
ACCT 4	Managerial Accounting (4)	(P)	
or ACCT 100	QuickBooks Pro-Computerized Accounting (2)	(P)	

AS Degree in Retail Management — 60 Units Minimum

Required courses for the major:			40 Units
BUS 8	Legal Environment of Business		3
BUS 20	Introduction to Business		3
BUS 35	Management and Human Relations		3
BUS 44	Human Resource Management		3
BUS 64	Principles of Marketing		3
ECON 25	Introduction to Economics		3
BCIS 80	Introduction to Computer Applications		3
ACCT 2	Financial Accounting		4
BUS 50	Sales in Today's World		3
BUS 60	Advertising & Copywriting		3
BUS 66	Retail Management		3
CMST 2	Public Speaking		3
Electives - Select 3 units from the following:			3
BUS 13	Business Communication (3)		
BUS 40	Organization Management (3)		
BUS 68	Business on the Internet (3)		
BCIS 13	Business Communication (3)		
ACCT 20	Introduction to Accounting (3)		
ACCT 4	Managerial Accounting (4)	(P)	
FASH 80	Retail Fashion Buying (3)		
FASH 18	Visual Merchandising (3)		

AS Degree in Small Business/ Entrepreneurship — 60 Units Minimum

Required courses for the major:			42 Units
BUS 8	Legal Environment of Business		3
BUS 20	Introduction to Business		3
BUS 35	Management and Human Relations		3
BUS 44	Human Resource Management		3
BUS 64	Principles of Marketing		3
ECON 25	Introduction to Economics		3
BCIS 80	Introduction to Computer Applications		3
ACCT 2	Financial Accounting		4
BUS 25	Small Business Management	(P)	3
or SBM 125	Steps To Starting a Small Business (1.5)		
and SBM 126	Marketing the Small Business (1.5)		

and SBM 127	Planning and Financing the Small Business (1.5)		
or SBM 125	Steps To Starting a Small Business (.5 - 1.5)		
and SBM 127	Planning and Financing the Small Business (.5 - 1.5)		
and SBM 133	Supervisory Skills (2)		
SBM 128	Bookkeeping		2
BCIS 85	Microsoft Excel		3
BUS 40	Organization Management		3
BUS 60	Advertising & Copywriting		3
Electives - Select 3 units from the following:			3
BUS 13	Business Communication (3)		
BUS 66	Retail Management (3)		
BUS 68	Business on the Internet (3)		
ACCT 20	Introduction to Accounting (3)		
or ACCT 4	Managerial Accounting (4)	(P)	

Certificate of Achievement in Business Management — 34 Units

Required courses for the certificate:

BUS 8	Legal Environment of Business		3
BUS 20	Introduction to Business		3
BUS 35	Management and Human Relations		3
BUS 44	Human Resource Management		3
BUS 64	Principles of Marketing		3
ECON 25	Introduction to Economics		3
BCIS 80	Introduction to Computer Applications		3
ACCT 2	Financial Accounting		4
BUS 25	Small Business Management	(P)	3
BUS 40	Organization Management		3
BUS 50	Sales in Today's World		3

Certificate of Achievement in Retail Management (WAFC) — 27 - 28 Units

Required courses for the certificate:

BUS 35	Management and Human Relations		3
BUS 64	Principles of Marketing		3
BCIS 80	Introduction to Computer Applications		3
or CSCI 2	Computer Literacy (3)		
ACCT 20	Introduction to Accounting		3
or ACCT 2	Financial Accounting (4)		
CMST 2	Public Speaking		3
BUS 66	Retail Management		3
BUS 13	Business Communication		3
or BCIS 13	Business Communication (3)		
Math Competency			
BUS 40	Organization Management		3
BUS 44	Human Resource Management		3

Certificate in Business on the Web — 17 Units

Required courses for the certificate:

BUS 60	Advertising & Copywriting		3
BUS 64	Principles of Marketing		3
BUS 68	Business on the Internet		3
BCIS 47	Desktop Publishing/Photoshop	(P)	2
MSP 5	Introduction to Interactive Web Design and Authoring		3
MSP 74	Introduction to Multimedia Production		3

Certificate in Human Resources — 17 Units

Required courses for the certificate:

BUS 35	Management and Human Relations		3
BUS 40	Organization Management		3
BUS 44	Human Resource Management		3
ACCT 110	Accounting for Payroll		3
BUS 8	Legal Environment of Business		3
BCIS 86	Microsoft Access	(P)	1
BCIS 70C	Essential Communication Skills		.25
BCIS 70D	Conflict Management Skills		.25
BCIS 70E	Managing Attitude		.25
BCIS 70F	Creating Your Successful Appearance		.25

Certificate in Small Business Institute — 10.5 Units

Required courses for the certificate:

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

Ceramics

Career/Technical
AA Degree in Ceramics
Certificate of Achievement in Ceramics

Ceramics Program
Dave Cooper, Chair (530) 895-2259
Department Office: ARTS 224, (530) 895-2404
Counseling and Advising: (530) 895-2378

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 CSUs.

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 craft-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.

To obtain an Associate's degree, students must complete both the major requirements and the graduation requirements listed at the beginning of the Career and Technical Education Programs section of this catalog.

Note that some courses have a prerequisite (P), corequisite (C), or both (P/C). Prerequisites and corequisites are listed within each course description in this catalog.

AA Degree in Ceramics — 60 Units Minimum

Required courses for the major:		43 Units
ART 1	Art Appreciation	3
or ART 2	Art History Survey I (3)	
or ART 4	Art History Survey II (3)	
ART 7	Basic Design I, Color	3
or ART 9	Three-Dimensional Design (3)	
ART 8	Basic Drawing	3
ART 50	Beginning Ceramics	3
ART 52	Wheel Throwing & Intermediate Ceramics	9
(ART 52 must be taken three times for a total of 9 units)		
ART 54	Ceramics-Low Fire	3
ART 56	Advanced Ceramics	6
(ART 56 must be taken two times for a total of 6 units)		
ART 58	Raku - Native American and Ancient Clay Techniques	3
ART 59	Beginning/Intermediate Ceramic Laboratory (C)	3
ART 60	Beginning Sculpture	3
ART 70	Gallery Production/Business of Art	2
ART 99	Work Experience-ART (P)	2

Certificate of Achievement in Ceramics — 20 Units

Required courses for the certificate:		
ART 50	Beginning Ceramics	3
ART 52	Wheel Throwing & Intermediate Ceramics	3
ART 54	Ceramics-Low Fire	3
ART 56	Advanced Ceramics	3
ART 58	Raku - Native American and Ancient Clay Techniques	3
ART 59	Beginning/Intermediate Ceramic Laboratory (C)	3
ART 70	Gallery Production/Business of Art	2

Certified Nursing Assistant/Home Health Aide

Career/Technical

Certificate in Certified Nursing Assistant/Home Health Aide

Certified Nursing Assistant/Home Health Aide Program
Susan Craig, Chair (530) 879-4338
Department Office: AHPS 215, (530) 895-2328
Counseling and Advising: (530) 895-2378

About the Program

The Certified Nursing Assistant/Home Health Aide 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, physicans' 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 necessary paperwork.

Note that some courses have a prerequisite (P), corequisite (C), or both (P/C). Prerequisites and corequisites are listed within each course description in this catalog.

Certificate in Certified Nursing Assistant/ Home Health Aide — 8 Units

Required courses for the certificate:

NSG 200	Certified Nurses Aide Basic Nursing Care, Theory	(P/C)	3.5
NSG 201	Certified Nurses Aide Basic Nursing Care, Clinical	(C)	3
NSG 205	Home Health for the Certified Nurses Aide (CNA)	(P)	1.5

Civil Engineering Technology

Career/Technical
AS Degree in Civil Engineering Technology
Certificate of Achievement in Civil Engineering Technology

Civil Engineering Technology Program
Michael Panunto, Chair (530) 895-2229
Department Office: TE 132, (530) 895-2864
Counseling and Advising: (530) 895-2378

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 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 compete 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.

To obtain an Associate's degree, students must complete both the major requirements and the graduation requirements listed at the beginning of the Career and Technical Education Programs section of this catalog.

Note that some courses have a prerequisite (P), corequisite (C), or both (P/C). Prerequisites and corequisites are listed within each course description in this catalog.

AS Degree in Civil Engineering Technology — 60 Units Minimum

Required courses for the major:			40 Units
DFT 2	Engineering Graphics I		3
DFT 12	Beginning AutoCAD Drafting		3
DFT 24	Architectural Drafting Applications	(P)	3
DFT 4	Print Reading for Construction and Architecture		3
ENGR 1	Introduction to Engineering		2
ENGR 3	Plane Surveying I	(P)	3
ENGR 4	Plane Surveying II	(P)	3
ENGL 2	Reading and Composition	(P)	3
MATH 20	Trigonometry	(P)	3
Electives - Select 14 units from the following:			14
CHEM 51	Elementary Inorganic Chemistry (5)	(P)	
CHEM 52	Elementary Organic and Biochemistry (4)	(P)	
PHYS 21	College Physics I (4)	(P)	
PHYS 22	College Physics II (4)	(P)	
GEOL 10	Physical Geology (3)		
GEOL 11	Physical Geology Laboratory (1)	(P)	
GEOL 20	Historical Geology (3)	(P/C)	
GEOL 21	Historical Geology Laboratory (1)	(C)	

Certificate of Achievement in Civil Engineering Technology — 20 Units

Required courses for the certificate:			
ENGR 1	Introduction to Engineering		2
DFT 2	Engineering Graphics I		3
ENGR 3	Plane Surveying I	(P)	3
ENGR 4	Plane Surveying II	(P)	3
MATH 20	Trigonometry	(P)	3
DFT 12	Beginning AutoCAD Drafting		3
ENGL 2	Reading and Composition	(P)	3

Computer Applications

Career/Technical
AS Degree in Computer Applications
Certificate of Achievement in Computer Applications
Certificate in Basic Computer Competency
Certificate in Computer Applications

Computer Applications Program
www.butte.edu/departments/careertech/bcis/
Doreen Thompson, Advisor (530) 895-2971
Department Office: BE 116, (530) 895-2371
Counseling and Advising: (530) 895-2378

About the Program

According to the Department of Labor, the role of today's office professional has greatly evolved as organizations have restructured to meet the demands of a changing economy and ever-expanding technologies.

The BCIS department is committed to offering career and technical education programs that provide students with the knowledge and skills needed to be successful in today's workplace. Students seeking a certificate or AS Degree in Computer Applications will take a variety of core courses that will prepare them for the demands of the 21st Century workplace. These courses include computer software, business English, business communication, office technologies, records management, business math, and accounting.

Those entering into the Computer Applications field are typically considered experts in several software applications including Microsoft Word, Excel, Access, and PowerPoint among others and are able to design, create, edit, and manage simple-to-complex documents, spreadsheets, databases, and slide shows. They are expected to understand the functionality and features of current software applications, as well as staying abreast of new and emerging business software applications. Additionally, they are often expected to provide software education for others in the workplace. Additionally, many individuals in the computer applications field often perform additional office-related tasks such as supporting employees and managing projects.

In addition to the Computer Applications major, the Business Computer Information Systems (BCIS) Department offers three other majors: Office Administration, Legal Office Administration, Medical Office Administration, and a certificate program in Medical Transcription.

Students are encouraged to examine each of the majors and speak with both an academic counselor and a designated department advisor to determine which one fits his or her needs.

Career Opportunities

Computer Specialist, Administrative Associate, Office Assistant, Information Clerk, Front Office Coordinator, Office Adminstrator, Administrative Assistant, Receptionist, and Data Entry Clerk.

To obtain an Associate's degree, students must complete both the major requirements and the graduation requirements listed at the beginning of the Career and Technical Education Programs section of this catalog.

Note that some courses have a prerequisite (P), corequisite (C), or both (P/C). Prerequisites and corequisites are listed within each course description in this catalog.

AS Degree in Computer Applications — 60 Units Minimum

Required courses for the major: — 39 Units

BCIS 12	Business Writing Skills	(P)	3
BCIS 13	Business Communication		3
BCIS 80	Introduction to Computer Applications		3
BCIS 28	Microsoft Word		3
BCIS 70C	Essential Communication Skills		.25
BCIS 70D	Conflict Management Skills		.25
BCIS 70E	Managing Attitude		.25
BCIS 70F	Creating Your Successful Appearance		.25
BCIS 70L	Introduction to Microsoft Outlook		1
BCIS 29	Introduction to PowerPoint		1
BCIS 85	Microsoft Excel		3
BCIS 47	Desktop Publishing/Photoshop	(P)	3
BCIS 86	Microsoft Access	(P)	3
BCIS 24	Keyboarding Speed/Accuracy Development	(P)	1
ACCT 20	Introduction to Accounting		3
BUS 20	Introduction to Business		3
BCIS 99	Work Experience-BCIS	(P)	2
Electives - Select 6 units from the following:			6
BUS 68	Business on the Internet (3)		
BCIS 70A	Student Organizations (.5 - 1)		
or BCIS 70B	BCIS Student Organizations (Leadership) (.5 - 1)		
BCIS 70I	Microsoft Certification Preparation (1 - 3)		
or BCIS 70J	MOS Certification Preparation, Expert Level (1 - 3)		
BCIS 97	Special Problems-BCIS (1 - 3)	(P)	
ACCT 2	Financial Accounting (4)		
ACCT 100	QuickBooks Pro-Computerized Accounting (2)	(P)	
ART 31	Graphic Design I (3)		
ART 7	Basic Design I, Color (3)		
CSCI 2	Computer Literacy (3)		
CSCI 6	Programming with Visual Basic (3)	(P)	
MSP 1	Multimedia Careers (3)		
MSP 5	Introduction to Interactive Web Design and Authoring (3)		
MSP 10	Digital Video Design and Production (3)		
MSP 18	Introduction to Digital Photography (3)		
MSP 19	Intermediate Digital Color Photography (3)	(P)	
MSP 45	3-D Computer Modeling and Animation I (3)		
MSP 96	Introduction to Computer Graphics (3)		

Certificate of Achievement in Computer Applications — 25 Units

Required courses for the certificate:

BCIS 12	Business Writing Skills	(P)	3
BCIS 13	Business Communication		3
BCIS 80	Introduction to Computer Applications		3
BCIS 28	Microsoft Word		3
BCIS 70C	Essential Communication Skills		.25
BCIS 70D	Conflict Management Skills		.25
BCIS 70E	Managing Attitude		.25
BCIS 70F	Creating Your Successful Appearance		.25
BCIS 70L	Introduction to Microsoft Outlook		1
BCIS 29	Introduction to PowerPoint		1
BCIS 85	Microsoft Excel		3
BCIS 47	Desktop Publishing/Photoshop	(P)	3
BCIS 86	Microsoft Access	(P)	3
BCIS 24	Keyboarding Speed/Accuracy Development	(P)	1

Certificate in Basic Computer Competency — 8 Units

Required courses for the certificate:

BCIS 20	Beginning/Refresher Keyboarding		3
or BCIS 24	Keyboarding Speed/Accuracy Development (3)	(P)	
BCIS 80	Introduction to Computer Applications		3
BCIS 84	Windows/Internet		2

Certificate in Computer Applications — 14 Units

Required courses for the certificate:

BCIS 12	Business Writing Skills	(P)	3
BCIS 13	Business Communication		3
BCIS 28	Microsoft Word		3
BCIS 80	Introduction to Computer Applications		3
BCIS 70C	Essential Communication Skills		.25
BCIS 70D	Conflict Management Skills		.25
BCIS 70E	Managing Attitude		.25
BCIS 70F	Creating Your Successful Appearance		.25
BCIS 70L	Introduction to Microsoft Outlook		1

Cosmetology

Career/Technical
AS Degree in Cosmetology
Certificate of Achievement in Cosmetology
Certificate in Esthetician
Certificate in Manicuring

Cosmetology Program
Ron Morrison (530) 343-4201
Department Office: Office of Contract Education, (530) 895-9015
Counseling and Advising: (530) 895-2378

About the Program

Cosmetology is a 1,600 hour course of study designed to meet the State of California Cosmetology Act. Butte College offers 1,680 hours of study in a seven-module sequence of courses, with each module six weeks in duration. By meeting required academic and attendance standards, each six-week module will result in 5 semester units of college credit.

The 7 six-week modules can be completed in approximately ten months. Successful completion will enable the student to meet the 1,600 hour state licensing requirement and will result in a total of 35 units of college credit.

A Certificate of Achievement can be earned by completing the seven-module, 1,600-hour COS 100 program. No other General Education, competency, or district requirements need be completed for the certificate.

Chico Beauty College also offers training programs for manicuring and skin care (esthetician) through Butte Community College.

In order to obtain a Cosmetologist License and practice Cosmetology in the State of California, students must be 17 years of age or older, have a high school diploma or GED, successfully complete the 1,600 course of study and pass the state examination (written and practical). Tests are administered through the Department of Consumer Affairs Bureau of Barbering and Cosmetology.

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

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.

To obtain an Associate's degree, students must complete both the major requirements and the graduation requirements listed at the beginning of the Career and Technical Education Programs section of this catalog.

Note that some courses have a prerequisite (P), corequisite (C), or both (P/C). Prerequisites and corequisites are listed within each course description in this catalog.

AS Degree in Cosmetology — 60 Units Minimum

Required courses for the major: — **35 Units**

COS 100	The Art & Science of Cosmetology	(P)	5
COS 100	The Art & Science of Cosmetology	(P)	5
COS 100	The Art & Science of Cosmetology	(P)	5
COS 100	The Art & Science of Cosmetology	(P)	5
COS 100	The Art & Science of Cosmetology	(P)	5
COS 100	The Art & Science of Cosmetology	(P)	5
COS 100	The Art & Science of Cosmetology	(P)	5

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

Certificate of Achievement in Cosmetology — 35 Units

Required courses for the certificate:

COS 100	The Art & Science of Cosmetology	(P)	5
COS 100	The Art & Science of Cosmetology	(P)	5
COS 100	The Art & Science of Cosmetology	(P)	5
COS 100	The Art & Science of Cosmetology	(P)	5
COS 100	The Art & Science of Cosmetology	(P)	5
COS 100	The Art & Science of Cosmetology	(P)	5
COS 100	The Art & Science of Cosmetology	(P)	5

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

Certificate in Esthetician — 16 Units

Required courses for the certificate:

COS 109	Esthetician (Skin Care)	(P)	16

Certificate in Manicuring — 10 Units

Required courses for the certificate:

COS 108	Manicuring	(P)	10

Court Personnel/Pre-law

Career/Technical
AS Degree in Court Personnel/Pre-law
Certificate of Achievement in Court Personnel/Pre-law

Court Personnel/Pre-law Program
Mike Dunbaugh, Director (530) 879-4349
Department Office: AHPS 144, (530) 895-2401
Counseling and Advising: (530) 895-2378

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 the 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.

To obtain an Associate's degree, students must complete both the major requirements and the graduation requirements listed at the beginning of the Career and Technical Education Programs section of this catalog.

Note that some courses have a prerequisite (P), corequisite (C), or both (P/C). Prerequisites and corequisites are listed within each course description in this catalog.

AS Degree in Court Personnel/Pre-law — 60 Units Minimum

Required courses for the major:			39 - 42 Units
ACCT 20	Introduction to Accounting		3
AJ 1	Criminology		3
AJ 2	Administration of Justice		3
AJ 3	Legal Research		2
AJ 4	Criminal Law I		3
AJ 5	Criminal Law II	(P)	3
AJ 6	Evidence		3
AJ 8	Criminal Investigation		3
AJ 11	Criminal Procedure		3
AJ 99	Work Experience-AJ	(P)	1 - 4
or BCIS 60	Advanced Legal Office Procedures (3)		
or BCIS 59	Beginning Legal Office Procedures (3)		
BUS 8	Legal Environment of Business		3
BUS 20	Introduction to Business		3
POS 12	California State and Local Government		3
READ 2	Speed Reading	(P)	3
or ENGL 2	Reading and Composition (3)	(P)	

Certificate of Achievement in Court Personnel/Pre-law — 32 Units

Required courses for the certificate:			
AJ 1	Criminology		3
AJ 2	Administration of Justice		3
AJ 3	Legal Research		2
AJ 4	Criminal Law I		3
AJ 5	Criminal Law II	(P)	3
AJ 6	Evidence		3
AJ 8	Criminal Investigation		3
AJ 11	Criminal Procedure		3
AJ 99	Work Experience-AJ	(P)	3
or BCIS 59	Beginning Legal Office Procedures (3)		
or BCIS 60	Advanced Legal Office Procedures (3)		
BUS 8	Legal Environment of Business		3
READ 2	Speed Reading	(P)	3
or ENGL 2	Reading and Composition (3)	(P)	

Drafting and CAD Technology

Career/Technical
AS Degree in Drafting and CAD Technology
Certificate of Achievement in Drafting and CAD Technology
Certificate in Drafting

Drafting and CAD Technology Program
J Boyd Trolinger, Chair (530) 895-2503
Department Office: AHPS 251, (530) 895-2531
Counseling and Advising: (530) 895-2378

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 AS degree.

In CAD and solids modeling, students will discover real-world connections for their interests in math and science, and through hands-on activities improve their skills and become more confident. 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 courses 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, construction, and manufacturing technology fields. Students will gain extensive experience using computer aided drafting (CAD) techniques. Students will also have experience reading construction drawings and interpreting specifications.

To obtain an Associate's degree, students must complete both the major requirements and the graduation requirements listed at the beginning of the Career and Technical Education Programs section of this catalog.

Note that some courses have a prerequisite (P), corequisite (C), or both (P/C). Prerequisites and corequisites are listed within each course description in this catalog.

AS Degree in Drafting and CAD Technology — 60 Units Minimum

Required courses for the major:			33 Units
DFT 2	Engineering Graphics I		3
DFT 4	Print Reading for Construction and Architecture		3
or DFT 16	Print Reading For Industry and Manufacturing (3)		
DFT 8	Engineering Graphics II	(P)	3
DFT 12	Beginning AutoCAD Drafting		3
DFT 24	Architectural Drafting Applications	(P)	3
DFT 45	Building Information Modeling I	(P)	3
DFT 46	Building Information Modeling II - Advanced Applications	(P)	3
AET 26	Basic Surveying		3
or ENGR 3	Plane Surveying I (3)	(P)	
CSCI 2	Computer Literacy		3
MATH 20	Trigonometry	(P)	3
PSC 20	Introductory Physical Science		3

Certificate of Achievement in Drafting and CAD Technology — 21 Units

Required courses for the certificate:			
DFT 2	Engineering Graphics I		3
DFT 4	Print Reading for Construction and Architecture		3
DFT 12	Beginning AutoCAD Drafting		3
DFT 24	Architectural Drafting Applications	(P)	3
DFT 45	Building Information Modeling I	(P)	3
DFT 46	Building Information Modeling II - Advanced Applications	(P)	3
MATH 20	Trigonometry	(P)	3

Certificate in Drafting — 12 Units

Required courses for the certificate:			
DFT 4	Print Reading for Construction and Architecture		3
DFT 12	Beginning AutoCAD Drafting		3
DFT 24	Architectural Drafting Applications	(P)	3
DFT 45	Building Information Modeling I	(P)	3

Early Childhood Education

Career/Technical
AS Degree in Early Childhood Education
Certificate of Achievement in Early Childhood Education
Certificate in Early Childhood Education

Early Childhood Education Program
www.butte.edu/departments/careertech/familystudies
Carrie Roberson, Chair (530) 895-2534
Department Office: AHPS 251, (530) 895-2542
Counseling and Advising: (530) 895-2378

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.

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, child 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 and experience acquired.

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 Growth and Development (CDF 14) and three units in Child, Family and Community (CDF 12).

To obtain an Associate's degree, students must complete both the major requirements and the graduation requirements listed at the beginning of the Career and Technical Education Programs section of this catalog.

Note that some courses have a prerequisite (P), corequisite (C), or both (P/C). Prerequisites and corequisites are listed within each course description in this catalog.

AS Degree in Early Childhood Education — 60 Units Minimum

Required courses for the major:			44 - 46 Units
CDF 12	Child, Family, and Community		3
CDF 14	Child Growth and Development		3
CDF 40	Observation and Assessment		3
CDF 44	Positive Child Guidance		3
CDF 48	Principles and Practices of Teaching Young Children		3
CDF 56	Prenatal & Infant Development		3
CDF 58	Critical Issues in Child Development		3
CDF 63	Introduction to Early Childhood Education Curriculum		3
or CDF 65	Infant/Toddler Curriculum (3)		
CDF 77	Advanced ECE Professional Career Development	(P)	1
CDF 78	Early Childhood Education Practicum	(P)	3
CDF 80	Health, Safety and Nutrition		3
CDF 99	Work Experience-CDF	(P)	1 - 3
LM 40	Life Management		3
FN 2	Basic Nutrition		3
Electives - Select 6 units from the following:			6
CDF 18	Special Education in Early Childhood (3)	(P)	
CDF 30	Adult Supervision: Mentoring in a Collaborative Learning Setting (2)	(P)	
CDF 34	The School-Age Child (3)		
CDF 36	Working With School-Age Children (3)		
CDF 52	Literacy Development in ECE (3)		
CDF 55	ECE Second Language Learners (3)	(P)	
CDF 59	Anti-Bias Curriculum in Early Childhood Programs (3)		
CDF 61	Music for Early Childhood (3)		
CDF 62	Creative Art Activities for Children (3)		
CDF 63	Introduction to Early Childhood Education Curriculum (3)		
CDF 65	Infant/Toddler Curriculum (3)		
CDF 66	Literature and Language Arts Curriculum for Children (3)		
CDF 67	Math and Science Curriculum for Young Children (3)		
CDF 84	Administration of Child Care and Education Programs (3)	(P)	
CDF 96B	Early Childhood Education Seminar (.5 - 3)		
CDF 96C	Children's Cooking Activities (1)		
CDF 96D	Children and the Media (1)		
CDF 96E	Teaching Young Children in Violent Times (1)		
CDF 96F	Working Collaboratively With Young Children's Families (1)		
CDF 96G	Power of Play (1)		

Certificate of Achievement in Early Childhood Education — 30 Units

Required courses for the certificate:			
CDF 12	Child, Family, and Community		3
CDF 14	Child Growth and Development		3
CDF 40	Observation and Assessment		3
CDF 44	Positive Child Guidance		3
CDF 48	Principles and Practices of Teaching Young Children		3
CDF 56	Prenatal & Infant Development		3
CDF 63	Introduction to Early Childhood Education Curriculum		3
or CDF 65	Infant/Toddler Curriculum (3)		
FN 2	Basic Nutrition		3
LM 40	Life Management		3
CDF 99	Work Experience-CDF	(P)	3

Certificate in Early Childhood Education — 12 Units

Required courses for the certificate:			
CDF 12	Child, Family, and Community		3
CDF 14	Child Growth and Development		3
Electives - Select 6 Units from the following:			6
CDF 40	Observation and Assessment (3)		
CDF 44	Positive Child Guidance (3)		
CDF 48	Principles and Practices of Teaching Young Children (3)		
CDF 56	Prenatal & Infant Development (3)		

CDF 58	Critical Issues in Child Development (3)	
CDF 63	Introduction to Early Childhood Education Curriculum (3)	
CDF 65	Infant/Toddler Curriculum (3)	
CDF 77	Advanced ECE Professional Career Development (1)	(P)
CDF 78	Early Childhood Education Practicum (3)	(P)
CDF 80	Health, Safety and Nutrition (3)	

EMT-Paramedic

Career/Technical
AS Degree in EMT - Paramedic
Certificate of Achievement in Emergency Medical Technology/Paramedic
Certificate in Emergency Medical Technician I

EMT-Paramedic Program
www.butte.edu/departments/careertech/healthoccupations/
Belinda Schafer, Chair (530) 895-2487
Department Office: AHPS 215, (530) 893-7533
Counseling and Advising: (530) 895-2378

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. 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.

Admission to the Program

Requires special application for admission. Prerequisites must be completed at a Regionally Accredited institution of higher education or COAEMSP. Requirements include: High school graduate or equivalent, Current National Registry (NREMT) certification or EMT II certificate, Current Basic Cardiac Life Support Healthcare Provider certificate from the American Heart Association or the American Red Cross or equivalent (no online CPR), BIOL 20 Human Anatomy (no online labs), BIOL 21 Human Physiology (no online labs), and Butte College assessment levels (English Level IV, Reading Level IV, Math Level IV).

Students who successfully complete EMS 170 and EMS 171 will be presented a Certificate of Achievement from Butte College. The student may then take the National Registry examination. Nationally Registered Paramedics (NRParamedic) may then apply to their state of residence for paramedic licensure.

To obtain an Associate's degree, students must complete both the major requirements and the graduation requirements listed at the beginning of the Career and Technical Education Programs section of this catalog.

Note that some courses have a prerequisite (P), corequisite (C), or both (P/C). Prerequisites and corequisites are listed within each course description in this catalog.

AS Degree in EMT - Paramedic — 60 Units Minimum

Required courses for the major: — **35.05 Units**

EMS 170	Paramedic-Theory	(P/C)	18
EMS 171	Paramedic Clinical and Field Internship	(P)	15
FSC 201A	First Responder Awareness		.5
FSC 201D	Confined Space Rescue Awareness		.5
FSC 203N	Rescue Awareness and Operations		.5
FSC 203O	Medical Incident Command		.25
FSC 203E	Vehicle Extrication		.3

Certificate of Achievement in Emergency Medical Technology/Paramedic — 35.05 Units

Required courses for the certificate:

EMS 170	Paramedic-Theory	(P/C)	18
EMS 171	Paramedic Clinical and Field Internship	(P)	15
FSC 201A	First Responder Awareness		.5
FSC 201D	Confined Space Rescue Awareness		.5
FSC 203N	Rescue Awareness and Operations		.5
FSC 203O	Medical Incident Command		.25
FSC 203E	Vehicle Extrication		.3

Certificate in Emergency Medical Technician I — 7 Units

Required courses for the certificate:

EMS 111	Emergency Medical Technician	(P)	7

Environmental Horticulture

Career/Technical
AS Degree in Environmental Horticulture
Certificate of Achievement in Environmental Horticulture
Certificate of Achievement in Landscape/Turfgrass Technician
Certificate of Achievement in Nursery/Florist Technician

Environmental Horticulture Program
Tip Wilmarth, Coordinator (530) 895-2540
Department Office: AHPS 251, (530) 895-2551
Counseling and Advising: (530) 895-2378

About the Program

The Environmental Horticulture program offers an AS degree in Environmental Horticulture, and three Certificates of Achievement. The Certificate of Achievement in Environmental Horticulture focuses on growing, maintaining, and designing with plants and flowers and 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. 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.

To obtain an Associate's degree, students must complete both the major requirements and the graduation requirements listed at the beginning of the Career and Technical Education Programs section of this catalog.

Note that some courses have a prerequisite (P), corequisite (C), or both (P/C). Prerequisites and corequisites are listed within each course description in this catalog.

AS Degree in Environmental Horticulture — 60 Units Minimum

Required courses for the major: — 50 Units

AB 20	Careers in Agriculture and Environmental Studies		1
AB 25	Computer Applications in Agriculture		2
AB 26	Introduction to Agriculture Business		3
AET 30	Tractors & Crawlers		3
EH 99	Work Experience-EH	(P)	2
AGS 22	Applied Physical Science		3
AGS 50	General Soils		4
EH 33	Horticultural Plant Science		3
AGS 30	Ecology of Insect and Disease Management		3
EH 20	Introduction to Environmental Horticulture		3
EH 24	Ornamental Plant Identification I		3
or EH 124	Identification of Ornamental Plants (3)		
EH 26	Landscape Planning and Design	(P)	3
EH 28	Turfgrass Management & Equipment		4
EH 30	Irrigation Practices and Materials		3
EH 38	Greenhouse Production		3
EH 70	Plant Propagation and Nursery Practices		4
EH 72	Park and Landscape Management		3

Certificate of Achievement in Environmental Horticulture — 35 Units

Required courses for the certificate:

AB 20	Careers in Agriculture and Environmental Studies		1
AET 30	Tractors & Crawlers		3
AGS 22	Applied Physical Science		3
EH 99	Work Experience-EH	(P)	2
EH 20	Introduction to Environmental Horticulture		3
EH 24	Ornamental Plant Identification I		3
EH 28	Turfgrass Management & Equipment		4
EH 30	Irrigation Practices and Materials		3
EH 33	Horticultural Plant Science		3
EH 38	Greenhouse Production		3
EH 70	Plant Propagation and Nursery Practices		4
EH 72	Park and Landscape Management		3

Certificate of Achievement in Landscape/ Turfgrass Technician — 31 Units

Required courses for the certificate:

AGS 56	Commercial Pesticide Application		3
EH 20	Introduction to Environmental Horticulture		3
EH 24	Ornamental Plant Identification I		3
or EH 124	Identification of Ornamental Plants (3)		
EH 26	Landscape Planning and Design	(P)	3
EH 28	Turfgrass Management & Equipment		4
EH 30	Irrigation Practices and Materials		3
EH 72	Park and Landscape Management		3
EH 74	Irrigation System Design		3
EH 22	Landscape Construction		3
AGS 22	Applied Physical Science		3

Certificate of Achievement in Nursery/ Florist Technician — 25 Units

Required courses for the certificate:

EH 20	Introduction to Environmental Horticulture		3
EH 24	Ornamental Plant Identification I		3
or EH 124	Identification of Ornamental Plants (3)		
EH 30	Irrigation Practices and Materials		3
EH 38	Greenhouse Production		3
EH 50	Beginning Floral Design		3
EH 51	Advanced Floral Design		3
EH 70	Plant Propagation and Nursery Practices		4
AGS 22	Applied Physical Science		3

Fashion Merchandising

Career/Technical
AS Degree in Fashion Merchandising
Certificate of Achievement in Fashion Merchandising
Certificate in Fashion Design

Fashion Merchandising Program
Mark Hall, Chair (530)879-4033
Department Office: ARTS 224, (530) 895-2404
Counseling and Advising: (530) 895-2378

About the Program

Courses 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 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.

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, and management trainee.

Promotion: Fashion stylist, fashion coordinator, public relations, fashion commentator, special events director, and model.

Media: Fashion reporter, copy writer, fashion illustrator, fashion writer, fashion editor, publicity manager, and fashion researcher.

To obtain an Associate's degree, students must complete both the major requirements and the graduation requirements listed at the beginning of the Career and Technical Education Programs section of this catalog.

Note that some courses have a prerequisite (P), corequisite (C), or both (P/C). Prerequisites and corequisites are listed within each course description in this catalog.

AS Degree in Fashion Merchandising — 60 Units Minimum

Required courses for the major: — 39 Units

BUS 20	Introduction to Business		3
BUS 35	Management and Human Relations		3
or BUS 25	Small Business Management (3)	(P)	
BUS 50	Sales in Today's World		3
BUS 66	Retail Management		3
BCIS 80	Introduction to Computer Applications		3
ECON 25	Introduction to Economics		3
FASH 6	Understanding Fibers, Fabric, and Textiles		3
FASH 64	Introduction To Fashion/Retail Careers		3
FASH 74	Historic Costume		3
FASH 80	Retail Fashion Buying		3
FASH 18	Visual Merchandising		3
FASH 90	Fashion Show Production		3
FASH 99	Work Experience-FASH	(P)	3

Certificate of Achievement in Fashion Merchandising — 22 Units

Required courses for the certificate:

FASH 6	Understanding Fibers, Fabric, and Textiles		3
FASH 64	Introduction To Fashion/Retail Careers		3
FASH 80	Retail Fashion Buying		3
FASH 18	Visual Merchandising		3
FASH 74	Historic Costume		3
FASH 90	Fashion Show Production		3
FASH 99	Work Experience-FASH	(P)	1
BCIS 80	Introduction to Computer Applications		3

Certificate in Fashion Design — 15 Units

Required courses for the certificate:

Select 15 units from the following:

FASH 9	Clothing Construction I		3
FASH 10	Clothing Construction II	(P)	3
FASH 64	Introduction To Fashion/Retail Careers		3
FASH 74	Historic Costume		3
FASH 90	Fashion Show Production		3
FASH 40	Flat Pattern/Draping Design	(P)	3
FASH 13	Fashion Drawing and Illustration		3

Fire Technology

Career/Technical
AS Degree in Fire Technology
Certificate of Achievement in Fire Technology
Certificate in BASIC 32

Fire Technology Program
www.butte.edu/departments/careertech/publicsafety/
Mike Dunbaugh, Chair (530) 879-4349
Department Office: AHPS 144, (530) 895-2402
Counseling and Advising: (530) 895-2378

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. the Fire Technology Program is very flexible to allow the the needs of the student and fire science.

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 is a special admission academy that is separate from the Fire Technology degree and certificate. Offered twice each year (Fall and Spring), 19 week program, 8 hours daily. Accredited by the CA state Fire Marshal (CSFM) and the State Board of Fire Services as an Accredited Regional Fire Academy, the Butte College Firefighter I Academy is considered to be one of the premier fire academies in the country. Our Academy graduates have secured fire service positions in agencies from coast to coast. The majority of fire agencies in California require both a CSFM Firefighter I certificate and an EMT-Basic certificate to qualify for a position as a firefighter. The Butte College Firefighter I Academy far exceeds these requirements. Physical conditional is an important concern in the fire service. During the Academy, cadets receive more than 100 hours of combined physical fitness an agility course training by certified physical fitness instructors, Graduates will not only be in good physical condition, but will also be prepared for the difficult,varied and competitive fire service physical agility entry-level testing For more detailed information or to apply to the Butte College Firefighter I Academy, please visit our website at: www.butte.edu/departments/careertech/publicsafety/fire_academy

Career Opportunities

The A.S. should be considered a step towards a higher degree or specialized instruction. Students who complete the two-year A.S. degree will be able to seek employment in many different areas including careers in fire fighting, building inspection and fire prevention.

To obtain an Associate's degree, students must complete both the major requirements and the graduation requirements listed at the beginning of the Career and Technical Education Programs section of this catalog.

Note that some courses have a prerequisite (P), corequisite (C), or both (P/C). Prerequisites and corequisites are listed within each course description in this catalog.

AS Degree in Fire Technology — 60 Units Minimum

Required courses for the major:			30 Units
FSC 2	Introduction to Fire Science		3
FSC 4	Fundamentals of Fire Behavior and Control		3
FSC 10	Building Construction for Fire Protection	(P)	3
FSC 12	Fundamentals of Fire Prevention	(P)	3
FSC 14	Fire Protection Equipment and Systems	(P)	3
PE 18	Fitness		3
POS 2	United States Government		3
Electives - Select 9 units from the following:			9
FSC 6	Fire Tactics and Strategy (3)		
FSC 8	Personal Fire Safety (3)		
FSC 16	Fire Company Organization and Management (3)	(P)	
FSC 18	Basic Wildland Firefighting (3)	(P)	

Certificate of Achievement in Fire Technology — 27 Units

Required courses for the certificate:			
FSC 2	Introduction to Fire Science		3
FSC 4	Fundamentals of Fire Behavior and Control		3
FSC 12	Fundamentals of Fire Prevention	(P)	3
PE 18	Fitness		3
FSC 8	Personal Fire Safety		3
FSC 10	Building Construction for Fire Protection	(P)	3
FSC 14	Fire Protection Equipment and Systems	(P)	3
POS 2	United States Government		3
ENGL 2	Reading and Composition	(P)	3

Certificate in BASIC 32 — 3 Units

Required courses for the certificate:			
FSC 18	Basic Wildland Firefighting	(P)	3

Graphic Design for Print

Career/Technical
AS Degree in Graphic Design for Print

Graphic Design for Print Program
Mark Hall, Chair (530) 879-4033
Department Office: ARTS 224, (530) 895-2404
Counseling and Advising: (530) 895-2378

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 design 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.

To obtain an Associate's degree, students must complete both the major requirements and the graduation requirements listed at the beginning of the Career and Technical Education Programs section of this catalog.

Note that some courses have a prerequisite (P), corequisite (C), or both (P/C). Prerequisites and corequisites are listed within each course description in this catalog.

AS Degree in Graphic Design for Print — 60 Units Minimum

Required courses for the major:			48 - 50 Units
ART 1	Art Appreciation		3
or ART 2	Art History Survey I (3)		
or ART 4	Art History Survey II (3)		
ART 5	Introduction to Interactive Web Design and Authoring		3
ART 7	Basic Design I, Color		3
ART 8	Basic Drawing		3
ART 31	Graphic Design I		3
ART 32	Creative Typography	(P)	3
ART 34	Graphic Art Design II	(P)	3
ART 35	Illustration Art I	(P)	3
ART 36	Illustration Art II	(P)	3
ART 70	Gallery Production/Business of Art		2
ART 95	Special Studies-ART	(P)	1 - 3
ART 96	Introduction to Computer Graphics		3
BUS 60	Advertising & Copywriting		3
MSP 1	Multimedia Careers		3
MSP 18	Introduction to Digital Photography		3
PHO 2	Basic Photography		3
RTVF 12	Mass Media and Society		3

Heavy Equipment Operator Technician

Career/Technical

Certificate of Achievement in Heavy Equipment Operator Technician

Heavy Equipment Operator Technician Program
Bruce Enyeart, Advisor (530) 895-2418
Department Office: AHPS 251, (530) 895-2551
Counseling and Advising: (530) 895-2378

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 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 complete 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 agriculture companies. Most jobs are obtained with smaller contractors. Jobs are also available in production agriculture, land leveling, orchard removal, and with other agricultural employers.

Note that some courses have a prerequisite (P), corequisite (C), or both (P/C). Prerequisites and corequisites are listed within each course description in this catalog.

Certificate of Achievement in Heavy Equipment Operator Technician — 29 Units

Required courses for the certificate:

AB 20	Careers in Agriculture and Environmental Studies		1
AET 26	Basic Surveying		3
AET 30	Tractors & Crawlers		3
AET 38	Diesel Engines and Machine Systems	(C)	4
WLD 20	Beginning Welding		4
AET 34	Farm Machinery		3
AET 35	Heavy Equipment Methods	(C)	3
AET 36	Heavy Equipment Operation		6
AET 43	Hydraulic and Pneumatic Systems		2

Human Services

Career/Technical
Certificate of Achievement in Human Services

Human Services Program
Department Office: AHPS 215, (530) 893-7532
Counseling and Advising: (530) 895-2378

About the Program

The Human Services Program equips students with the basic knowledge and skills necessary for a variety of jobs in the broad field of Human Services. These courses are intended to provide general study, entry-level skills, and paraprofessional training for students interested in employment in mental health, social welfare, schools, developmental services, corrections, or child/adolescent treatment services. Students entering the Human Services program can expect coursework in Human Services delivery systems, documentation and case management techniques, communication skills, culturally diverse populations, and methods of working with individuals and groups. Furthermore, the program offers a capstone course where students gain field experience in one or more county agencies.

Career Opportunities

The primary goal of the Human Services Program is to provide students with technical knowledge and paraprofessional skills in the broad field of Human Services. Specifically, students with these skills are able to work in a variety of occupational settings, which include county and city social services, child/adolescent welfare, corrections, developmental services, or geriatric care. Furthermore, the program responds to training and staffing needs of local human services agencies.

Note that some courses have a prerequisite (P), corequisite (C), or both (P/C). Prerequisites and corequisites are listed within each course description in this catalog.

Certificate of Achievement in Human Services — 18 Units

Required courses for the certificate:

HS 2	Introduction to Human Services		3
HS 6	Documentation and Case Management in Human Services		3
ADS 32	Communication Skills for Helping Relationships	(C)	3
HS 8	Multicultural and Special Populations in Human Services		3
HS 10	Group Facilitation		3
HS 12	Fieldwork Studies in Human Services		3

Interior Design

Career/Technical
AS Degree in Interior Design
Certificate of Achievement in Interior Design
Certificate in Interior Design Level 1A
Certificate in Interior Design Level 1B

Interior Design Program
Mark Hall, Chair (530) 879-4033
Department Office: ARTS 224, (530) 895-2404
Counseling and Advising: (530) 895-2378

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.

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.

After completing Level 1A and 1B of the Butte College Interior Design program, the student will have earned the industry recognized Interior Design Level I Certificate for entry-level positions and also meet the requirement for an AS Degree in Interior Design.

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

A degree in Interior Design offers career opportunties in Residential Interior Design, Visual Merchandiser, Model Home Design, Retail Design Sales, Design Product Representation and Architectural Design Support.

To obtain an Associate's degree, students must complete both the major requirements and the graduation requirements listed at the beginning of the Career and Technical Education Programs section of this catalog.

Note that some courses have a prerequisite (P), corequisite (C), or both (P/C). Prerequisites and corequisites are listed within each course description in this catalog.

AS Degree in Interior Design — 60 Units Minimum

Required courses for the major:			30 Units
ID 4	Fundamentals of Interior Design		3
ID 5	Materials of Interior Design		3
ID 16	Applied Color and Design Theory		2
ID 18	Visual Merchandising		3
DFT 4	Print Reading for Construction and Architecture		3
ID 6	Understanding Fibers, Fabric, and Textiles		3
ID 24	Early Periods of Furniture and Architecture		3
or ID 25	American Furniture and Architecture (3)		
ID 12	Careers in Interior Design		1
ID 14	Estimating and Costing in Interior Design		3
ID 17	Interior Design Studio	(P)	3
DFT 12	Beginning AutoCAD Drafting		3

Certificate of Achievement in Interior Design — 18 Units

Required courses for the certificate:			
ID 8	Fundamentals of Lighting		3
ID 10	Commercial Codes and Specifications for Interior Design		3
ID 19	Advanced Visual Merchandising	(P)	3
ID 99	Work Experience-ID	(P)	3
DFT 24	Architectural Drafting Applications	(P)	3
ART 8	Basic Drawing		3

Certificate in Interior Design Level 1A — 14 Units

Required courses for the certificate:		
ID 4	Fundamentals of Interior Design	3
ID 5	Materials of Interior Design	3
ID 16	Applied Color and Design Theory	2
ID 18	Visual Merchandising	3
DFT 4	Print Reading for Construction and Architecture	3

Certificate in Interior Design Level 1B — 16 Units

Required courses for the certificate:			
ID 6	Understanding Fibers, Fabric, and Textiles		3
ID 24	Early Periods of Furniture and Architecture		3
or ID 25	American Furniture and Architecture (3)		
ID 12	Careers in Interior Design		1
ID 14	Estimating and Costing in Interior Design		3
ID 17	Interior Design Studio	(P)	3
DFT 12	Beginning AutoCAD Drafting		3

Law Enforcement Academy - Basic

Career/Technical
AS Degree in Law Enforcement Academy - Basic

Law Enforcement Academy - Basic Program
www.butte.edu/departments/careertech/publicsafety/
Mike Dunbaugh, Director (530) 879-4349
Department Office: AHPS 144, (530) 895-2401
Counseling and Advising: (530) 895-2378

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. Typically, the Basic Law Enforcement Academy begins in July and again in January.

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.

Admission to the Program

Students are admitted by special application only. Admission to the program is based on scores on the POST Entry-Level Exam, completing a 1.5 mile run in 15 minutes or less, and other special requirements.

For more information about the Butte College Law Enforcement-Basic program, or to apply for admission to the program, please go to our website: www.butte.edu/departments/careertech/publicsafety/law_enforcement

To obtain an Associate's degree, students must complete both the major requirements and the graduation requirements listed at the beginning of the Career and Technical Education Programs section of this catalog.

Note that some courses have a prerequisite (P), corequisite (C), or both (P/C). Prerequisites and corequisites are listed within each course description in this catalog.

AS Degree in Law Enforcement Academy - Basic — 60 Units Minimum

Required courses for the major:			35.5 Units
AJLE 140	Law Enforcement Academy	(P)	35.5

Law Enforcement Academy - Basic/ Fish and Game Emphasis

Career/Technical

AS Degree in Law Enforcement Academy - Basic/Fish and Game Emphasis

Certificate of Achievement in Law Enforcement Academy - Basic/Fish and Game Emphasis

Law Enforcement Academy - Basic/Fish and Game Emphasis Program
www.butte.edu/departments/careertech/publicsafety/
Mike Dunbaugh, Director (530) 879-4349
Department Office: AHPS 144, (530) 895-2401
Counseling and Advising: (530) 895-2378

About the Program

The Law Enforcement Academy program (Fish and Game emphasis) 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. This academy also emphasizes laws and regulations regularly enforced by the Department of Fish and Game. 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.

Admission to the Program

Students are admitted by special application only. Admission to the program is based on scores on the POST Entry-Level Exam, completing a 1.5 mile run in 15 minutes or less, and other special requirements. Employment information for the CA Department of Fish and Game is available on their website at: www.dfg.ca.gov/enforcement/academy.aspx.

For more information about the Butte College Law Enforcement Academy-Basic/ Fish and Game Emphasis, and to apply for admission to the program, please go to our website at: www.butte.edu/departments/careertech/publicsafety/fish_game

To obtain an Associate's degree, students must complete both the major requirements and the graduation requirements listed at the beginning of the Career and Technical Education Programs section of this catalog.

Note that some courses have a prerequisite (P), corequisite (C), or both (P/C). Prerequisites and corequisites are listed within each course description in this catalog.

AS Degree in Law Enforcement Academy - Basic/Fish and Game Emphasis

60 Units Minimum

Required courses for the major: **50 Units**

AJLE 141	Law Enforcement Academy; Fish and Game Emphasis	(P)	50

Certificate of Achievement in Law Enforcement Academy - Basic/Fish and Game Emphasis

50 Units

Required courses for the certificate:

AJLE 141	Law Enforcement Academy; Fish and Game Emphasis	(P)	50

Legal Office Administration

Career/Technical
AS Degree in Legal Office Administration
Certificate of Achievement in Legal Office Administration
Certificate in Basic Computer Competency
Certificate in Legal Office Administration

Legal Office Administration Program
www.butte.edu/departments/careertech/bcis/
Connie Petlack, Advisor (530) 895-2506
Department Office: BE 116, (530) 895-2371
Counseling and Advising: (530) 895-2378

About the Program

The Bureau of Labor Statistics indicates that the number of Legal Office professionals is projected to grow about 7 to 13 percent (the nation's average) between 2008 and 2018. In addition, the career of today's legal office professional has greatly evolved and expanded as organizations have restructured to meet the demands of a changing economy and enhanced technologies.

The BCIS department is committed to offering career and technical education programs that provide students with the knowledge and skills needed to be successful in today's workplace. Students seeking a Certificate of AS Degree in Legal Office Administration will take a variety of core courses that will prepare them for the increasing demands of the 21st Century workplace.

The legal field is highly specialized, offering employment in areas such as criminal, family, probate, civil, real estate, environmental, corporate, public interest, and intellectual property law. The legal office professional's job duties might include preparing legal forms such as complaints, motions, subpoenas, affidavits, and briefs; processing documents; assisting with legal research; filing court papers; preparing legal communications, utilizing various office technologies, auditing financial records, scheduling appointments, handling confidential information, and taking notes on proceedings.

The legal office administration student will develop an in-depth knowledge of legal terminology, documents, privacy and confidentiality, legal research, database management, records management, calendaring, English skills, computer competency, widely diverse legal office specialties, and legal office procedures.

In addition to Legal Office Administration, the Business Computer Information Systems (BCIS) Department offers three other majors: Computer Applications, Medical Office Administration, Office Administration, and a certificate program in Medical Transcription.

Every student is encouraged to examine each of the majors and to speak with an academic counselor and a designated department advisor before making a final decision.

Career Opportunities

Legal Office Administration graduates may seek employment in variety of areas including legal offices, court facilities, private industry, and public offices. Typical job titles include: Legal Administrative Assistant, Court Personnel, Legal Research Specialist, Legal File Clerk, Court Clerk, and Legal Services Specialist.

To obtain an Associate's degree, students must complete both the major requirements and the graduation requirements listed at the beginning of the Career and Technical Education Programs section of this catalog.

Note that some courses have a prerequisite (P), corequisite (C), or both (P/C). Prerequisites and corequisites are listed within each course description in this catalog.

AS Degree in Legal Office Administration — 60 Units Minimum

Required courses for the major: — 41 - 42 Units

BCIS 12	Business Writing Skills	(P)	3
BCIS 24	Keyboarding Speed/Accuracy Development	(P)	1
BCIS 46	Electronic Calculator (Ten-Key)		2
BCIS 84	Windows/Internet		2
BCIS 51	Records Management		3
BCIS 80	Introduction to Computer Applications		3
BCIS 70C	Essential Communication Skills		.25
BCIS 70D	Conflict Management Skills		.25
BCIS 28	Microsoft Word		2
BCIS 13	Business Communication		3
BCIS 50	Office Administration	(P)	3
BCIS 70K	Adobe Acrobat Professional		1
BUS 8	Legal Environment of Business		3
BCIS 85	Microsoft Excel		1
BCIS 70L	Introduction to Microsoft Outlook		1
BCIS 59	Beginning Legal Office Procedures		3
BCIS 60	Advanced Legal Office Procedures		3
BCIS 70E	Managing Attitude		.25
BCIS 70F	Creating Your Successful Appearance		.25
AJ 3	Legal Research		2
ACCT 128	Bookkeeping		2
or ACCT 20	Introduction to Accounting (3)		
BCIS 99	Work Experience-BCIS	(P)	2

Certificate of Achievement in Legal Office Administration — 35 Units

Required courses for the certificate:

BCIS 12	Business Writing Skills	(P)	3
BCIS 24	Keyboarding Speed/Accuracy Development	(P)	1
BCIS 46	Electronic Calculator (Ten-Key)		2
BCIS 84	Windows/Internet		2
BCIS 51	Records Management		3
BCIS 80	Introduction to Computer Applications		3
BCIS 70C	Essential Communication Skills		.25
BCIS 70D	Conflict Management Skills		.25
BCIS 28	Microsoft Word		2
BCIS 13	Business Communication		3
BCIS 50	Office Administration	(P)	3
BCIS 70K	Adobe Acrobat Professional		1
BUS 8	Legal Environment of Business		3
BCIS 85	Microsoft Excel		1
BCIS 70L	Introduction to Microsoft Outlook		1
BCIS 59	Beginning Legal Office Procedures		3
BCIS 60	Advanced Legal Office Procedures		3
BCIS 70E	Managing Attitude		.25
BCIS 70F	Creating Your Successful Appearance		.25

Certificate in Basic Computer Competency — 8 Units

Required courses for the certificate:

BCIS 20	Beginning/Refresher Keyboarding		3
or BCIS 24	Keyboarding Speed/Accuracy Development (3)	(P)	
BCIS 80	Introduction to Computer Applications		3
BCIS 84	Windows/Internet		2

Certificate in Legal Office Administration — 16.5 Units

Required courses for the certificate:

BCIS 12	Business Writing Skills	(P)	3
BCIS 24	Keyboarding Speed/Accuracy Development	(P)	1
BCIS 46	Electronic Calculator (Ten-Key)		2
BCIS 84	Windows/Internet		2
BCIS 51	Records Management		3
BCIS 80	Introduction to Computer Applications		3
BCIS 70C	Essential Communication Skills		.25
BCIS 70D	Conflict Management Skills		.25
BCIS 28	Microsoft Word		2

Licensed Vocational Nursing

Career/Technical
AS Degree in Licensed Vocational Nursing
Certificate of Achievement in Licensed Vocational Nursing

Licensed Vocational Nursing Program
www.butte.edu/departments/careertech/healthoccupations/
Susan Craig, Craig (530) 879-4338
Department Office: AHPS 251, (530) 895-2328
Counseling and Advising: (530) 895-2378

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.

Career Opportunities

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 or visit www.butte.edu/healthoccupations for application dates and materials. Nursing classes are limited in size. Admission to the program is based on academic and general requirements.

To obtain an Associate's degree, students must complete both the major requirements and the graduation requirements listed at the beginning of the Career and Technical Education Programs section of this catalog.

Note that some courses have a prerequisite (P), corequisite (C), or both (P/C). Prerequisites and corequisites are listed within each course description in this catalog.

AS Degree in Licensed Vocational Nursing — 60 Units Minimum

Required courses for the major:			67 - 68 Units
Prerequisites Prior to Admission			
BIOL 20	Human Anatomy	(P)	4
BIOL 21	Human Physiology	(P)	4
ENGL 2	Reading and Composition	(P)	3
FN 50	Nutrition and Diet Therapy		4
or FN 2	Basic Nutrition (3)		
MATH 108	Beginning Algebra	(P)	4
Program Sequence			
NSG 18	Fundamentals of Nursing	(P/C)	3
NSG 21	Clinical Nursing I	(P/C)	7
NSG 22	Gerontology Nursing	(P/C)	1
NSG 23	Pharmacology Nursing	(P/C)	3
NSG 24	Musculoskeletal Nursing	(P/C)	1
NSG 28	Role Development	(P/C)	1
NSG 31	Clinical Nursing II	(P/C)	7
NSG 32	Perioperative Nursing and Client Education	(P/C)	2
NSG 35	Cardiovascular and Respiratory Nursing	(P/C)	3
NSG 36	Gastrointestinal and Renal/Urinary Nursing	(P/C)	2
NSG 37	Endocrine Disorders	(P/C)	2
NSG 41	Clinical Nursing III	(P/C)	7
NSG 42	Maternal Child Nursing	(P/C)	2
NSG 43	Neurological and Rehabilitation Nursing	(P/C)	2
NSG 44	Psych/Mental Health Nursing	(P/C)	2
NSG 47	Oncology Nursing	(P/C)	2
NSG 49	Role Development and Vocational Relations/ Leadership	(P/C)	2

Certificate of Achievement in Licensed Vocational Nursing — 67 - 68 Units

Required courses for the certificate:			
Prerequisites Prior to Admission			
BIOL 20	Human Anatomy	(P)	4
BIOL 21	Human Physiology	(P)	4
ENGL 2	Reading and Composition	(P)	3
FN 50	Nutrition and Diet Therapy		4
or FN 2	Basic Nutrition (3)		
MATH 108	Beginning Algebra	(P)	4
Program Sequence			
NSG 18	Fundamentals of Nursing	(P/C)	3
NSG 21	Clinical Nursing I	(P/C)	7
NSG 22	Gerontology Nursing	(P/C)	1
NSG 23	Pharmacology Nursing	(P/C)	3
NSG 24	Musculoskeletal Nursing	(P/C)	1
NSG 28	Role Development	(P/C)	1
NSG 31	Clinical Nursing II	(P/C)	7
NSG 32	Perioperative Nursing and Client Education	(P/C)	2
NSG 35	Cardiovascular and Respiratory Nursing	(P/C)	3
NSG 36	Gastrointestinal and Renal/Urinary Nursing	(P/C)	2
NSG 37	Endocrine Disorders	(P/C)	2
NSG 41	Clinical Nursing III	(P/C)	7
NSG 42	Maternal Child Nursing	(P/C)	2
NSG 43	Neurological and Rehabilitation Nursing	(P/C)	2
NSG 44	Psych/Mental Health Nursing	(P/C)	2
NSG 47	Oncology Nursing	(P/C)	2
NSG 49	Role Development and Vocational Relations/ Leadership	(P/C)	2

Marketing

Career/Technical
AS Degree in Marketing
Certificate of Achievement in Marketing
Certificate in Business on the Web

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

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.

To obtain an Associate's degree, students must complete both the major requirements and the graduation requirements listed at the beginning of the Career and Technical Education Programs section of this catalog.

Note that some courses have a prerequisite (P), corequisite (C), or both (P/C). Prerequisites and corequisites are listed within each course description in this catalog.

AS Degree in Marketing — 60 Units Minimum

Required courses for the major:			42 Units
BUS 8	Legal Environment of Business		3
BUS 20	Introduction to Business		3
BUS 35	Management and Human Relations		3
BUS 64	Principles of Marketing		3
ECON 25	Introduction to Economics		3
BCIS 80	Introduction to Computer Applications		3
ACCT 20	Introduction to Accounting		3
BUS 50	Sales in Today's World		3
BUS 60	Advertising & Copywriting		3
BUS 68	Business on the Internet		3
CMST 2	Public Speaking		3
BUS 44	Human Resource Management		3
Electives - Select 6 unit from the following:			6
ART 31	Graphic Design I (3)		
ART 32	Creative Typography (3)	(P)	
BUS 13	Business Communication (3)		
BUS 25	Small Business Management (3)	(P)	
BUS 66	Retail Management (3)		
BCIS 47	Desktop Publishing/Photoshop (1 - 3)	(P)	

Certificate of Achievement in Marketing — 33 Units

Required courses for the certificate:

BUS 8	Legal Environment of Business		3
BUS 20	Introduction to Business		3
BUS 35	Management and Human Relations		3
BUS 64	Principles of Marketing		3
ECON 25	Introduction to Economics		3
BCIS 80	Introduction to Computer Applications		3
ACCT 20	Introduction to Accounting		3
BUS 50	Sales in Today's World		3
BUS 60	Advertising & Copywriting		3
BUS 68	Business on the Internet		3
CMST 2	Public Speaking		3

Certificate in Business on the Web — 17 Units

Required courses for the certificate:

BUS 60	Advertising & Copywriting		3
BUS 64	Principles of Marketing		3
BUS 68	Business on the Internet		3
BCIS 47	Desktop Publishing/Photoshop	(P)	2
MSP 5	Introduction to Interactive Web Design and Authoring		3
MSP 74	Introduction to Multimedia Production		3

Mechanized Agriculture

Career/Technical
AS Degree in Mechanized Agriculture
Certificate of Achievement in Mechanized Agriculture

Mechanized Agriculture Program
Bruce Enyeart, Advisor (530) 895-2418
Department Office: AHPS 251, (530) 895-2551
Counseling and Advising: (530) 895-2378

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. Problemsolving, 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.

To obtain an Associate's degree, students must complete both the major requirements and the graduation requirements listed at the beginning of the Career and Technical Education Programs section of this catalog.

Note that some courses have a prerequisite (P), corequisite (C), or both (P/C). Prerequisites and corequisites are listed within each course description in this catalog.

AS Degree in Mechanized Agriculture — 60 Units Minimum

Required courses for the major: — 46 Units

AB 20	Careers in Agriculture and Environmental Studies		1
AB 25	Computer Applications in Agriculture		2
AET 30	Tractors & Crawlers		3
AGR 99	Work Experience-AGR	(P)	2
AGS 22	Applied Physical Science		3
AGS 50	General Soils		4
PLS 20	Basic Plant Science		3
AB 54	Supervision and Management		3
AET 22	Natural Resources and Agri-Construction		3
or EH 22	Landscape Construction (3)		
AET 34	Farm Machinery		3
AET 36	Heavy Equipment Operation		3
AET 38	Diesel Engines and Machine Systems	(C)	4
AET 43	Hydraulic and Pneumatic Systems		2
NR 26	Environmental World		3
CMST 2	Public Speaking		3
WLD 20	Beginning Welding		4

Certificate of Achievement in Mechanized Agriculture — 23 Units

Required courses for the certificate:

AB 20	Careers in Agriculture and Environmental Studies		1
AET 30	Tractors & Crawlers		3
AET 38	Diesel Engines and Machine Systems	(C)	4
AET 22	Natural Resources and Agri-Construction		3
or EH 22	Landscape Construction (3)		
AET 34	Farm Machinery		3
AET 36	Heavy Equipment Operation		3
WLD 20	Beginning Welding		4
AET 43	Hydraulic and Pneumatic Systems		2

Medical Office Administration

Career/Technical
AS Degree in Medical Office Administration
Certificate of Achievement in Medical Office Administration
Certificate in Basic Computer Competency
Certificate in Medical Office Administration

Medical Office Administration Program
Dorinda Salvo, Advisor (530) 895-2205
Department Office: BE 116, (530) 895-2371
Counseling and Advising: (530) 895-2378

About the Program

The Bureau of Labor Statistics indicates that the Medical Office Administration occupational field is projected to grow about 7 to 13 percent (the nation's average) between 2008 and 2018. All major industries require individuals who can perform a variety of office administration tasks in order for the organization to run effectively and efficiently.

The BCIS Department is committed to offering career and technical education programs that provide students with the knowledge and skills needed to be successful in today's workplace. Students seeking a Certificate in Medical Office Administration , Certificate of Achievement in Medical Office Administration, or an Associate of Science Degree in Medical Office Administration will take a variety of core courses that will prepare them for the increasing demands of the 21st Century workplace.

In addition to Medical Office Administration, the Business Computer Information Systems (BCIS) Department offers three other majors: Computer Applications, Legal Office Administration, Office Administration and a certificate program in Medical Transcription.

Every student is encouraged to examine each of the majors and to speak with an academic counselor and a designated department advisor before making a final decision.

Career Opportunities

The medical office administration occupation job titles vary and can include: medical coders and billers, medical secretaries, medical transcriptionist, health information technicians, and medical receptionists.

To obtain an Associate's degree, students must complete both the major requirements and the graduation requirements listed at the beginning of the Career and Technical Education Programs section of this catalog.

Note that some courses have a prerequisite (P), corequisite (C), or both (P/C). Prerequisites and corequisites are listed within each course description in this catalog.

AS Degree in Medical Office Administration — 60 Units Minimum

Required courses for the major:			40 - 41 Units
BCIS 104	Medical Terminology		3
BCIS 80	Introduction to Computer Applications		3
BCIS 75	Medical Front Office Procedures		3
BCIS 12	Business Writing Skills	(P)	3
BCIS 46	Electronic Calculator (Ten-Key)		2
BCIS 70C	Essential Communication Skills		.25
BCIS 70D	Conflict Management Skills		.25
BCIS 24	Keyboarding Speed/Accuracy Development	(P)	1
BCIS 28	Microsoft Word		2
BCIS 62	Medical Insurance Coding		3
BCIS 63	Medical Insurance Billing		3
BCIS 51	Records Management		3
BCIS 42	Medical Machine Transcription	(P)	2
BCIS 13	Business Communication		3
BCIS 70E	Managing Attitude		.25
BCIS 70F	Creating Your Successful Appearance		.25
BIOL 2	Introduction to Human Biology		3
or BIOL 20	Human Anatomy (4)	(P)	
ACCT 20	Introduction to Accounting		3
BCIS 99	Work Experience-BCIS	(P)	2

Certificate of Achievement in Medical Office Administration — 33 Units

Required courses for the certificate:			
BCIS 12	Business Writing Skills	(P)	3
BCIS 80	Introduction to Computer Applications		3
BCIS 51	Records Management		3
BCIS 28	Microsoft Word		2
BCIS 13	Business Communication		3
BCIS 104	Medical Terminology		3
BCIS 70C	Essential Communication Skills		.25
BCIS 70D	Conflict Management Skills		.25
BCIS 70E	Managing Attitude		.25
BCIS 70F	Creating Your Successful Appearance		.25
BCIS 42	Medical Machine Transcription	(P)	2
BCIS 46	Electronic Calculator (Ten-Key)		2
BCIS 62	Medical Insurance Coding		3
BCIS 63	Medical Insurance Billing		3
BCIS 75	Medical Front Office Procedures		3
BCIS 70L	Introduction to Microsoft Outlook		1
BCIS 24	Keyboarding Speed/Accuracy Development	(P)	1

Certificate in Basic Computer Competency — 8 Units

Required courses for the certificate:			
BCIS 20	Beginning/Refresher Keyboarding		3
or BCIS 24	Keyboarding Speed/Accuracy Development (3)	(P)	
BCIS 80	Introduction to Computer Applications		3
BCIS 84	Windows/Internet		2

Certificate in Medical Office Administration — 16.5 Units

Required courses for the certificate:			
BCIS 12	Business Writing Skills	(P)	3
BCIS 75	Medical Front Office Procedures		3
BCIS 46	Electronic Calculator (Ten-Key)		2
BCIS 80	Introduction to Computer Applications		3
BCIS 28	Microsoft Word		2
BCIS 104	Medical Terminology		3
BCIS 70C	Essential Communication Skills		.25
BCIS 70D	Conflict Management Skills		.25

Medical Transcription

Career/Technical
Certificate of Achievement in Medical Transcription
Certificate in Medical Transcription

Medical Transcription Program
Dorinda Salvo, Advisor (530) 895-2205
Department Office: BE 116, (530) 895-2371
Counseling and Advising: (530) 895-2378

About the Program

The Bureau of Labor Statistics indicates that the Medical Transcription occupational field is projected to grow about 7 to 13 percent (the nation's average) between 2008 and 2018. All major industries require individuals who can perform a variety of office administration tasks in order for the organization to run effectively and efficiently.

The BCIS department is committed to offering career and technical education programs that provide students with the knowledge and skills needed to be successful in today's workplace. Students seeking a Certificate in Medical Transcription or a Certificate of Achievement in Medical Transcription will take a variety of core courses that will prepare them for the increasing demands of the 21st Century workplace.

In addition to Medical Transcription, the Business Computer Information Systems (BCIS) Department offers four majors: Computer Applications, Legal Office Administration, Office Administration, and Medical Office Administration.

Every student is encouraged to examine each of the majors and to speak with an academic counselor and a designated department advisor before making a final decision.

Career Opportunities

A medical transcriptionist works in a variety of settings: clinics, doctors' offices, hospitals, private transcription businesses and home offices.

Note that some courses have a prerequisite (P), corequisite (C), or both (P/C). Prerequisites and corequisites are listed within each course description in this catalog.

Certificate of Achievement in Medical Transcription — 43 Units

Required courses for the certificate:

BCIS 104	Medical Terminology		3
BCIS 24	Keyboarding Speed/Accuracy Development	(P)	3
BCIS 12	Business Writing Skills	(P)	3
BCIS 28	Microsoft Word		3
BCIS 71	Medical Transcription for Certification I	(P)	6
BIOL 20	Human Anatomy	(P)	4
BCIS 72	Medical Transcription for Certification II	(P)	6
BCIS 73	Medical Transcription for Certification III	(P)	6
BCIS 74	Medical Transcription for Certification IV	(P)	6
BCIS 25	Voice Recognition		1
BCIS 99	Work Experience-BCIS	(P)	2

Certificate in Medical Transcription — 17 Units

Required courses for the certificate:

BCIS 104	Medical Terminology		3
BCIS 24	Keyboarding Speed/Accuracy Development	(P)	2
BCIS 12	Business Writing Skills	(P)	3
BCIS 28	Microsoft Word		3
BCIS 71	Medical Transcription for Certification I	(P)	6

Multimedia Studies

Career/Technical
AS Degree in Multimedia Studies
Certificate of Achievement in Multimedia Studies

Multimedia Studies Program
Mark Hall, Chair (530) 879-4033
Department Office: ARTS 224, (530) 895-2404
Counseling and Advising: (530) 895-2378

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 industry standard computer and state-of-the-art multimedia applications.

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.

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.

To obtain an Associate's degree, students must complete both the major requirements and the graduation requirements listed at the beginning of the Career and Technical Education Programs section of this catalog.

Note that some courses have a prerequisite (P), corequisite (C), or both (P/C). Prerequisites and corequisites are listed within each course description in this catalog.

AS Degree in Multimedia Studies — 60 Units Minimum

Required courses for the major: — **33 Units**

Complete 33 units from the courses listed below. These courses are grouped according to Skill Sets to reflect specific interest areas. Students are encouraged, but not required, to complete at least one Skill Set as part of the 33 units required for the major.

MSP Skill Sets

Digital Photography

MSP 1	Multimedia Careers		3
MSP 18	Introduction to Digital Photography		3
or PHO 18	Introduction to Digital Photography (3)		
PHO 2	Basic Photography		3
PHO 4	Beginning Color (Digital Emphasis)	(P)	3
MSP 19	Intermediate Digital Color Photography	(P)	3
or PHO 19	Intermediate Digital Color Photography (3)	(P)	
PHO 8	Photographic Studio Arts I		3
MSP 5	Introduction to Interactive Web Design and Authoring		3

Graphic Design for Print and Digital Media

ART 7	Basic Design I, Color		3
ART 31	Graphic Design I		3
MSP 1	Multimedia Careers		3
MSP 18	Introduction to Digital Photography		3
or PHO 18	Introduction to Digital Photography (3)		
ART 32	Creative Typography	(P)	3
ART 35	Illustration Art I	(P)	3
or MSP 5	Introduction to Interactive Web Design and Authoring (3)		

Three-Dimensional Arts

ART 8	Basic Drawing		3
or ART 14	Basic Figure Drawing (3)		
MSP 1	Multimedia Careers		3
MSP 18	Introduction to Digital Photography		3
or PHO 18	Introduction to Digital Photography (3)		
MSP 96	Introduction to Computer Graphics		3
ART 9	Three-Dimensional Design		3
MSP 12	Two Dimensional Animation		3
MSP 45	3-D Computer Modeling and Animation I		3

Interactive Web Design and Digital Authoring

MSP 1	Multimedia Careers		3
MSP 18	Introduction to Digital Photography		3
or PHO 18	Introduction to Digital Photography (3)		
MSP 74	Introduction to Multimedia Production		3
MSP 96	Introduction to Computer Graphics		3
MSP 5	Introduction to Interactive Web Design and Authoring		3
MSP 19	Intermediate Digital Color Photography	(P)	3
or PHO 19	Intermediate Digital Color Photography (3)	(P)	
MSP 75	Intermediate Multimedia	(P)	3

Digital Audio and Video

MSP 1	Multimedia Careers		3
MSP 30	Digital Audio Production		3
MSP 18	Introduction to Digital Photography		3
or PHO 18	Introduction to Digital Photography (3)		
RTVF 40	Digital Video Production		3
MSP 5	Introduction to Interactive Web Design and Authoring		3
MSP 10	Digital Video Design and Production		3
MSP 12	Two Dimensional Animation		3

Certificate of Achievement in Multimedia Studies — 24 Units

Required courses for the certificate:

A Certificate of Achievement in Multimedia Studies will be awarded upon completion of 24 or more units from any courses listed above. — 24

Natural Resources

Career/Technical
AS Degree in Natural Resources

Natural Resources Program
Lyman Hagen, Chair (530) 895-2593
Department Office: AHPS 251, (530) 895-2551
Counseling and Advising: (530) 895-2378

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.

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.

To obtain an Associate's degree, students must complete both the major requirements and the graduation requirements listed at the beginning of the Career and Technical Education Programs section of this catalog.

Note that some courses have a prerequisite (P), corequisite (C), or both (P/C). Prerequisites and corequisites are listed within each course description in this catalog.

AS Degree in Natural Resources — 60 Units Minimum

Required courses for the major:			26 Units
AGS 22	Applied Physical Science		3
PLS 20	Basic Plant Science		3
or PLS 25	Plant Science (3)		
NR 20	Introduction to Forestry and Natural Resources		3
NR 26	Environmental World		3
NR 28	Environmental Management		3
NR 29	Environmental Management Laboratory	(C)	1
NR 55	Wildlife Management		3
NR 56	Wildlife Management Laboratory	(C)	1
NR 65	Recreational Land Management		3
NR 66	Recreational Land Management Laboratory	(C)	1
AGR 99	Work Experience-AGR	(P)	2

Natural Resources/Parks and Recreation

Career/Technical
AS Degree in Natural Resources/Parks and Recreation
Certificate in Natural Resources/Parks and Recreation

Natural Resources/Parks and Recreation Program
Lyman Hagen, Chair (530) 895-2593
Department Office: AHPS 251, (530) 895-2551
Counseling and Advising: (530) 895-2378

About the Program

The Natural Resources/Parks and Recreation curriculum is designed to meet the demand for trained personnel in a broad range of Natural Resource/Parks and Recreation agencies and private organizations.

Career Opportunities

Heavy pressures are being placed on the nation's parks and 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.

To obtain an Associate's degree, students must complete both the major requirements and the graduation requirements listed at the beginning of the Career and Technical Education Programs section of this catalog.

Note that some courses have a prerequisite (P), corequisite (C), or both (P/C). Prerequisites and corequisites are listed within each course description in this catalog.

AS Degree in Natural Resources/Parks and Recreation — 60 Units Minimum

Required courses for the major:			52 Units
AB 20	Careers in Agriculture and Environmental Studies		1
AB 54	Supervision and Management		3
AET 22	Natural Resources and Agri-Construction		3
or EH 22	Landscape Construction (3)		
AET 26	Basic Surveying		3
AET 30	Tractors & Crawlers		3
AGR 99	Work Experience-AGR	(P)	2
AGS 22	Applied Physical Science		3
AGS 30	Ecology of Insect and Disease Management		3
AGS 50	General Soils		4
NR 20	Introduction to Forestry and Natural Resources		3
NR 26	Environmental World		3
NR 28	Environmental Management		3
NR 29	Environmental Management Laboratory	(C)	1
NR 55	Wildlife Management		3
NR 56	Wildlife Management Laboratory	(C)	1
NR 65	Recreational Land Management		3
NR 66	Recreational Land Management Laboratory	(C)	1
EH 24	Ornamental Plant Identification I		3
PLS 20	Basic Plant Science		3
CMST 2	Public Speaking		3

Certificate in Natural Resources/Parks and Recreation — 15 - 17 Units

Required courses for the certificate:

Select 15-17 units from the following:

PLS 20	Basic Plant Science		3
AGS 22	Applied Physical Science		3
NR 20	Introduction to Forestry and Natural Resources		3
NR 26	Environmental World		3
NR 28	Environmental Management		3
NR 29	Environmental Management Laboratory	(C)	1
NR 55	Wildlife Management		3
NR 56	Wildlife Management Laboratory	(C)	1
NR 60	Natural Resources Law		3
NR 65	Recreational Land Management		3
NR 66	Recreational Land Management Laboratory	(C)	1

Office Administration

Career/Technical
AS Degree in Office Administration
Certificate of Achievement in Office Administration
Certificate in Basic Computer Competency
Certificate in Office Administration

Office Administration Program
www.butte.edu/departments/careertech/bcis/
Sandy Sloan, Chair (530) 895-2385
Department Office: BE 116, (530) 895-2371
Counseling and Advising: (530) 895-2378

About the Program

According to the Department of Labor, the role of today's office professional has greatly evolved as organizations have restructured to meet the demands of a changing economy and ever-expanding technologies.

The BCIS department is committed to offering career and technical education programs that provide students with the knowledge and skills needed to be successful in today's workplace. Students seeking a certificate or AS Degree in Office Administration will take a variety of core courses that will prepare them for the demands of the 21st Century workplace. These courses include office administration, business English, business math, business communications, accounting, records management, and a variety of office technologies.

Today's typical office administrator oversees the day-to-day operations in an office, including managing and supporting employees; creating, editing, and updating simple-to-complex documents, spreadsheets, presentations, and databases; planning and scheduling meetings and appointments; managing projects; organizing and maintaining paper and electronic files; conducting research; disseminating information using the telephone, mail services, websites, and e-mails; assisting with budgets; and monitoring the usage of office equipment and supplies.

In addition to the Office Administration major, the Business Computer Information Systems (BCIS) Department offers three other majors: Computer Applications, Legal Office Administration, Medical Office Administration, and a certificate program in Medical Transcription.

Students are encouraged to examine each of the majors and speak with both an academic counselor and a designated department advisor to determine which major fits their needs.

Career Opportunities

Office Administrator, Administrative Associate, Office Assistant, Receptionist, Administrative Secretary, Executive Secretary, Information Clerk, Front Office Coordinator

To obtain an Associate's degree, students must complete both the major requirements and the graduation requirements listed at the beginning of the Career and Technical Education Programs section of this catalog.

Note that some courses have a prerequisite (P), corequisite (C), or both (P/C). Prerequisites and corequisites are listed within each course description in this catalog.

AS Degree in Office Administration — 60 Units Minimum

Required courses for the major: — 39 - 40 Units

BCIS 24	Keyboarding Speed/Accuracy Development	(P)	3
BCIS 84	Windows/Internet		2
BCIS 29	Introduction to PowerPoint		1
BCIS 70L	Introduction to Microsoft Outlook		1
BCIS 12	Business Writing Skills	(P)	3
BCIS 46	Electronic Calculator (Ten-Key)		2
BCIS 70C	Essential Communication Skills		.25
BCIS 70D	Conflict Management Skills		.25
BCIS 70E	Managing Attitude		.25
BCIS 70F	Creating Your Successful Appearance		.25
BCIS 80	Introduction to Computer Applications		3
BCIS 51	Records Management		3
BCIS 13	Business Communication		3
ACCT 128	Bookkeeping		2
or ACCT 20	Introduction to Accounting (3)		
BCIS 28	Microsoft Word		3
BCIS 85	Microsoft Excel		3
BCIS 47	Desktop Publishing/Photoshop	(P)	3
BCIS 50	Office Administration	(P)	3
BCIS 70I	Microsoft Certification Preparation		1
BCIS 99	Work Experience-BCIS	(P)	2

Certificate of Achievement in Office Administration — 32 - 33 Units

Required courses for the certificate:

BCIS 24	Keyboarding Speed/Accuracy Development	(P)	3
BCIS 84	Windows/Internet		2
BCIS 29	Introduction to PowerPoint		1
BCIS 70L	Introduction to Microsoft Outlook		1
BCIS 12	Business Writing Skills	(P)	3
BCIS 46	Electronic Calculator (Ten-Key)		2
BCIS 70C	Essential Communication Skills		.25
BCIS 70D	Conflict Management Skills		.25
BCIS 70E	Managing Attitude		.25
BCIS 70F	Creating Your Successful Appearance		.25
BCIS 80	Introduction to Computer Applications		3
BCIS 51	Records Management		3
BCIS 13	Business Communication		3
ACCT 128	Bookkeeping		2
or ACCT 20	Introduction to Accounting (3)		
BCIS 28	Microsoft Word		3

Certificate in Basic Computer Competency — 8 Units

Required courses for the certificate:

BCIS 20	Beginning/Refresher Keyboarding		3
or BCIS 24	Keyboarding Speed/Accuracy Development (3)	(P)	
BCIS 80	Introduction to Computer Applications		3
BCIS 84	Windows/Internet		2

Certificate in Office Administration — 13 Units

Required courses for the certificate:

BCIS 24	Keyboarding Speed/Accuracy Development	(P)	3
BCIS 84	Windows/Internet		2
BCIS 29	Introduction to PowerPoint		1
BCIS 70L	Introduction to Microsoft Outlook		1
BCIS 12	Business Writing Skills	(P)	3
BCIS 46	Electronic Calculator (Ten-Key)		2
BCIS 70C	Essential Communication Skills		.25
BCIS 70D	Conflict Management Skills		.25
BCIS 70E	Managing Attitude		.25
BCIS 70F	Creating Your Successful Appearance		.25

Peace and Global Studies

Career/Technical
Certificate of Achievement in Peace and Global Studies
Certificate in Peace and Global Studies

Peace and Global Studies Program
Christine Wood, Chair (530) 895-2232
Department Office: LRC 304, (530) 895-2471
Counseling and Advising: (530) 895-2378

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 within 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.

Note that some courses have a prerequisite (P), corequisite (C), or both (P/C). Prerequisites and corequisites are listed within each course description in this catalog.

Certificate of Achievement in Peace and Global Studies — 27 Units

Required courses for the certificate:

PSY 11	Peace Psychology		3
SOC 5	Our Sustainable Future		3
CMST 9	Intercultural Communication		3
IDST 90	Special Topics		1
PSY 10	Peace and Global Studies Capstone		1
PSY 34	Eastern Psychology: Traditions and Practices		3
or PHIL 58	Teaching About Religion (3)		
Select 1 course from the following:			3
AGR 10	World Food and Hunger Issues (3)		
ANTH 18	World Cultures (3)		
POS 14	Politics of Third World Nations (3)		
Select 1 course from the following:			4
FREN 1	First Semester French (4)		
FREN 2	Second Semester French (4)	(P)	
GERM 1	First Semester German (4)		
GERM 2	Second Semester German (4)	(P)	
GERM 3	Third Semester German (4)	(P)	
GERM 4	Fourth Semester German (4)	(P)	
ITAL 1	First Semester Italian (4)		
ITAL 2	Second Semester Italian (4)	(P)	
JPN 1	First Semester Japanese (4)		
JPN 2	Second Semester Japanese (4)	(P)	
JPN 3	Third Semester Japanese (4)	(P)	
JPN 4	Fourth Semester Japanese (4)	(P)	
SPAN 1	First Semester Spanish (4)		
SPAN 2	Second Semester Spanish (4)	(P)	
SPAN 3	Third Semester Spanish (4)	(P)	
SPAN 4	Fourth Semester Spanish (4)	(P)	
Select 1 course from the following:			3
HIST 6	Modern World History (3)		
ANTH 14	Language and Culture (3)		
ECON 2	Principles of Macroeconomics (3)	(P)	
Select 1 course from the following:			3
ART 3	Asian Art History Survey (3)		
ART 6	African, Oceanic, and Native American Art History Survey (3)		
ENGL 21	Mythology (3)	(P)	
ENGL 35	Cross-Cultural Film and Literature (3)	(P)	

Certificate in Peace and Global Studies — 17 Units

Required courses for the certificate:

PSY 11	Peace Psychology		3
PSY 10	Peace and Global Studies Capstone		1
PSY 34	Eastern Psychology: Traditions and Practices		3
SOC 5	Our Sustainable Future		3
AGR 10	World Food and Hunger Issues		3
CMST 9	Intercultural Communication		3
IDST 94	Introduction to Service Learning	(P)	1

Photography

Career/Technical
AS Degree in Photography
Certificate in Professional Photography

Photography Program
Mark Hall, Chair (530) 879-4033
Department Office: ARTS 224, (530) 895-2404
Counseling and Advising: (530) 895-2378

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.

To obtain an Associate's degree, students must complete both the major requirements and the graduation requirements listed at the beginning of the Career and Technical Education Programs section of this catalog.

Note that some courses have a prerequisite (P), corequisite (C), or both (P/C). Prerequisites and corequisites are listed within each course description in this catalog.

AS Degree in Photography — 60 Units Minimum

Required courses for the major: — **46 Units**

ART 2	Art History Survey I		3
ART 4	Art History Survey II		3
ART 7	Basic Design I, Color		3
ART 8	Basic Drawing		3
PHO 2	Basic Photography		3
PHO 4	Beginning Color (Digital Emphasis)	(P)	3
PHO 6	Advanced Black and White Photography	(P)	3
PHO 8	Photographic Studio Arts I		3
PHO 18	Introduction to Digital Photography		3
or PHO 19	Intermediate Digital Color Photography (3)	(P)	
PHO 13	Intermediate Black and White Photography	(P)	3
PHO 99	Work Experience-PHO	(P)	2
RTVF 12	Mass Media and Society		3
PHO 9	Photographic Studio Arts II	(P)	3
PHO 10	Digital Mural Printing	(P)	3
BUS 25	Small Business Management	(P)	3
ART 70	Gallery Production/Business of Art		2

Certificate in Professional Photography — 9 Units

Required courses for the certificate:

PHO 4	Beginning Color (Digital Emphasis)	(P)	3
PHO 8	Photographic Studio Arts I		3
PHO 18	Introduction to Digital Photography		3

Radio-TV-Film

Career/Technical
AS Degree in Radio-TV-Film: Agriculture Communications
AS Degree in Radio-TV-Film: Media Sales and Management
AS Degree in Radio-TV-Film: Video Production
Certificate of Achievement in Radio-TV-Film: Agriculture Communications
Certificate of Achievement in Radio-TV-Film: Media Sales and Management
Certificate of Achievement in Radio-TV-Film: Video Production
Certificate in Single Camera Video Production

Radio-TV-Film Program
Mark Hall, Chair (530) 879-4033
Department Office: ARTS 224, (530) 895-2404
Counseling and Advising: (530) 895-2378

About the Program

To develop the media skills needed for a career, students will have access to a four-camera video production studio, digital video editing systems, and an audio production facility. Butte students can develop excellent skills in as little as one year of training. Many RTVF courses at Butte College will provide a basis for various media majors at other colleges and universities. The transferability of these courses will be determined by the college or university students transfer to.

Career Opportunities

Computers, satellite teleconferencing, the Internet, interactive video games, digital audio/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 there will be an ever-increasing demand for skilled workers at all levels of production and application.

Radio-TV-Film Certificates of Achievement serve many purposes. Students may utilize them in a job portfolio. Certificates of Achievement have helped many students advance in their current careers. Receiving a certificate will enhance a student's chances for entry into the job market.

To obtain an Associate's degree, students must complete both the major requirements and the graduation requirements listed at the beginning of the Career and Technical Education Programs section of this catalog.

Note that some courses have a prerequisite (P), corequisite (C), or both (P/C). Prerequisites and corequisites are listed within each course description in this catalog.

AS Degree in Radio-TV-Film: Agriculture Communications — 60 Units Minimum

Required courses for the major:			42 - 43 Units
RTVF 30	Digital Audio Production		3
RTVF 12	Mass Media and Society		3
RTVF 40	Digital Video Production		3
BUS 60	Advertising & Copywriting		3
MSP 74	Introduction to Multimedia Production		3
AB 20	Careers in Agriculture and Environmental Studies		1
AB 50	Agricultural Accounting		3
AB 22	Agricultural Economics		3
NR 26	Environmental World		3
CMST 2	Public Speaking		3
RTVF 55	Music Video Production		3
PLS 20	Basic Plant Science		3
BCIS 13	Business Communication		3
BUS 50	Sales in Today's World		3
RTVF 99	Work Experience-RTVF	(P)	2 - 3

AS Degree in Radio-TV-Film: Media Sales and Management — 60 Units Minimum

Required courses for the major:			32 - 33 Units
RTVF 30	Digital Audio Production		3
RTVF 12	Mass Media and Society		3
RTVF 40	Digital Video Production		3
BUS 60	Advertising & Copywriting		3
MSP 74	Introduction to Multimedia Production		3
BUS 20	Introduction to Business		3
BUS 64	Principles of Marketing		3
BUS 50	Sales in Today's World		3
BCIS 13	Business Communication		3
RTVF 55	Music Video Production		3
RTVF 99	Work Experience-RTVF	(P)	2 - 3
or BUS 99	Work Experience-BUS (2 - 3)	(P)	

AS Degree in Radio-TV-Film: Video Production — 60 Units Minimum

Required courses for the major:			20 - 21 Units
RTVF 30	Digital Audio Production		3
RTVF 12	Mass Media and Society		3
RTVF 40	Digital Video Production		3
BUS 60	Advertising & Copywriting		3
MSP 74	Introduction to Multimedia Production		3
RTVF 55	Music Video Production		3
RTVF 99	Work Experience-RTVF	(P)	2 - 3

Certificate of Achievement in Radio-TV-Film: Agriculture Communications — 28 Units

Required courses for the certificate:			
RTVF 30	Digital Audio Production		3
RTVF 12	Mass Media and Society		3
RTVF 40	Digital Video Production		3
BUS 60	Advertising & Copywriting		3
MSP 74	Introduction to Multimedia Production		3
AB 22	Agricultural Economics		3
AB 20	Careers in Agriculture and Environmental Studies		1
AB 50	Agricultural Accounting		3
NR 26	Environmental World		3
PLS 20	Basic Plant Science		3

Certificate of Achievement in Radio-TV-Film: Media Sales and Management — 27 Units

Required courses for the certificate:			
RTVF 30	Digital Audio Production		3
RTVF 12	Mass Media and Society		3
RTVF 40	Digital Video Production		3
BUS 60	Advertising & Copywriting		3
MSP 74	Introduction to Multimedia Production		3

BUS 20	Introduction to Business		3
BUS 64	Principles of Marketing		3
BCIS 13	Business Communication		3
BUS 50	Sales in Today's World		3

Certificate of Achievement in Radio-TV-Film: Video Production

21 Units

Required courses for the certificate:

RTVF 30	Digital Audio Production		3
RTVF 12	Mass Media and Society		3
RTVF 40	Digital Video Production		3
BUS 60	Advertising & Copywriting		3
MSP 74	Introduction to Multimedia Production		3
RTVF 55	Music Video Production		3
RTVF 50	Advanced Camcorder Production	(P)	3

Certificate in Single Camera Video Production

9 Units

Required courses for the certificate:

MSP 10	Digital Video Design and Production	3
RTVF 30	Digital Audio Production	3
or MSP 30	Digital Audio Production (3)	
RTVF 40	Digital Video Production	3
or MSP 40	Digital Video Production (3)	

Real Estate

Career/Technical
AS Degree in Real Estate
Certificate of Achievement in Real Estate
Certificate in Appraiser
Certificate in Sales Person

Real Estate Program
Donna Weaver, Chair (530) 895-2568
Department Office: BE 116, (530) 895-2371
Counseling and Advising: (530) 895-2378

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.

To obtain an Associate's degree, students must complete both the major requirements and the graduation requirements listed at the beginning of the Career and Technical Education Programs section of this catalog.

Note that some courses have a prerequisite (P), corequisite (C), or both (P/C). Prerequisites and corequisites are listed within each course description in this catalog.

AS Degree in Real Estate — 60 Units Minimum

Required courses for the major: — 42 - 43 Units

ACCT 20	Introduction to Accounting		3
or ACCT 2	Financial Accounting (4)		
BUS 25	Small Business Management	(P)	3
BUS 35	Management and Human Relations		3
BUS 50	Sales in Today's World		3
BUS 8	Legal Environment of Business		3
BCIS 80	Introduction to Computer Applications		3
or CSCI 2	Computer Literacy (3)		
RLS 20	Real Estate Principles		3
RLS 25	Real Estate Practices		3
RLS 35	Real Estate Appraisal	(P)	3
RLS 40	Real Estate Finance	(P)	3
RLS 45	Real Estate Economics	(P)	3
or ECON 2	Principles of Macroeconomics (3)	(P)	
RLS 50	Escrow Procedures		3
RLS 55	Property Management	(P)	3
RLS 60	Real Estate Mortgage Brokerage		3

Certificate of Achievement in Real Estate — 24 - 25 Units

Required courses for the certificate:

RLS 20	Real Estate Principles		3
RLS 25	Real Estate Practices		3
BUS 35	Management and Human Relations		3
RLS 40	Real Estate Finance	(P)	3
BUS 50	Sales in Today's World		3
BUS 8	Legal Environment of Business		3
BCIS 80	Introduction to Computer Applications		3
or CSCI 2	Computer Literacy (3)		
ACCT 2	Financial Accounting		4
or ACCT 20	Introduction to Accounting (3)		

Certificate in Appraiser — 16 Units

Required courses for the certificate:

RLS 20	Real Estate Principles		3
BUS 8	Legal Environment of Business		3
RLS 35	Real Estate Appraisal	(P)	3
RLS 55	Property Management	(P)	3
BUS 25	Small Business Management	(P)	3
BCIS 70C	Essential Communication Skills		.25
BCIS 70D	Conflict Management Skills		.25
BCIS 70E	Managing Attitude		.25
BCIS 70F	Creating Your Successful Appearance		.25

Certificate in Sales Person — 16 Units

Required courses for the certificate:

RLS 20	Real Estate Principles		3
RLS 25	Real Estate Practices		3
RLS 50	Escrow Procedures		3
BUS 25	Small Business Management	(P)	3
BUS 50	Sales in Today's World		3
BCIS 70C	Essential Communication Skills		.25
BCIS 70D	Conflict Management Skills		.25
BCIS 70E	Managing Attitude		.25
BCIS 70F	Creating Your Successful Appearance		.25

Recording Arts for Musicians

Career/Technical
Certificate in Recording Arts for Musicians

Recording Arts for Musicians Program
Mark Hall, Chair (530) 879-4033
Department Office: ARTS-224, (530) 895-2994
Counseling and Advising: (530) 895-2378

About the Program

A certificate in Recording Arts for Musicians provides students with fundamental knowledge and understanding of audio recording techniques and applications. Selected courses will enhance students ability to apply musical elements throughout the recording process. Students learn recording techniques and how to operate the equipment used in recording music. Courses include hands-on exposure to production processes such as tracking, overdubbing, mixing and mastering by participating in recording sessions.

Upon completion of this certificate program, the student will be able to analyze the signal flow within a typical recording studio, plan and employ the use of digital mixing consoles for audio recording, operate digital multitrack recorders, software recording applications and digital audio workstations, compare and set up digital signal processing used for audio enhancement, and formulate and implement effective recording session techniques.

Career Opportunities

The Certificate in Recording Arts for Musicians prepares students for a variety of opportunities in today's ever-changing workplace. Students earning a Certificate in Recording Arts for Musicians are prepared for a host of job opportunities within and beyond the recording studio, including but not limited to: Recording Engineer, Assistant Engineer, Runner, Technical Engineer, Studio Bookings Technician, Studio Manager, Receptionist, Mastering Engineer, Producer, Audio/Visual Technician, Studio Owner, Information Technology Specialist and Customer Service Representative.

Note that some courses have a prerequisite (P), corequisite (C), or both (P/C). Prerequisites and corequisites are listed within each course description in this catalog.

Certificate in Recording Arts for Musicians — 17.5 Units

Required courses for the certificate:

MUS 2	Music Theory I		3
MUS 51	Computer Literacy for Musicians		1.5
MUS 52	Introduction to Recording Techniques		3
MUS 53	Introduction to Recording Software Applications	(P)	3
MUS 54	Studio Recording I	(P)	4
Select 2 courses from the following:			3
MUS 14	Beginning Guitar (1.5)		
MUS 30	Voice (1.5)		
MUS 40	Beginning Piano (1.5)		

Registered Nursing

Career/Technical
AS Degree in Registered Nursing

Registered Nursing Program
Susan Craig, Chair (530) 879-4338
Department Office: AHPS 215, (530) 895-2328
Counseling and Advising: (530) 895-2378

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 or visit www.butte.edu/healthoccupations 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 prerequisites courses (prerequisites may not be in progress at the time of application).

An overall grade point average (GPA) of 2.5 for Human anatomy, Human Physiology, and Microbiology courses, with no grade less that "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 62% composite score on the TEAS V test (may be repeated once).

To obtain an Associate's degree, students must complete both the major requirements and the graduation requirements listed at the beginning of the Career and Technical Education Programs section of this catalog.

Note that some courses have a prerequisite (P), corequisite (C), or both (P/C). Prerequisites and corequisites are listed within each course description in this catalog.

AS Degree in Registered Nursing			**60 Units Minimum**
Required courses for the major:			**88.50 - 89.50 Units**
Prerequisites Prior to Admission			
BIOL 20	Human Anatomy	(P)	4
BIOL 21	Human Physiology	(P)	4
BIOL 15	Introduction to Microbiology	(P)	5
FN 2	Basic Nutrition		3
or FN 50	Nutrition and Diet Therapy (4)		
ENGL 2	Reading and Composition	(P)	3
MATH 108	Beginning Algebra	(P)	4
PSY 1	Principles of Psychology		3
CMST 2	Public Speaking		3
or CMST 4	Small Group Communication (3)		
or CMST 10	Interpersonal Communication (3)		
Other Required Courses			
(May be taken prior to or concurrently with the first year of program)			
Humanities GE Requirement for an AS Degree			3
ANTH 4	Cultural Anthropology		3
or SOC 2	Principles of Sociology (3)		
or SOC 4	Modern Social Problems (3)		
PE Activity (2 classes)			2
Program Sequence			
NSG 54	Foundations of Practice	(P/C)	3
NSG 55	Medical Surgical Nursing I	(P/C)	3
NSG 56	Clinical Nursing I	(P/C)	5
NSG 57	Nursing Seminar: Theory Integration I	(P/C)	1
NSG 60	Maternity Nursing	(P/C)	2
NSG 61	Pharmacology	(P/C)	2
NSG 62	Medical-Surgical Nursing II	(P/C)	3
NSG 66	Clinical Nursing II	(P/C)	5
NSG 63	Pediatric Nursing	(P/C)	2
NSG 67	Complex Medical/Surgical Nursing III	(P/C)	2
NSG 68	Clinical Nursing III	(P/C)	4.5
NSG 69	Gerontology/Community Based Nursing	(P/C)	2
NSG 71	Theory Integration Seminar III	(P/C)	2
NSG 82	NCLEX-RN Exam Preparation	(C)	2
NSG 74	Nursing Leadership and Management of Patient Care	(P/C)	2
NSG 77	Complex Medical/Surgical Nursing IV	(P/C)	2
NSG 78	Clinical Nursing IV	(P/C)	5
NSG 79	Mental Health/Psychiatric Nursing	(P/C)	2
NSG 81	Theory Integration Seminar IV	(P/C)	2
Multicultural breadth requirement met by completion of program			

Registered Nursing: LVN to ADN

Career/Technical
AS Degree in Registered Nursing: LVN to ADN
Certificate of Achievement in Registered Nursing: LVN to ADN

Registered Nursing: LVN to ADN Program
Susan Craig, Chair (530) 879-4338
Department Office: AHPS 215, (530) 895-2328
Counseling and Advising: (530) 895-2378

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 courses count as the first year of a traditional two-year Associate Degree registered nursing program. The two semesters of clinical nursing provide the additional nursing content required for a registered nursing licensure.

Upon completion of the program the student will be eligible for the national/ state licensure examination for registered nurses. A registered nurse can seek employment in a variety of settings: acute hospital care, community/home health care, skilled and long term care, clinics, physician's offices, as well as 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 or visit www.butte.edu/healthoccupations for application dates and materials. Admission to the program is based on academic and general requirements.

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 (except for NSG 64 and NSG 65) at the time of application, An overall grade point average (GPA) of 2.5 for 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 62% composite score on the TEAS V test (may be repeated once).

To obtain an Associate's degree, students must complete both the major requirements and the graduation requirements listed at the beginning of the Career and Technical Education Programs section of this catalog.

Note that some courses have a prerequisite (P), corequisite (C), or both (P/C). Prerequisites and corequisites are listed within each course description in this catalog.

AS Degree in Registered Nursing: LVN to ADN

60 Units Minimum

Required courses for the major: **63.5 Units**

Prerequisite Courses			
ENGL 2	Reading and Composition	(P)	3
PSY 1	Principles of Psychology		3
MATH 108	Beginning Algebra	(P)	4
BIOL 15	Introduction to Microbiology	(P)	5
BIOL 20	Human Anatomy	(P)	4
BIOL 21	Human Physiology	(P)	4
CMST 2	Public Speaking		3
or CMST 4	Small Group Communication (3)		
or CMST 10	Interpersonal Communication (3)		
NSG 64	Transition to ADN Nursing I	(P)	1.5
NSG 65	Transition to ADN Nursing II	(P)	2.5
Other Required Courses			
(May be taken prior to or concurrently with the first year of the program)			
Humanities General Education Requirement			3
ANTH 4	Cultural Anthropology		3
or SOC 2	Principles of Sociology (3)		
or SOC 4	Modern Social Problems (3)		
PE Activity (2 classes)			2
Multicultural breadth requirement met by completion of program			
Program Sequence			
NSG 67	Complex Medical/Surgical Nursing III	(P/C)	2
NSG 68	Clinical Nursing III	(P/C)	4.5
NSG 69	Gerontology/Community Based Nursing	(P/C)	2
NSG 71	Theory Integration Seminar III	(P/C)	2
NSG 82	NCLEX-RN Exam Preparation	(C)	2
NSG 74	Nursing Leadership and Management of Patient Care	(P/C)	2
NSG 77	Complex Medical/Surgical Nursing IV	(P/C)	2
NSG 78	Clinical Nursing IV	(P/C)	5
NSG 79	Mental Health/Psychiatric Nursing	(P/C)	2
NSG 81	Theory Integration Seminar IV	(P/C)	2

Certificate of Achievement in Registered Nursing: LVN to ADN

30 Units

Required courses for the certificate:

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. Students interested in this option should request further information and application materials from the Nursing Department Office

BIOL 15	Introduction to Microbiology	(P)	5
BIOL 21	Human Physiology	(P)	4
NSG 64	Transition to ADN Nursing I	(P)	1.5
NSG 67	Complex Medical/Surgical Nursing III	(P/C)	2
NSG 68	Clinical Nursing III	(P/C)	4.5
NSG 69	Gerontology/Community Based Nursing	(P/C)	2
NSG 74	Nursing Leadership and Management of Patient Care	(P/C)	2
NSG 77	Complex Medical/Surgical Nursing IV	(P/C)	2
NSG 78	Clinical Nursing IV	(P/C)	5
NSG 79	Mental Health/Psychiatric Nursing	(P/C)	2

Respiratory Care

Career/Technical
AS Degree in Respiratory Care
Certificate of Achievement in Respiratory Care

Respiratory Care Program
Donna Davis, Chair (530) 895-2827
Department Office: AHPS 215, (530) 895-2378
Counseling and Advising: (530) 895-2378

About the Program

The Butte College Respiratory Care Program is accredited by the Commission on Accreditation for Respiratory Care (CoARC) (www.coarc.com).
Commission on Accreditation for Respiratory Care
1248 Harwood Road
Bedford, Texas 76021-4244
(817) 283-2835
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's 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

Requirements for Admission: Age 17 years or older and all prerequisites completed (with a 'C' grade or better).

Prior to being officially admitted to the program students must pass a background check, drug screening, and physical exam, and verify their physical ability to perform the tasks required of a Respiratory Therapist.

Students are admitted by application only. Contact the Health Occupations office or visit www.butte.edu/healthoccupations for application dates and materials. Admission to the program is based on academic and general requirements. In the event that there are more qualified applicants than spaces in the program, a computerized lottery will be used to select the individuals to be enrolled.

Estimated expenses average about $4,500 - $5,000 for the entire program, including licensure. Financial aid may be available to qualified students.

To obtain an Associate's degree, students must complete both the major requirements and the graduation requirements listed at the beginning of the Career and Technical Education Programs section of this catalog.

Note that some courses have a prerequisite (P), corequisite (C), or both (P/C). Prerequisites and corequisites are listed within each course description in this catalog.

AS Degree in Respiratory Care — 60 Units Minimum

Required courses for the major: — 86.50 Units

Important Note: 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

CHEM 110	Introductory Chemistry		4
MATH 108	Beginning Algebra	(P)	4
or MATH 124	Intermediate Algebra (5)	(P)	
BIOL 15	Introduction to Microbiology	(P)	5
BIOL 20	Human Anatomy	(P)	4

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.

BIOL 21	Human Physiology	(P)	4
ENGL 2	Reading and Composition	(P)	3
GE Requirement-Area C: 3 Units			3
PSY 1	Principles of Psychology		3
CMST 2	Public Speaking		3
or CMST 4	Small Group Communication (3)		
PE Activity Courses: 2 courses totaling 2 units			2
BCIS 70C	Essential Communication Skills		.25
BCIS 70D	Conflict Management Skills		.25
or BCIS 70E	Managing Attitude (.25)		

Courses of the Major

RT 110	Fundamentals of Respiratory Care	(P/C)	7
RT 115	Clinical Preparation for Respiratory Care	(P)	.75
RT 120	Concepts in Respiratory Care	(P/C)	7
RT 125	Introduction to Clinical Respiratory Care	(P/C)	3
RT 128	Respiratory Care Pharmacology	(P/C)	3
RT 135	Fundamentals of Clinical Respiratory Care	(P)	3.75
RT 140	Fundamentals of Intensive Respiratory Care	(P/C)	6
RT 142	Neonatal and Pediatric Respiratory Care	(P/C)	3
RT 145	Advanced Respiratory Care Procedures	(P/C)	3.25
RT 155	Respiratory Care Practicum I	(P)	2.25
RT 160	Respiratory Care Seminar II	(P/C)	4
RT 165	Respiratory Care Practicum II	(P/C)	8

Certificate of Achievement in Respiratory Care — 86.50 Units

Required courses for the certificate:

Important Note: 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

CHEM 110	Introductory Chemistry		4
MATH 108	Beginning Algebra	(P)	4
or MATH 124	Intermediate Algebra (5)	(P)	
BIOL 15	Introduction to Microbiology	(P)	5
BIOL 20	Human Anatomy	(P)	4

Additional course 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.

BIOL 21	Human Physiology	(P)	4
ENGL 2	Reading and Composition	(P)	3
GE Requirement-Area C: 3 Units			3
PSY 1	Principles of Psychology		3
CMST 2	Public Speaking		3

or CMST 4	Small Group Communication (3)		
PE Activity Courses: 2 courses totaling 2 units			2
BCIS 70C	Essential Communication Skills		.25
BCIS 70D	Conflict Management Skills		.25
or BCIS 70E	Managing Attitude (.25)		
Courses of the Certificate of Achievement			
RT 110	Fundamentals of Respiratory Care	(P/C)	7
RT 115	Clinical Preparation for Respiratory Care	(P)	.75
RT 120	Concepts in Respiratory Care	(P/C)	7
RT 125	Introduction to Clinical Respiratory Care	(P/C)	3
RT 128	Respiratory Care Pharmacology	(P/C)	3
RT 135	Fundamentals of Clinical Respiratory Care	(P)	3.75
RT 140	Fundamentals of Intensive Respiratory Care	(P/C)	6
RT 142	Neonatal and Pediatric Respiratory Care	(P/C)	3
RT 145	Advanced Respiratory Care Procedures	(P/C)	3.25
RT 155	Respiratory Care Practicum I	(P)	2.25
RT 160	Respiratory Care Seminar II	(P/C)	4
RT 165	Respiratory Care Practicum II	(P/C)	8

Theatre Arts

Career/Technical
Certificate in Theatre Arts

Theatre Arts Program
Dave Cooper, Chair (530) 895-2259
Department Office: ARTS-224, (530)895-2994
Counseling and Advising: (530) 895-2378

About the Program

Through an intensive program of production work in the Butte College Drama Department, combined with courses throughout the college, the student will gain the theory and applied training work experience to find career choices in live theatre, film and other communication related fields.

Upon completion of this certificate program, the student will be able to analyze texts and scripts as they pertain to performances, demonstrate the ability to complete assignments in his/her area of technical expertise, collaborate with others to produce a live stage performance, recognize standard practices of ensemble playing in a rehearsal/performance environment, analyze dramatic literature or productions to identify form and period.

Career Opportunities

The Certificate in Theatre Arts equips students with a multitude of skills applicable to many careers, not just those in the performing arts. The students earning a Certificate in Theatre Arts are prepared for a a host of job opportunities within and beyond the performing arts, including but not limited to: Actor, Director, Technician, Sales Representative, Customer Service Representative, Stage Crew, Carpenter, House Manager, Amusement Park Entertainer, Model, Tour Guide and Voice-Over Performer.

Note that some courses have a prerequisite (P), corequisite (C), or both (P/C). Prerequisites and corequisites are listed within each course description in this catalog.

Certificate in Theatre Arts — 17.5 Units

Required courses for the certificate:

DRAM 2	Theatre Arts Appreciation		3
DRAM 8	Principles of Acting I		3
MUS 30	Voice		1.5
DRAM 12	Rehearsal & Performance	(P/C)	3
DRAM 14	Theatre Workshop		3
Electives - Select 4 units from the following:			4
DRAM 4	Creative Drama and Theatre for Children (3)		
DRAM 9	Principles of Acting II (3)	(P)	
DRAM 15	Costume Construction I (3)		
or FASH 15	Costume Construction I (3)		
DRAM 100	Introduction to Professional Theatre (1)		
MUS 32	Musical Comedy Workshop (1 - 3)	(P)	
PE 14	Jazz Dance (.5 - 1.75)		
PE 76	Dance Production (.5 - 1.75)	(P)	

Visual Merchandising

Career/Technical
AS Degree in Visual Merchandising
Certificate of Achievement in Visual Merchandising

Visual Merchandising Program
Mark Hall, Chair (530) 879-4033
Department Office: ARTS 224, (530) 895-2404
Counseling and Advising: (530) 895-2378

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. Other related programs offered at Butte Collge include Fashion Merchandising and Interior Design.

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.

To obtain an Associate's degree, students must complete both the major requirements and the graduation requirements listed at the beginning of the Career and Technical Education Programs section of this catalog.

Note that some courses have a prerequisite (P), corequisite (C), or both (P/C). Prerequisites and corequisites are listed within each course description in this catalog.

AS Degree in Visual Merchandising — 60 Units Minimum

Required courses for the major: — 38 Units

ART 2	Art History Survey I		3
ART 7	Basic Design I, Color		3
ART 31	Graphic Design I		3
ART 70	Gallery Production/Business of Art		2
BUS 50	Sales in Today's World		3
FASH 64	Introduction To Fashion/Retail Careers		3
FASH 74	Historic Costume		3
FASH 90	Fashion Show Production		3
ID 18	Visual Merchandising		3
ID 4	Fundamentals of Interior Design		3
ID 10	Commercial Codes and Specifications for Interior Design		3
ID 8	Fundamentals of Lighting		3
ID 99	Work Experience-ID	(P)	3
or FASH 99	Work Experience-FASH (3)	(P)	

Certificate of Achievement in Visual Merchandising — 24 Units

Required courses for the certificate:

ID 4	Fundamentals of Interior Design		3
ID 10	Commercial Codes and Specifications for Interior Design		3
FASH 64	Introduction To Fashion/Retail Careers		3
FASH 74	Historic Costume		3
FASH 90	Fashion Show Production		3
ART 70	Gallery Production/Business of Art		2
ID 99	Work Experience-ID	(P)	1
or FASH 99	Work Experience-FASH (1)	(P)	
ID 18	Visual Merchandising		3
or FASH 18	Visual Merchandising (3)		
BCIS 80	Introduction to Computer Applications		3

Welding Technology

Career/Technical
AS Degree in Welding Technology
Certificate of Achievement in Welding Technology
Certificate in PowerPathway Gas Pipeline Welding

Welding Technology Program
Don Robinson, Chair (530) 895-2469
Department Office: AHPS 251, (530) 895-2551
Counseling and Advising: (530) 895-2378

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 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 courses in mathematics, industrial education, and welding. Courses 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.

Admission to the Program

The Welding Technology program is a two-semester program and only starts in the Fall Semester. We accept 60 students, the program is currently impacted. If you are interested in this program, please contact Don Robinson at (530) 895-2469 or email at robinsondo@butte.edu, to start the process and paperwork that is required by the Welding Department. Estimated expenses average about $3,000 - $3,800 for the entire program. This includes tools, books, tuition, and welding qualification documentation (if you pass the welding certification test). Financial aid is available to qualified students. Those students who complete the program can receive a Certificate of Achievement and may elect to earn an Associate's degree in Welding Technology.

To obtain an Associate's degree, students must complete both the major requirements and the graduation requirements listed at the beginning of the Career and Technical Education Programs section of this catalog.

Note that some courses have a prerequisite (P), corequisite (C), or both (P/C). Prerequisites and corequisites are listed within each course description in this catalog.

AS Degree in Welding Technology — 60 Units Minimum

Required courses for the major: — 53.5 Units

Upon completion of the following courses the student will be prepared to take the Welder Certification test:

WLD 22	Oxyacetylene Welding and Flame Cutting	(P/C)	2
WLD 24	Shielded Metal Arc Welding (Stick Electrode)	(P/C)	8
WLD 25	Fabrication Practicums	(P/C)	2
WLD 26	Symbol Reading, Blue Print Interpretation and Computations	(P/C)	3
WLD 28	Mig and Tig Arc Welding	(P/C)	3
WLD 30	Heavy Plate Welding	(P/C)	3
WLD 32	Integrated Welding Applications	(P/C)	3
WLD 34	Pipe and Tube Welding	(P/C)	4
WLD 36	Welder Qualification	(P/C)	3
WLD 40	Welding Equipment Maintenance and Service	(P/C)	2
WLD 42	Introduction to Welding Inspection	(P/C)	2
WLD 50	Pipe Fitting and Cutting	(P)	2
WLD 56	Welding Industry Employment Preparation	(P/C)	3
WLD 250	Welding Shop Practices		2
WLD 251	Welding Certification Practices	(P)	.5
BUS 25	Small Business Management	(P)	3
AB 54	Supervision and Management		3
BCIS 80	Introduction to Computer Applications		3
WLD 99	Work Experience-WLD	(P)	2

Certificate of Achievement in Welding Technology — 43 Units

Required courses for the certificate:

WLD 22	Oxyacetylene Welding and Flame Cutting	(P/C)	2
WLD 24	Shielded Metal Arc Welding (Stick Electrode)	(P/C)	8
WLD 25	Fabrication Practicums	(P/C)	2
WLD 26	Symbol Reading, Blue Print Interpretation and Computations	(P/C)	3
WLD 28	Mig and Tig Arc Welding	(P/C)	3
WLD 30	Heavy Plate Welding	(P/C)	3
WLD 32	Integrated Welding Applications	(P/C)	3
WLD 34	Pipe and Tube Welding	(P/C)	4
WLD 36	Welder Qualification	(P/C)	3
WLD 40	Welding Equipment Maintenance and Service	(P/C)	2
WLD 42	Introduction to Welding Inspection	(P/C)	2
WLD 50	Pipe Fitting and Cutting	(P)	2
WLD 56	Welding Industry Employment Preparation	(P/C)	3
WLD 250	Welding Shop Practices		2
WLD 251	Welding Certification Practices	(P)	1

Certificate in PowerPathway Gas Pipeline Welding — 7 Units

Required courses for the certificate:

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.

Courses required for the PowerPathway Apprenticeship Program (only offered in the summer session)

WLD 55	Power Generation and Petroleum Chemical Pipe & Tube Welding	(P/C)	5
WLD 250	Welding Shop Practices		1
WLD 251	Welding Certification Practices	(P)	1

Butte College Transfer Majors

Student Learning Outcomes for degrees and certificates can be found at **www.butte.edu/slos**

Requirements for an Associate in Arts for transfer (AA-T) or Associate in Science for transfer (AS-T)

The following is required for all AA-T or AS-T degrees:

1. Minimum of 60 CSU-transferable semester units.
2. Minimum grade point average (GPA) of at least 2.0 in all CSU-transferable coursework. While a minimum of 2.0 is required for admission, some majors may require a higher GPA. Please consult with a counselor for more information.
3. Completion of a minimum of 18 semester units in an "AA-T" or "AS-T" major as detailed in the Transfer Degree and Major section of the Catalog. All courses in the major must be completed with a grade of C or better or a "P" if the course is taken on a "pass-no pass" basis (title 5 § 55063).
4. Certified completion of the California State University General Education-Breadth pattern (CSU GE Breadth) (see 109 for more information); OR the Intersegmental General Education Transfer Curriculum (IGETC) pattern (see pages 112-113 for more information).

Additional Information about AA-T's and AS-T's: The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. Students transferring to a CSU campus that does accept the AA-T or AS-T will be required to complete no more than 60 units after transfer to earn a bachelor's degree (unless the major is a designated "high-unit" major). This degree may not be the best option for students intending to transfer to a particular CSU campus or to university or college that is not part of the CSU system. Students should consult with a counselor when planning to complete the degree for more information on university admission and transfer requirements.

Course Identification Numbering System (C-ID)

The Course Identification Numbering System (C-ID) is a statewide numbering system independent from the course numbers assigned by local California community colleges. A C-ID number next to a course signals that participating California colleges and universities have determined that courses offered by other California community colleges are comparable in content and scope to courses offered on their own campuses, regardless of their unique titles or local course number. Thus, if a schedule of classes or catalog lists a course bearing a C-ID number, for example COMM 110, students at that college can be assured that it will be accepted in lieu of a course bearing the C-ID COMM 110 designation at another community college. In other words, the C-ID designation can be used to identify comparable courses at different community colleges. However, students should always go to **www.assist.org** to confirm how each college's course will be accepted at a particular four-year college or university for transfer credit.

The C-ID numbering system is useful for students attending more than one community college and is applied to many of the transferable courses students need as preparation for transfer. Because these course requirements may change and because courses may be modified and qualified for or deleted from the C-ID database, students should always check with a counselor to determine how C-ID designated courses fit into their educational plans for transfer.

Students may consult the ASSIST database at **www.assist.org** for specific information on C-ID course designations. Counselors can always help students interpret or explain this information.

Majors designated as AA-T or AS-T are designed for transfer to an unspecified CSU. Majors not designated AA-T or AS-T are designed for transfer to a specific CSU and are based on articulation with that CSU.

Students should make an appointment to consult with a counselor about college transfer and admission requirements, call (530) 895-2378 to make an appointment.

Administration of Justice (AS-T) 124
Agricultural Business 114
Agriculture and Natural Resources 115
Applied Computer Graphics 116
Arts 117
- Art Studio Emphasis at CSU, Chico
- Art Education Emphasis at CSU, Chico
- Art History Emphasis at CSU, Chico
- Interior Design Option at CSU, Chico
- Art Studio Option at CSU, Chico
- Electronic Arts/Computer Animation Studio Option at CSU, Chico
- Electronic Arts/Intermedia Studio Option at CSU, Chico

Biological Science 118
Business Administration 119
Chemistry 120
Child Development 121
Communication Studies 122
Communication Studies (AA-T) 122
Computer Science 123
Criminal Justice 124
Engineering 125
- Civil Engineering Option at CSU, Chico
- Computer Engineering Option at CSU, Chico
- Electrical/Electronic Engineering Option at CSU, Chico
- Mechanical Engineering Option at CSU, Chico

English (AA-T) 126
Environmental Science 127
- Ecological Restoration Emphasis at CSU, Humboldt
- Energy and Climate Emphasis at CSU, Humboldt
- Environmental Policy Emphasis at CSU, Humboldt

Graphic Design 128
History (AA-T) 129
Language Arts 130
Liberal Studies 131
Mathematics 132
Nutrition and Food sciences 133
- General Dietetics Option at CSU, Chico
- Food Administration Option at CSU, Chico

Physical Education 134
- Exercise Physiology Option at CSU, Chico
- Physical Education Teacher Education at CSU, Chico

Physical Science 135
- Geoscience: Physical Science Education Option at CSU, Chico

Physics 136
Social and Behavioral Science 137
University Studies 139

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

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 2012-2013 General Education certification requirements for California State Universities and Colleges are listed on pages 109-110. Students enrolled on a continuous basis at a California Community College prior to the Academic Year 2012-2013 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 111.

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.

CSU-Transferable General Education

California State University General Education-Breadth pattern

These lists represent currently approved and accepted courses for transfer to California State Universities. Additional courses proposed for General Education for 2012-2013 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, 2H, 4

A.2 Written Communication

ENGL 2

A.3 Critical Thinking
CMST 14
ENGL 11
MATH 7
PHIL 6, 7, 8

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°
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 10°, 12°, 20/21°, 30°, 50/51°, 52/51, 53

B.2 Life Science
ANS 20°
ANTH 2, 2H
BIOL 1°, 2, 5°,7, 9, 9H, 11°, 12°, 13°, 15°, 20°, 21°
EH 33°
HON 7°
PLS 15/16°, 20°, 25

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.

B.4 Mathematics/Quantitative Reasoning
MATH 11, 12, 13, 18, 19, 20, 26, 30, 31, 32, 40, 42

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, 2H, 3**, 4, 4H, 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)
ANTH 17
CHIN 1
ECON 20
ENGL 4, 6, 8, 10, 14, 15, 16, 17, 20, 21, 25, 26*, 35**, 45*, 47*
FREN 1, 2
GERM 1, 2, 3, 4
HIST 8, 10, 12, 14, 18*, 26, 28, 30*
HON 1, 6**
HUM 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
RTVF 12
SOC 2, 4, 12, 14, 30*

D.1 Anthropology and Archeology
ANTH 4**, 4H, 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**

D.4 Gender Studies
PSY 16, CMST 13

D.5 Geography
GEOG 4**, 5**, 8**, 10*, 12
NR 26

D.6 History
ECON 20
HIST 6, 12, 14, 18*, 20**
HON 3, 4
POS 20

D.7 Interdisciplinary Social or Behavioral Science
AGR 10**
CMST 10
HON 4
HUM 17
NR 26
SOC 5

D.8 Political Science, Government, and Legal Institutions
POS 2, 3, 12, 14**, 16, 18

D.9 Psychology
CDF 14
PSY 1, 6, 7, 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
LM 40
POS 92
PSY 20, 34**
REC 80
SOC 3, 8, 14

U.S. History, Constitution, and American Ideals
One course from each category.

Category 1	Category 2
U.S. History	**Government**
ECON 20	POS 2, 12
HIST 8, 10, 26, 28	

* 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 2012 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.

Construction Management

Select only one course from Area C (C1 or C2).

Engineering (Civil, Computer, Electrical/Electronic, Mechanical, and Mechatronic)

Select CMST 2 from Area A1.
The Area A3 requirement is waived.
Select only one course from Area C (C1 or C2).
Select only one Area D course.
The Area E requirement is met by an upper division course in the major.
For Computer Engineering majors only, the Area B2 requirement is met by the additional physics classes.
In addition to these modifications, Engineering majors should consult with a counselor about how to fit the Diversity requirements into their program.

Liberal Studies

Completion of the Liberal Studies major meets all General Education requirements.
The Diversity requirements are met by upper division courses in the major.

Sustainable Manufacturing

Select only one course from Area C (C1 or C2).

Guide to IGETC: CSU/UC Transfer

This Intersegmental GE Transfer Curriculum information is for students beginning their college education during the 2012-2013 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.

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 underrepresented 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

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, 2H, 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

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, 2H, 3**, 4, 4H, 6**
DRAM 2
HON 2
MUS 1, 2, 4, 5, 6, 9
RTVF 15

3B Humanities
ANTH 17
ENGL 4, 8, 10, 14, 15, 16, 17, 20, 21, 25, 26*, 31, 35**, 45*, 47
HIST 8, 10, 12, 14, 18*, 26, 28, 30*
HON 1, 6**
HUM 17, 22
LATN 3
PHIL 2, 5, 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**, 4H**, 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
ECON 20
HIST 6, 18*
HON 3

4G Interdisciplinary Social and Behavioral Sciences
AGR 10**
HON 4
SOC 5

4H Political Science, Government and Legal Institutions
POS 2, 3, 14**, 16, 18

4I Psychology
PSY 1, 6, 41*

4J Sociology and Criminology
ANTH 34*
MCS 34*
SOC 2, 4, 12, 14, 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°, 32°, 50
PHYS 10/11°, 21°, 22°, 41°, 42°, 43°
PSC 10°, 12°, 20/21°, 30°, 50/51°, 52/51°, 53

5B Biological Science
ANTH 2
BIOL 1°, 2, 5, 7, 9, 9H, 11°, 12°, 13°, 15°, 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 U.S. History	Category 2 Government
ECON 20	POS 2, 12‡
HIST 8, 10, 26, 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

Agricultural Business

Transfer
AS Degree in Agricultural Business

Agricultural Business Program
Counseling and Advising: (530) 895-2378
Transfer Counseling Center: (530) 895-2264
Transfer Information: www.assist.org
Department Office: AHPS 251, (530)895-2551
Lyman Hagen, Chair (530) 895-2593

About the Program

The transfer major listed here partially reflects requirements for CSU, Chico. Students planning to transfer should contact a counselor for more information on program and transfer requirements.

To obtain an Associate's degree, students must complete both the major requirements and the graduation requirements listed in this catalog.

Note that some courses have a prerequisite (P), corequisite (C), or both (P/C). Prerequisites and corequisites are listed within each course description in this catalog.

Transfer majors designated as AA-T or AS-T are designed for transfer to a similar major at an unspecified CSU. Transfer majors designated as AA or AS are designed for transfer to the corresponding major at a specific CSU and are based on articulation (See a counselor for more information. Read about the difference between these types of degrees at the beginning of the Transfer section of this catalog).

AS Degree in Agricultural Business — 60 Units Minimum

Required courses for the major:			30 - 36 Units
AB 22	Agricultural Economics		3
AB 50	Agricultural Accounting		3
or ACCT 2	Financial Accounting (4)		
ACCT 4	Managerial Accounting	(P)	4
CHEM 51	Elementary Inorganic Chemistry	(P)	5
Select 2 courses from the following:			
ECON 2	Principles of Macroeconomics	(P)	3
ANS 20	Introduction to Animal Science		3
AGS 50	General Soils		4
PLS 20	Basic Plant Science		3
or PLS 15	Introduction to Plant Science (2)		
and PLS 16	Basic Plant Science Laboratory (1)	(P)	
Select 1 course from the following:			
MATH 13	Survey of Calculus	(P)	4
MATH 18	Introduction to Statistics	(P)	3
MATH 30	Analytic Geometry and Calculus I	(P)	5
or MATH 20	Trigonometry (3)	(P)	
and MATH 26	College Algebra (4)	(P)	
Electives - Select 6 units from the following:			6
AB 20	Careers in Agriculture and Environmental Studies (1)		
AB 25	Computer Applications in Agriculture (2)		
AB 26	Introduction to Agriculture Business (3)		
AB 54	Supervision and Management (3)		
AET 22	Natural Resources and Agri-Construction (3)		
AET 26	Basic Surveying (3)		
AET 30	Tractors & Crawlers (3)		
AET 34	Farm Machinery (3)		
AET 35	Heavy Equipment Methods (3)	(C)	
AET 36	Heavy Equipment Operation (3 - 6)		
AET 38	Diesel Engines and Machine Systems (4)	(C)	
AET 43	Hydraulic and Pneumatic Systems (2)		
AGS 22	Applied Physical Science (3)		
AGS 24	Introduction to Environmental Studies (3)		
AGS 30	Ecology of Insect and Disease Management (3)		
AGS 56	Commercial Pesticide Application (3)		
AGR 10	World Food and Hunger Issues (3)		
ANS 30	Horsemanship/Equitation (Western) (1)		
ANS 40	Elements of Horse Production (2)		
ANS 42	Horses: Their Health and Diseases (2)		
ANS 50	Feeds and Feeding (3)		
PLS 25	Plant Science (3)		

Agriculture/Natural Resources

Transfer
AS Degree in Agriculture and Natural Resources

Agriculture/Natural Resources Program
Counseling and Advising: (530) 895-2378
Transfer Counseling Center: (530) 895-2264
Transfer Information: www.assist.org
Department Office: AHPS 251, (530) 895-2551
Lyman Hagen, Chair (530) 895-2593

About the Program

The transfer major listed here partially reflects requirements for CSU, Chico. Students planning to transfer should contact a counselor for more information on program and transfer requirements.

To obtain an Associate's degree, students must complete both the major requirements and the graduation requirements listed in this catalog.

Note that some courses have a prerequisite (P), corequisite (C), or both (P/C). Prerequisites and corequisites are listed within each course description in this catalog.

Transfer majors designated as AA-T or AS-T are designed for transfer to a similar major at an unspecified CSU. Transfer majors designated as AA or AS are designed for transfer to the corresponding major at a specific CSU and are based on articulation (See a counselor for more information. Read about the difference between these types of degrees at the beginning of the Transfer section of this catalog).

AS Degree in Agriculture and Natural Resources — 60 Units Minimum

Required courses for the major:			33 - 36 Units
AB 22	Agricultural Economics		3
or AB 50	Agricultural Accounting (3)		
or ACCT 2	Financial Accounting (4)		
AET 22	Natural Resources and Agri-Construction		3
ANS 20	Introduction to Animal Science		3
AGS 50	General Soils		4
or PLS 20	Basic Plant Science (3)		
or PLS 15	Introduction to Plant Science (2)		
and PLS 16	Basic Plant Science Laboratory (1)	(P)	
CHEM 1	General Chemistry I	(P)	5
or CHEM 51	Elementary Inorganic Chemistry (5)	(P)	
CHEM 2	General Chemistry II	(P)	5
or CHEM 52	Elementary Organic and Biochemistry (4)	(P)	
MATH 18	Introduction to Statistics	(P)	3
Electives - Select 6 units from the following:			6
AB 20	Careers in Agriculture and Environmental Studies (1)		
AB 25	Computer Applications in Agriculture (2)		
AB 26	Introduction to Agriculture Business (3)		
AB 50	Agricultural Accounting (3)		
AB 54	Supervision and Management (3)		
AET 22	Natural Resources and Agri-Construction (3)		
AET 26	Basic Surveying (3)		
AET 30	Tractors & Crawlers (3)		
AET 34	Farm Machinery (3)		
AET 35	Heavy Equipment Methods (3)	(C)	
AET 36	Heavy Equipment Operation (3 - 6)		
AET 38	Diesel Engines and Machine Systems (4)	(C)	
AET 43	Hydraulic and Pneumatic Systems (2)		
AGS 22	Applied Physical Science (3)		
AGS 24	Introduction to Environmental Studies (3)		
AGS 30	Ecology of Insect and Disease Management (3)		
AGS 56	Commercial Pesticide Application (3)		
AGR 10	World Food and Hunger Issues (3)		
PLS 25	Plant Science (3)		
ANS 30	Horsemanship/Equitation (Western) (1)		
ANS 40	Elements of Horse Production (2)		
ANS 42	Horses: Their Health and Diseases (2)		
ANS 50	Feeds and Feeding (3)		

Applied Computer Graphics

Transfer

AS Degree in Applied Computer Graphics: Production/Art Studio

AS Degree in Applied Computer Graphics: Production/ Communication Design

AS Degree in Applied Computer Graphics: Technical/Art Studio

AS Degree in Applied Computer Graphics: Technical/ Communication Design

Applied Computer Graphics Program
Counseling and Advising: (530) 895-2378
Transfer Counseling Center: (530) 895-2264
Transfer Information: www.assist.org
Department Office: AHPS 251, (530) 895-2531
J Boyd Trolinger, Chair (530) 895-2503

About the Program

Applied Computer Graphics blends courses from Art, Computer Science, Multimedia Studies, and Radio-Television-Film to create a cutting-edge multidisciplinary program. Students in Applied Computer Graphics learn to use art and technology to create interactive multimedia experiences such as video games and digital animations. The program prepares students for transfer to the Applied Computer Graphics program at California State University, Chico and provides a foundation for similar majors at other four-year colleges and universities.

To obtain an Associate's degree, students must complete both the major requirements and the graduation requirements listed in this catalog.

Note that some courses have a prerequisite (P), corequisite (C), or both (P/C). Prerequisites and corequisites are listed within each course description in this catalog.

Transfer majors designated as AA-T or AS-T are designed for transfer to a similar major at an unspecified CSU. Transfer majors designated as AA or AS are designed for transfer to the corresponding major at a specific CSU and are based on articulation (See a counselor for more information. Read about the difference between these types of degrees at the beginning of the Transfer section of this catalog).

AS Degree in Applied Computer Graphics: Production/Art Studio

60 Units Minimum

Required courses for the major:			24 - 25 Units
ART 2	Art History Survey I		3
or ART 4	Art History Survey II (3)		
ART 7	Basic Design I, Color		3
or ART 9	Three-Dimensional Design (3)		
ART 8	Basic Drawing		3
ART 14	Basic Figure Drawing		3
CSCI 11	Introduction to Game Design and Development		3
CSCI 3	Introduction to Computer Science		3
or CSCI 14	Programming in C++ (3)		
or CSCI 20	Programming and Algorithms I (4)	(P)	
MSP 9	Concept Art and Design for Entertainment Media		3
MSP 18	Introduction to Digital Photography		3
or MSP 96	Introduction to Computer Graphics (3)		

AS Degree in Applied Computer Graphics: Production/Communication Design

60 Units Minimum

Required courses for the major:			18 - 19 Units
RTVF 30	Digital Audio Production		3
CSCI 11	Introduction to Game Design and Development		3
CSCI 3	Introduction to Computer Science		3
or CSCI 14	Programming in C++ (3)		
or CSCI 20	Programming and Algorithms I (4)	(P)	
MSP 9	Concept Art and Design for Entertainment Media		3
MSP 18	Introduction to Digital Photography		3
MSP 96	Introduction to Computer Graphics		3

AS Degree in Applied Computer Graphics: Technical/Art Studio

60 Units Minimum

Required courses for the major:			22 - 23 Units
ART 2	Art History Survey I		3
or ART 4	Art History Survey II (3)		
ART 7	Basic Design I, Color		3
or ART 8	Basic Drawing (3)		
or ART 9	Three-Dimensional Design (3)		
or ART 14	Basic Figure Drawing (3)		
CSCI 11	Introduction to Game Design and Development		3
CSCI 14	Programming in C++		3
or CSCI 20	Programming and Algorithms I (4)	(P)	
CSCI 21	Programming and Algorithms II	(P)	4
MSP 9	Concept Art and Design for Entertainment Media		3
MSP 18	Introduction to Digital Photography		3
or MSP 96	Introduction to Computer Graphics (3)		

AS Degree in Applied Computer Graphics: Technical/Communication Design

60 Units Minimum

Required courses for the major:			19 - 20 Units
RTVF 30	Digital Audio Production		3
CSCI 11	Introduction to Game Design and Development		3
CSCI 14	Programming in C++		3
or CSCI 20	Programming and Algorithms I (4)	(P)	
CSCI 21	Programming and Algorithms II	(P)	4
MSP 9	Concept Art and Design for Entertainment Media		3
MSP 18	Introduction to Digital Photography		3
or MSP 96	Introduction to Computer Graphics (3)		

Arts

Transfer
AA Degree in Arts

Arts Program
Counseling and Advising: (530) 895-2378
Transfer Counseling Center: (530) 895-2264
Transfer Information: www.assist.org
Department Office: AHPS 224, (530) 895-2404
Dave Cooper, Chair (530) 895-2259

About the Program

The transfer major listed here partially reflects requirements for CSU, Chico. Students planning to transfer should contact a counselor for more information on program and transfer requirements.

To obtain an Associate's degree, students must complete both the major requirements and the graduation requirements listed in this catalog.

Note that some courses have a prerequisite (P), corequisite (C), or both (P/C). Prerequisites and corequisites are listed within each course description in this catalog.

Transfer majors designated as AA-T or AS-T are designed for transfer to a similar major at an unspecified CSU. Transfer majors designated as AA or AS are designed for transfer to the corresponding major at a specific CSU and are based on articulation (See a counselor for more information. Read about the difference between these types of degrees at the beginning of the Transfer section of this catalog).

AA Degree in Arts — 60 Units Minimum

Required courses for the major: — 18 - 27 Units

Must complete core plus an emphasis

Required Core Courses

ART 2	Art History Survey I	3
ART 4	Art History Survey II	3
ART 7	Basic Design I, Color	3
ART 8	Basic Drawing	3

Art Studio Emphasis at CSU, Chico

ART 9	Three-Dimensional Design	3
ART 14	Basic Figure Drawing	3
ART 50	Beginning Ceramics	3
ART 60	Beginning Sculpture	3
ART 17	Beginning Painting - Oil and Acrylics	3
ART 23	Relief Printing	3
ART 91	Introduction to Art Photography	3
ART 3	Asian Art History Survey	3
ART 6	African, Oceanic, and Native American Art History Survey	3

Art Education Emphasis at CSU, Chico

ART 9	Three-Dimensional Design	3
ART 17	Beginning Painting - Oil and Acrylics	3
ART 23	Relief Printing	3
ART 50	Beginning Ceramics	3
ART 14	Basic Figure Drawing	3
ART 60	Beginning Sculpture	3
ART 91	Introduction to Art Photography	3

Art History Emphasis at CSU, Chico

ART 3	Asian Art History Survey	3
ART 6	African, Oceanic, and Native American Art History Survey	3
ART 9	Three-Dimensional Design	3
ART 14	Basic Figure Drawing	3

Interior Design Option at CSU, Chico

ART 9	Three-Dimensional Design	3
ID 4	Fundamentals of Interior Design	3

Art Studio Option at CSU, Chico

ART 9	Three-Dimensional Design	3
ART 14	Basic Figure Drawing	3
ART 17	Beginning Painting - Oil and Acrylics	3
ART 23	Relief Printing	3
ART 50	Beginning Ceramics	3
ART 60	Beginning Sculpture	3
ART 91	Introduction to Art Photography	3
ART 3	Asian Art History Survey	3
ART 6	African, Oceanic, and Native American Art History Survey	3

Electronic Arts/Computer Animation Studio Option at CSU, Chico

ART 9	Three-Dimensional Design	3
ART 14	Basic Figure Drawing	3
ART 50	Beginning Ceramics	3
ART 91	Introduction to Art Photography	3
CSCI 3	Introduction to Computer Science	3
or CSCI 14	Programming in C++ (3)	
or CSCI 20	Programming and Algorithms I (4)	(P)

Electronic Arts/Intermedia Studio Option at CSU, Chico

ART 9	Three-Dimensional Design	3
ART 14	Basic Figure Drawing	3
ART 91	Introduction to Art Photography	3
ART 17	Beginning Painting - Oil and Acrylics	3
ART 23	Relief Printing	3
ART 50	Beginning Ceramics	3
ART 60	Beginning Sculpture	3

Biological Science

Transfer
AS Degree in Biological Science

Biological Science Program
Counseling and Advising: (530) 895-2378
Transfer Counseling Center: (530) 895-2264
Transfer Information: www.assist.org
Department Office: TE 132, (530) 879-6106
Suzanne Wakim, Chair (530) 879-4319

About the Program

The transfer major listed here reflects the core lower division requirements for many CSU and UC campuses, particularly CSU, Chico. Students planning to transfer should contact a counselor for more information on program and transfer requirements.

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 a basis for pre-medicine, pre-dentistry and pre-veterinarian students.

To obtain an Associate's degree, students must complete both the major requirements and the graduation requirements listed in this catalog.

Note that some courses have a prerequisite (P), corequisite (C), or both (P/C). Prerequisites and corequisites are listed within each course description in this catalog.

Transfer majors designated as AA-T or AS-T are designed for transfer to a similar major at an unspecified CSU. Transfer majors designated as AA or AS are designed for transfer to the corresponding major at a specific CSU and are based on articulation (See a counselor for more information. Read about the difference between these types of degrees at the beginning of the Transfer section of this catalog).

AS Degree in Biological Science — 60 Units Minimum

Required courses for the major:			25 Units
BIOL 11	Zoology	(P)	5
BIOL 12	Botany	(P)	5
BIOL 13	Cell and Molecular Biology	(P)	5
CHEM 1	General Chemistry I	(P)	5
CHEM 2	General Chemistry II	(P)	5
The following courses articulate with course's required for CSU Chico's Biological Sciences major but are not required for the Butte College AS in Biological Science.			
CHEM 21	Organic Chemistry I (5)	(P)	
PHYS 21	College Physics I (4)	(P)	
PHYS 22	College Physics II (4)	(P)	
SOC 5	Our Sustainable Future (3)		
MATH 13	Survey of Calculus (4)	(P)	

Business Administration

Transfer
AS Degree in Business Administration

Business Administration Program
Counseling and Advising: (530) 895-2378
Transfer Counseling Center: (530) 895-2264
Transfer Information: www.assist.org
Department Office: BE 116, (530) 895-2371
Donna Weaver, Chair (530) 895-2568

About the Program

The transfer major listed here partially reflects requirements for CSU, Chico. Students planning to transfer should contact a counselor for more information on program and transfer requirements.

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.

To obtain an Associate's degree, students must complete both the major requirements and the graduation requirements listed in this catalog.

Note that some courses have a prerequisite (P), corequisite (C), or both (P/C). Prerequisites and corequisites are listed within each course description in this catalog.

Transfer majors designated as AA-T or AS-T are designed for transfer to a similar major at an unspecified CSU. Transfer majors designated as AA or AS are designed for transfer to the corresponding major at a specific CSU and are based on articulation (See a counselor for more information. Read about the difference between these types of degrees at the beginning of the Transfer section of this catalog).

AS Degree in Business Administration — 60 Units Minimum

Required courses for the major:			24 Units
ACCT 2	Financial Accounting		4
ACCT 4	Managerial Accounting	(P)	4
BUS 20	Introduction to Business		3
ECON 2	Principles of Macroeconomics	(P)	3
ECON 4	Principles of Microeconomics	(P)	3
MATH 12	Mathematics for Business Decisions (Finite Mathematics)	(P)	3
MATH 19	Statistics for Business	(P)	4

Chemistry

Transfer
AS Degree in Chemistry

Chemistry Program
Counseling and Advising: (530) 895-2378
Transfer Counseling Center: (530) 895-2264
Transfer Information: www.assist.org
Department Office: TE 132, (530) 895-2840
Michael Panunto, Chair (530) 895-2229

About the Program

The transfer major listed here partially reflects requirements for CSU, Chico. Students planning to transfer should contact a counselor for more information on program and transfer requirements.

To obtain an Associate's degree, students must complete both the major requirements and the graduation requirements listed in this catalog.

Note that some courses have a prerequisite (P), corequisite (C), or both (P/C). Prerequisites and corequisites are listed within each course description in this catalog.

Transfer majors designated as AA-T or AS-T are designed for transfer to a similar major at an unspecified CSU. Transfer majors designated as AA or AS are designed for transfer to the corresponding major at a specific CSU and are based on articulation (See a counselor for more information. Read about the difference between these types of degrees at the beginning of the Transfer section of this catalog).

AS Degree in Chemistry — 60 Units Minimum

Required courses for the major:			40 Units
CHEM 1	General Chemistry I	(P)	5
CHEM 2	General Chemistry II	(P)	5
CHEM 21	Organic Chemistry I	(P)	5
MATH 30	Analytic Geometry and Calculus I	(P)	5
MATH 31	Analytic Geometry and Calculus II	(P)	4
MATH 32	Analytic Geometry and Calculus III	(P)	4
PHYS 41	Physics for Scientists and Engineers I	(P/C)	4
PHYS 42	Physics for Scientists and Engineers II	(P/C)	4
PHYS 43	Physics for Scientists and Engineers III	(P)	4

Child Development

Transfer
AS Degree in Child Development

Child Development Program
Counseling and Advising: (530) 895-2378
Transfer Counseling Center: (530) 895-2264
Transfer Information: www.assist.org
Department Office: AHPS 251, (530) 895-2542
Carrie Roberson, Chair (530) 895-2534

About the Program

The transfer major listed here partially reflects requirements for CSU, Chico. Students planning to transfer should contact a counselor for more information on program and transfer requirements.

Comparable programs are available at CSU, Fresno, Long Beach, Northridge, Pomona, Sacramento, and San Francisco. 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 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.

The Child Development and Family Relations faculty recommend that CDF 12: Child, Family, and Community be taken in addition to the above course since it partially meets California State Child Care Licensing requirements.

To obtain an Associate's degree, students must complete both the major requirements and the graduation requirements listed in this catalog.

Note that some courses have a prerequisite (P), corequisite (C), or both (P/C). Prerequisites and corequisites are listed within each course description in this catalog.

Transfer majors designated as AA-T or AS-T are designed for transfer to a similar major at an unspecified CSU. Transfer majors designated as AA or AS are designed for transfer to the corresponding major at a specific CSU and are based on articulation (See a counselor for more information. Read about the difference between these types of degrees at the beginning of the Transfer section of this catalog).

AS Degree in Child Development — 60 Units Minimum

Required courses for the major:		18 - 19 Units
FN 2	Basic Nutrition	3
or FN 50	Nutrition and Diet Therapy (4)	
CDF 14	Child Growth and Development	3
CDF 40	Observation and Assessment	3
CDF 63	Introduction to Early Childhood Education Curriculum	3
SOC 8	Marriage, Family and Intimate Relationships	3
PSY 41	Socio-Cultural Context of Psychological Development	3

Communication Studies

Transfer
AA Degree in Communication Studies
AA-T Degree in Communication Studies

Communication Studies Program
Counseling and Advising: (530) 895-2378
Transfer Counseling Center: (530) 895-2264
Transfer Information: www.assist.org
Department Office: LB 207, (530) 895-2994
Stacey Bartlett, Chair (530) 895-2243

About the Program

Students planning to transfer should contact a counselor for more information on program and transfer requirements.

The Communication Studies program at Butte College prepares students for transfer to a baccalaureate major in Communication Studies for the California State University. In addition, this program offers vital communication skills that are in demand by virtually every 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. 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, gender and communication, intercultural awareness and sensitivity, and effective group interaction, among others. We offer two degree options.

AA Degree in Communication Studies
The Associate in Arts (AA) in Communication Studies degrees are intended for students who plan to earn an AA degree in Communication Studies in support of career or other academic endeavors or who plan to specifically transfer to CSU, Chico. The Associate in Arts (AA) and Associate in Science (AS) degrees require the completion of all Butte College graduation requirements including specified major degree requirements as detailed in the catalog. Students are encouraged to contact a counselor or see www.assist.org.

AA-T Degree in Communication Studies
The Associate in Arts in Communication Studies for Transfer is intended for students who plan to complete a bachelor's degree in Communication Studies or similar major at a CSU campus. Students completing this degree are guaranteed admission to the CSU system, but not to a particular campus or major. Students transferring to a CSU campus that does accept this degree will be required to complete no more than 60 units after transfer to earn a bachelor's degree. This degree may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system. In all cases, students should consult with a counselor for more information on university admission and transfer requirements.

The associate transfer degrees (AA-T or AS-T) require completion and certification of the California State University General Education (CSU GE) or the Intersegmental General Education Transfer Curriculum (IGETC) as well as the specific AA-T or AS-T major degree requirements. Students earning either an AA-T or an AS-T will not be held to additional Butte College graduation requirements (including Physical Education and the multicultural competency). Students should work with a counselor to identify major coursework that can be used to fulfill CSU GE or IGETC categories.

To obtain an Associate's degree, students must complete both the major requirements and the graduation requirements listed in this catalog.

Note that some courses have a prerequisite (P), corequisite (C), or both (P/C). Prerequisites and corequisites are listed within each course description in this catalog.

Transfer majors designated as AA-T or AS-T are designed for transfer to a similar major at an unspecified CSU. Transfer majors designated as AA or AS are designed for transfer to the corresponding major at a specific CSU and are based on articulation (See a counselor for more information. Read about the difference between these types of degrees at the beginning of the Transfer section of this catalog).

AA Degree in Communication Studies — 60 Units Minimum

Required courses for the major:			18 Units
CMST 2	Public Speaking		3
CMST 4	Small Group Communication		3
CMST 9	Intercultural Communication		3
CMST 10	Interpersonal Communication		3
CMST 12	Forensics (Speech and Debate)		3
CMST 14	Argumentation and Debate	(P)	3

AA-T Degree in Communication Studies — 60 Units Minimum

Required courses for the major:			18 Units
CMST 2	Public Speaking		3
or CMST 2H	Honors Public Speaking (3)	(P)	
Select 2 courses from the following:			6
CMST 4	Small Group Communication (3)		
CMST 10	Interpersonal Communication (3)		
CMST 14	Argumentation and Debate (3)	(P)	
Select 2 courses from the following:			6
CMST 6	Oral Interpretation (3)		
CMST 9	Intercultural Communication (3)		
CMST 12	Forensics (Speech and Debate) (3)		
RTVF 12	Mass Media and Society (3)		
Select 1 course from the following:			3
CMST 13	Gender and Communication (3)		
RTVF 2	Introduction to Newswriting (3)	(P)	

Computer Science

Transfer
AS Degree in Computer Science

Computer Science Program
Counseling and Advising: (530) 895-2378
Transfer Counseling Center: (530) 895-2264
Transfer Information: www.assist.org
Department Office: AHPS 251, (530) 895-2531
J Boyd Trolinger, Chair (530) 895-2503

About the Program

The transfer major listed here partially reflects requirements for CSU, Chico. Students planning to transfer should contact a counselor for more information on program and transfer requirements.

Students taking the required courses for this transfer major must also take the prerequisites for these courses. The combination of the required Computer Science courses and their prerequisites provide an excellent preparation for students majoring in Computer Science at the four-year university level.

To obtain an Associate's degree, students must complete both the major requirements and the graduation requirements listed in this catalog.

Note that some courses have a prerequisite (P), corequisite (C), or both (P/C). Prerequisites and corequisites are listed within each course description in this catalog.

Transfer majors designated as AA-T or AS-T are designed for transfer to a similar major at an unspecified CSU. Transfer majors designated as AA or AS are designed for transfer to the corresponding major at a specific CSU and are based on articulation (See a counselor for more information. Read about the difference between these types of degrees at the beginning of the Transfer section of this catalog).

AS Degree in Computer Science — 60 Units Minimum

Required courses for the major:			32 - 34 Units
CSCI 10	Assembly Language Programming	(P)	4
CSCI 14	Programming in C++		3
or CSCI 20	Programming and Algorithms I (4)	(P)	
CSCI 21	Programming and Algorithms II	(P)	4
MATH 30	Analytic Geometry and Calculus I	(P)	5
MATH 31	Analytic Geometry and Calculus II	(P)	4
PHYS 41	Physics for Scientists and Engineers I	(P/C)	4
PHYS 42	Physics for Scientists and Engineers II	(P/C)	4
BIOL 1	Introduction to Biology		4
or BIOL 13	Cell and Molecular Biology (5)	(P)	

Criminal Justice

Transfer
AS Degree in Criminal Justice
AS-T Degree in Administration of Justice

Criminal Justice Program
Counseling and Advising: (530) 895-2378
Transfer Counseling Center: (530) 895-2264
Transfer Information: www.assist.org
Department Office: AHPS 144, (530) 895-2401
Mike Dunbaugh, Director (530) 879-4349

About the Program

Students planning to transfer should contact a counselor for more information on program and transfer requirements.

AS Degree in Criminal Justice
The Criminal Justice transfer degree major is designed for students who plan to earn a Bachelor's degree in Criminal Justice or related fields at CSU, Chico. This transfer major may also serve as the basis for students who are interested in pre-law.

AS-T Degree in Administration of Justice
The Associate in Arts in Administration of Justice for Transfer is intended for students who plan to complete a bachelor's degree in Administration of Justice or similar major at a CSU campus. Students completing this degree are guaranteed admission to the CSU system, but not to a particular campus or major. Students transferring to a CSU campus that does accept this degree will be required to complete no more than 60 units after transfer to earn a bachelor's degree. This degree may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system. In all cases, students should consult with a counselor for more information on university admission and transfer requirements.

The associate transfer degrees (AA-T or AS-T) require completion and certification of the California State University General Education (CSU GE) or the Intersegmental General Education Transfer Curriculum (IGETC) as well as the specific AA-T or AS-T major degree requirements. Students earning either an AA-T or an AS-T will not be held to additional Butte College graduation requirements (including Physical Education and the multicultural competency). Students should work with a counselor to identify major coursework that can be used to fulfill CSU GE or IGETC categories.

To obtain an Associate's degree, students must complete both the major requirements and the graduation requirements listed in this catalog.

Note that some courses have a prerequisite (P), corequisite (C), or both (P/C). Prerequisites and corequisites are listed within each course description in this catalog.

Transfer majors designated as AA-T or AS-T are designed for transfer to a similar major at an unspecified CSU. Transfer majors designated as AA or AS are designed for transfer to the corresponding major at a specific CSU and are based on articulation (See a counselor for more information. Read about the difference between these types of degrees at the beginning of the Transfer section of this catalog).

AS Degree in Criminal Justice — 60 Units Minimum

Required courses for the major:		18 Units
AJ 2	Administration of Justice	3
AJ 4	Criminal Law I	3
AJ 6	Evidence	3
AJ 8	Criminal Investigation	3
AJ 10	Juvenile Procedures	3
AJ 14	Community Oriented Policing	3

AS-T Degree in Administration of Justice — 60 Units Minimum

Required courses for the major:			18 Units
AJ 1	Criminology		3
AJ 4	Criminal Law I		3
Select 2 courses from the following:			6
AJ 11	Criminal Procedure (3)		
AJ 6	Evidence (3)		
AJ 8	Criminal Investigation (3)		
AJ 14	Community Oriented Policing (3)		
AJ 10	Juvenile Procedures (3)		
Select 2 courses from the following:			6
AJ 2	Administration of Justice (3)		
SOC 2	Principles of Sociology (3)		
MATH 18	Introduction to Statistics (3)	(P)	
PSY 1	Principles of Psychology (3)		

Engineering

Transfer
AS Degree in Engineering

Engineering Program
Counseling and Advising: (530) 895-2378
Transfer Counseling Center: (530) 895-2264
Transfer Information: www.assist.org
Department Office: TE 132, (530) 895-2840
Michael Panunto, Chair (530) 895-2229

About the Program

The transfer major listed here partially reflects requirements for CSU, Chico. Students planning to transfer should contact a counselor for more information on program and transfer requirements.

To obtain an Associate's degree, students must complete both the major requirements and the graduation requirements listed in this catalog.

Note that some courses have a prerequisite (P), corequisite (C), or both (P/C). Prerequisites and corequisites are listed within each course description in this catalog.

Transfer majors designated as AA-T or AS-T are designed for transfer to a similar major at an unspecified CSU. Transfer majors designated as AA or AS are designed for transfer to the corresponding major at a specific CSU and are based on articulation (See a counselor for more information. Read about the difference between these types of degrees at the beginning of the Transfer section of this catalog).

AS Degree in Engineering — 60 Units Minimum

Required courses for the major: — 45 - 53 Units

Required Core Courses. Students must complete core courses plus one CSU, Chico Option below			
CHEM 1	General Chemistry I	(P)	5
ENGR 17	Electrical Circuits and Devices	(P)	4
MATH 30	Analytic Geometry and Calculus I	(P)	5
MATH 31	Analytic Geometry and Calculus II	(P)	4
MATH 32	Analytic Geometry and Calculus III	(P)	4
MATH 40	Differential Equations	(P)	4
PHYS 41	Physics for Scientists and Engineers I	(P/C)	4
PHYS 42	Physics for Scientists and Engineers II	(P/C)	4
PHYS 43	Physics for Scientists and Engineers III	(P)	4
Civil Engineering Option at CSU, Chico			
ENGR 3	Plane Surveying I	(P)	3
ENGR 4	Plane Surveying II	(P)	3
ENGR 8	Statics	(P)	3
ENGR 45	Materials Science	(P)	3
DFT 12	Beginning AutoCAD Drafting		3
Computer Engineering Option at CSU, Chico			
CSCI 10	Assembly Language Programming	(P)	4
CSCI 20	Programming and Algorithms I	(P)	4
or CSCI 14	Programming in C++ (3)		
CSCI 21	Programming and Algorithms II	(P)	4
Electrical/Electronic Engineering Option at CSU, Chico			
CSCI 10	Assembly Language Programming	(P)	4
CSCI 20	Programming and Algorithms I	(P)	4
or CSCI 14	Programming in C++ (3)		
Mechanical Engineering Option at CSU, Chico			
DFT 2	Engineering Graphics I		3
ENGR 8	Statics	(P)	3
ENGR 45	Materials Science	(P)	3
DFT 8	Engineering Graphics II	(P)	3

CSU, Chico also offers an option in Mechatronic Engineering. Visit www.assist,org for more information

English

Transfer
AA-T Degree in English

English Program
Counseling and Advising: (530) 895-2378
Transfer Counseling Center: (530) 895-2264
Transfer Information: www.assist.org
Department Office: LRC 320, (530) 895-2581
Leslie Henson, Chair (530)895-2825

About the Program

Students planning to transfer should contact a counselor for more information on program and transfer requirements.

AA-T Degree in English
The Associate in Arts in English for Transfer (AA-T) creates a transfer pathway for students who plan to complete a Bachelor of Arts in English at a California State University. With the completion of the AA-T in English, students will possess the foundational knowledge and skills that comprise the core content of the first two years of many four-year programs in English. The Associate in Arts in English for Transfer is intended for students who plan to complete a bachelor's degree in English or similar major at a CSU campus. Students completing this degree are guaranteed admission to the CSU system, but not to a particular campus or major. Students transferring to a CSU campus that does accept this degree will be required to complete no more than 60 units after transfer to earn a bachelor's degree. This degree may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system. In all cases, students should consult with a counselor for more information on university admission and transfer requirements.

The associate transfer degrees (AA-T or AS-T) require completion and certification of the California State University General Education (CSU GE) or the Intersegmental General Education Transfer Curriculum (IGETC) as well as the specific AA-T or AS-T major degree requirements. Students earning either an AA-T or an AS-T will not be held to additional Butte College graduation requirements (including Physical Education and the multicultural competency). Students should work with a counselor to identify major coursework that can be used to fulfill CSU GE or IGETC categories.

To obtain an Associate's degree, students must complete both the major requirements and the graduation requirements listed in this catalog.

Note that some courses have a prerequisite (P), corequisite (C), or both (P/C). Prerequisites and corequisites are listed within each course description in this catalog.

Transfer majors designated as AA-T or AS-T are designed for transfer to a similar major at an unspecified CSU. Transfer majors designated as AA or AS are designed for transfer to the corresponding major at a specific CSU and are based on articulation (See a counselor for more information. Read about the difference between these types of degrees at the beginning of the Transfer section of this catalog).

AA-T Degree in English — 60 Units Minimum

Required courses for the major:			18 Units
ENGL 4	Introduction to Literature	(P)	3
ENGL 11	Communication and Critical Thinking	(P)	3
Select 2 courses from the following:			6
ENGL 8	English Literature I (3)	(P)	
ENGL 10	English Literature II (3)	(P)	
ENGL 14	U.S. Literature I (3)	(P)	
ENGL 16	U.S. Literature II (3)	(P)	
ENGL 20	Introduction to Poetry (3)	(P)	
Select 1 course from the following:			3
ENGL 6	Creative Writing (3)	(P)	
ENGL 15	Film as Literature (3)	(P)	
ENGL 21	Mythology (3)	(P)	
ENGL 25	Introduction to Shakespeare (3)	(P)	
Select 1 course from the following:			3
ENGL 26	Queer Film and Literature (3)	(P)	
ENGL 31	Existential Literature (3)	(P)	
ENGL 35	Cross-Cultural Film and Literature (3)	(P)	
ENGL 45	Latino Literature and its Latin American Roots (3)	(P)	
ENGL 47	Native American Literature (3)	(P)	

Environmental Science

Transfer
AS Degree in Environmental Science

Environmental Science Program
Counseling and Advising: (530) 895-2378
Transfer Counseling Center: (530) 895-2264
Transfer Information: www.assist.org
Department Office: TE 132, (530) 895-2840
Michael Panunto, Chair (530) 895-2229

About the Program

The transfer major listed here partially reflects requirements for CSU, Humboldt. Students planning to transfer should contact a counselor for more information on program and transfer requirements.

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 will understand essential biological and physical processes, analyze human/environment interactions, understand different cultural perspectives on the environment, build critical thinking skills as the basis for decision making and sound value judgements, gain specialized analytical skills in at least one area of environmental science, build teamwork, leadership, conflict resolution skills, and develop effective communication skills.

To obtain an Associate's degree, students must complete both the major requirements and the graduation requirements listed in this catalog.

Note that some courses have a prerequisite (P), corequisite (C), or both (P/C). Prerequisites and corequisites are listed within each course description in this catalog.

Transfer majors designated as AA-T or AS-T are designed for transfer to a similar major at an unspecified CSU. Transfer majors designated as AA or AS are designed for transfer to the corresponding major at a specific CSU and are based on articulation (See a counselor for more information. Read about the difference between these types of degrees at the beginning of the Transfer section of this catalog).

AS Degree in Environmental Science — 60 Units Minimum

Required courses for the major:			26 - 34 Units
Complete one emphasis			
Ecological Restoration Emphasis at CSU, Humboldt			
PSC 10	Introduction to Environmental Science		4
NR 28	Environmental Management		3
NR 29	Environmental Management Laboratory	(C)	1
BIOL 13	Cell and Molecular Biology	(P)	5
BIOL 12	Botany	(P)	5
CHEM 51	Elementary Inorganic Chemistry	(P)	5
AGS 50	General Soils		4
Energy and Climate Emphasis at CSU, Humboldt			
PSC 10	Introduction to Environmental Science		4
NR 28	Environmental Management		3
NR 29	Environmental Management Laboratory	(C)	1
BIOL 12	Botany	(P)	5
or BIOL 13	Cell and Molecular Biology (5)	(P)	
CHEM 51	Elementary Inorganic Chemistry	(P)	5
or CHEM 1	General Chemistry I (5)	(P)	
and CHEM 2	General Chemistry II (5)	(P)	
ECON 30	Economic Issues and Policies	(P)	3
or ECON 35	Introduction to Environmental Economics (3)		
MATH 30	Analytic Geometry and Calculus I	(P)	5
PHYS 21	College Physics I	(P)	4
PHYS 22	College Physics II	(P)	4
Environmental Policy Emphasis at CSU, Humboldt			
PSC 10	Introduction to Environmental Science		4
NR 28	Environmental Management		3
NR 29	Environmental Management Laboratory	(C)	1
BIOL 12	Botany	(P)	5
or BIOL 13	Cell and Molecular Biology (5)	(P)	
ECON 30	Economic Issues and Policies	(P)	3
or ECON 35	Introduction to Environmental Economics (3)		
MATH 20	Trigonometry	(P)	3
MATH 26	College Algebra	(P)	4
MATH 18	Introduction to Statistics	(P)	3

Graphic Design

Transfer
AA Degree in Graphic Design

Graphic Design Program
Counseling and Advising: (530) 895-2378
Transfer Counseling Center: (530) 895-2264
Transfer Information: www.assist.org
Department Office: ARTS 224, (530) 895-2404
Mark Hall, Chair (530) 879-4033

About the Program

The transfer major listed here partially reflects requirements for CSU, Chico. Students planning to transfer should contact a counselor for more information on program and transfer requirements.

To obtain an Associate's degree, students must complete both the major requirements and the graduation requirements listed in this catalog.

Note that some courses have a prerequisite (P), corequisite (C), or both (P/C). Prerequisites and corequisites are listed within each course description in this catalog.

Transfer majors designated as AA-T or AS-T are designed for transfer to a similar major at an unspecified CSU. Transfer majors designated as AA or AS are designed for transfer to the corresponding major at a specific CSU and are based on articulation (See a counselor for more information. Read about the difference between these types of degrees at the beginning of the Transfer section of this catalog).

AA Degree in Graphic Design — 60 Units Minimum

Required courses for the major:		18 Units
ART 2	Art History Survey I	3
or ART 4	Art History Survey II (3)	
ART 7	Basic Design I, Color	3
ART 8	Basic Drawing	3
ART 31	Graphic Design I	3
PHO 2	Basic Photography	3
RTVF 12	Mass Media and Society	3

History

Transfer
AA-T Degree in History

History Program
Counseling and Advising: (530) 895-2378
Transfer Counseling Center: (530) 895-2264
Transfer Information: www.assist.org
Department Office: LRC 304, (530) 895-2471
Mike Findlay, Chair (530) 895-2972

About the Program

Students planning to transfer should contact a counselor for more information on program and transfer requirements.

AA-T Degree in History
The Associate in Arts in History for Transfer is intended for students who plan to complete a bachelor's degree in History or similar major at a CSU campus. Students completing this degree are guaranteed admission to the CSU system, but not to a particular campus or major. Students transferring to a CSU campus that does accept this degree will be required to complete no more than 60 units after transfer to earn a bachelor's degree. This degree may not be the best option for students intending to transfer to a particular CSU campus or to a university or college that is not part of the CSU system. In all cases, students should consult with a counselor for more information on university admission and transfer requirements.

The associate transfer degrees (AA-T or AS-T) require completion and certification of the California State University General Education (CSU GE) or the Intersegmental General Education Transfer Curriculum (IGETC) as well as the specific AA-T or AS-T major degree requirements. Students earning either an AA-T or an AS-T will not be held to additional Butte College graduation requirements (including Physical Education and the multicultural competency). Students should work with a counselor to identify major coursework that can be used to fulfill CSU GE or IGETC categories.

To obtain an Associate's degree, students must complete both the major requirements and the graduation requirements listed in this catalog.

Note that some courses have a prerequisite (P), corequisite (C), or both (P/C). Prerequisites and corequisites are listed within each course description in this catalog.

Transfer majors designated as AA-T or AS-T are designed for transfer to a similar major at an unspecified CSU. Transfer majors designated as AA or AS are designed for transfer to the corresponding major at a specific CSU and are based on articulation (See a counselor for more information. Read about the difference between these types of degrees at the beginning of the Transfer section of this catalog).

AA-T Degree in History — 60 Units Minimum

Required courses for the major:		18 Units
HIST 6	Modern World History	3
HIST 8	United States History to 1877	3
HIST 10	United States History-1877 to Present	3
HIST 12	World History I	3
HIST 14	World History II	3
HIST 20	Political History of the Middle East	3
or HIST 30	History of the African American (3)	
or ANTH 33	Ancient Mesoamerica (3)	

Language Arts

Transfer
AA Degree in Language Arts

Language Arts Program
Counseling and Advising: (530) 895-2378
Transfer Counseling Center: (530) 895-2264
Transfer Information: www.assist.org
Department Office: LRC 320, (530) 895-2581
Leslie Henson, Chair (530) 895-2825

About the Program

The transfer major listed here partially reflects requirements for CSU, Chico. Students planning to transfer should contact a counselor for more information on program and transfer requirements.

To obtain an Associate's degree, students must complete both the major requirements and the graduation requirements listed in this catalog.

Note that some courses have a prerequisite (P), corequisite (C), or both (P/C). Prerequisites and corequisites are listed within each course description in this catalog.

Transfer majors designated as AA-T or AS-T are designed for transfer to a similar major at an unspecified CSU. Transfer majors designated as AA or AS are designed for transfer to the corresponding major at a specific CSU and are based on articulation (See a counselor for more information. Read about the difference between these types of degrees at the beginning of the Transfer section of this catalog).

AA Degree in Language Arts — 60 Units Minimum

Required courses for the major:			**18 Units**
Choose 6 units from:			6
ENGL 2	Reading and Composition (3)	(P)	
ENGL 4	Introduction to Literature (3)	(P)	
CMST 2	Public Speaking (3)		
CMST 4	Small Group Communication (3)		
Choose 12 units from:			12
ENGL 4	Introduction to Literature (3)	(P)	
ENGL 8	English Literature I (3)	(P)	
ENGL 10	English Literature II (3)	(P)	
ENGL 14	U.S. Literature I (3)	(P)	
ENGL 15	Film as Literature (3)	(P)	
ENGL 16	U.S. Literature II (3)	(P)	
ENGL 20	Introduction to Poetry (3)	(P)	
ENGL 21	Mythology (3)	(P)	
ENGL 25	Introduction to Shakespeare (3)	(P)	
ENGL 31	Existential Literature (3)	(P)	
ENGL 35	Cross-Cultural Film and Literature (3)	(P)	
ENGL 47	Native American Literature (3)	(P)	
FREN 1	First Semester French (4)		
FREN 2	Second Semester French (4)	(P)	
ITAL 1	First Semester Italian (4)		
ITAL 2	Second Semester Italian (4)	(P)	
JPN 1	First Semester Japanese (4)		
JPN 2	Second Semester Japanese (4)	(P)	
JPN 3	Third Semester Japanese (4)	(P)	
JPN 4	Fourth Semester Japanese (4)	(P)	
LATN 1	First Semester Latin (4)		
LATN 2	Second Semester Latin (4)	(P)	
LATN 3	Third Semester Latin (4)	(P)	
GERM 1	First Semester German (4)		
GERM 2	Second Semester German (4)	(P)	
GERM 3	Third Semester German (4)	(P)	
GERM 4	Fourth Semester German (4)	(P)	
SPAN 1	First Semester Spanish (4)		
SPAN 2	Second Semester Spanish (4)	(P)	
SPAN 3	Third Semester Spanish (4)	(P)	
SPAN 4	Fourth Semester Spanish (4)	(P)	
SPAN 14	Hispanic Short Stories (3)	(P)	
SPAN 16	Hispanic Film (3)	(P)	
CMST 2	Public Speaking (3)		
CMST 3	Effective Listening Through Multicultural Awareness (3)		
CMST 4	Small Group Communication (3)		
CMST 6	Oral Interpretation (3)		
CMST 8	Speech For Radio-TV (3)		
CMST 9	Intercultural Communication (3)		
CMST 12	Forensics (Speech and Debate) (3)		
CMST 14	Argumentation and Debate (3)	(P)	
CMST 16	Readers' Theatre (3)		

Liberal Studies

Transfer
AA Degree in Liberal Studies

Liberal Studies Program
Counseling and Advising: (530) 895-2378
Transfer Counseling Center: (530) 895-2264
Transfer Information: www.assist.org
Department Office: LRC 320, (530) 895-2581

About the Program

The transfer major listed here partially reflects requirements for CSU, Chico. Students planning to transfer should contact a counselor for more information on program and transfer requirements.

To obtain an Associate's degree, students must complete both the major requirements and the graduation requirements listed in this catalog.

Note that some courses have a prerequisite (P), corequisite (C), or both (P/C). Prerequisites and corequisites are listed within each course description in this catalog.

Transfer majors designated as AA-T or AS-T are designed for transfer to a similar major at an unspecified CSU. Transfer majors designated as AA or AS are designed for transfer to the corresponding major at a specific CSU and are based on articulation (See a counselor for more information. Read about the difference between these types of degrees at the beginning of the Transfer section of this catalog).

AA Degree in Liberal Studies — 60 Units Minimum

Required courses for the major:			45 Units
BIOL 1	Introduction to Biology		4
DRAM 4	Creative Drama and Theatre for Children		3
or CMST 16	Readers' Theatre (3)		
EDUC 2	Introduction to Education		3
ENGL 2	Reading and Composition	(P)	3
HIST 8	United States History to 1877		3
or HIST 10	United States History-1877 to Present (3)		
or HIST 28	Women in American History (3)		
or ECON 20	Economic History of the U.S. (3)		
HIST 12	World History I		3
HIST 14	World History II		3
MATH 4	Concepts in Mathematics for Teachers I	(P)	3
MATH 5	Concepts in Mathematics for Teachers II	(P)	4
PHIL 6	Introduction To Logic		3
or ENGL 11	Communication and Critical Thinking (3)	(P)	
or MATH 7	Formal Logic and Writing (3)	(P)	
or PHIL 7	Formal Logic & Writing (3)	(P)	
or PHIL 8	Methods of Argument (3)	(P)	
or CMST 14	Argumentation and Debate (3)	(P)	
or HON 1	Culture and Traditions of the West I (3)	(P)	
POS 2	United States Government		3
or POS 12	California State and Local Government (3)		
PHIL 58	Teaching About Religion		3
or PSY 41	Socio-Cultural Context of Psychological Development (3)		
CMST 2	Public Speaking		3
or CMST 4	Small Group Communication (3)		
PSC 12	Concepts in Physical Science		4
or PSC 20	Introductory Physical Science (3)		
and PSC 21	Introductory Physical Science Laboratory (1)	(P)	

Liberal Studies: Bilingual Pattern

All of the above plus the following:

MCS 36	The Chicano American (3)	
SPAN 3	Third Semester Spanish (4)	(P)
SPAN 4	Fourth Semester Spanish (4)	(P)

The following courses will meet additional CSU, Chico Liberal Studies requirements (including bilingual pattern) by special agreement and are not required for the Associates degree.

ANTH 4	Cultural Anthropology (3)
GEOG 8	World Regional Geography (3)
GEOG 10	Geography of California (3)

Mathematics

Transfer
AS Degree in Mathematics

Mathematics Program
Counseling and Advising: (530) 895-2378
Transfer Counseling Center: (530) 895-2264
Transfer Information: www.assist.org
Department Office: TE 132, (530) 895-2451
Mark Mavis, Chair (530) 895-2992

About the Program

The transfer major listed here partially reflects requirements for CSU, Chico. Students planning to transfer should contact a counselor for more information on program and transfer requirements.

To obtain an Associate's degree, students must complete both the major requirements and the graduation requirements listed in this catalog.

Note that some courses have a prerequisite (P), corequisite (C), or both (P/C). Prerequisites and corequisites are listed within each course description in this catalog.

Transfer majors designated as AA-T or AS-T are designed for transfer to a similar major at an unspecified CSU. Transfer majors designated as AA or AS are designed for transfer to the corresponding major at a specific CSU and are based on articulation (See a counselor for more information. Read about the difference between these types of degrees at the beginning of the Transfer section of this catalog).

AS Degree in Mathematics — 60 Units Minimum

Required courses for the major:			23 - 24 Units
MATH 30	Analytic Geometry and Calculus I	(P)	5
MATH 31	Analytic Geometry and Calculus II	(P)	4
MATH 32	Analytic Geometry and Calculus III	(P)	4
MATH 40	Differential Equations	(P)	4
MATH 42	Linear Algebra	(P)	3
CSCI 6	Programming with Visual Basic	(P)	3
or CSCI 20	Programming and Algorithms I (4)	(P)	

Nutrition and Food Sciences

Transfer
AS Degree in Nutrition and Food Sciences

Nutrition and Food Sciences Program
Counseling and Advising: (530) 895-2378
Transfer Counseling Center: (530) 895-2264
Transfer Information: www.assist.org
Department Office: AHPS 251, (530) 895-2483
Maggi Dorsett, Coordinator (530) 895-2483

About the Program

The transfer major listed here partially reflects requirements for CSU, Chico. Students planning to transfer should contact a counselor for more information on program and transfer requirements.

Comparable Nutrition and Food Sciences programs are also available at CSU, Fresno, Long Beach, Los Angeles, Northridge, Cal Poly Pomona, Sacramento and San Francisco.

To obtain an Associate's degree, students must complete both the major requirements and the graduation requirements listed in this catalog.

Note that some courses have a prerequisite (P), corequisite (C), or both (P/C). Prerequisites and corequisites are listed within each course description in this catalog.

Transfer majors designated as AA-T or AS-T are designed for transfer to a similar major at an unspecified CSU. Transfer majors designated as AA or AS are designed for transfer to the corresponding major at a specific CSU and are based on articulation (See a counselor for more information. Read about the difference between these types of degrees at the beginning of the Transfer section of this catalog).

AS Degree in Nutrition and Food Sciences — 60 Units Minimum

Required courses for the major: — 24 - 32 Units

Students must complete core courses plus one CSU, Chico Option			
Required Core Courses			
BIOL 15	Introduction to Microbiology	(P)	5
BIOL 21	Human Physiology	(P)	4
CHEM 51	Elementary Inorganic Chemistry	(P)	5
CHEM 52	Elementary Organic and Biochemistry	(P)	4
MATH 18	Introduction to Statistics	(P)	3
General Dietetics Option at CSU, Chico			
PSY 1	Principles of Psychology		3
Food Administration Option at CSU, Chico			
ACCT 2	Financial Accounting		4
ACCT 4	Managerial Accounting	(P)	4
ECON 4	Principles of Microeconomics	(P)	3

Physical Education

Transfer
AA Degree in General Physical Education

Physical Education Program
Counseling and Advising: (530) 895-2378
Transfer Counseling Center: (530) 895-2264
Transfer Information: www.assist.org
Department Office: WLR 102, (530) 895-2521
Mario Vela, Chair (530) 895-2370

About the Program

The transfer major listed here partially reflects requirements for CSU, Chico. Students planning to transfer should contact a counselor for more information on program and transfer requirements.

To obtain an Associate's degree, students must complete both the major requirements and the graduation requirements listed in this catalog.

Note that some courses have a prerequisite (P), corequisite (C), or both (P/C). Prerequisites and corequisites are listed within each course description in this catalog.

Transfer majors designated as AA-T or AS-T are designed for transfer to a similar major at an unspecified CSU. Transfer majors designated as AA or AS are designed for transfer to the corresponding major at a specific CSU and are based on articulation (See a counselor for more information. Read about the difference between these types of degrees at the beginning of the Transfer section of this catalog).

AA Degree in General Physical Education — 60 Units Minimum

Required courses for the major:			18 - 32 Units
Students must complete core courses plus one CSU, Chico option			
BIOL 20	Human Anatomy	(P)	4
BIOL 21	Human Physiology	(P)	4
Exercise Physiology Option			
CHEM 51	Elementary Inorganic Chemistry	(P)	5
CHEM 52	Elementary Organic and Biochemistry	(P)	4
PHYS 21	College Physics I	(P)	4
PHYS 22	College Physics II	(P)	4
MATH 18	Introduction to Statistics	(P)	3
Physical Education Teacher Education Option at CSU, Chico			
CMST 2	Public Speaking		3
or CMST 4	Small Group Communication (3)		
POS 2	United States Government		3
Complete physical activity courses for a minimum of 4 units.			4
Area I - Individual and Dual			
PE 25	Bowling		.5 - 1.75
PE 26	Golf		.5 - 1.75
PE 28	Track & Field		.5 - 1.75
PE 29	Tennis		.5 - 1.75
PE 30	Archery		.5 - 1.75
PE 31	Badminton		.5 - 1.75
Area II - Combatives and Martial Arts			
PE 10	Self Defense		.5 - 1.75
PE 11	Boxing		.5 - 1.75
PE 56	Karate		.5 - 1.75
PE 57	Taekwondo		.5 - 1.75
PE 77	Aikido		.5 - 1.75
PE 92	Jujitsu		.5 - 1.75
Area III - Dance, Movement, and Healing Arts			
PE 12	Ballroom Dance I		1 - 1.75
PE 13	Ballroom Dance II		1 - 1.75
PE 14	Jazz Dance		.5 - 1.75
PE 72	Pep Activities		.5 - 1.75
PE 74	Stress Management Techniques and Exercise		.5 - 1.75
PE 76	Dance Production	(P)	.5 - 1.75
PE 86	Tai Chi Chuan		.5 - 1.75
Area IV - Weight Training and Fitness			
PE 8	Butte Fitness and Wellness Center		.5 - 6
PE 16	Adaptive Physical Education		.5 - 1.75
PE 17	Aerobics		.5 - 1.75
PE 18	Fitness		.5 - 1.75
PE 19	Weight Training		.5 - 1.75
PE 20	Cardiovascular Fitness/Jogging		.5 - 1.75
PE 21	Walking for Fitness		.5 - 1.75
PE 23	Wellness Workout T-Tapp		.5 - 1.75
PE 50	Olympic Weightlifting		.5 - 1.75
PE 54	Body Sculpting		.5 - 1.75
PE 59	Stretching for Life		.5 - 1.75
PE 73	Gentle Yoga		.5 - 1.75
PE 80	Gentle Aerobics and Movement		.5 - 1.75
PE 90	Sports Conditioning		.5 - 1.75
Area V - Aquatics			
PE 15	Aquatics		.5 - 1.75
PE 79	Lifeguard Training		1
Area VI - Outdoor Education			
PE 75	Introduction to River Adventures		1 - 1.75
PE 84	Beginning Snowboarding		.5 - 1.75
REC 85	Fundamentals of Camping		3
PE 87	Introduction to Backpacking		.5 - 1.75
Area VII - Team Sports			
PE 33	Soccer		.5 - 1.75
PE 34	Baseball		.5 - 1.75
PE 35	Non-Contact Football		.5 - 1.75
PE 36	Softball		.5 - 1.75
PE 37	Volleyball		.5 - 1.75
PE 38	Basketball		.5 - 1.75
Area VIII - Varsity Sports			
PE 47	Varsity Women's Golf		2
PE 60	Varsity Football		2
PE 61	Varsity Cross Country		2
PE 62	Varsity Soccer		2
PE 63	Varsity Volleyball		2
PE 64	Varsity Men's Basketball		2
PE 65	Varsity Women's Basketball		2
PE 66	Varsity Baseball		2
PE 67	Varsity Men's Golf		2
PE 69	Varsity Track & Field		2
PE 70	Varsity Softball-Women		2

Physical Science

Transfer
AS Degree in Physical Science

Physical Science Program
Counseling and Advising: (530) 895-2378
Transfer Counseling Center: (530) 895-2264
Transfer Information: www.assist.org
Department Office: TE 132, (530) 895-2840
Michael Panunto, Chair (530) 895-2229

About the Program

The transfer major listed here partially reflects requirements for CSU, Chico. Students planning to transfer should contact a counselor for more information on program and transfer requirements.

To obtain an Associate's degree, students must complete both the major requirements and the graduation requirements listed in this catalog.

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AS Degree in Physical Science — 60 Units Minimum

Required courses for the major:			42 - 45 Units
Geoscience: Physical Science Education Option at CSU, Chico			
CHEM 1	General Chemistry I	(P)	5
CHEM 2	General Chemistry II	(P)	5
GEOL 10	Physical Geology		3
GEOL 11	Physical Geology Laboratory	(P)	1
GEOL 20	Historical Geology	(P/C)	3
GEOL 21	Historical Geology Laboratory	(C)	1
MATH 13	Survey of Calculus	(P)	4
or MATH 30	Analytic Geometry and Calculus I (5)	(P)	
MATH 18	Introduction to Statistics	(P)	3
or MATH 31	Analytic Geometry and Calculus II (4)	(P)	
PHYS 21	College Physics I	(P)	4
and PHYS 22	College Physics II (4)	(P)	
or PHYS 41	Physics for Scientists and Engineers I (4)	(P/C)	
and PHYS 42	Physics for Scientists and Engineers II (4)	(P/C)	
CHEM 21	Organic Chemistry I	(P)	5
BIOL 1	Introduction to Biology		4
or BIOL 13	Cell and Molecular Biology (5)	(P)	

Physics

Transfer
AS Degree in Physics

Physics Program
Counseling and Advising: (530) 895-2378
Transfer Counseling Center: (530) 895-2264
Transfer Information: www.assist.org
Department Office: TE 132, (530) 895-2840
Michael Panunto, Chair (530) 895-2229

About the Program

The transfer major listed here partially reflects requirements for CSU, Chico. Students planning to transfer should contact a counselor for more information on program and transfer requirements.

To obtain an Associate's degree, students must complete both the major requirements and the graduation requirements listed in this catalog.

Note that some courses have a prerequisite (P), corequisite (C), or both (P/C). Prerequisites and corequisites are listed within each course description in this catalog.

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AS Degree in Physics — 60 Units Minimum

Required courses for the major:			39 Units
CHEM 1	General Chemistry I	(P)	5
CHEM 2	General Chemistry II	(P)	5
MATH 30	Analytic Geometry and Calculus I	(P)	5
MATH 31	Analytic Geometry and Calculus II	(P)	4
MATH 32	Analytic Geometry and Calculus III	(P)	4
MATH 40	Differential Equations	(P)	4
PHYS 41	Physics for Scientists and Engineers I	(P/C)	4
PHYS 42	Physics for Scientists and Engineers II	(P/C)	4
PHYS 43	Physics for Scientists and Engineers III	(P)	4

Social and Behavioral Science

Transfer
AA Degree in Social and Behavioral Science

Social and Behavioral Science Program
Counseling and Advising: (530) 895-2378
Transfer Counseling Center: (530) 895-2264
Transfer Information: www.assist.org
Department Office: LB 344, (530) 895-2471

About the Program

The transfer major listed here partially reflects requirements for CSU, Chico. Students planning to transfer should contact a counselor for more information on program and transfer requirements.

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AA Degree in Social and Behavioral Science — 60 Units Minimum

Required courses for the major: — 18 Units

18 units chosen from:

AJ 1	Criminology		3
AJ 2	Administration of Justice		3
AJ 3	Legal Research		2
AJ 4	Criminal Law I		3
AJ 5	Criminal Law II	(P)	3
AJ 6	Evidence		3
AJ 7	Report Writing for Law Enforcement Officers		2
AJ 8	Criminal Investigation		3
AJ 10	Juvenile Procedures		3
AJ 11	Criminal Procedure		3
AJ 13	Organized Crime/Gangs		3
AJ 14	Community Oriented Policing		3
AJLE 1	Crisis Intervention Training		2
AJLE 140	Law Enforcement Academy	(P)	35.5
AJLE 141	Law Enforcement Academy; Fish and Game Emphasis	(P)	50
AJLE 142	Supplemental Law Enforcement Academy; Fish and Game Emphasis	(P)	14.5
AJLE 143	Arrest and Control/Baton Instructor Updates	(P)	1
AJLE 144	Arrest and Control/Baton Instructor	(P)	2
AJLE 145	Firearms Instructor Update	(P)	.5
AJLE 146	Fish and Game Field Training Officer Course	(P)	2.25
AJLE 147	Fish and Game Field Training Officer Update	(P)	1.5
AJLE 150	Level I Module Academy Preparation Review	(P)	1.25
AJLE 151A	PC 832 Arrest Module		2
AJLE 151B	PC 832 Firearms Module		.75
AJLE 153	Level I Module Academy	(P)	17.5
AJLE 154	Active Shooter First Responder Instructor		.6
AJLE 155	Active Shooter Supervisor Instructor		.5
AJLE 164	POST Dispatcher Course		6.5
ADS 2	Introduction to Chemical Dependency	(C)	3
ADS 4	Physiology and Pharmacology of Chemical Dependency	(P/C)	3
ADS 6	The Helping Services and Chemical Dependency	(C)	3
ADS 8	Case Management and Documentation	(P/C)	4
ADS 10	Group Leadership and Group Process	(P/C)	4
ADS 12	Professional Competency and Personal Recovery Process	(P/C)	3
ADS 14	Community Prevention		2
ADS 16	Family and Addiction	(P/C)	3
ADS 18	Dual Disorders	(P/C)	3
ADS 20	Special Populations	(P)	2
ADS 22	Adult Children of Alcoholics and Post-Traumatic Stress Disorder (PTSD)	(P)	2
ADS 24	Intervention		2
ADS 26	Addiction Assessment	(P/C)	2
ADS 30	Supervised Field Work Practicum and Seminar	(P/C)	6
ADS 32	Communication Skills for Helping Relationships	(C)	3
ADS 34	12-Step Programs and Recovery		2
ADS 36	Self Esteem and Addiction		2
ADS 38	Understanding Addiction		3
ANTH 2	Physical Anthropology		3
ANTH 4	Cultural Anthropology		3
ANTH 13	Magic, Witchcraft and Religion		3
ANTH 14	Language and Culture		3
ANTH 16	Archaeology and Ancient Societies		3
ANTH 18	World Cultures		3
ANTH 32	Native Americans		3
ANTH 33	Ancient Mesoamerica		3
ANTH 34	Native Americans Today		3
ANTH 40	Field Archaeology	(P)	3
CDF 12	Child, Family, and Community		3
CDF 14	Child Growth and Development		3
CDF 18	Special Education in Early Childhood	(P)	3
CDF 30	Adult Supervision: Mentoring in a Collaborative Learning Setting	(P)	2
CDF 34	The School-Age Child		3
CDF 36	Working With School-Age Children		3
CDF 40	Observation and Assessment		3
CDF 44	Positive Child Guidance		3
CDF 48	Principles and Practices of Teaching Young Children		3
CDF 52	Literacy Development in ECE		3
CDF 55	ECE Second Language Learners	(P)	3
CDF 56	Prenatal & Infant Development		3
CDF 58	Critical Issues in Child Development		3
CDF 59	Anti-Bias Curriculum in Early Childhood Programs		3
CDF 61	Music for Early Childhood		3
CDF 62	Creative Art Activities for Children		3
CDF 63	Introduction to Early Childhood Education Curriculum		3
CDF 131	ECE Mentor Teacher Seminar	(P)	.5
CDF 133	Director Mentor Seminar	(P)	.5
ECON 2	Principles of Macroeconomics	(P)	3
ECON 4	Principles of Microeconomics	(P)	3
ECON 20	Economic History of the U.S.		3

ECON 25	Introduction to Economics		3
ECON 30	Economic Issues and Policies	(P)	3
ECON 35	Introduction to Environmental Economics		3
GEOG 2	Physical Geography		3
GEOG 3	Physical Geography Lab	(P)	1
GEOG 4	Cultural Geography		3
GEOG 5	Economic Geography		3
GEOG 8	World Regional Geography		3
GEOG 10	Geography of California		3
GEOG 12	The American West		3
GEOG 16	Data Acquisition in GIS	(P)	3
GEOG 17	Advanced Geographic Information Systems	(P)	3
GEOG 20C	Field Studies in Urban Geography		1
HIST 6	Modern World History		3
HIST 8	United States History to 1877		3
HIST 10	United States History-1877 to Present		3
HIST 12	World History I		3
HIST 14	World History II		3
HIST 18	Multicultural History of the United States		3
HIST 20	Political History of the Middle East		3
HIST 26	Roles of Men and Women in American History		3
HIST 28	Women in American History		3
HIST 30	History of the African American		3
MCS 32	The African American		3
MCS 34	Native Americans Today		3
MCS 36	The Chicano American		3
MCS 38	The Asian American		3
MCS 50	Introduction to Latin American Studies		3
PHIL 2	Introduction to Philosophy		3
PHIL 5	Environmental Ethics		3
PHIL 6	Introduction To Logic		3
PHIL 7	Formal Logic & Writing	(P)	3
PHIL 8	Methods of Argument	(P)	3
PHIL 16	Western Religions		3
PHIL 18	Eastern Religions		3
PHIL 58	Teaching About Religion		3
PSY 1	Principles of Psychology		3
PSY 6	Abnormal Psychology		3
PSY 10	Peace and Global Studies Capstone		1
PSY 11	Peace Psychology		3
PSY 16	Psychology of Women		3
PSY 20	Personal and Social Growth and Wellness		3
PSY 24	Psychology of Sleep, Dreams and Archetypes		3
PSY 34	Eastern Psychology: Traditions and Practices		3
PSY 41	Socio-Cultural Context of Psychological Development		3
POS 2	United States Government		3
POS 3	Comparative Politics		3
POS 12	California State and Local Government		3
POS 14	Politics of Third World Nations		3
POS 16	Vital Political Problems		3
POS 18	International Relations		3
POS 20	Political History of the Middle East		3
POS 92	Exploring Leadership		3
SOC 2	Principles of Sociology		3
SOC 3	Sociology of Sexuality		3
SOC 4	Modern Social Problems		3
SOC 5	Our Sustainable Future		3
SOC 8	Marriage, Family and Intimate Relationships		3
SOC 12	Mass Media and Society		3
SOC 14	Sociology of Gender		3
SOC 30	Sociology of Inequality		3
SOC 55	Sustainability Studies Seminar	(C)	2

University Studies

Transfer
AA Degree in University Studies: Business
AA Degree in University Studies: Diversity Studies
AA Degree in University Studies: Humanities
AA Degree in University Studies: Social Science

University Studies Program
Counseling and Advising: (530) 895-2378
Transfer Counseling Center: (530) 895-2264
Transfer Information: www.assist.org
Department Office: SAS 134, (530) 895-2378
For information, see a counselor

About the Program

The Associate in Arts Degree, University Studies, is a Transfer Degree program designed for students who wish a broad knowledge of liberal arts and sciences with a focused Area of Emphasis that will prepare them for a specific major at a four-year college or university. The Business Emphasis includes courses in Business related disciplines such as Business Management, Operations or Organizational Management, International Business, Human Relations and Mangaging for Sustainability. The Diverstiy Studies Emphasis includes the study of gender, women's issues, multiculturalism and gender/sexuality diversity. The Humanities Emphasis integrates the study of art, music, theatre, English and literature, world civilizations and philosophy. The Social Science Emphasis integrates the study of culture, economics, human development, social and political institutions, history, geography, sociology and psychology. Completion of this program may also serve the same purposes as CSU, Chico for other CSU institutions. Students are advised to consult a counselor.

To obtain an Associate's degree, students must complete both the major requirements and the graduation requirements listed in this catalog.

Note that some courses have a prerequisite (P), corequisite (C), or both (P/C). Prerequisites and corequisites are listed within each course description in this catalog.

Transfer majors designated as AA-T or AS-T are designed for transfer to a similar major at an unspecified CSU. Transfer majors designated as AA or AS are designed for transfer to the corresponding major at a specific CSU and are based on articulation (See a counselor for more information. Read about the difference between these types of degrees at the beginning of the Transfer section of this catalog).

AA Degree in University Studies: Business — 60 Units Minimum

Required courses for the major: — **18 Units**

Complete a minimum of 60 units of CSU transferable coursework with a "C" grade or better, including:

1) CSU General Education Areas A-E;

2) one U.S. Diversity course (marked with one asterisk) or one Global Cultures course (marked with two asterisks);

3) one Category 1 U.S. History course;

4) one Category 2 Government course.

For a complete list of courses that apply to major requirements 1-4, refer to the CSU General Education sections of this catalog

Students are also required to complete 18 units from the courses listed below:

AGR 10	World Food and Hunger Issues		3
ANTH 4	Cultural Anthropology		3
CMST 3	Effective Listening Through Multicultural Awareness		3
CMST 9	Intercultural Communication		3
ECON 2	Principles of Macroeconomics	(P)	3
ECON 4	Principles of Microeconomics	(P)	3
ECON 20	Economic History of the U.S.		3
ECON 25	Introduction to Economics		3
GEOG 5	Economic Geography		3
MATH 12	Mathematics for Business Decisions (Finite Mathematics)	(P)	3
MATH 13	Survey of Calculus	(P)	4
MATH 18	Introduction to Statistics	(P)	3
MATH 19	Statistics for Business	(P)	4
NR 26	Environmental World		3
PHIL 5	Environmental Ethics		3
POS 3	Comparative Politics		3
POS 14	Politics of Third World Nations		3
POS 18	International Relations		3
POS 20	Political History of the Middle East		3
POS 92	Exploring Leadership		3
PSC 10	Introduction to Environmental Science		4
SOC 5	Our Sustainable Future		3

AA Degree in University Studies: Diversity Studies — 60 Units Minimum

Required courses for the major: — **18 Units**

Complete a minimum of 60 units of CSU transferable coursework with a "C" grade or better, including:

1) CSU General Education Areas A-E;

2) one U.S. Diversity course (marked with one asterisk) or one Global Cultures course (marked with two asterisks);

3) one Category 1 U.S. History course;

4) one Category 2 Government course.

For a complete list of courses that apply to major requirements 1-4, refer to the CSU General Education sections of this catalog

Students are also required to complete 18 units from the courses listed below:

ANTH 13	Magic, Witchcraft and Religion		3
ANTH 14	Language and Culture		3
ANTH 16	Archaeology and Ancient Societies		3
ANTH 18	World Cultures		3
ANTH 32	Native Americans		3
ANTH 33	Ancient Mesoamerica		3
ANTH 34	Native Americans Today		3
CMST 3	Effective Listening Through Multicultural Awareness		3
CMST 9	Intercultural Communication		3
CMST 13	Gender and Communication		3
GEOG 4	Cultural Geography		3
GEOG 5	Economic Geography		3
GEOG 8	World Regional Geography		3
HIST 12	World History I		3
HIST 14	World History II		3
HIST 18	Multicultural History of the United States		3
HIST 20	Political History of the Middle East		3
HIST 28	Women in American History		3
HIST 30	History of the African American		3
HON 6	Modern Non-Western Cultures	(P)	3
MCS 32	The African American		3
MCS 34	Native Americans Today		3
MCS 36	The Chicano American		3
MCS 38	The Asian American		3
MCS 50	Introduction to Latin American Studies		3
PHIL 16	Western Religions		3
PHIL 18	Eastern Religions		3

PHIL 58	Teaching About Religion		3
POS 2	United States Government		3
POS 3	Comparative Politics		3
POS 16	Vital Political Problems		3
POS 18	International Relations		3
POS 20	Political History of the Middle East		3
PSY 16	Psychology of Women		3
PSY 34	Eastern Psychology: Traditions and Practices		3
PSY 41	Socio-Cultural Context of Psychological Development		3
SOC 3	Sociology of Sexuality		3
SOC 4	Modern Social Problems		3
SOC 14	Sociology of Gender		3
SOC 30	Sociology of Inequality		3

AA Degree in University Studies: Humanities

60 Units Minimum

Required courses for the major: **18 Units**

Complete a minimum of 60 units of CSU transferable coursework with a "C" grade or better, including:

1) CSU General Education Areas A-E;

2) one U.S. Diversity course (marked with one asterisk) or one Global Cultures course (marked with two asterisks);

3) one Category 1 U.S. History course;

4) one Category 2 Government course.

For a complete list of courses that apply to major requirements 1-4, refer to the CSU General Education sections of this catalog

Students are also required to complete 18 units from the courses listed below:

ART 1	Art Appreciation		3
ART 2	Art History Survey I		3
ART 3	Asian Art History Survey		3
ART 4	Art History Survey II		3
ART 6	African, Oceanic, and Native American Art History Survey		3
DRAM 2	Theatre Arts Appreciation		3
DRAM 8	Principles of Acting I		3
MUS 1	Music Appreciation		3
MUS 2	Music Theory I		3
MUS 4	Music Theory II	(P)	3
MUS 5	American Popular Music		3
MUS 7	Jazz Appreciation		3
MUS 9	World Music		3
ENGL 2	Reading and Composition	(P)	3
ENGL 4	Introduction to Literature	(P)	3
ENGL 6	Creative Writing	(P)	3
ENGL 8	English Literature I	(P)	3
ENGL 10	English Literature II	(P)	3
ENGL 14	U.S. Literature I	(P)	3
ENGL 15	Film as Literature	(P)	3
ENGL 16	U.S. Literature II	(P)	3
ENGL 20	Introduction to Poetry	(P)	3
ENGL 21	Mythology	(P)	3
ENGL 25	Introduction to Shakespeare	(P)	3
ENGL 31	Existential Literature	(P)	3
ENGL 35	Cross-Cultural Film and Literature	(P)	3
ENGL 47	Native American Literature	(P)	3
HIST 6	Modern World History		3
HIST 12	World History I		3
HIST 14	World History II		3
HON 1	Culture and Traditions of the West I	(P)	3
HON 2	Culture and Traditions of the West II	(P)	3
HON 3	Culture and Traditions of the West III	(P)	3
HON 4	Culture and Traditions of the West IV	(P/C)	3
HON 6	Modern Non-Western Cultures	(P)	3
HUM 17	Comparative European Cultures		3
HUM 22	Greco-Roman Cultures		3
PHIL 2	Introduction to Philosophy		3
PHIL 16	Western Religions		3
PHIL 18	Eastern Religions		3
PHIL 58	Teaching About Religion		3

AA Degree in University Studies: Social Science

60 Units Minimum

Required courses for the major: **18 Units**

Complete a minimum of 60 units of CSU transferable coursework with a "C" grade or better, including:

1) CSU General Education Areas A-E;

2) one U.S. Diversity course (marked with one asterisk) or one Global Cultures course (marked with two asterisks);

3) one Category 1 U.S. History course;

4) one Category 2 Government course.

For a complete list of courses that apply to major requirements 1-4, refer to the CSU General Education sections of this catalog

Students are also required to complete 18 units from the courses listed below:

AGR 10	World Food and Hunger Issues		3
AJ 1	Criminology		3
ANTH 4	Cultural Anthropology		3
ANTH 13	Magic, Witchcraft and Religion		3
ANTH 14	Language and Culture		3
ANTH 16	Archaeology and Ancient Societies		3
ANTH 18	World Cultures		3
ANTH 32	Native Americans		3
ANTH 33	Ancient Mesoamerica		3
ANTH 34	Native Americans Today		3
ART 6	African, Oceanic, and Native American Art History Survey		3
CDF 14	Child Growth and Development		3
CHEM 1	General Chemistry I	(P)	5
CHEM 51	Elementary Inorganic Chemistry	(P)	5
CMST 3	Effective Listening Through Multicultural Awareness		3
CMST 9	Intercultural Communication		3
CMST 13	Gender and Communication		3
ECON 2	Principles of Macroeconomics	(P)	3
ECON 4	Principles of Microeconomics	(P)	3
ECON 20	Economic History of the U.S.		3
ECON 25	Introduction to Economics		3
ECON 35	Introduction to Environmental Economics		3
FN 2	Basic Nutrition		3
GEOG 2	Physical Geography		3
GEOG 4	Cultural Geography		3
GEOG 5	Economic Geography		3
GEOG 8	World Regional Geography		3
GEOG 10	Geography of California		3
GEOG 12	The American West		3
HIST 6	Modern World History		3
HIST 8	United States History to 1877		3
HIST 10	United States History-1877 to Present		3

HIST 12	World History I	3
HIST 14	World History II	3
HIST 18	Multicultural History of the United States	3
HIST 20	Political History of the Middle East	3
HIST 28	Women in American History	3
HIST 30	History of the African American	3
LM 40	Life Management	3
MCS 32	The African American	3
MCS 34	Native Americans Today	3
MCS 36	The Chicano American	3
MCS 38	The Asian American	3
MCS 50	Introduction to Latin American Studies	3
PHIL 5	Environmental Ethics	3
PHIL 18	Eastern Religions	3
POS 2	United States Government	3
POS 3	Comparative Politics	3
POS 12	California State and Local Government	3
POS 14	Politics of Third World Nations	3
POS 16	Vital Political Problems	3
POS 18	International Relations	3
POS 20	Political History of the Middle East	3
POS 92	Exploring Leadership	3
PSY 1	Principles of Psychology	3
PSY 11	Peace Psychology	3
PSY 16	Psychology of Women	3
PSY 20	Personal and Social Growth and Wellness	3
PSY 34	Eastern Psychology: Traditions and Practices	3
PSY 41	Socio-Cultural Context of Psychological Development	3
SOC 2	Principles of Sociology	3
SOC 3	Sociology of Sexuality	3
SOC 4	Modern Social Problems	3
SOC 5	Our Sustainable Future	3
SOC 8	Marriage, Family and Intimate Relationships	3
SOC 12	Mass Media and Society	3
SOC 14	Sociology of Gender	3
SOC 30	Sociology of Inequality	3

English as a Second Language

Noncredit Certificate of Competency in ESL
Noncredit Certificate of Completion in VESL

English as a Second Language Program
Counseling and Advising: (530) 895-2378
Transfer Counseling Center: (530) 895-2264
Transfer Information: www.assist.org
Department Office: LRC 320, (530) 895-2581
Suzanne Gripenstraw, Chair (530) 879-6136

About the Program

The Certificate of Competency in ESL is a sequence of non credit ESL courses that takes students from survival skills to high intermediate language proficiency in preparation for their matriculation into credit-bearing ESL courses. This program provides students with the foundational language proficiency necessary for various career fields or to matriculate into general education courses. This 204 hour certificate program can be completed in four academic semesters.

The Certificate of Completion in Vocational ESL is a two-course sequence, with the option of a third course, is made up of non credit VESL courses that prepare students for employment in a variety of fields. These courses directly impact student employment opportunities through frequent contact with local employers and employment agencies. The elective class provides supplemental instruction in career-specific vocabulary.

Note that some courses have a prerequisite (P), corequisite (C), or both (P/C). Prerequisites and corequisites are listed within each course description in this catalog.

Noncredit Certificate of Competency in ESL — 0 Units

Required courses for the certificate:

ESL 310	Survival/Life Skills for ESL Students	
ESL 311	ESL Level 1	(P)
ESL 312	ESL Level 2	(P)
ESL 313	ESL Level 3	(P)

Noncredit Certificate of Completion in VESL — 0 Units

Required courses for the certificate:

ESL 352A	ESL Workforce Training - Adult Education
ESL 352B	ESL Workforce Training Lab
ESL 354	Training-Specific Vocational ESL

Honors

Certificate of Achievement in Honors

Honors Program
Counseling and Advising: (530) 895-2378
Transfer Counseling Center: (530) 895-2264
Transfer Information: www.assist.org
Department Office: LRC 132, (530) 895-2291
Tracy Johnson, Chair (530) 895-2291

About the 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 studies and bring their academic talents and abilities to the attention of prospective employers.

Although Honors courses meet General Education requirements for transfer to the California State University and University of California systems, this program is not designed only for purposes of transfer, but also to deepen participants' educational experience and aid and inspire students in their other coursework at Butte College. Classes require students to analyze primary original works in the area discipline, writing a minimum of 5,000 words in analytical papers and reading responses, and participating in seminar-type discussions. Additionally, classes emphasize critical and independent thinking, and original responses to the course material.

The Honors Program Certificate officially recognizes students who successfully complete 19 interdisciplinary units from among the specially designated Honors courses within Butte College curriculum. Recognition, acknowledged on the successful student's official record and transcripts, indicates a seriousness, dedication, and greater potential for success.

Admission to the Program

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, Tracy Johnson at (530) 895-2291 or johnsontr@butte.edu, for further information and application materials.

Note that some courses have a prerequisite (P), corequisite (C), or both (P/C). Prerequisites and corequisites are listed within each course description in this catalog.

Certificate of Achievement in Honors — 19 Units

Select 19 units from the following (HON 11 required):			19
ANTH 2H	Honors Physical Anthropology (3)	(P)	
ANTH 4H	Honors Cultural Anthropology (3)	(P)	
ART 2H	Honors Art History Survey I (3)	(P)	
ART 4H	Honors Art History Survey II (3)	(P)	
BIOL 9H	Honors Current Issues in Biology (3)	(P)	
CMST 2H	Honors Public Speaking (3)	(P)	
HON 3	Culture and Traditions of the West III (3)	(P)	
HON 6	Modern Non-Western Cultures (3)	(P)	
HON 7	Human Evolution and Variation (4)	(P)	
HON 11	Honors Capstone (1)	(P)	

Leadership and Civic Engagement

Certificate in Leadership and Civic Engagement

Leadership and Civic Engagement Program
Counseling and Advising: (530) 895-2378
Transfer Counseling Center: (530) 895-2264
Transfer Information: www.assist.org
Department Office: Student Activities Department, (530) 895-2427
Kelly Munson, Advisor (530) 895-2945

About the Program

The Certificate in Leadership and Civic Engagement 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.

Note that some courses have a prerequisite (P), corequisite (C), or both (P/C). Prerequisites and corequisites are listed within each course description in this catalog.

Certificate in Leadership and Civic Engagement — 13 Units

Required courses for the certificate:

POS 92	Exploring Leadership		3
or CSL 92	Exploring Leadership (3)		
IDST 94	Introduction to Service Learning	(P)	1
LM 40	Life Management		3
or PSY 20	Personal and Social Growth and Wellness (3)		
Select 2 courses from the following:			6
CMST 2	Public Speaking (3)		
CMST 4	Small Group Communication (3)		
CMST 9	Intercultural Communication (3)		
ANTH 18	World Cultures (3)		
PHIL 5	Environmental Ethics (3)		
SOC 30	Sociology of Inequality (3)		
SOC 5	Our Sustainable Future (3)		

Sustainability Studies

Certificate in Sustainability Studies

Sustainability Studies Program
Counseling and Advising: (530) 895-2378
Transfer Counseling Center: (530) 895-2264
Transfer Information: www.assist.org
Department Office: LRC 304, (530) 895-2497
Mimi Riley, Coordinator (530) 895-2497

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 facilitiate innovative, durable, and sustainable pathways for social and personal change, economic security and prosperity, and environmental restoration.

Career Opportunities

Students who complete the Sustainability Studies Certificate program will be well preparared 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 Certificate in Sustainability Studies 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.

Note that some courses have a prerequisite (P), corequisite (C), or both (P/C). Prerequisites and corequisites are listed within each course description in this catalog.

Certificate in Sustainability Studies — 17 Units

Required courses for the certificate:

SOC 5	Our Sustainable Future		3
ECON 35	Introduction to Environmental Economics		3
BIOL 7	Sustaining Life on Earth		3
PHIL 5	Environmental Ethics		3
SOC 55	Sustainability Studies Seminar	(C)	2
PSY 11	Peace Psychology		3
or AGR 10	World Food and Hunger Issues (3)		

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.

100-199 ..... Degree Credit

Courses approved for the Associate Degree only. Not transferable to four-year institutions.

200-299 .....Non-degree Credit

Remedial and developmental courses. These courses do not apply toward the Associate Degree.

300-399 ..... Noncredit

Courses recommended for adult education. Noncredit, ungraded, and may not be used for Associate Degree or transfer.

Prerequisites, Corequisites, and Recommended Prep

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 (^) 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 14.
3. A number of science classes (e.g., Biology 15) have prerequisites that are enforced at the time of registration. Contact the Assessment Office at (530) 895-2350 or go to our website at www.butte.edu/assessment for more information about how to meet these prerequisites.

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 Coun-

seling 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 14 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 online Semester Class Schedule prior to the beginning of registration for each academic session.

A Sample Description

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.

Line-by-Line Explanation

BIOL 20 - Human Anatomy 4 units
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.

Prerequisites: BIOL 1, BIOL 2 or High School 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 146.

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 IV; Math Level IV
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 51 hrs lecture/51 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.

Other Descriptive Course Statements

Course Repetitions
"Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times."
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 19.

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 or 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 or 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 30 - Accounting Capstone 4 Unit(s)
Prerequisite(s): ACCT 4, ACCT 100, ACCT 110, BCIS 85
Recommended Prep: Reading Level IV; English Level III; Math Level IV
Transfer Status: CSU 68 hours Lecture
The Capstone course is the culmination of the accounting knowledge learned in previous courses (ACCT 20, ACCT 2, ACCT 4, ACCT 100, and ACCT 110) preparing students to enter the accounting workforce. The course involves substantial accounting simulations where students apply the accounting cycle, prepare supporting work-papers, create budgets and variance analysis, and synthesize their accounting skills. This course will assist students in preparing for the American Institute of Professional Bookkeepers' certification exam.

ACCT 97 - Special Problems-ACCT See page 226

ACCT 99 - Work Experience-ACCT See page 229

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 or 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.

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 25.5 hours Lecture/25.5 hours Lab
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.

Addiction Studies (ADS)

ADS 2 - Introduction to Chemical Dependency 3 Unit(s)
Co-requisite(s): ADS 6 and ADS 32
Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 51 hours Lecture
This course is an introduction to 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 emphasized. Definitions of use, abuse, and dependency will be discussed.

ADS 4 - Physiology and Pharmacology of Chemical Dependency 3 Unit(s)
Prerequisite(s): ADS 2 , ADS 6 and ADS 32
Co-requisite(s): ADS 16, ADS 18 and ADS 26
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 brain, 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.

ADS 6 - The Helping Services and Chemical Dependency 3 Unit(s)
Co-requisite(s): ADS 2 and ADS 32
Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 51 hours Lecture
The history and philosophy of helping services systems and development of addiction treatment will be compared. Social work, helping services,

and human services will be contrasted and compared. Case management, crisis intervention, cultural and lifestyle norms of special populations, and basic job interviewing skills will be examined.

ADS 8 - Case Management and Documentation 4 Unit(s)

Prerequisite(s): ADS 4, ADS 16 and ADS 18
Co-requisite(s): ADS 9 and ADS 10
Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 68 hours Lecture

This course covers the skills for intervention, assessment, diagnosis and the recording of data and record keeping; and the different models of treatment planning as utilized in services for the helping professions and addiction treatment.

ADS 9 - Law and Ethics in Addiction Treatment 3 Unit(s)

Prerequisite(s): ADS 4, ADS 16 and ADS 18
Co-requisite(s): ADS 8 and ADS 10
Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 51 hours Lecture

This course covers legal and ethical standards as they relate to addiction treatment and prevention. Students will study Federal and State regulations and the codes of ethics of various professional organizations. Topics include human rights, confidentiality, Health Insurance Portability and Accountability Act (HIPAA), patient's rights in California, personal and professional conduct standards.

ADS 10 - Group Leadership and Group Process 4 Unit(s)

Prerequisite(s): ADS 4, ADS 16, ADS 18
Co-requisite(s): ADS 8 and ADS 9
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. Factors in communication problems, effective emotional responses, and personal growth will be highlighted. Emphasis will be on group process as a means of making personal connections, increasing awareness, and changing behavior.

ADS 12 - Professional Competency and Personal Recovery Process 3 Unit(s)

Prerequisite(s): ADS 8, ADS 9 and ADS 10
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

This course examines 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 6, ADS 32
Co-requisite(s): ADS 4, ADS 18 and ADS 26
Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU 51 hours Lecture

This course will analyze and examine the concepts and dynamics of family systems theory and how it applies to families affected by addiction. Strategies that address issues of adolescent drug problems, co-dependency, adult children of alcoholic (ACA), and addicted families will be compared. The approach will have an experiential component, and students will participate in exercises that will demonstrate family dynamics. Comparisons of treatment needs of adolescents vs adults will be examined.

ADS 18 - Dual Disorders 3 Unit(s)

Prerequisite(s): ADS 2, ADS 6, ADS 32
Co-requisite(s): ADS 4, ADS 16 and ADS 26
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 dual disorders; that is, psychological disorders and addiction disorders. 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 current edition of the Diagnostic and Statistical Manual for Mental Disorders (DSM) will be used.

ADS 20 - Special Populations 2 Unit(s)

Prerequisite(s): ADS 2
Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 34 hours Lecture

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 physically- and 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 Units

Prerequisite(s): ADS 2, ADS 4, ADS 32
Recommended Prep: Reading Level III; English Level III
Transfer Status: CSU 34 hours Lecture

This course introduces the concept and methods of treatment for Post Traumatic Stress Disorder (PTSD) and Adult Children of Alcoholics (ACOA). The topic will be broken into three contextual types: Stress of war, adult trauma, and childhood trauma. Students will be expected to demonstrate skills in assessing this disorder providing basic interventions, referrals, and understanding the techniques and goals of treatment.

ADS 24 - Intervention 2 Unit(s)

Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 34 hours Lecture

This course introduces students 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 6 and ADS 32
Co-requisite(s): ADS 4, ADS 16 and ADS 18
Recommended Prep: Reading Level IV; English Level III
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.

ADS 30 - Supervised Field Work Practicum and Seminar 6 Unit(s)

Prerequisite(s): ADS 8, ADS 9 and ADS 10
Co-requisite(s): ADS 12
Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 51 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 32 - Communication Skills for Helping Relationships 3 Unit(s)
Co-requisite(s): ADS 2 and ADS 6
Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 51 hours Lecture
This course is for individuals who choose to obtain knowledge and skills necessary for effective helping relationships. The course involves knowledge of as well as training in those helping dimensions that are responsible for effective helping relationships.

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.

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 introduces individuals to the concepts of self-esteem: the roots of self-esteem and skills to improve self-esteem. This course will be of particular interest to students social workers, drug/alcohol counselors, school personnel, and professionals in the criminal justice system.

ADS 38 - Understanding Addiction 3 Unit(s)
Recommended Prep: Reading Level III; English Level II
Transfer Status: CSU 51 hours Lecture
This course introduces students to the roots of the addictive process, current theories and evidence-based treatment practices. Additionally students will explore chemical based and behavioral addictions and their similarities and differences.

ADS 97 - Special Problems-ADS See page 226

ADS 99 - Work Experience-ADS See page 229

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 7 - Report Writing for Law Enforcement Officers 2 Unit(s)
Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 34 hours Lecture
This course helps students improve their law enforcement technical report writing, communication, and preliminary investigation skills. It provides technical law enforcement writing skills with necessary communication skills, including interviewing and interrogation, to teach students how to write complete, clear, and concise law enforcement technical reports.

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 226
AJ 99 - Work Experience-AJ See page 229

Administration of Justice-Law Enforcement (AJLE)

AJLE 1 - Crisis Intervention Training 2 Unit(s)
Transfer Status: CSU 36 hours Lecture/4 hours Lab
This course will provide public safety personnel with the skills and knowledge to recognize individuals with mental illness, identify potential disorders, minimize escalations in contacts with the mentally ill and thereby reducing death and injury to peace officers and mentally ill individuals. Training focuses on developing techniques on approaching mentally ill subjects, communication, de-escalation, gathering information and using listening skills. Pass/No Pass Only.

AJLE 140 - Law Enforcement Academy 35.5 Unit(s)
Prerequisite(s): (See Catalog for Program Admission Criteria)
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. Graded only.

AJLE 141 - Law Enforcement Academy; Fish and Game Emphasis 50 Unit(s)
Prerequisite(s): (See Catalog for Program Admission Criteria)
Transfer Status: NT 676 hours Lecture/540 hours Lab
This 30-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. 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. 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 146 - Fish and Game Field Training Officer Course 2.25 Unit(s)
Prerequisite(s): Must be employed by a law enforcement agency as a full-time peace officer.
Transfer Status: NT 40 hours Lecture
This course will produce a highly trained and positively motivated Field Training Officer capable of meeting or exceeding standards of performance required by California Commission on Peace Officer Standards and Training (P.O.S.T.) and/or the California Department of Fish and Game. The course trains officers how to be a Field Training Officer through field experience, policy, and case law. This course satisfies P.O.S.T. requirements and guidelines for the introductory Field Training Officer Program. Pass/No Pass Only.

AJLE 147 - Fish and Game Field Training Officer Update 1.5 Unit(s)
Prerequisite(s): Must be employed by a law enforcement agency as a full-time peace officer.
Transfer Status: NT 24 hours Lecture
This course is a refresher for Field Training Officers working in the field. The course is required by sponsoring agency policy and/or the California Commission on Peace Officer Standards and Training (P.O.S.T.). 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 150 - Level I Module Academy Preparation Review 1.25 Unit(s)
Prerequisite(s): (See Catalog for Program Admission Criteria)
Transfer Status: NT 16 hours Lecture/16 hours Lab
This 32-hour course prepares students who have completed Module III and Module II of the California Commission on Peace Officer Standards and Training (P.O.S.T.) Regular Basic Academy Course to participate in the Butte College Module I Academy Course. Pass/No Pass Only.

AJLE 151A - PC 832 Arrest Module 2 Unit(s)
Transfer Status: NT 28 hours Lecture/12 hours Lab
This course is the first of two modules that comprise the minimum training standard for California peace officers as specified by the California Commission on Peace Officer Standards and Training (P.O.S.T.). Graduates of this course qualify for minimal peace officer powers as defined by the California Penal Code. This module contains instruction in 12 specific classroom subjects related to the authority and limitations of arrest. Additionally, students will participate in 10 hours of hands-on training in arrest, control, and searching techniques. Pass/No Pass Only.

AJLE 151B - PC 832 Firearms Module 0.75 Unit(s)
Transfer Status: NT 8 hours Lecture/16 hours Lab
This course is the second of two modules that comprise the minimum training standards for California peace officers as specified by the California Commission on Peace Officer Standards and Training (P.O.S.T.). Graduates of this course qualify for minimal peace officer powers as defined by the California Penal Code. This module contains 8 hours of classroom instruction in firearms safety, psychological and physiological responses, current firearms law, firearms cleaning techniques, and moral and ethical considerations. Additionally, students will participate in 16 hours of hands-on training in drawing and holstering, loading and unloading, and basic handgun shooting principles. Pass/No Pass Only.

AJLE 153 - Level I Module Academy 17.5 Unit(s)
Prerequisite(s): Must pass AJLE 150 within 30 days of starting AJLE 153
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 psycho-motor 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. Graded only.

AJLE 154 - Active Shooter First Responder Instructor 0.6 Unit(s)
Transfer Status: NT 8 hours Lecture/8 hours Lab
This course will provide public safety personnel with the skills and knowledge to effectively respond to incidents involving armed persons on or around school campuses, large public buildings, governmental facilities or other workplaces. Pass/No Pass Only.

AJLE 155 - Active Shooter Supervisor Instructor 0.5 Unit(s)
Transfer Status: NT 8 hours Lecture
This course will provide public safety supervisory personnel with the skills and knowledge to effectively supervise and manage incidents involving gunmen on or around school campuses, in large public buildings, governmental facilities or other workplaces. The training will focus on armed persons who are targeting innocent victims. There will be a strong emphasis on pre-incident planning and post-incident management. Pass/No Pass Only.

AJLE 164 - POST Dispatcher Course 6.5 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 ethnical 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. Pass/No Pass Only.

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 226

AGR 99 - Work Experience-AGR See page 229

AGR 100 - Supervised Ag Experience 1 - 8 Unit(s)
Transfer Status: NT 51 - 408 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 to a maximum of 8 units. Pass/No Pass Only.

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 to a maximum of 1 units. Pass/No Pass Only. Open Entry/Open Exit.

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.

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
This course introduces students to the selection and use of farm structural and mechanical equipment. It will cover 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 to a maximum of 6 units.

AET 38 - Diesel Engines and Machine Systems 4 Unit(s)

Co-requisite(s): AET 30, AB 20 and AET 26
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 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 to a maximum of 5 units.
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 Science (AGS)

AGS 22 - Applied Physical Science 3 Unit(s)
Recommended Prep: Reading Level IV; English Level IV; Math Level III
Transfer Status: CSU 51 hours Lecture
This course is a study of principles and natural science laws of physical science applicable to agriculture and natural resources and related areas. This course will provide a broad understanding of the concepts, techniques and terminology of the physical environment.

AGS 24 - Introduction to Environmental Studies 3 Unit(s)
Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 51 hours Lecture
This course is an introduction to Environmental Studies. It will include an multifaceted approach from the environmental perspective so that students will gain an appreciation and understanding of their natural surroundings. Scientific methods will be explored to help understand the numerous facets concerning natural resources and environmental studies within the world's ecology.

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.

AGS/EH 60 - Principles of Integrated Pest Management 3 Unit(s)
Recommended Prep: Reading Level IV; English Level IV; Math Level III
Transfer Status: CSU 51 hours Lecture
This course covers the origin, history, and management of insect, plant pathogen, weed, and other pests of field and horticulture crops. Pest biology and life cycles are studied to demonstrate the use of various Integrated Pest Management (IPM) technologies for economic crop production. Pesticide regulations, application, formulations, and materials for specific uses are covered.

AGS/EH 61 - Plant Protection Materials 3 Unit(s)
Recommended Prep: Reading Level IV; English Level IV; Math Level III
Transfer Status: CSU 51 hours Lecture
This course will provide the history, laws and regulations, safe and responsible use, toxicology, risks, benefits, and sustainability in the use of horticultural and agricultural chemicals including pesticides, fertilizers, plant growth regulators, defoliants, and antimicrobials. Throughout the course applied examples will be used to generate discussion and aid in the students' ability to formulate integrated agrichemical management programs.

AGS 104(A-Z) - Agricultural Science Seminar 0.5 - 2 Unit(s)
Transfer Status: NT 8 - 34 hours Lecture
A special course that covers current trends and issues in the area of agriculture sciences. 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.
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 Production 0.5 Unit(s)

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 to a maximum of 4 units. 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)
AJS 200D - Building Contractor Assistant 3.5 Unit(s)
AJS 200E - Agricultural/Construction Equipment Operator 0.5 - 3.5 Unit(s)
AJS 200F - Vegetable Production Assistant 0.5 - 3.5 Unit(s)

Allied Health (ALH)

ALH 99 - Work Experience-ALH See page 229

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 explores the specialized language used within the medical profession. Emphasis is placed on the definition, pronunciation and spelling of medical terms with focus 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 40 - Elements of Horse Production 2 Unit(s)
Recommended Prep: Reading Level IV; English Level III; Math Level II
Transfer Status: CSU 34 hours Lecture
This course introduces the student to 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
This course is a study of horse health care, including nutrition, poisonous plants, parasites, infectious and noninfectious diseases, drugs for treatment, reproduction problems, foaling 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.

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 of 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 2H - Honors Physical Anthropology 3 Unit(s)
Prerequisite(s): ENGL 2 or concurrent enrollment and Admission to the Honors Program
Recommended Prep: Math Level III
Transfer Status: CSU/UC 51 hours Lecture
This course is an honors level survey of the foundations of human evolution and variation as viewed through the lens of physical anthropology. Emphasis is placed on reading primary and secondary source literature and critical analysis of data presented through the literature. The theory of evolution as related to questions of human evolution and variation, including the development of human physical, social, and mental characteristics is the primary focus. Graded only.

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 4H - Honors Cultural Anthropology 3 Unit(s)
Prerequisite(s): ENGL 2 or concurrent enrollment and Admission to the Honors Program
Transfer Status: CSU/UC 51 hours Lecture
This is an Honors level introductory cultural anthropology course. Emphasis is placed on the importance of recognizing and understanding culture as a dynamic and adaptive force underlying a significant degree of human behavior and thinking. As an Honors course primary ethnographic sources (descriptions of distinctive human communities) and classic works summarizing culture theory will be used. Major thematic units of study include definitional and theoretical issues pertaining to culture, ethnographic method, linguistic anthropology, culture/personality, subsistence systems, social organization, political organization, economics, beliefs, culture contact, and applied anthropology. This course emphasizes culture process and cross-cultural comparisons as seen through the lens of cultural anthropology. Graded only.

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 contexts (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 is 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 by archaeologists. The scientific view of past human societies, as a function of archaeological research, will provide the conceptual basis for the course.

ANTH/ENGL 17 - Introduction to Linguistics 3 Unit(s)

Recommended Prep: Reading Level V; English Level V
Transfer Status: CSU/UC 51 hours Lecture

This course is a survey of linguistics. The focus is on the description, analysis, and theoretical modeling of various world language systems. Topics will include an introduction to the field of linguistics, the historical development of linguistic inquiry, language acquisition, historical/comparative linguistics and world language systems, phonology, language morphology, syntax, semantics, language in social context(s), discourse analysis, theoretical orientations, literacy process, and applied linguistics. Content for this course will be derived from the work of scholars around the world, including the distinctive contributions of women linguists with a focus on gender and language.

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 course is designed to provide students with a detailed knowledge of prehistoric and early 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 populations, 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 sociocultural dynamics for Native American populations, from roughly the 1890s through to the present. In addition, the course will focus on legal strategies and actual responses taken by various activist 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
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 interpretive 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 226

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 2H - Honors Art History Survey 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 is an Honors level Survey of the major visual arts of the Ancient World through the Middle Ages. Through a process of thorough analysis, critical thinking, extended discussions, and original oral and written responses, students will examine the arts of painting, sculpture, and architecture within their historical and cultural contexts. Graded only.

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 4H - Honors Art History Survey 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 is an Honors level survey of the major visual arts of the Renaissance and the Modern World. Through a process of thorough analysis, critical thinking, extended discussions, and original oral and written responses, students will examine the arts of painting, sculpture, and architecture within their historical and cultural contexts. Graded only.

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.

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.

ART 8 - Basic Drawing 3 Unit(s)
Transfer Status: CSU/UC 25.5 hours Lecture/76.5 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. Emphasis will be placed 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.

ART 9 - Three–Dimensional Design 3 Unit(s)
Transfer Status: CSU/UC 25.5 hours Lecture/76.5 hours Lab
This course introduces the principles and elements of three-dimensional design, including color, texture, mass, line, composition, light, repetition, variation, dominance, movement, and others. Emphasis will be placed on expanding students' awareness of the technical and conceptual possibilities available in three-dimensional media, and historical and contemporary artworks will be introduced. Design principles and elements will be examined through experimentation with various media and aesthetic concepts.

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.

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.

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.

ART 14 - Basic Figure Drawing 3 Unit(s)
Recommended Prep: ART 8
Transfer Status: CSU/UC 34 hours Lecture/51 hours Lab
This course teaches the fundamentals of drawing the human figure using live nude models; instruction includes anatomical structure and graphic interpretation of the human form.

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.

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. 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. 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. 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). 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 to a maximum of 3 units. 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 to a maximum of 3 units. 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.

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.

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 to a maximum of 3 units. 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 to a maximum of 3 units. 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 to a maximum of 3 units. 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 to a maximum of 3 units. 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. 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.

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.

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.

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. 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.

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.

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.

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.

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. 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.

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. 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.

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. 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 to a maximum of 3 units. 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. 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 3 units. Pass/No Pass Only. Open Entry/Open Exit.

ART 60 - Beginning Sculpture 3 Unit(s)
Transfer Status: CSU/UC 25.5 hours Lecture/76.5 hours Lab
This course exposes students to a variety of materials and techniques employed in the production of three-dimensional works of art. Postmodern artists and art-making processes will be stressed. Emphasis will be placed on providing a safe working environment for creative exploration and development of conceptual thinking. Materials may include paper, wood, clay, resin, fiber, metal, and "off the shelf" materials.

ART 61 - Intermediate Sculpture 3 Unit(s)
Prerequisite(s): ART 60
Transfer Status: CSU/UC 25.5 hours Lecture/76.5 hours Lab
This course develops the technical and conceptual abilities of students first explored in ART 60-Beginning Sculpture. Emphasis is placed on creative problem-solving, utilization of the communication abilities inherent in materials, and the development of a personal visual language. Postmodern artists and art-making processes will be stressed. 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. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

ART 63 - Intermediate Sculpture, Clay 3 Unit(s)
Prerequisite(s): ART 60
Transfer Status: CSU 25.5 hours Lecture/76.5 hours Lab
This course focuses on the production of sculpture through the combination of clay with wood, metal, "found" objects, and other materials. The aesthetic and technical aspects of construction and combination of materials will be emphasized, as well as hand-building, clay making and firing techniques, welding, and kiln building. Contemporary artists will be discussed and emphasis placed on art created in a Postmodern world, and especially how clay, combined with other media fit into that world. 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.

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. 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. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated to a maximum of 3 units.

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 andconstruction 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.

ART 95 - Special Studies-ART See page 226

ART/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.

ART 99 - Work Experience-ART See page 229

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. 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.

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.

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. 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; Math Level II
Transfer Status: CSU 68 hours Lecture
This course introduces students to the automotive field and the electrical/mechanical systems found in today's automobile. This course will cover safety related practices, the principles of operation and system service procedures for all systems found on today's cars.

AUT 2 - Honda Express Service 2 Unit(s)
Recommended Prep: Reading Level III; English Level II; Math Level I
Transfer Status: CSU 17 hours Lecture/51 hours Lab
This course teaches students the maintenance procedures used in Honda Express Service. Students will learn basic automotive shop safety, tool and equipment use, and the steps to research vehicle service information. Pass/No Pass Only.

AUT 6 - Automotive Electrical Systems Lecture 2 Unit(s)
Prerequisite(s): AUT 1, or concurrent enrollment in AUT 1 or permission of instructor and AUT 41, or concurrent enrollment in AUT 41
Co-requisite(s): AUT 7
Recommended Prep: Reading Level III; English Level II; Math Level II
Transfer Status: CSU 35 hours Lecture
This course introduces the theory, operation, and repair in the areas electrical\electronics systems. The areas to be discussed include but are not limited to Ohm's law and how it relates to the electrical system in a vehicle. Battery function and diagnosis including hybrid vehicle battery function and charging. The class will also cover vehicle lighting systems, starting and charging systems, and the electrical accessories that function in a modern vehicle.

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 and AUT 41, or concurrent enrollment in AUT 41
Co-requisite(s): AUT 7A
Recommended Prep: Reading Level III; English Level II; Math Level II
Transfer Status: CSU 85 hours Lecture
This course introduces the student to the theory, operation, and repair of the systems and their sub systems in the area of electrical\electronic accessories. It will include the charging and starting system (including hybrid vehicles) as well as base brake systems and anti-lock brakes. In addition to the for mentioned the student will also be introduced to base and electronic suspension and steering systems.

AUT 7 - Automotive Electrical Systems Lab 2 Unit(s)

Prerequisite(s): AUT 1, or concurrent enrollment in AUT 1 or permission of instructor and AUT 41, or concurrent enrollment in AUT 41 and AUT 6, or concurrent enrollment in AUT 6
Recommended Prep: Reading Level III; English Level II; Math Level II
Transfer Status: CSU 105 hours Lab

This course provides the opportunity to apply the knowledge gained in the theory, operation, and repair in the areas of electrical\electronics systems. The application will be in the form of "hands on" verification, diagnosis and repairs made to vehicles in the areas of, but not limited to: Light vehicle charging and starting systems including hybrid vehicle systems. Lighting systems and the electrical accessories that are in today's light vehicles. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

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 and AUT 41, or concurrent enrollment in AUT 41 and AUT 6A, or concurrent enrollment in AUT 6A
Recommended Prep: Reading Level III; English Level II; Math Level II
Transfer Status: CSU 255 hours Lab

This course applies the theory and practices learned in lecture and provide the opportunity to apply them in a lab setting. The students will develop and demonstrate the "hands on" skills needed to verify, diagnose and repair vehicles to industry standards in the areas of: electrical systems, braking systems, suspension and chassis systems and electronic brake and chassis systems. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

AUT 8 - Auto Engines Lecture 3 Unit(s)

Prerequisite(s): AUT 1 or concurrent enrollment in AUT 1 or permission of instructor and AUT 41 or concurrent enrollment in AUT 41
Co-requisite(s): AUT 9
Recommended Prep: Reading Level II; English Level II; Math Level II
Transfer Status: CSU 55 hours Lecture

In this exposes students to the following topics: including, internal combustion engine operation, design, construction, fault diagnosis, service and repair procedures.

AUT 8A - Automotive Engines, Heating and Air Conditioning Lecture 5 Unit(s)

Prerequisite(s): AUT 1, or concurrent enrollment in AUT 1 or permission of instructor and AUT 41, or concurrent enrollment in AUT 41
Co-requisite(s): AUT 9A
Recommended Prep: Reading Level III; English Level II; Math Level II
Transfer Status: CSU 85 hours Lecture

In this exposes students to the following topics: including, internal combustion engine operation, design, construction, fault diagnosis, service and repair procedures.

AUT 9 - Automotive Engines Lab 3 Unit(s)

Prerequisite(s): AUT 1, or concurrent enrollment in AUT 1 or permission of instructor and AUT 41, or concurrent enrollment in AUT 41 and AUT 8, or concurrent enrollment in AUT 8
Recommended Prep: Reading Level III; English Level II; Math Level II
Transfer Status: CSU 165 hours Lab

Students will have the opportunity to prepare 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 three times.

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 and AUT 41, or concurrent enrollment in AUT 41 and AUT 8A, or concurrent enrollment in AUT 8A
Recommended Prep: Reading Level II; English Level II; Math Level II
Transfer Status: CSU 255 hours Lab

Students will acquire 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 three times.

AUT 10 - History of Motorsports 3 Unit(s)

Recommended Prep: Reading Level III; English Level II; Math Level II
Transfer Status: CSU 51 hours Lecture

This course introduces students to both the history of motorsports in the United States and the roots of European motorsports. This course also deals with technological advancements, business-marketing facets, major motorsports figures, and different race track venues. Additionally, this course explores future developmental trends in motorsports as it moves into the 21st century.

AUT 12 - Motorsports Race Shop Practices 1 Unit(s)

Co-requisite(s): SCCA and or NASA Memberships and AUT 13
Recommended Prep: Reading Level III; English Level II; Math Level II
Transfer Status: CSU 52 hours Lab

This course exposes students to the skills and procedures necessary to build, modify and or repair race vehicles in the race shop environment. Proper adherence to racing organizations rules and specifications for safety and vehicle classification will be followed. The primary organizations will be the Sports Car Club of America (SCCA) and the National Auto Sport Association (NASA). Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

AUT 13 - Motorsports Race Track Practices 1 Unit(s)

Co-requisite(s): AUT 12 or concurrent enrollment in AUT 12 and SCCA and/or NASA Membership
Recommended Prep: Reading Level III; English Level II; Math Level II
Transfer Status: CSU 52 hours Lab

This course exposes students to motor sports race track activities through professional hands on experience. Students will see and experience the real-time operation of a race team, race events and racetrack operations. Since race track events offer problem solving situations that can be different in every race, this class may be repeated three times. Note: Due to insurance and liability reasons, students will be allowed to participate in most race track activities except driving the race car. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

AUT 14 - Motorsports Leadership 2 Unit(s)

Prerequisite(s): AUT 12 and AUT 13
Co-requisite(s): SCCA and or NASA Membership
Recommended Prep: Reading Level III; English Level II; Math Level II
Transfer Status: CSU 102 hours Lab

This course requires students to practice leadership skills through hands on responsibilities at live race track events and race shop meetings. Each student will be assigned a group or combination of students from AUT 12 & 13 who they will be responsible for mentoring and leading as the course objectives of AUT 12 & 13 are carried out. The instructor of 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 and AUT 41, or concurrent enrollment in AUT 41
Co-requisite(s): AUT 21
Recommended Prep: Reading Level III; English Level II; Math Level II
Transfer Status: CSU 50 hours Lecture

This course introduces the theory, operation, and repair in the areas of base brake systems, anti lock brake systems, and steering and suspension systems. The areas to be discussed include but are not limited to: The application of Pascal's Law, disk brake systems and their related components, drum brake systems, anti lock brake system operation and repair, suspension system operation and repair including electronic suspension and steering systems.

AUT 21 - Automotive Brakes/Suspension and Steering Systems Lab 3 Unit(s)

Prerequisite(s): AUT 1, or concurrent enrollment in AUT 1 or permission of instructor and AUT 41, or concurrent enrollment in AUT 41 and AUT 20, or concurrent enrollment in AUT 20
Recommended Prep: Reading Level III; English Level II; Math Level II
Transfer Status: CSU 150 hours Lab

This course applies the theory and practices learned in lecture and provide the opportunity to apply then in a lab setting. The students will develop and demonstrate the "hands on" skills needed to verify, diagnose and repair vehicle systems, sub systems, and components in the areas of but are not limited to: Brake systems including both drum and disk as well as anti-lock brake systems. Included will be steering and suspension systems along with electronic steering and suspension systems. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

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 and AUT 41, or concurrent enrollment in AUT 41
Co-requisite(s): AUT 23
Recommended Prep: Reading Level III; English Level II; Math Level II
Transfer Status: CSU 30 hours Lecture

In this course students study the theory and principles of operation within automotive heating and air conditioning systems as well as engine cooling system operation and repair. Basic laws of heat transfer, refrigeration and compression/expansion of liquid/vapor mediums.

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 and AUT 41, or concurrent enrollment in AUT 41 and AUT 22, or concurrent enrollment in AUT 22
Recommended Prep: Reading Level II; English Level II; Math Level II
Transfer Status: CSU 90 hours Lab

Students will acquire career preparation in the skills required to diagnose, adjust, repair and maintain modern 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 three times.

AUT 30 - Engine Performance and Emission Controls Lecture 5 Unit(s)

Prerequisite(s): AUT 1, or concurrent enrollment in AUT 1 or permission of instructor and AUT 41, or concurrent enrollment in AUT 41
Co-requisite(s): AUT 31
Recommended Prep: Reading Level III; English Level II; Math Level II
Transfer Status: CSU 85 hours Lecture

This course teaches advanced engine ignition, fuel, and emission control systems theory, to include computer control systems. Shop practice includes maximum student exposure in repair, adjustment and testing of engine ignition, fuel, and emission control systems. Instruction prepares the student to take the California State Smog Check Technician Licensing Exam.

AUT 31 - Engine Performance and Emission Controls Lab 5 Unit(s)

Prerequisite(s): AUT 1, or concurrent enrolment in AUT 1 or permission of instructor and AUT 41, or concurrent enrollment in AUT 41 and AUT 30, or concurrent enrollment in AUT 30
Recommended Prep: Reading Level III; English Level II; Math Level II
Transfer Status: CSU 255 hours Lab

This course teaches advanced engine ignition, fuel, and emission control systems theory, to include computer control systems. Shop practice includes maximum student exposure in repair, adjustment and testing of engine ignition, fuel, and emission control systems. Instruction prepares the student to take the California State Smog Check Technician Licensing Exam. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

AUT 41 - Specialized Automotive Electronics and Microcomputers 5.5 Unit(s)

Recommended Prep: Reading Level III; English Level II; Math Level II
Transfer Status: CSU 68 hours Lecture/76.5 hours Lab

This course teaches students the fundamentals of electricity and electronics, including semi-conductors and microcomputers, as they are used in the automotive industry. The use of electrical measuring devices, wire repair, circuits, schematics and practical diagnostic procedures is emphasized. Microcomputer inputs, processing, outputs, testing, and operation will be explained. This will provide the student with the fundamental knowledge and skills to understand, diagnose and service modern automotive electrical and electronic systems.

AUT 52 - Automatic Transmissions/Transaxles Lecture 3 Unit(s)

Prerequisite(s): AUT 1, or concurrent enrollment in AUT 1 or permission of instructor and AUT 41, or concurrent enrollment in AUT 41
Co-requisite(s): AUT 53
Recommended Prep: Reading Level III; English Level II; Math Level II
Transfer Status: CSU 50 hours Lecture

This course provides theory and principles of operation in automatic transmissions/transaxles, to include diagnostic, testing and repair of each system.

AUT 52A - Automotive Transmissions, Drive Lines and Axles Lecture 5 Unit(s)

Prerequisite(s): AUT 1, or concurrent enrollment in AUT 1 or permission of instructor and AUT 41, or concurrent enrollment in AUT 41
Co-requisite(s): AUT 53A
Recommended Prep: Reading Level III; English Level II; Math Level II
Transfer Status: CSU 85 hours Lecture

This course provides diagnostic, testing and repair procedures for automotive transmissions/transaxles, drive lines, front and rear axles and transfer cases. This preparation may also be completed as AUT 52 and AUT 56.

AUT 53 - Automatic Transmissions/Transaxles Lab 3 Unit(s)

Prerequisite(s): AUT 1, or concurrent enrollment in AUT 1 or permission of instructor and AUT 41, or concurrent enrollment in AUT 41 and AUT 52, or concurrent enrollment in AUT 52
Recommended Prep: Reading Level III; English Level II; Math Level II
Transfer Status: CSU 150 hours Lab

This course enhances skills in diagnosing, testing, and repair procedures of automotive transmissions/transaxles, drive lines and axles. Shop practice includes diagnostics, testing, and repairing of each system. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

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 and AUT 41, or concurrent enrollment in AUT 41 and AUT 52A, or concurrent enrollment in AUT 52A
Recommended Prep: Reading Level III; English Level II; Math Level II
Transfer Status: CSU 255 hours Lab

This course enhances skills in diagnosing, testing, and repair procedures of automotive transmissions/transaxles, drive lines and axles. Shop practice includes diagnostics, testing, and repairing of each system. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

AUT 56 - Manual Transmissions/Drivetrains Lecture 2 Unit(s)

Prerequisite(s): AUT 1, or concurrent enrollment in AUT 1 or permission of instructor and AUT 41, or concurrent enrollment in AUT 41
Co-requisite(s): AUT 57
Recommended Prep: Reading Level III; English Level II; Math Level II
Transfer Status: CSU 35 hours Lecture

This course provides theory and principles of operation in automotive manual transmissions/transaxles, drive lines and axles. Shop practice includes diagnostics, testing, and repairing of each system.

AUT 57 - Manual Transmissions/Drivetrains Lab 2 Unit(s)
Prerequisite(s): AUT 1, or concurrent enrollment in AUT 1 or permission of instructor and AUT 41, or concurrent enrollment in AUT 41 and AUT 56, or concurrent enrollment in AUT 56
Recommended Prep: Reading Level III; English Level II; Math Level II
Transfer Status: CSU 105 hours Lab
Course provides theory and principles of operation in manual transmissions and transaxles, front and rear axles, drive lines and transfer cases. Shop practice includes diagnostics, testing, and repairing of each system. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

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/Certification 0.5 - 5 Unit(s)

AUT 90X - Partnership Training: American Honda Proformance 0.5 - 3 Unit(s)

AUT 90Y - Partnership Training, General Motors-CBT, CPT & IDL 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 226

AUT 99 - Work Experience-AUT See page 229

AUT 114 - Auto Body Repair 3 Unit(s)
Recommended Prep: Reading Level III; English Level II; Math Level II
Transfer Status: NT 25.5 hours Lecture/76.5 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 3 Unit(s)
Recommended Prep: Reading Level III; English Level II; Math Level II
Transfer Status: NT 25.5 hours Lecture/76.5 hours Lab
This course provides training in 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 provides the student with the basic knowledge and skills needed to fill the position of an automotive service writer. Topics covered will include: roles, duties, and responsibilities of an automotive service writer, customer and employee relationships, writing the repair order and selling needed services.

AUT 200 - Auto Skills Practices 0.5 - 4 Unit(s)
Recommended Prep: Reading Level III; English Level II; Math Level II and Current employment in the automotive field, a graduate of an automotive program or a student currently enrolled in an automotive program.
Transfer Status: NT 25.5 - 204 hours Lab
This class is a supervised lab experience designed to update and enhance 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 to a maximum of 4 units. Pass/No Pass Only. Open Entry/Open Exit.

AUT 260 - Applied Academics for Automotive Technology 2 Unit(s)
Co-requisite(s): MATH 260, READ 260 and ENGL 260
Recommended Prep: Reading Level II; English Level I; Math Level I
Transfer Status: NT 34 hours Lecture
This course allows for the practical application of mathematics, reading and writing in a contextualized setting. Students will use the mathematics, reading and writing skills while working with the tools and documents found in the automotive industry. Pass/No Pass Only.

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 5 - Ecology and Field 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 will examine species and populations as well as their relationships within communities and ecosystems. Topics will include population and community structure, relationships between species, biogeography, biodiversity, as well as the examination of landforms 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 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/UC 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 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 9H - Honors Current Issues in Biology 3 Unit(s)
Prerequisite(s): ENGL 2 or concurrent enrollment and Admission to the Honors Program
Recommended Prep: Math Level IV
Transfer Status: CSU/UC 51 hours Lecture
This is an Honors level Current Issues in Biology course. Through a process of thorough analysis, critical thinking, extended discussions, and original oral and written responses, 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 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. Graded only.

BIOL 11 - Zoology 5 Unit(s)
Prerequisite(s): BIOL 1 or one year high school Biology; CHEM 110 or one year high school Chemistry with lab; Math Level V; or equivalents
Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU/UC 51 hours Lecture/102 hours Lab
This course examines animal form and function from an evolutionary perspective. Topics include evolutionary evidence, mechanisms of evolutionary change, animal reproduction and development, the diversity of animal forms, phylogenetic relationships among animal groups and their 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; CHEM 110 or one year high school Chemistry with lab; Math Level V; or equivalents
Recommended Prep: Reading Level IV; English Level IV
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; CHEM 1 and Math Level V; or equivalents
Recommended Prep: BIOL 11 or BIOL 12 and Reading Level IV; English Level IV
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 CHEM 1, or CHEM 51 or college chemistry equivalent and one year high school Biology or BIOL 1, or BIOL 2 or BIOL 20, or BIOL 21 or equivalents
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, or 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 and CHEM 110, or CHEM 1, or CHEM 51 or college equivalents
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 226

BIOL 99 - Work Experience-BIOL See page 229

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. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated to a maximum of 4 units.
BIOL 100A - Lassen Peak: An Ecological Island 1 Unit(s)
BIOL 100B - Alpine Flora and Habitats of Lassen Volcanic National 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/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 40 - International Residential Code - Building 6 Unit(s)
Co-requisite(s): BIT 41, BIT 42 and BIT 43
Recommended Prep: Reading Level IV; English Level III; Math Level II
Transfer Status: CSU 102 hours Lecture
The course covers the building chapters of the International Residential Code, basic building components and systems. This also includes how code requirements are applied to these systems. Introduction of alternate methods of construction related to sustainability will be discussed. Application of the codes through field inspection and recording incorrect code compliance issues by writing correction lists will be included. Graded only.

BIT 41 - International Residential Code - Mechanical 4 Unit(s)
Co-requisite(s): BIT 40, BIT 42 and BIT 43
Recommended Prep: Reading Level IV; English Level III; Math Level II
Transfer Status: CSU 68 hours Lecture
This course will apply the mechanical provisions of the International Residential Code and introduce basic mechanical systems, code requirements and actual application of the information in the built environment. The latest approaches to alternate mechanical systems, meeting the provisions of sustainability concepts, will be taught. Graded only.

BIT 42 - International Residential Code - Plumbing 4 Unit(s)
Co-requisite(s): BIT 40, BIT 41 and BIT 43
Recommended Prep: Reading Level IV; English Level III; Math Level II
Transfer Status: CSU 68 hours Lecture
This course will apply the residential plumbing provisions of the International Residential Code and introduce basic residential plumbing systems, code requirements and actual application of the information in the built environment. The latest residential alternate plumbing systems, meeting the provisions of sustainability concepts, will be taught. Graded only.

BIT 43 - International Residential Code - Electrical 4 Unit(s)
Co-requisite(s): BIT 40, BIT 41 and BIT 42
Recommended Prep: Reading Level IV; English Level III; Math Level II
Transfer Status: CSU 68 hours Lecture
This course will apply the residential electrical provisions of the International Residential Code and introduce basic residential electrical systems, code requirements and application of the information in the built environment. The latest residential alternate electrical systems, meeting the provisions of sustainability concepts, will be taught. Graded only.

BIT 44 - International Building Code 4 Unit(s)
Co-requisite(s): BIT 45, BIT 46 and BIT 47
Recommended Prep: Reading Level IV; English Level III; Math Level II
Transfer Status: CSU 68 hours Lecture
This course will introduce the non-residential and multi-family provisions of the International Building Code. The course will identify the relationship between the building components and their performance during high wind, seismic and impact events and the relationship between hazardous materials and the built environment. Current sustainability concepts will be reviewed and evaluated to verify compliance with the intent of the code. Graded only.

BIT 45 - Non-Residential Mechanical Code 4 Unit(s)
Co-requisite(s): BIT 44, BIT 46 and BIT 47
Recommended Prep: Reading Level IV; English Level III; Math Level II
Transfer Status: CSU 68 hours Lecture
This course will apply the non-residential mechanical code provisions and systems to the built environment. The course is an introduction to sustainable concepts to conditioning air within structures. Graded only.

BIT 46 - Non-Residential Plumbing Code 4 Unit(s)
Co-requisite(s): BIT 44, BIT 45 and BIT 47
Recommended Prep: Reading Level IV; English Level III; Math Level II
Transfer Status: CSU 68 hours Lecture
This course applies the non-residential provisions of the plumbing code, including the recognition of specific materials used in non-residential plumbing systems to the built environment. This course will cover the theory and installation of sustainable plumbing systems such as gray water re-use and solar water heating. Graded only.

BIT 47 - National Electrical Code 4 Unit(s)
Co-requisite(s): BIT 44, BIT 45 and BIT 46
Recommended Prep: Reading Level IV; English Level III; Math Level II
Transfer Status: CSU 68 hours Lecture
This course will apply the non-residential provisions of the National Electric Code to the built environment including the recognition and application of different wiring methods and alternate methods of energy production such as solar, wind and hydro. Graded only.

BIT 50 - Introduction to Plan Review 1 Unit(s)
Recommended Prep: Reading Level IV; English Level III; Math Level II
Transfer Status: CSU 17 hours Lecture
This course introduces the basic components required in a set of building plans typically submitted for a permit and used to construct in the built environment. The course is an introduction to typical nomenclature, specific sheets included in a set of plans, the difference between plan, section, isometric and elevation drawings and the use of architect and engineer scales. It will identify typical requirements for plan submittal documents in local jurisdictions by utilizing the internet. Graded only.

BIT 51 - Applying Residential Codes to Plan Review 1 Unit(s)
Prerequisite(s): BIT 50
Recommended Prep: Reading Level IV; English Level III; Math Level II
Transfer Status: CSU 17 hours Lecture
This course will introduce the transfer of code knowledge from text form into a two-dimensional drawing. This plan review course requires a basic understanding of the International Residential Code to verify compliance on plans. This course will show how the separate code requirements relate to each other in a single set of building plans. It will include the application of conventional construction structural provisions. Graded only.

BIT 52 - Applying Non-Residential Codes to Plan Review 1 Unit(s)
Prerequisite(s): BIT 51
Recommended Prep: Reading Level IV; English Level III; Math Level II
Transfer Status: CSU 17 hours Lecture
This course continues the plan review process by including the multi-family and non-residential provisions of the International Building Code, Plumbing and Mechanical codes and the National Electric Code. This will include review for complexity of building structure, types of construction, egress components and occupancy classification verification. Also included are egress, occupant load, allowable area and allowable height calculations. Graded only.

BIT 53 - Advanced Plan Review 1 Unit(s)
Prerequisite(s): BIT 52
Recommended Prep: Reading Level IV; English Level III; Math Level II
Transfer Status: CSU 17 hours Lecture
This course covers a review of energy calculations, writing extensive correction lists, reading job specifications and finding the associated data on the plans, and reviewing structural calculations for compliance with basic engineering principles. This will include the recognition of alternate materials in the set of building plans and specifications, including sustainable products. Graded only.

BIT 60 - Computer Use in the Inspection Industry 1 Unit(s)
Recommended Prep: Reading Level IV; English Level III; Math Level II
Transfer Status: CSU 17 hours Lecture
This course utilizes computer technology for the inspection industry. It will cover the correct format of electronic correction lists, writing a technical newspaper column, completing online government application forms and an introduction to Geographic Information Systems (GIS). Graded only.

BIT 61 - Presenting Code Information through Electronics 1 Unit(s)
Recommended Prep: Reading Level IV; English Level III; Math Level II
Transfer Status: CSU 17 hours Lecture
This course covers how to present code information and changes to staff and the public utilizing electronic media, as well as developing typical forms for tracking public information and developing technical handouts used in the inspection industry. Graded only.

BIT 62 - Permit Tracking and Calculation Software 1 Unit(s)
Recommended Prep: Reading Level IV; English Level III; Math Level II
Transfer Status: CSU 17 hours Lecture
This course introduces typical permit tracking software, green building point systems and structural calculation software utilized in the building department. Graded only.

BIT 70 - Introduction to Building Inspection 1 Unit(s)
Recommended Prep: English Level III; Math Level II
Transfer Status: CSU 17 hours Lecture
This course is an introduction to the profession of building inspection: professionalism, ethics, organizations associated with the profession, the code development process and introduction to the structure of general government. The course will also introduce technical mathematics relevant to building inspection, utilizing measuring tapes, levels, squares and calculators. Graded only.

BIT 71 - Soils, Concrete and Masonry in the Built Environment 1 Unit(s)
Recommended Prep: Reading Level IV; English Level III; Math Level II
Transfer Status: CSU 17 hours Lecture
This course is an introduction to soil types, concrete and masonry mixes and their installation as it relates to the built environment. Also included is the study of American Concrete Institute (ACI) standard 318 and the concrete and masonry chapters in the International Building Code. Students will also be trained to inspect sites for onsite retention of silt, mud and debris in compliance with the National Pollution Discharge Elimination Standard (NPDES). Graded only.

BIT 72 - Interfacing Fire Concepts with the Building Code 2 Unit(s)
Recommended Prep: Reading Level IV; English Level III; Math Level II
Transfer Status: CSU 34 hours Lecture
This course will introduce the International Fire Code and interfacing provisions with the International Building Code. The Wildland Urban Interface Code will be reviewed as it applies to specific building materials in relationship to wildland fire exposure. Introduction to fire suppression systems in buildings, review of residential sprinkler design plans and calculations will also be covered. Graded only.

BIT 73 - Building Code and Disabled Accessibility 1 Unit(s)
Recommended Prep: Reading Level IV; English Level III; Math Level II
Transfer Status: CSU 17 hours Lecture
This course will provide the history of disability regulations and will cover current regulations. Study of the American National Standards Institute (ANSI) stan dards and International Building Code will be applied to the built environment for application. The California Accessibility Specialist (CASP) certification will be introduced. Graded only.

BIT 74 - Building Permit Technician 1 Unit(s)
Recommended Prep: Reading Level IV; English Level III; Math Level II
Transfer Status: CSU 17 hours Lecture
This course covers how to interact with consumers at a building department counter including land use and development regulations, review of plans, and engineering and permit documents for completeness of application and permit issuance. It introduces basic building concepts, types of inspections, plan and map reading and collecting permitting fees, as well as record research, coordination of the permit processes with outside agencies (Fire, Planning, Health) and process of building permit appeals. This will include resolving difficult situations and intercultural communication. Graded only.

BIT 75 - Building Codes for Sustainability 2 Unit(s)
Recommended Prep: Reading Level IV; English Level III; Math Level II
Transfer Status: CSU 34 hours Lecture
This course will introduce the current green building provisions typically utilized by developers. This will include an introduction to the International Energy Efficiency Code. Application of the codes will be demonstrated through different types of sustainable building materials and systems such as solar water heating and photovoltaic panels. Graded only.

BIT 76 - Existing Building Codes 1 Unit(s)
Recommended Prep: Reading Level IV; English Level III; Math Level II
Transfer Status: CSU 17 hours Lecture
This course covers requirements regarding the use and re-use of existing buildings. Also included will be repair, alteration, addition and change of occupancy for existing buildings and historic buildings. Achieving appropriate levels of safety without requiring full compliance with the new construction requirements in the building code will be included. Graded only.

BIT 77 - Legal Aspects of Code Administration 1 Unit(s)
Recommended Prep: Reading Level IV; English Level III; Math Level II
Transfer Status: CSU 17 hours Lecture
This course will cover the terminology, concepts and principles of legal issues that affect code officials related to the model building codes, constitutional law and property law. It provides a historical overview including civil rights actions, case law and the historical consequences of ignoring the regulation. How to stop work at a jobsite and obtain an inspection warrant along with introducing rules of procedure used for a building code appeals board will be identified. Strategies on how to testify effectively in a court of law, including documentation of code violations for submittal to the court though photo media and report writing will be included. Graded only.

BIT 78 - Advanced Code Enforcement 1 Unit(s)
Recommended Prep: Reading Level IV; English Level III; Math Level II
Transfer Status: CSU 17 hours Lecture
This course will aid in the transition from education to employment in a code enforcement position. This will include utilizing decision making skills for code interpretation and justification. An internet network will be created for future code discussions and research. How to Utilize Global Positioning Satellite (GPS) hardware and map reading skills to establish a typical daily inspection run will also be included. This course will present how to develop positive communication styles when approaching a jobsite. Graded only.

BIT 97 - Special Problems-BIT See page 226

BIT 99 - Work Experience-BIT See page 229

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/CNST 130 - OSHA 30-Hour for Construction 1.75 Unit(s)
Recommended Prep: Reading Level II; English Level II; Math Level II
Transfer Status: NT 30 hours Lecture
This is a 30-hour comprehensive course intended for entry-level employees and those in supervisory positions. The purpose of this course is to explain current OSHA safety regulations and promote compliance with those regulations. Pass/No Pass Only.

BIT 260 - Applied Academics for Building Inspection Technology 2 Unit(s)
Co-requisite(s): ENGL 260, READ 260 and MATH 260
Recommended Prep: Reading Level II; English Level I; Math Level I
Transfer Status: NT 34 hours Lecture
This course allows for the practical application of mathematics, reading and writing in a contextualized setting. Students will use the mathematics, reading and writing skills while using the tools and documents found in the building inspection industry. Pass/No Pass Only.

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 (ERD) and the normalization process. Topics include the relational data model, managing data using Structured Query Language (SQL), database management system (DBMS) architecture and operation, and database security mechanisms. Students will apply core 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 introduces personal selling concepts, processes and tools. It explores consumer behavior and effective two-way communication, the understanding of both necessary for success in today's competitive, relationship-oriented business environment. Students will participate in an in-depth, interactive sales project, where they will "sell" a product or service and experience the process of engaging with a sales prospect, presenting, overcoming objections and closing the sale.

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.

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 to a maximum of 3 units. Open Entry/Open Exit.

BUS 97 - Special Problems-BUS See page 226

BUS 99 - Work Experience-BUS See page 229

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. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated to a maximum of 3 units.

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 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.

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 to a maximum of 3 units.

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: 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: 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 3 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 one time.

BCIS 28 - Microsoft Word 1 - 3 Unit(s)
Recommended Prep: Reading Level IV; English Level III and BCIS 80 and BCIS 20
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
Transfer Status: CSU 17 hours Lecture
This course introduces students to Microsoft Office PowerPoint and emphasizes effective basic techniques for preparing a presentation.

BCIS 40 - Machine Transcription 1 - 3 Unit(s)
Prerequisite(s): Typing rate of 40 wpm; BCIS 12
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 to a maximum of 3 units. 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
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 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 28 or equivalent
Recommended Prep: Reading Level IV; English Level III
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 3 units. Open Entry/Open Exit.

BCIS 50 - Office Administration 3 Unit(s)
Prerequisite(s): Completion of two units of BCIS 24 or typing certificate verifying 40 words per minute.
Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 51 hours Lecture
This course examines the skills, traits, and attitudes of the successful administrative professional. Emphasis is placed on developing proficiency in time management, personal appearance, human relations management and supervision, work flow, communications, records handling, minute taking, mail distribution, meeting planning, travel arrangements, financial management, virtual office, information processing, and effective job search techniques.

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 59 - Beginning Legal Office Procedures 3 Unit(s)
Recommended Prep: Reading Level IV; English Level III and Keyboarding Skill of 35 wpm
Transfer Status: CSU 51 hours Lecture
This course introduces legal terminology, transcription of legal documents, preparation of legal correspondence, and court scheduling. It is the first of a two-course sequence. Emphasis is placed on strengthening grammar, communication, problem-solving, and technical skills in a legal office setting.

BCIS 60 - Advanced Legal Office Procedures 3 Unit(s)
Recommended Prep: BCIS 59 or Knowledge of legal terminology and legal forms and Reading Level IV; English Level III
Transfer Status: CSU 51 hours Lecture
This is the advanced class in a two-course sequence designed to train the student for employment as an administrative assistant in a law office. Students are given specialized training to assist lawyers in litigation involving civil, personal injury, property damage, probate, and corporate law.

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. 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 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 70H - IC3 Certification Preparation	1 - 3 Unit(s)
BCIS 70I - Microsoft Certification Preparation	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 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)
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)
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)
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.

BCIS 84 - Windows/Internet 2 Unit(s)
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.

BCIS 85 - Microsoft Excel 1 - 3 Unit(s)
Recommended Prep: Reading Level IV; English Level III; Math Level II and BCIS 80
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
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 to a maximum of 4 units. Open Entry/Open Exit.

BCIS 97 - Special Problems-BCIS See page 226

BCIS 99 - Work Experience-BCIS See page 229

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 explores the specialized language used within the medical profession. Emphasis is placed on the definition, pronunciation and spelling of medical terms with focus 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 to a maximum of 2 units. 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 to a maximum of 0.5 units. Pass/No Pass Only.

BCIS 188J - Microsoft Word Module II 0.25 - 0.5 Unit(s)
BCIS 188M - Microsoft Word Module I 0.25 - 0.5 Unit(s)

BCIS 189(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 to a maximum of 0.5 units. Pass/No Pass Only.

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. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated to a maximum of 3 units.

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.

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 provides goal related skill development to enhance career search. 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. Students exit the course when the established goals between the student and the instructor are attained. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated to a maximum of 3 units.

CLP 134 - Job Search Strategies 1 Unit(s)

Recommended Prep: Reading Level III; English Level II
Transfer Status: NT — 17 hours Lecture

This course covers successful job search techniques, interviewing and resume writing skills, 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. 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, strategies, and explore online resources. Includes an introduction to career life planning. The emphasis of this course 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. 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, skills, personality, and value assessments. Students will gain personal insights, knowledge, and understanding that will assist them in making informed academic, career, and life decisions. Pass/No Pass Only. Open Entry/Open Exit.

CLP 300 - Career Development 0 Unit(s)

Transfer Status: NT — 30 hours Lecture

This course facilitates individual career growth. Topics may include career planning theories, work motivation, self-assessment, career-success skills, career research, workforce preparation and readiness, and employment opportunities. Unlimited repeats. Satisfactory/Unsatisfactory Only. 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.

Chemistry (CHEM)

CHEM 1 - General Chemistry I 5 Unit(s)
Prerequisite(s): CHEM 110 or one year of high school Chemistry; 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 recommended for majors in science and engineering. Graded only.

CHEM 2 - General Chemistry II 5 Unit(s)
Prerequisite(s): CHEM 1
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): CHEM 110 or one year high school Chemistry; Math Level V
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
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 226

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.

Child Development and Family Relations (CDF)

CDF 12 - Child, Family, and Community 3 Unit(s)
Recommended Prep: Reading Level V; English Level IV
Transfer Status: CSU/UC 51 hours Lecture
This course is an examination of the socialization of the developing child in today's society, emphasizing the important influences of family, community, school, and historical and socio-cultural factors. The processes of socialization and identity development will be highlighted, showing the importance of respectful, reciprocal relationships that support and empower families.

CDF 14 - Child Growth and Development 3 Unit(s)
Recommended Prep: Reading Level V; English Level IV
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 18 - Special Education in Early Childhood 3 Unit(s)
Prerequisite(s): CDF 12 and CDF 14
Recommended Prep: Reading Level V; English Level IV
Transfer Status: CSU 51 hours Lecture
This course provides students with knowledge of the Americans With Disability Act (ADA) including various systems related to early childhood intervention. Current issues of referral, screening, assessment and the intervention plan are discussed. The student will examine curricular

accommodations, inclusive environments and the role of the teacher and family in supporting the development and learning of children with identified special needs.

CDF 30 - Adult Supervision: Mentoring in a Collaborative Learning Setting — 2 Unit(s)

Prerequisite(s): 12 units in CDF
Recommended Prep: Reading Level V; English Level V; Math Level I
Transfer Status: CSU — 34 hours Lecture

This course examines methods and principles of supervising professionals in early childhood programs. Emphasis is on the role of experienced early childhood professionals who function in the supervisory role with focus on components of high quality early care and education. Additional emphasis is placed on the importance of continuous program improvement utilizing multiple assessments, effective communication and collaboration with colleagues and other professionals. Successful completion of this course satisfies the Adult Supervision and other professionals. Successful completion of this course satisfies the Adult Supervision requirement for the California Commission on Teacher Credentialing Child Development Permit.

CDF 34 - The School-Age Child — 3 Unit(s)

Recommended Prep: Reading Level V; English Level IV
Transfer Status: CSU — 51 hours Lecture

This course focuses on the development of school-age children (six to twelve years). Physical, cognitive, language, social and emotional development are explored. Family involvement in education is stressed as a key component in the process of development and socialization. Emphasis is placed on the assessment of research and strategies that support the development of the school-age child.

CDF 36 - Working With School-Age Children — 3 Unit(s)

Recommended Prep: Reading Level V; English Level IV
Transfer Status: CSU — 51 hours Lecture

This course examines the role of adults in school-age children's socialization and development inside and outside of the classroom. Building from a foundation of theory, students will identify the increasing role schools and communities play in providing support to children and their families. Career options and requirements and the roles of the professional working with school-age children will be examined. Standards and strategies necessary to develop and sustain high-quality school-age activities and programs will be stressed.

CDF 40 - Observation and Assessment — 3 Unit(s)

Recommended Prep: Reading Level V; English Level IV
Transfer Status: CSU — 42.5 hours Lecture/25.5 hours Lab

This course focuses on the appropriate use of observation and assessment strategies to document development, growth and play while learning to join with families and professionals in promoting children's success. Multiple observational formats and assessment tools and methods are explored. This course includes 25.5 hours of lab observing children in an approved (Butte College or Metor) early childhood program.

CDF 44 - Positive Child Guidance — 3 Unit(s)

Recommended Prep: Reading Level V; English Level IV
Transfer Status: CSU — 51 hours Lecture

This course teaches students guidance methods and techniques that are effective in the home, classroom and other group settings. Students will learn positive guidance techniques to promote socially responsible behavior and healthy emotional development in children from birth to eight years of age.

CDF 48 - Principles and Practices of Teaching Young Children — 3 Unit(s)

Recommended Prep: Reading Level V; English Level IV
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, constructive adult-child interactions, and teaching strategies in supporting physical, social, creative and intellectual development 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 52 - Literacy Development in ECE — 3 Unit(s)

Recommended Prep: Reading Level V; English Level IV
Transfer Status: CSU — 51 hours Lecture

This course introduces students to a developmental approach to early literacy. Early educators will become equipped in making decisions regarding appropriate instructional practices, including the use of assessment tools, that support children in constructing literacy knowledge. The course will focus on Lev Vygotsky's framework of learning and teaching. It looks at interpretation and usage of information to plan curriculum that is responsive to and supportive of children's early literacy learning.

CDF 55 - ECE Second Language Learners — 3 Unit(s)

Prerequisite(s): CDF 12 and CDF 14
Recommended Prep: Reading Level V; English Level IV
Transfer Status: CSU — 51 hours Lecture

This course provides early childhood 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 V; English Level IV
Transfer Status: CSU — 51 hours Lecture

This course is a study of family planning concepts and strategies prior to conception through the first year of life. Topics covered include environmental and genetic influences, prenatal development, the birth process, health and care of the mother and infant prenatally through the first year, developmental growth of the infant through the first year, and family dynamics and adjustments.

CDF 57 - Teaching in a Diverse Society — 3 Unit(s)

Recommended Prep: Reading Level V; English Level IV
Transfer Status: CSU — 51 hours Lecture

This course examines the development of social identities in diverse societies including theoretical and practical implications of oppression and privilege as they apply to young children, families, programs, classrooms and teaching. Various classroom strategies will be explored emphasizing culturally and linguistically appropriate anti-bias approaches supporting all children in becoming competent members of a diverse society. Course includes self-examination and reflection on issues related to social identity, stereotypes and bias, social and educational access, media and schooling.

CDF 58 - Critical Issues in Child Development — 3 Unit(s)

Recommended Prep: Reading Level V; English Level IV
Transfer Status: CSU — 51 hours Lecture

This course will engage students in recognizing the impact of research and current critical issues which directly and indirectly impact the lives of families and their children. Discussion will focus on how to use research to inform ethical practices in the field of child development. Included will be topics such as adoption, physical/sexual abuse, substance abuse, youth culture, media impact and special needs.

CDF 59 - Anti-Bias Curriculum in Early Childhood Programs — 3 Unit(s)

Recommended Prep: Reading Level V; English Level IV
Transfer Status: CSU — 51 hours Lecture

This course provides the opportunity for students to explore issues of cultural diversity, examine curricular approaches to anti-bias education, and integrate these elements into the development of comprehensive children's programs. This course also provides the opportunity to explore factors leading to culturally responsive child care and education.

CDF 61 - Music for Early Childhood 3 Unit(s)
Recommended Prep: Reading Level V; English Level IV
Transfer Status: CSU 51 hours Lecture
This course provides the student with the knowledge, methods, skills, and opportunities to develop, implement and evaluate developmentally appropriate, inclusive 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 V; English Level IV
Transfer Status: CSU 51 hours Lecture
This course teaches students to plan, prepare and implement the materials and techniques of a creative art curriculum for young children. The course includes specific techniques for working with children, parents, and staff, research of the philosophical bases and developmental stages of children's art, and preparation and utilization of specific art media appropriate for use in early childhood education programs.

CDF 63 - Introduction to Early Childhood Education Curriculum 3 Unit(s)
Recommended Prep: Reading Level V; English Level IV
Transfer Status: CSU/UC 42.5 hours Lecture/25.5 hours Lab
This course presents an overview of knowledge and skills related to providing appropriate curriculum and environments for young children from birth to age eight years. Students will examine a teacher's role in supporting development and fostering the joy of learning for all young children using observation and assessment. An overview of learning domains includes: language, social, emotional, physical, cognitive and creative. The course will provide the student the opportunity to develop, prepare, implement and evaluate developmentally appropriate play-based curriculum for young children. This course includes 25.5 hours of lab in an approved (Butte College or Mentor) program.

CDF 65 - Infant/Toddler Curriculum 3 Unit(s)
Recommended Prep: Reading Level V; English Level IV
Transfer Status: CSU 51 hours Lecture
This course provides 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, inclusion of children with special needs, and the adult role as facilitator.

CDF 66 - Literature and Language Arts Curriculum for Children 3 Unit(s)
Recommended Prep: Reading Level V; English Level IV
Transfer Status: CSU 51 hours Lecture
This course provides students with skills in preparing, implementing, and evaluating literature and language arts curriculum for young children. Techniques of reading aloud to children as well as storytelling and preparation of curricular materials are included. Emphasis is placed on the acquisition and development of language in the young child.

CDF 67 - Math and Science Curriculum for Young Children 3 Unit(s)
Recommended Prep: Reading Level V; English Level IV; Math Level Intro
Transfer Status: CSU 51 hours Lecture
This course surveys the philosophy, principles, and implementation of math as well as natural and physical science experiences for young children. Focused on theory of child development, this course emphasizes the process of observation, assessment and curriculum development related to math and science for early childhood programs.

CDF 77 - Advanced ECE Professional Career Development 1 Unit(s)
Prerequisite(s): CDF 12, CDF 14 (or concurrent enrollment)
Recommended Prep: Reading Level V; English Level IV
Transfer Status: CSU 17 hours Lecture
This course focuses on advanced professional career development in Early Childhood Education (ECE). 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 3 Unit(s)
Prerequisite(s): CDF 14, CDF 40, CDF 44, CDF 63
Recommended Prep: Reading Level V; English Level IV
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This capstone course is a demonstration of developmentally appropriate early childhood teaching competencies under guided supervision. Students will utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors and build a comprehensive understanding of children and families. Child centered, play-oriented approaches to teaching, learning and assessment and knowledge of curriculum content areas will be emphasized as student teachers design, implement and evaluate experiences that promote positive development and learning for all young children. This course includes fifty-one hours of participation with young children in an approved early childhood (Butte College or Mentor) program.

CDF 80 - Health, Safety and Nutrition 3 Unit(s)
Recommended Prep: Reading Level V; English Level IV; Math Level I
Transfer Status: CSU 51 hours Lecture
This course is an introduction to the laws, regulations, standards, policies, and procedures and early childhood curriculum related to child health, safety and nutrition. The key components that ensure physical health, mental health and safety for both children and staff will be identified along with the importance of collaboration with families and health professionals. This course will focus on integrating the concepts into everyday planning and program development for all children. This course is a requirement for the Child Development Site Supervisor permit and meets the Title 22 administration requirement.

CDF 84 - Administration of Child Care and Education Programs 3 Unit(s)
Prerequisite(s): CDF 14, CDF 40
Recommended Prep: Reading Level V; English Level V; Math Level I
Transfer Status: CSU 51 hours Lecture
This course is an examination of the administrative position in child care and education programs. Topics will include qualifications and duties of directors and supervisors, program regulations, staffing, supervision, equipment and facilities, curriculum, scheduling, budget planning, and working with parents. This course counts for the administrative units required by the State of California to meet licensing requirements.

CDF 96(A-Z) - Current Trends and Issues in Early Childhood Education 0.5 - 3 Unit(s)
Recommended Prep: Reading Level V; English Level IV
Transfer Status: CSU 8.5 - 51 hours Lecture
This course exposes students to new and developing trends and issues in the field of Early Childhood Education (ECE). Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated to a maximum of 3 units.

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 Young Children's Families 1 Unit(s)
CDF 96G - Power of Play 1 Unit(s)

CDF 97 - Special Problems-CDF See page 226

CDF 99 - Work Experience-CDF See page 229

CDF 131 - ECE Mentor Teacher Seminar 0.5 Unit(s)
Prerequisite(s): Selection as an early childhood Mentor Teacher
Recommended Prep: Reading Level V; English Level IV
Transfer Status: NT 8.5 hours Lecture
This course provides an opportunity for Early Childhood Mentor Teachers to discuss issues related to their role as supervisors of early childhood student teachers, plan in-service 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. Pass/No Pass Only.

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 V; English Level IV
Transfer Status: NT 8.5 hours Lecture
This course will 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. Pass/No Pass Only.

Chinese (CHIN)

CHIN 1 - First Semester Chinese 4 Unit(s)
Recommended Prep: Reading Level III; English Level III
Transfer Status: CSU/UC 68 hours Lecture
This course is a study of beginning Mandarin Chinese emphasizing grammar, reading, writing, listening and speaking. It also introduces the student to various aspects of the Chinese culture. Chinese history, traditions and culture will be woven throughout the content of the course. Students who have completed at least one, but fewer than two years of high school Chinese (or equivalent) with a letter grade of "A" or "B" within one year of the present date, should register for Second Semester Chinese.

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 the study of the fundamentals of public speaking with an emphasis on extemporaneous style delivery. Focus is placed on critical thinking including: the organization of ideas, the use of research, the development of critical analysis in the construction and consumption of messages and the practice of ethical and mindful communication.

CMST 2H - Honors Public Speaking 3 Unit(s)
Prerequisite(s): ENGL 2 or concurrent enrollment and Admission to the Honors Program
Transfer Status: CSU/UC 51 hours Lecture
This is an Honors level introductory Public Speaking course. Through a process of thorough analysis, critical thinking, extended discussions, and original oral and written responses, students will study 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. Graded only.

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 - Small Group Communication 3 Unit(s)
Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU/UC 51 hours Lecture
This course is the study of theory and research findings and their application to communication in small group contexts. It emphasizes group discussion for problem solving, leadership, listening, information gathering, analysis and public speaking. This class is designed to be experiential and exposes students to small group communication theory and public speaking fundamentals within the context of their own small group interactions, activities and presentations in classroom settings and real-world environments.

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 for 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. Students will develop knowledge, attitudes, and skills to become more effective intercultural communicators.

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 theory and research findings and their application to communication in interpersonal relationships in personal and professional contexts. It examines effective and appropriate uses of verbal and non-verbal messages in the initiation, development, maintenance, and termination of interpersonal relationships.

CMST 12 - Forensics (Speech and Debate) 3 Unit(s)
Transfer Status: CSU 25.5 hours Lecture/76.5 hours Lab
This course prepares students for intercollegiate speech and debate tournaments and/or community events. Preparation includes practice, research, writing and participation in a variety of public presentations. Community events, as well as forensics events, such as debate, platform, limited preparation, oral interpretation, and readers' theatre are emphasized. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

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 and ethical responsibilities of advocacy. Emphasis is placed on the 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 226

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 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 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.

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.

CNST 104 - Introduction to Residential Construction, Sustainable Building Products and Green Building Practices 4 Unit(s)
Transfer Status: NT 51 hours Lecture/51 hours Lab
This course introduces students to the building permit process, exposing them to blue prints and their use, and introducing them to the language and terminology used on construction sites. This course also covers concrete forms and basic framing techniques, and introduces students to green building practices, renewable energy, and sustainable building materials.

CNST 105 - Advanced Residential and Commercial Framing with an Emphasis on Green Building Principles 4.5 Unit(s)
Transfer Status: NT 51 hours Lecture/76.5 hours Lab
This course is an introduction to wall, floor and roof framing with an emphasis on construction drawing interpretation. The students are taught the safe usage of hand and power tools commonly used in the construction industry. Students are introduced to Green building practices and sustainable building materials.

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.

CNST/BIT 130 - OSHA 30-Hour for Construction 1.75 Unit(s)
Recommended Prep: Reading Level II; English Level II; Math Level II
Transfer Status: NT 30 hours Lecture
This is a 30-hour comprehensive course intended for entry-level employees and those in supervisory positions. The purpose of this course is to explain current OSHA safety regulations and promote compliance with those regulations. Pass/No Pass Only.

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.

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 4 - Introduction to Computer Programming 3 Unit(s)

Recommended Prep: Reading Level IV; English Level IV; Math Level III
Transfer Status: CSU 51 hours Lecture

This course introduces students to the fundamental concepts of computer programming. Students will learn the building blocks of modern computer software, including data types, arithmetic operations, flow-of-control structures, input and output, and elementary data structures. Students will explore the techniques of algorithm design, implementation, and evaluation, and will use modern computer programming languages to express algorithms. The course also introduces students to the best practices of software documentation, various software engineering process models, and design and programming paradigms such as object-orientation.

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/MSP 9 - Concept Art and Design for Entertainment Media 3 Unit(s)

Transfer Status: CSU 34 hours Lecture/51 hours Lab

This course introduces students to visualization techniques, ideation processes, and the tools and materials used in professional concept studios in the video game and entertainment industries. Students will be introduced to the history of concept art and its evolution from industrial design and architecture to modern day use in video games, entertainment, and toy design. Students will learn how to develop concepts from the sketch phase through final presentation drawings, brainstorming and teamwork, reading and adapting project briefs, and creating professional presentation boards. This is an essential foundation course for programs and careers in concept art, video games, animation, digital design, graphic design, and industrial design.

CSCI 10 - Assembly Language Programming 4 Unit(s)

Prerequisite(s): CSCI 14
Transfer Status: CSU/UC 51 hours Lecture/51 hours Lab

This course will introduce students to number systems and their rules for arithmetic; basic computer organization concepts such as registers, data paths, the Arithmetic Logic Unit (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 game design and development. The course covers the history of games, game theory, the phases of game development, the use of computers and other media in the development of games, and game testing and analysis. Students will explore the ethical and social issues associated with the design, production, and marketing of games. The course emphasizes the importance of teamwork in, and the interdisciplinary nature of, the games industry.

CSCI 14 - Programming in C++ 3 Unit(s)

Recommended Prep: Reading Level IV; English Level IV; Math Level III
Transfer Status: CSU/UC 34 hours Lecture/51 hours Lab

This course introduces students 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 server-side web programming languages. Students will explore client-side scripting using JavaScript and enhancing interactivity with AJAX.

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.

CSCI 19 - Computer Networking Fundamentals 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.

CSCI 20 - Programming and Algorithms I 4 Unit(s)
Prerequisite(s): CSCI 14
Recommended Prep: Reading Level IV; English Level IV; Math Level IV
Transfer Status: CSU/UC 51 hours Lecture/51 hours Lab
This course is 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 20 or equivalent
Transfer Status: CSU/UC 51 hours Lecture/51 hours Lab
This course is 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.

CSCI 26 - Introduction to Linux/UNIX System Administration 3 Unit(s)
Prerequisite(s): CSCI 25
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 basic concepts and practices of computer system administration in a Linux/UNIX operating system environment. Using the Linux/UNIX command-line interface, students will perform system administration tasks including the installation and configuration of a Linux/UNIX operating system on a computer, hardware and software installation and management, and user account creation and supervision. Students will learn and apply standard security practices in Linux/UNIX such as user and group permissions and the proper configuration of essential system services. The course prepares students to take industry certification exams in basic Linux/UNIX system administration such as CompTIA Linux+.

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.

CSCI 49 - PCs and Peripherals 3 Unit(s)
Recommended Prep: Reading Level IV; English Level IV; Math Level III
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This is a beginning course in computer hardware and operating systems. Students develop the knowledge and skills necessary to take the CompTIA A+ exams. Course topics include: terminology, safety, assembly, software installation, component configuration, hardware and software troubleshooting and basic repair of personal computers.

CSCI 52 - CISCO Networks Level 1, Fundamentals 3 Unit(s)
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.

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.

CSCI 56 - Cisco Networks--Switching & WANs 3 Unit(s)
Prerequisite(s): CSCI 53
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This is an intermediate level course in computer networks covering switching, wireless, and Wide Area Network (WAN) fundamentals. It is the third of three courses designed to prepare students to take the Cisco Certified Network Associate (CCNA) exam. This course will provide students with the skills needed to design, build and maintain small to medium-sized networks by providing them with the knowledge and skills to set up, configure, troubleshoot, and maintain these network services. Course topics include: Local Area Network (LAN) switching and design, Virtual Local Area Networks (VLANs), trunking protocols, basic wireless concepts and configuration, WAN fundamentals and protocols, Internet Protocol (IP) addressing services, network security, Access Control Lists (ACLs), and troubleshooting.

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.

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.

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.

CSCI 65 - SQL Database Administration 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 course prepares students to take the Microsoft Certified Technology Specialist (MCTS) certification for Windows SQL Server. 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.

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 68 - Microsoft Active Directory Enterprise Administration 3 Unit(s)
Recommended Prep: Reading Level IV; English Level IV; Math Level III
Transfer Status: CSU 34 hours Lecture/51 hours Lab
The course prepares students for the Microsoft Certified Information Technology Professional (MCITP) certification. Students learn to install, configure, administer and troubleshoot Microsoft enterprise networks including Active Directory.

CSCI 97 - Special Problems-CSCI See page 226

CSCI 99 - Work Experience-CSCI See page 229

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 3 units. Pass/No Pass Only. Open Entry/Open Exit.

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. (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 meet legally mandated training requirements.

COS 102 - Cosmetology Refresher 5 Unit(s)
Prerequisite(s): COS 100 or equivalent and expired state license or failure to pass state exam
Transfer Status: NT 30 hours Lecture/210 hours Lab
The refresher course is designed for students who have completed Cosmetology 100 or its equivalent and have an expired cosmetology license or failed to pass the state licensing examination. Students will brush up on skills and techniques in all phases of hair, make-up, skin and nail care, customer service and professionalism. In addition, students will refresh their skills in human relations, customer satisfaction and professional attitudes that are vital to success in the beauty industry. Upon successful completion of this course and verification of completion of Cosmetology 100 or its equivalent, the student will be eligible to take the state board examination and become a California state licensed Cosmetologist. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

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. Hours and required technical skills/proficiencies are mandated by the California State Board of Barbering & Cosmetology. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated to meet legally mandated training requirements.

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.

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 to a maximum of 3 units.

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.

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 226

Drafting (DFT)

DFT 2 - Engineering Graphics I 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 that introduces students to graphical design and problem solving using freehand sketching and a solid modeling application. Topics include sketching and modeling using extrudes, sweeps, and lofts. Additional topics include assemblies development and detail drawing output. Graphics standards including American National Standards Institute (ANSI) Y14.5 and international standards application will be introduced and practiced.

DFT 4 - Print Reading for Construction and Architecture 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III; Math Level III
Transfer Status: CSU 51 hours Lecture

In this course, students will learn to read and understand drawings and specifications used in construction and architectural applications. Topics include line types, views, dimensions, symbols, sketching, materials, specifications, and estimating. Construction prints, drawings and specifications including residential and non-residential applications are used by students in this course.

DFT 8 - Engineering Graphics II 3 Unit(s)

Prerequisite(s): DFT 2
Transfer Status: CSU 34 hours Lecture/51 hours Lab

In this computer-based engineering graphics course students who have already completed the learning objectives of DFT-2: Engineering Graphics I will be introduced to the use of a solid modeling application for simulation of parts and assemblies using Finite Element Analysis (FEA) methodology. Students will model parts and assemblies and will test them using simulation and engineering analysis. Topics include static, frequency, thermal, vibration and drop test analysis methods. The use of simulation to generate engineering reports will be introduced and reports will be generated.

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 course introduces students to basic drafting concepts using both freehand sketching and AutoCAD, an industry-standard computer-aided drafting (CAD) application. It is intended for drafting majors, engineering majors, interior design majors and pre-architectural students. Topics include line and geometric shape development, freehand sketching, basic AutoCAD commands, text commands, file management, orthographic and pictorial projection, dimensioning, sectioning, auxiliaries, and architectural drawings using sketching and a two-dimensional (2D) drafting application. Document reproduction, printing and plotting will be introduced and practiced.

DFT 16 - Print Reading For Industry and Manufacturing 3 Unit(s)

Recommended Prep: Reading Level IV; English Level III; Math Level III
Transfer Status: CSU 51 hours Lecture

This course introduces students to drawings, symbols and standards used in manufacturing and industrial applications. Topics include line types, views, dimensions, symbols, sketching, geometric dimensioning and tolerancing, version and revision systems and specialty drawings by manufacturing process. Manufacturing prints, drawings and specifications from both manufacturing and industrial applications will be used in the course.

DFT 24 - Architectural Drafting Applications 3 Unit(s)
Prerequisite(s): DFT 12
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This is a computer-based drafting course that introduces the student to architectural drafting applications. Building on basic drafting concepts learned previously, this course will introduce residential design concepts including floor plans, foundation plans and details, elevations, framing and section plans, mechanical, electrical and plumbing plans and engineering site plans. Students will also be introduced to three-dimensional (3D) architectural modeling. Students will prepare a plan set including coversheet, site plan, floor plan, electrical plan, elevations, building section and construction details using AutoCAD.

DFT 45 - Building Information Modeling I 3 Unit(s)
Prerequisite(s): DFT 24
Transfer Status: CSU 34 hours Lecture/51 hours Lab
In this computer-based course students will be introduced to the latest in three-dimensional (3D) modeling for architecture and Building Information Modeling (BIM). Topics will cover architectural modeling and design with BIM tools for parametric design and documentation. The focus of the course is on residential architecture and covers the initiation of a design, the development of a design and production of a presentation and sheet set for a design.

DFT 46 - Building Information Modeling II - Advanced Applications 3 Unit(s)
Prerequisite(s): DFT 45
Transfer Status: CSU 34 hours Lecture/51 hours Lab
In this computer-based Building Information Modeling (BIM) course, students who have already completed the learning objectives of DFT-45 Building Information Modeling I will be introduced to advanced techniques and concepts of BIM for architectural design applications. Topics will include design options, phasing of design, work sets, site, area analysis, creating in-place and advanced families, massing, and rendering. Students will complete a large scale project with activities spanning the entire course including project phases, project management, material costing and extensive modeling in 3D.

DFT 97 - Special Problems-DFT See page 226

DFT 99 - Work Experience-DFT See page 229

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 and basic theory course which orients beginning students to the theatre arts. Students will not be required to perform in a live theatre production. Students are introduced to the theatre, its historical and cultural background, related arts and crafts. Additionally, the course will explore the significance of theatre 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 teaches students the theories and practical applications of rehearsal and performance techniques for live theatre. 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 6 units. Open Entry/Open Exit.

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 to a maximum of 3 units. 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.

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.

DRAM 95 - Special Studies-DRAM See page 226

DRAM 100 - Introduction to Professional Theatre 1 Unit(s)
Transfer Status: NT 8.5 hours Lecture/25.5 hours Lab
This course introduces students to the major aspects of professional theatre production. Emphasis is placed on developing an awareness of the artistry, the scope, and the impact of live theatre presentations. Students are responsible for the entire cost of the field trip, including but not limited to transportation, lodging, meals, and admissions to performances. The instructor will select a genre and a specific production, and will lead the students on a guided field trip to attend the production. 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 to a maximum of 6.25 units. Open Entry/Open Exit.
DRAM 101A - Ensemble Play Production–Concept/Development
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 to a maximum of 6.25 units. Open Entry/Open Exit.
DRAM 102A - One Act Play Production-Concept/Development
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 to a maximum of 6.25 units. Open Entry/Open Exit.
DRAM 103A - Musical Theatre Production-Concept/Development
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 to a maximum of 6.25 units. Open Entry/Open Exit.
DRAM 104A - Youth Outreach Theatre Prod-Concept/Development
0.5-6.25 Units(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 to a maximum of 6.25 units. Open Entry/Open Exit.
DRAM 105A - Theatre Festival Play Production-Concept/Development
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 scenic construction 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 to a maximum of 3 units. 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 to a maximum of 3 units. Pass/No Pass Only. Open Entry/Open Exit.

Disabled Student Programs and 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 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 to a maximum of 1 units. 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 226

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 34 hours Lecture
This class offers instruction in tutoring methods for students interested in communication skills, effective tutoring practices and learning strategies. Students will practice individual and small group tutoring strategies using simulated case studies.

EDUC 95 - Special Studies-EDUC See page 226

EDUC 99 - Work Experience-EDUC See page 229

EDUC 100 - On Course for Student Success 1 Unit(s)
Recommended Prep: ENGL 215 and READ 223 or Reading Level II; English Level I
Transfer Status: NT 17 hours Lecture
This first year experience student success course gives students insight into and experience with tools and skills critical for college-level academic success.

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
This course provides students tutorial support with instructional aides and student tutors to develop learning skills that enhance classroom achievement. Critical Skills Workshops are offered in many instructional areas. Tutor-supported computer labs are provided for academic use. Unlimited repeats. Satisfactory/Unsatisfactory Only. 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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

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.

EH 47 - Fall Winery Operations 3 Unit(s)
Recommended Prep: Reading Level III; English Level III; Math Level II
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course covers winery operations for the fall season, including grape maturity monitoring; grape harvesting; fermentation, handling and storage of new wines; maintenance of wines from previous vintages; general cellar practices. Students will participate in the operations of the working winery. Students must be at least 21 years of age in order to participate in wine tasting.

EH 48 - Spring Winery Operations 3 Unit(s)
Recommended Prep: Reading Level III; English Level III; Math Level II
Transfer Status: CSU 34 hours Lecture/51 hours Lab
The course covers winery operations for the spring season, including handling and storage of new wines; maintenance of wines from previous vintages; general cellar practices. Students will participate in the operations of a working winery. Students must be at least 21 years of age in order to participate in wine tasting.

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.

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.

EH/AGS 60 - Principles of Integrated Pest Management 3 Unit(s)
Recommended Prep: Reading Level IV; English Level IV; Math Level III
Transfer Status: CSU 51 hours Lecture
This course covers the origin, history, and management of insect, plant pathogen, weed, and other pests of field and horticulture crops. Pest biology and life cycles are studied to demonstrate the use of various Integrated Pest Management (IPM) technologies for economic crop production. Pesticide regulations, application, formulations, and materials for specific uses are covered.

EH/AGS 61 - Plant Protection Materials 3 Unit(s)
Recommended Prep: Reading Level IV; English Level IV; Math Level III
Transfer Status: CSU 51 hours Lecture
This course will provide the history, laws and regulations, safe and responsible use, toxicology, risks, benefits, and sustainability in the use of horticultural and agricultural chemicals including pesticides, fertilizers, plant growth regulators, defoliants, and antimicrobials. Throughout the course applied examples will be used to generate discussion and aid in the students' ability to formulate integrated agrichemical management programs.

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.

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.

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.

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.

EH 99 - Work Experience-EH See page 229

EH 104(A-Z) - Environmental Horticulture Workshop 0.5 - 2 Unit(s)
Transfer Status: NT 25.5 - 102 hours Lab
These special courses cover current trends and practices in the Environmental Horticulture field. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated to a maximum of 2 units.
EH 104A - Floral Design Workshop 0.5 - 1 Unit(s)
EH 104B - Horticulture Workshop 0.5 - 1 Unit(s)
EH 104C - Floriculture Workshop 0.5 - 1 Unit(s)

EH 124 - Identification of Ornamental Plants 3 Unit(s)
Transfer Status: NT 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. This course differs from EH 24 in that it is an efficient tool to educate students who only desire to complete a certificate or an Associate Degree and do not wish to transfer. It differs in that the rigor for spelling is reduced. These students are allowed to utilize the plant group list during the weekly tests as an aid in spelling correctly, rather than needing to memorize all 220 plants.

Emergency Medical Services (EMS)

EMS 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, 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.

EMS 20 - Emergency Medical Service Instructor Training 2.5 Unit(s)
Recommended Prep: EMS 111 or equivalent or EMS 170 and EMS 171 or equivalent or Registered Nurse
Transfer Status: CSU 40 hours Lecture
This course prepares 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 and Paramedic.

EMS 97 - Special Problems-EMS See page 226

EMS 99 - Work Experience-EMS See page 229

EMS 111 - Emergency Medical Technician 7 Unit(s)
Prerequisite(s): EMS 2 or equivalent , Healthcare Provider CPR and Must be 18 years of age as of first day of class
Recommended Prep: Reading Level IV; English Level III; Math Level I
Transfer Status: NT 102 hours Lecture/68 hours Lab
This course will instruct students to the level of Emergency Medical Technician. 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 in the state of California. Graded only.

EMS 170 - Paramedic-Theory 18 Unit(s)
Prerequisite(s): Admission to the Paramedic Program
Co-requisite(s): PE 8 (.5 unit Minimum)
Transfer Status: NT 272 hours Lecture/102 hours Lab
This course is the first of a two-semester long program that provides the Paramedic student the didactic information 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 Paramedic National Standard Curriculum. Upon successful completion, of EMS 170 and EMS 171, the student will be eligible to take the National Registry Exam required for licensure as an Paramedic in the state of California. Graded only.

EMS 171 - Paramedic Clinical and Field Internship 15 Unit(s)
Prerequisite(s): EMS 170 with a grade of "C" or better
Transfer Status: NT 720 hours Lab
This course provides the 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 Paramedic National Standard Curriculum. Upon successful completion, in combination with successful completion of EMS 170, the student will be eligible to take the National Registry Exam required for licensure as an Paramedic in the state of California. Graded only.

EMS 203 - Emergency Medical Technician Refresher 1 Unit(s)

Prerequisite(s): EMS 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 8.5 hours Lecture/25.5 hours Lab
This course meets the requirements for an EMT Refresher course for the state of California. Students must possess a valid EMT 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 118 or 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 practices for developing expository, persuasive, and argumentative academic writing. Essays will demonstrate reading comprehension, analysis, critique, academic research, and synthesis. Note: Students planning to attend UC Berkeley must contact the Language Arts Department Chair 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. 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/ANTH 17 - Introduction to Linguistics 3 Unit(s)

Recommended Prep: Reading Level V; English Level V
Transfer Status: CSU/UC 51 hours Lecture
This course is a survey of linguistics. The focus is on the description, analysis, and theoretical modeling of various world language systems. Topics will include an introduction to the field of linguistics, the historical development of linguistic inquiry, language acquisition, historical/comparative linguistics and world language systems, phonology, language morphology, syntax, semantics, language in social context(s), discourse analysis, theoretical orientations, literacy process, and applied linguistics. Content for this course will be derived from the work of scholars around the world, including the distinctive contributions of women linguists with a focus on gender and language.

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 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 26 - Queer Film and Literature Unit(s)
Prerequisite(s): ENGL 119
Transfer Status: CSU/UC 51 hours Lecture
This course examines representations of "queer" sexuality and identity in films and literary texts ranging from turn-of-the-century works that encode homosexuality in an assortment of ways to contemporary works that explore a variety of lesbian, gay, bisexual and transgender (LGBT) passions and identities. This course emphasizes the diversity of perspectives on homosexuality and gender that may be found in twentieth-century film and literature, and highlights how texts authored by self-identified LGBT's have responded and contributed to U.S. culture and history. 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 45 - Latino Literature and its Latin American Roots 3 Unit(s)
Prerequisite(s): ENGL 119
Transfer Status: CSU/UC 51 hours Lecture
This course will cover Latin American and Latino writings by men and women in Latin America and the United States. It will trace the origins of Latino works to the literature and cultures of various Latin American countries, and then show the way in which Latino literature emerged as a distinct artistic form in the United States. The works will be selected from a variety of genres and will exemplify the richness and diversity that give Latin American and Latino literature their appeal. They will emphasize the humanistic values that make literature a unifying and universalizing force in the world. All works will be studied within their historical, political, social, economic, and geographical contexts. 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 60 - Advanced Creative Writing: Fiction 3 Unit(s)
Prerequisite(s): ENGL 6
Transfer Status: CSU 51 hours Lecture
This course provides students with an opportunity to further develop skills and understanding of the creative genre of fiction writing through the awareness and appreciation of literary fiction as both an art form and a personal, social, and cultural critique; to add to students' basic tools in the craft of creative writing and further develop in them an understanding of how these techniques are employed in fiction; 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. Graded only.

ENGL 95 - Special Studies-ENGL See page 226

ENGL 118 - Accelerated Composition Workshop, I and II 4 Unit(s)
Prerequisite(s): ENGL 217, or ENGL 277 or READ 277
Recommended Prep: Reading Level III
Transfer Status: NT 68 hours Lecture
This course combines English 219 and English 119, integrating basic English skills with preparation for college-level writing. Students will learn to use appropriate diction, sentence structure, and paragraph form as they implement strategies for comprehending, analyzing, critiquing, and responding to readings in organized and logically developed essays. Additionally, students will conduct basic research and evaluation of sources.

ENGL 119 - Composition Workshop II 3 Unit(s)
Prerequisite(s): ENGL 219 or qualifying eligibility from the English Assessment.
Recommended Prep: Reading Level IV
Transfer Status: NT 51 hours Lecture
This course prepares students for college-level writing. Students will implement strategies for comprehending, analyzing, critiquing, and responding to readings in organized and logically developed essays. Additionally, students will conduct basic research and evaluation of sources.

ENGL 215 - Foundations of Writing 4 Unit(s)
Prerequisite(s): Qualifying English, Reading or ESL Assessment score.
Transfer Status: NT 68 hours Lecture
This course prepares students for ENGL 217. Students will develop reading, writing and critical thinking at an introductory level. The focus will be on producing a variety of vocational and academic written texts, including paragraphs, short papers, business letters, summaries, and outlines. Students will also develop an understanding of the choices writers make in different writing situations. Pass/No Pass Only.

ENGL 217 - Basic Writing Skills 4 Unit(s)
Prerequisite(s): ENGL 215 or qualifying eligibility from the English Assessment (Level I)
Transfer Status: NT 68 hours Lecture
This course prepares students for ENGL 219. Students will develop reading, writing and critical thinking skills at a basic level. The focus will be on producing a variety of vocational and academic written texts, including paragraphs, essays, summaries, reading responses, articles, letters, and quick writes. Students will also develop an understanding of the choices writers make in different writing situations. Pass/No Pass Only.

ENGL 219 - Composition Workshop I 4 Unit(s)
Prerequisite(s): ENGL 217, ENGL 277 or READ 277 or qualifying eligibility from the English Assessment.
Transfer Status: NT 68 hours Lecture
This course prepares students for ENGL 119. Students will further develop basic composition, critical reading, and critical thinking skills. The focus will be on producing a variety of vocational and academic written texts, including essays, reports, reviews, summaries, quick writes, and journals. Students will also develop an understanding of the choices writers make in different writing situations. Pass/No Pass Only.

ENGL 260 - Writing Preparation for the Trades 1 Unit(s)
Co-requisite(s): READ 260, MATH 260 and BIT 260, or AUT 260 or WLD 260
Recommended Prep: Reading Level II; English Level I; Math Level I
Transfer Status: NT 17 hours Lecture
This course will introduce students to the writing skills needed to succeed in the trades. These writings will include documentation, penmanship, and technical writing found in the trades related to automotive, welding and building inspection. Pass/No Pass Only.

ENGL/READ 277 - Integrated Reading II/Writing I 6 Unit(s)
Prerequisite(s): Satisfactory completion of READ 223 and ENGL 215 or Qualifying scores on Reading and English Assessments
Transfer Status: NT 102 hours Lecture
This course develops 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 while also developing writing skills and strategies such as building fluency, developing organization, improving sentence structure, and applying mechanics. Critical thinking and study skills are also emphasized. Pass/No Pass Only.

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 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
This course will include the following: principles of measurements; to include the use of surveying instruments including tape, level, transit, theodolite and electronic distance measurement (EDM) equipment, 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
This course introduces students to astronomical observations, topographic surveys, state plane coordinates, surveys of the public land, boundary surveys, photogrammetry, design 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
A first course in engineering analytic mechanics. Force systems under equilibrium conditions, emphasis on engineering problems involving structures, distributed forces, functional properties of structural shapes, friction, graphical and mathematical problem solving, andprinciples of virtual work.

ENGR 17 - Electrical Circuits and Devices 4 Unit(s)
Prerequisite(s): MATH 40 (may be taken concurrently) PHYS 42
Transfer Status: CSU/UC 51 hours Lecture/51 hours Lab
The study of DC and AC circuit analysis and design. Analysis techniques developed will include mesh analysis, Thevenin and Norton circuit theorems, the application of phasors and modeling of solid state circuit elements. Common applications of electronic elements will be designed and tested in the required lab portion of the course. Basic electronic devices will include resistors, capacitors, inductors, semiconductor diodes, bipolar and field effect transistors, digital and analog integrated circuits.

ENGR 45 - Materials Science 3 Unit(s)
Prerequisite(s): PHYS 41, CHEM 1
Transfer Status: CSU/UC 34 hours Lecture/51 hours Lab
This is an introductory course in properties of engineering materials including atomic structure, crystalline solids, imperfections, diffusion, phase diagrams, dislocations and strengthening mechanisms.

ENGR 97 - Special Problems-ENGR See page 226

ENGR 99 - Work Experience-ENGR See page 229

English as a Second Language (ESL)

ESL 95 - Special Studies-ESL See page 226

ESL 230 - ESL Level 4-Academic 3 Unit(s)
Prerequisite(s): ESL 313 or qualifying eligibility from the ESL Assessment.
Transfer Status: NT 51 hours Lecture
This course provides non-native English speakers with the skills needed to improve and integrate a student's basic academic reading, writing, listening, and speaking. The course also introduces intermediate level grammar structures in context. Pass/No Pass Only.

ESL 231 - ESL Level 5-Academic 3 Unit(s)
Prerequisite(s): ESL 230 or qualifying eligibility from the ESL Assessment.
Transfer Status: NT 51 hours Lecture
This course develops a non-native English speaking student's academic language skills including reading, writing, listening, and speaking skills. Vocabulary development and spelling are also addressed. Reading skills are expanded from the literal to the critical. More complex grammatical structures and writing beyond the sentence and paragraph level are also stressed. Pass/No Pass Only.

ESL 232 - ESL Level 6-Academic 3 Unit(s)
Prerequisite(s): ESL 231 or qualifying eligibility from the ESL Assessment.
Transfer Status: NT 51 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.

ESL 233 - ESL Listening/Speaking 1 2 Unit(s)
Prerequisite(s): ESL 313 or qualifying eligibility from the ESL Assessment.
Transfer Status: NT 34 hours Lecture
This course assists the non-native English speaking student in achieving effective personal communication. Self-improvement involving speech fundamentals and academic language is emphasized. Pass/No Pass Only.

ESL 234 - ESL Listening/Speaking 2 2 Unit(s)
Prerequisite(s): ESL 233 or qualifying eligibility from the ESL Assessment
Transfer Status: NT 34 hours Lecture
This course provides the non-native English speaking student the strategies and structured opportunities to improve the oral communication necessary to succeed in academic settings. Emphasis is on effective and appropriate communication in many practical situations, as well as pronunciation and listening comprehension. Pass/No Pass Only.

ESL 235 - ESL Listening/Speaking 3 2 Unit(s)
Prerequisite(s): ESL 234 or Qualifying eligibility from the ESL Assessment (Level IV)
Transfer Status: NT 34 hours Lecture
This course provides the advanced non-native English speaking student with the study and practice of oral skills needed to effectively communicate in the academic and real world. Practice in listening and speaking are emphasized. Pass/No Pass Only.

ESL 252 - ESL Writing Workshop 3 Unit(s)
Prerequisite(s): Qualifying eligibility for ESL Level IV based on ESL assessment or ESL 313
Transfer Status: NT 51 hours Lecture
This course provides intermediate and advanced English Language Learners with various opportunities to develop their language skills. Reading, spelling, and vocabulary skills necessary for basic written self-expression will be included. Pass/No Pass Only.

ESL 254 - ESL Reading Workshop 3 Unit(s)
Prerequisite(s): Qualifying eligibility for ESL Level IV based on ESL assessment or ESL 313
Transfer Status: NT 51 hours Lecture
This course emphasizes vocabulary building, including development of sight vocabulary, phonics instruction and structural analysis, and improving comprehension. Instruction will rely heavily on the student's existing knowledge of language and will stress the integration of skills into language as a whole. Pass/No Pass Only.

ESL 256 - ESL Grammar & Usage Workshop 3 Unit(s)
Prerequisite(s): Qualifying eligibility for ESL Level IV based on ESL assessment or ESL 313
Transfer Status: NT 51 hours Lecture
This course improves students' ability to use Standard English grammar. Emphasis will be placed on increasing student understanding of various grammatical structures and sentence mechanics in preparation for academic reading and writing. Pass/No Pass Only.

ESL 258 - Effective Speaking for ESL Students 3 Unit(s)
Prerequisite(s): Qualifying eligibility for ESL Level IV based on ESL assessment or ESL 313
Transfer Status: NT 51 hours Lecture
This course assists the ESL student in achieving effective personal communication. Emphasis is given to self-improvement involving basic speech fundamentals. Pass/No Pass Only.

ESL 300 - American Citizenship 0 Unit(s)
Transfer Status: NT 51 hours Lecture
This course will 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.

ESL 310 - Survival/Life Skills for ESL Students 0 Unit(s)
Transfer Status: NT 85 hours Lecture
This course provides a conversational approach to the learning of elementary English. It offers the non-native English speaker practice in verbal communication with special emphasis on literacy and life skills. The introduction to basic literacy skills reinforces spoken English. Unlimited repeats. Satisfactory/Unsatisfactory Only. Open Entry/Open Exit.

ESL 311 - ESL Level 1 0 Unit(s)
Prerequisite(s): ESL 310 or Qualifying eligibility from the ESL Assessment (Level I)
Transfer Status: NT 51 hours Lecture
This course moves the non-native English speaking student from basic literacy skills to more in-depth practice with the structure and form of English. Speaking and listening skills are practiced, with introduction to writing and reading utilizing appropriate level texts. Unlimited repeats. Satisfactory/Unsatisfactory Only.

ESL 312 - ESL Level 2 0 Unit(s)
Prerequisite(s): ESL 311 or Qualifying eligibility from the ESL assessment (Level II)
Transfer Status: NT 51 hours Lecture
This course reinforces and expands a non-native English speaking student's literacy skills. It engages students in collaborative activities that integrate reading, writing, speaking, and listening. Basic grammar and vocabulary are introduced in context. Unlimited repeats. Satisfactory/Unsatisfactory Only.

ESL 313 - ESL Level 3 0 Unit(s)
Prerequisite(s): ESL 312 or Qualifying eligibility from the ESL Assessment (Level III)
Transfer Status: NT 51 hours Lecture
This course assists a non-native English speaking student in developing personal and contextual communication. Through the integration of reading, writing, speaking and listening activities in English it prepares the student to communicate academically and introduces intermediate level grammar structures in context. Unlimited repeats. Satisfactory/Unsatisfactory Only.

ESL 352A - ESL Workforce Training – Adult Education 0 Unit(s)
Transfer Status: NT 200 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. Satisfactory/Unsatisfactory Only. Open Entry/Open Exit.

ESL 352B - ESL Workforce Training Lab 0 Unit(s)
Transfer Status: NT 25 hours Lab
This course is an intensive work experience for non-native speakers of English which 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. This course is designed to meet state and county requirements for the CalWORKs program. Unlimited repeats. Satisfactory/Unsatisfactory Only. Open Entry/Open Exit.

ESL 354 - Training-Specific Vocational ESL 0 Unit(s)
Transfer Status: NT 64 hours Lecture
These workshops provide non-native English speaking students the opportunity to learn job-specific language needed to obtain gainful employment. Each workshop will have concurrent enrollment with a specific job-training course such as early childhood education, horticulture, construction, etc. Unlimited repeats. Satisfactory/Unsatisfactory Only. Open Entry/Open Exit.

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.

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.

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. 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. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

FASH 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.

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. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated to a maximum of 3 units.

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.

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 to a maximum of 3 units. 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.

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.

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 226

FASH 99 - Work Experience-FASH See page 229

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.

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 to a maximum of 2 units. 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 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 226

FSC 99 - Work Experience-FSC See page 229

FSC 106 - Firefighter I Academy 29 Unit(s)
Recommended Prep: Reading Level IV; English Level III
Transfer Status: NT 343.5 hours Lecture/435 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. EMS 111 is also integrated into this academy. Graded only.

FSC 107A - Extended Firefighter I Academy **10 Unit(s)**
Prerequisite(s): EMS 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. 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. Graded only.

FSC 111 - CAL FIRE Basic 69 Hour Course 3 Unit(s)
Transfer Status: NT 45 hours Lecture/24 hours Lab
This course provides students with the fundamental knowledge of the factors affecting wildland fire behavior and control, as well as firefighter safety. With successful completion of this course, students will receive the basic fire training certifications to qualify for entry-level employment with CAL FIRE or a federal wildland firefighting crew. Pass/No Pass 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. 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.
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 203B - River and Flood Rescue Operations 0.8 Unit(s)
FSC 203C - River and Flood Rescue Technician 0.8 Unit(s)
FSC 203D - River and Flood Boat-Rescue Operations 0.6 Unit(s)
FSC 203E - Vehicle Extrication 0.3 - 0.6 Unit(s)
FSC 203F - Fire Management 2D 1.6 Unit(s)
FSC 203H - Rescue Systems I 1 Unit(s)
FSC 203I - Division/Group Supervisor 1.1 Unit(s)
FSC 203J - Low Angle Rope Rescue Operations 0.5 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 Method (FLAME) and Basic Fire Behavior 0.75 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 to a maximum of 1.5 units.
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 to a maximum of 0.7 units.
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 to a maximum of 2 units. 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.

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.

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. 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 to a maximum of 2 units. Pass/No Pass Only.

FSC 217F - Power Saws S-212 1.5 Unit(s)

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 V; English Level V; Math Level II
Transfer Status: CSU 68 hours Lecture
This course introduces the basic principles of nutrition related to health and disease. The course focuses on the diseases that affect nutritional status and the medical nutrition therapy that is used to manage and treat these conditions.

FN 97 - Special Problems-FN See page 226

FN 99 - Work Experience-FN See page 229

French (FREN)

FREN 1 - First Semester French 4 Unit(s)
Recommended Prep: Reading Level III; English Level III
Transfer Status: CSU/UC 68 hours Lecture
This course is a study of beginning French emphasizing grammar, reading, writing and speaking. It also introduces the student to various aspects of the cultures of French-speaking regions. Students who have completed at least one, but fewer than two years of high school French (or equivalent) with a letter grade of "A" or "B" within one year of the present date, should register for Second Semester French.

FREN 2 - Second Semester French 4 Unit(s)
Prerequisite(s): FREN 1
Recommended Prep: Reading Level III; English Level III
Transfer Status: CSU/UC 68 hours Lecture
This course is the second half of beginning French, which further develops the understanding, speaking, writing and reading skills. It continues to introduce students to various aspects of the cultures of French-speaking regions. Students who have completed at least two, but fewer than three years of high school French (or equivalent) with a letter grade of "A" or "B" within one year of the present date, should consult the appropriate language instructor before enrolling.

FREN 95 - Special Studies-FREN See page 226

FREN 100 - Beginning Conversational French 3 Unit(s)
Transfer Status: NT 51 hours Lecture
This course emphasizes the development of basic understanding and speaking skills in French. Minimal emphasis is placed on formal grammar. Multimedia cultural presentations are offered throughout the course. This course is intended for those who wish to develop "survival" French in everyday basic situations.

FREN 101 - Intermediate Conversational French 3 Unit(s)
Prerequisite(s): FREN 100
Transfer Status: NT 51 hours Lecture
This course emphasizes the development of basic/intermediate understanding and speaking skills in French. Minimal emphasis is placed on formal grammar. Multimedia cultural presentations are offered throughout the course. This course is intended for those who wish to continue development of "survival" French in everyday situations.

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 in GEOG 2
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
This course is an 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 is offered.

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 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 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 16 - Data Acquisition in GIS 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
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
Recommended Prep: Reading Level IV; English Level IV; Math Level III
Transfer Status: CSU 42.5 hours Lecture/25.5 hours Lab
This course exposes 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.

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
This course introduces the student generally to field observation and interpretation of regional landscapes. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated to a maximum of 3 units.
GEOG 20C - Field Studies in Urban Geography 1 Unit(s)

GEOG 95 - Special Studies-GEOG See page 226

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
Physical geology introduces students to the internal and external processes that are at work changing the earth. Writing the context of modern plate tectonics theory, students will explore the origins of rocks and minerals and dynamic processes such as volcanism, seismicity, and mountain building that are driven by thermal energy from the Earth's interior. It also examines how wind, running water, and glaciers move in response to gravity and solar energy sculpting the Earth's surface by erosion.

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
This course provides students with hands-on experience identifying and interpreting common rocks and minerals. Students will also learn to interpret topographic and geologic maps, identify and interpret geologic structures,and use scientific methods to study topics such as groundwater flow and earthquakes. Material covered in this laboratory will reinforce concepts presented in the Physical Geology lecture course.

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 226

German (GERM)

GERM 1 - First Semester German 4 Unit(s)
Recommended Prep: Reading Level III; English Level III
Transfer Status: CSU/UC 68 hours Lecture
This course is a study of beginning German emphasizing grammar, reading, writing, speaking, and listening comprehension. It also introduces the student to various aspects of German culture. Students who have completed at least one, but fewer than two years of high school German (or equivalent)with a letter grade of "A" or "B" within one year of the present date, should register for Second Semester German.

GERM 2 - Second Semester German 4 Unit(s)
Prerequisite(s): GERM 1
Recommended Prep: Reading Level III; English Level III
Transfer Status: CSU/UC 68 hours Lecture
This course is the second half of beginning German, which further develops language skills: reading, writing, listening comprehension and speaking. In addition, this course continues to introduce students to aspects of Germanic culture. Students who have completed at least two, but fewer than three years of high school German (or equivalent) with a letter grade of "A" or "B" within one year of the present date, should register for Third Semester German.

GERM 3 - Third Semester German 4 Unit(s)
Prerequisite(s): GERM 2
Recommended Prep: Reading Level III; English Level III
Transfer Status: CSU/UC 68 hours Lecture
This course is the first half of intermediate German which further develops language skills: reading, writing, listening comprehension and speaking. Through written analysis and discussion of both modern and classical German texts, students further increase their fluency and grammatical accuracy in the four skill areas. Students who have completed at least three, but fewer than four years of high school German (or equivalent) with a letter grade of "A" or "B" within one year of the present date, should register for Fourth Semester German.

GERM 4 - Fourth Semester German 4 Unit(s)
Prerequisite(s): GERM 3
Recommended Prep: Reading Level III; English Level III
Transfer Status: CSU/UC 68 hours Lecture
This course is the second half of intermediate German, which further develops language skills: reading, writing, listening comprehension and speaking. Through continued study of German language and culture students further increase their fluency and grammatical accuracy in the four skill areas in expanded written analysis and discussion of both modern and classical German texts.

GERM 100 - Beginning Conversational German 3 Unit(s)
Transfer Status: NT 51 hours Lecture
This course emphasizes the development of basic understanding and speaking skills in German. Minimal emphasis is placed on formal grammar. Multimedia cultural presentations are offered throughout the course. This course is intended for those who wish to develop "survival" German in everyday basic situations.

GERM 101 - Intermediate Conversational German 3 Unit(s)
Prerequisite(s): GERM 100
Transfer Status: NT 51 hours Lecture
This course emphasizes the development of basic/intermediate understanding and speaking skills in German. Minimal emphasis is placed on formal grammar. Multimedia cultural presentations are offered throughout the course. This course is intended for those who wish to continue development of "survival" German in everyday situations.

Health (HLTH)

HLTH 2 - Health and Wellness 3 Unit(s)
Recommended Prep: Reading Level III; English Level IV
Transfer Status: CSU/UC 51 hours Lecture
This course provides basic knowledge and understanding of health and wellness issues in today's society and provides the information needed to make behavioral changes, which will assist students in developing a healthy and successful college experience. Students will explore the concepts of health and wellness behaviors including: psychological/emotional, spiritual, physical, intellectual, environmental, and social wellness. 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 229

History (HIST)

HIST 6 - Modern World History 3 Unit(s)
Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU/UC 51 hours Lecture
This course surveys the origins and development of global trends from 1750 to the present. Themes include the global impact of industrialization, imperialism, nationalism and totalitarianism, political revolutions, conflict, and global economic and technological integration.

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 pre-colonial North America to the end of Reconstruction, that addresses important political, economic, social, and cultural developments. Themes may include but are not limited to aspects of class, race, and gender; systems of labor; intellectual, technological, social, and cultural history; the role of geography; and foreign relations. The course also introduces students to the historical reasoning skills necessary to form their own understanding of the past, and of contemporary society.

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 of the history of the United States, from the end of Reconstruction to the Present, that addresses important political, economic, social, and cultural developments. Themes may include but are not limited to aspects of class, race, and gender; systems of labor; intellectual, technological, social, and cultural history; the role of geography; and foreign relations. The course also introduces students to the historical reasoning skills necessary to form their own understanding of the past, and of contemporary society.

HIST 12 - World History I 3 Unit(s)
Recommended Prep: Reading Level V; English Level IV
Transfer Status: CSU/UC 51 hours Lecture
A comparative survey of the major complex cultures that developed in the world between 3500 B.C.E. and 500 C.E. Themes include the development of cities and empires, geographical advantages and restraints, class divisions and gender roles, philosophical and religious developments, and the interrelationships among these major societies. The course also introduces students to the historical reasoning skills necessary to form their own understanding of the past, and of contemporary society.

HIST 14 - World History 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 complex cultures which emerged in the world between 500 C.E and 1789 C.E. Themes include the development of land-based and maritime empires, geographical advantages and restraints, class divisions and gender roles, philosophical and religious developments, and the interrelationships among these major societies. The course also introduces students to the historical reasoning skills necessary to form their own understanding of the past, and of contemporary society.

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 26 - Roles of Men and Women in American History 3 Unit(s)
Recommended Prep: Reading Level V; English Level IV
Transfer Status: CSU/UC 51 hours Lecture
This course is a survey of the roles of men and women in the American past from the pre-colonial era to the present. The course examines the ways that ideas about masculinity and femininity have shaped men and women's participation in major political, economic, social, and cultural events and developments, and why ideas of manhood and womanhood change.

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 American past from the pre-colonial era to the present. The course explores women's contributions to the political, economic, social, and cultural development of the United States; factors that have influenced the historical construction of gender; 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
This course examines the conditions of African Americans in the United States as shaped and influenced by the African tradition, and provides a broad and basic understanding of African Americans in U.S. history. African American contributions to American culture, economy, and politics will be assessed.

HIST 95 - Special Studies-HIST See page 226

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 11 - Honors Capstone 1 Unit(s)
Prerequisite(s): ENGL 2 and admission to Honors Program and completion of 18 Honors units or completion of 15 Honors units and concurrent enrollment in 3 Honors units in addition to Honors 11
Transfer Status: CSU/UC 17 hours Lecture
This course provides Honors students who have already completed a minimum of 18 units in Honors classes (or have completed 15 units in Honors classes and are concurrently enrolled in 3 Honors units in addition to Honors Capstone), the opportunity to carry out a supervised individual research or creative project in Honors to synthesize, apply, and further develop the skills and knowledge they have acquired in the

Honors Program. Students interested in registering for Honors 11 must get pre-approval from an Honors instructor prior to the semester they intend to register for. Graded only.

HON 95 - Special Studies-HON See page 226

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 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 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 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 95 - Special Studies-HUM See page 226

Interdisciplinary Studies (IDST)

IDST 10 - Training for Online Instructors 1.5 Unit(s)
Prerequisite(s): Completion of 10-15 hours of designated Blackboard trainings for online instructors.
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 12 - Strategies for Success in Online Learning 1 Unit(s)
Transfer Status: CSU 17 hours Lecture
This course prepares students for success in online learning. It covers the techniques of identifying the requirements for each unique online course, best practices for successfully completing the course, and the skills needed in using such online tools as discussion boards, email, blogs, and wikis. Students will assess their own readiness to succeed online so they can focus on developing the particular skills needed. Students must have access to a computer connected to the Internet. 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 course is a guided exploration of social and/or cultural activities and events that is designed to expand the socio-cultural perspective of students. Students will prepare for, attend, and present reports on a minimum of eight instructor-approved events, each of which will require an average of two hours. Some activities might require an entrance and/or participation fee. Pass/No Pass Only.

IDST 94 - Introduction to Service Learning 1 Unit(s)
Prerequisite(s): Selection of volunteer site, completion of Experiential Education Assumption of Risk and Release of Liability form.
Recommended Prep: Reading Level IV; English Level IV; Math Level II
Transfer Status: CSU 17 hours Lecture
Introduction to Service Learning is designed by individual instructors for students who have a strong interest in linking academic learning with community service. It is based on a collaborative 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 meeting the needs of the community. This course may also provide a service-learning component for a student enrolled in any approved class.

IDST 104 - Theme-Based Studies 1 - 4 Unit(s)
Recommended Prep: Reading Level IV; English Level III; Math Level II
Transfer Status: NT 8.5 - 17 hours Lecture/25.5 - 153 hours Lab
This is an interdisciplinary course structured around an instructor-selected theme related to a contemporary problem. Students will select a specific theme-related topic and learn to research, analyze, and report on that topic, empowering them to assume an active role in the learning process. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated to a maximum of 4 units. Pass/No Pass Only.

IDST 105 - Shared Text Studies 1 - 4 Unit(s)
Recommended Prep: Reading Level IV; English Level III; Math Level II
Transfer Status: NT 8.5 - 17 hours Lecture/25.5 - 153 hours Lab
This is an interdisciplinary course structured around a shared text. Instructors select a shared text and provide the students with the tools, skills, and knowledge to identify, research, and report on the themes they uncover in the shared text. Students analyze a variety of themes, such as artistic, political, and social themes, as they read and explore the shared text. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated to a maximum of 4 units. Pass/No Pass Only.

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.

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 to a maximum of 3 units.

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 226

ID 99 - Work Experience-ID See page 229

Italian (ITAL)

ITAL 1 - First Semester Italian 4 Unit(s)
Recommended Prep: Reading Level III; English Level III
Transfer Status: CSU/UC 68 hours Lecture
This course is a study of beginning Italian emphasizing grammar, reading, writing and speaking. It also introduces the student to various aspects of Italian culture. Students who have completed at least one, but fewer than two years of high school Italian (or equivalent) with a letter grade of "A" or "B" within one year of the present date, should register for Second Semester Italian.

ITAL 2 - Second Semester Italian 4 Unit(s)
Prerequisite(s): ITAL 1
Recommended Prep: Reading Level III; English Level III
Transfer Status: CSU/UC 68 hours Lecture
This course is the second half of beginning Italian, which further develops the skills of understanding, speaking, reading and writing Italian. It continues to introduce students to various aspects of Italian culture. Students who have completed at least two, but fewer than three years of high school Italian (or equivalent) with a letter grade of "A" or "B" within one year of the present date, should consult the appropriate language instructor before enrolling.

ITAL 95 - Special Studies-ITAL See page 226

ITAL 100 - Beginning Conversational Italian 3 Unit(s)
Transfer Status: NT 51 hours Lecture
This course emphasizes the development of basic understanding and speaking skills in Italian. Minimal emphasis is placed on formal grammar. Multimedia cultural presentations are offered throughout the course. This course is intended for those who wish to develop "survival" Italian in everyday basic situations.

ITAL 101 - Intermediate Conversational Italian 3 Unit(s)
Prerequisite(s): ITAL 100
Transfer Status: NT 51 hours Lecture
This course emphasizes the development of basic/intermediate understanding and speaking skills in Italian. Minimal emphasis is placed on formal grammar. Multimedia cultural presentations are offered throughout the course. This course is intended for those who wish to continue development of "survival" Italian in everyday situations.

Japanese (JPN)

JPN 1 - First Semester Japanese 4 Unit(s)
Recommended Prep: Reading Level III; English Level III
Transfer Status: CSU/UC 68 hours Lecture
This course is a study of beginning Japanese emphasizing reading, writing, speaking, and listening comprehension. It also introduces the student to various aspects of Japanese culture. Students who have completed at least one, but fewer than two years of high school Japanese (or equivalent) with a letter grade of "A" or "B" within one year of the present date, should register for Second Semester Japanese.

JPN 2 - Second Semester Japanese 4 Unit(s)
Prerequisite(s): JPN 1
Recommended Prep: Reading Level III; English Level III
Transfer Status: CSU/UC 68 hours Lecture
This course is the second half of beginning Japanese, which further develops language skills: reading, writing, listening comprehension and speaking. In addition, this course introduces the student to various aspects of the Japanese culture. Students who have completed at least two, but fewer than three years of high school Japanese (or equivalent) with a letter grade of "A" or "B" within one year of the present date, should register for Third Semester Japanese.

JPN 3 - Third Semester Japanese 4 Unit(s)
Prerequisite(s): JPN 2
Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU/UC 68 hours Lecture
This course is the first half of intermediate Japanese, which further develops language skills: reading, writing, listening comprehension and speaking. Through written analysis and discussion of both modern and classical Japanese texts, students further increase their fluency and grammatical accuracy in the four skill areas. Students who have completed at least three, but fewer than four years of high school Japanese (or equivalent) with a letter grade of "A" or "B" within one year of the present date, should register for Fourth Semester Japanese.

JPN 4 - Fourth Semester Japanese 4 Unit(s)
Prerequisite(s): JPN 3
Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU/UC 68 hours Lecture
This course is the second half of intermediate Japanese, which further develops language skills: reading, writing, listening comprehension and speaking. Through continued study of Japanese language and culture students further increase their fluency and grammatical accuracy in the four skill areas in expanded written analysis and discussion of both modern and classical Japanese texts.

JPN 95 - Special Studies-JPN See page 226

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 226

JOUR 99 - Work Experience-JOUR See page 229

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. Students who have completed at least one, but fewer than two years of high school Latin (or equivalent) with a letter grade of "A" or "B" within one year of the present date, should register for Second Semester Latin.

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
This course emphasizes an extended knowledge of Latin pronunciation, vocabulary, grammar, and syntax, especially forms of the verb in the indicative mood. This course requires a study of the Latin linguistic influence on the English language. Critical discussions on aspects of Roman civilization relevant to Latin readings will provide a cultural background with which students can assess the Roman contribution to modern society. Students who have completed at least two, but fewer than three years of high school Latin (or equivalent) with a letter grade of "A" or "B" within one year of the present date should register for Third Semester Latin.

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
This course develops proficient knowledge of Latin pronunciation, vocabulary, composition, syntax and especially grammatical constructions using subjunctive verbs. This course requires the study of Latin influence on the English language and Roman cultural influence on modern civilization.

LATN 95 - Special Studies-LATN See page 226

Library 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 - Library and Research Skills 1 Unit(s)
Transfer Status: NT 17 - 34 hours Lecture
This course introduces students to recognizing and using a variety of information resources and formats for research and lifelong learning. Students will be introduced to Butte College information resources, with emphasis on, but not limited to Library resources. Students will learn basic techniques and tools for finding and evaluating information in libraries, the campus community, and the World Wide Web. Pass/No Pass Only.

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.

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
This course covers 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
This course is 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 machining tools. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated to a maximum of 5 units. Pass/No Pass Only. Open Entry/Open Exit.

Mathematics (MATH)

MATH 4 - Concepts in Mathematics for Teachers I 3 Unit(s)
Prerequisite(s): MATH 124 or qualifying eligibility from the Math 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): MATH 124 or qualifying eligibility from the Math Assessment
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): MATH 124 or qualifying eligibility from the Math Assessment
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): MATH 124 or qualifying eligibility from the Math 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 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 the Math Assessment
Recommended Prep: Two years of high school algebra and Reading Level IV
Transfer Status: CSU/UC 51 hours Lecture
This course introduces 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 Math 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 Math 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 , college-level pre-calculus course or qualifying eligibility from the Math Assessment
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, differentiation, 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 di ferential 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 95 - Special Studies-MATH See page 226

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. Pass/No Pass Only.

MATH 108 - Beginning Algebra 4 Unit(s)
Prerequisite(s): MATH 217 or qualifying eligibility from the Math Assessment
Recommended Prep: Reading Level IV
Transfer Status: NT 68 hours Lecture
This course covers fundamental algebraic concepts and operations. The topics include fractions, exponents, radicals, linear and quadratic equations. There is limited use of the calculator.

MATH 110 - Geometry 3 Unit(s)
Prerequisite(s): MATH 108 or qualifying eligibility from the Math Assessment
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): MATH 108 or qualifying eligibility from the Math Assessment
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 for calculating logarithms.

MATH 216 - Basic Math 3 Unit(s)
Prerequisite(s): Qualifying eligibility from the Math Assessment
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.

MATH 217 - Pre-Algebra 4 Unit(s)
Prerequisite(s): MATH 216 or qualifying eligibility on the Math Assessment
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.

MATH 260 - Math Preparation for the Trades 2 Unit(s)
Co-requisite(s): ENGL 260, READ 260 and AUT 260, or BIT 260 or WLD 260
Recommended Prep: Reading Level II; English Level I; Math Level I
Transfer Status: NT 34 hours Lecture
This course will introduce students to the mathematical concepts needed to solve various problems found in the trades. As well as mathematical concepts, students will be introduced to the tools used in automotive, welding and the building inspection trade areas. Pass/No Pass Only.

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 course describes the cultural history of African Americans from the post Civil War period to the present. The African American experience is described and conceptualized as a function of cultural history and the adaptations made by African Americans in more contemporary contexts. The culmination of the comprehensive and detailed history highlights the challenges and creative triumphs of African Americans as indicated through action in social, political, economic, religious, and artistic endeavors. Finally, this discussion demonstrates how African Americans have through the years become a distinctive and vital part of the fabric of American culture.

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 acual responses taken by various activist 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 Chicano Americans. " Chicano" is defined as the first generation of Mexican-Americans born to parents from Mexico. Students will trace the development of a definition and rationale for Chicanismo through a critical and comparative examination of relevant literature. Areas that will be examined 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
This course is a survey of the rich and diverse cultural history of various Asian American communities (e.g. Chinese, Korean, Japanese, Southeast Asian American, among others). Emphasis is given to the cultural and historical and circumstances that caused various Asian populations to resettle in the United States. Moreover, each Asian American population is described according to the challenges faced upon arrival in the United States; how they met these challenges over time through a variety of cultural adaptations; and their unique contributions to American society as a whole.

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.

MCS 95 - Special Studies-MCS See page 226

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.

MSP/CSCI 9 - Concept Art and Design for Entertainment Media 3 Unit(s)
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course introduces students to visualization techniques, ideation processes, and the tools and materials used in professional concept studios in the video game and entertainment industries. Students will be introduced to the history of concept art and its evolution from industrial design and architecture to modern day use in video games, entertainment, and toy design. Students will learn how to develop concepts from the sketch phase through final presentation drawings, brainstorming and teamwork, reading and adapting project briefs, and creating professional presentation boards. This is an essential foundation course for programs and careers in concept art, video games, animation, digital design, graphic design, and industrial design.

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.

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.

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.

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.

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 42 - Flash Game Design 3 Unit(s)
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course is an introduction to the use of Adobe Flash as a tool for designing Flash games. Topics include the creation of Flash game art and the application of Flash ActionScript to add interactivity. Students will learn to design simple games using Flash.

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. 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.

MSP/RTVF 55 - Music Video Production 3 Unit(s)
Recommended Prep: Reading Level IV; English Level III; Math Level I
Transfer Status: CSU 25.5 hours Lecture/76.5 hours Lab
This course provides students with training and hands-on experience in planning and producing live video coverage of musical performances. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

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. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated to a maximum of 3 units.
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 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.

MSP 75 - Intermediate Multimedia 3 Unit(s)
Prerequisite(s): 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.

MSP 95 - Special Studies-MSP See page 226

MSP/ART 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.

MSP 99 - Work Experience-MSP See page 229

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 the music of western culture from antiquity to the present for 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 3 Unit(s)
Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU/UC 51 hours Lecture
This course examines 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 socio-economic 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 - Concert/Jazz Band 1.5 Unit(s)
Recommended Prep: Reading Level III; English Level II
Transfer Status: CSU/UC 17 hours Lecture/34 hours Lab
This course provides students with the opportunity to read, prepare, and perform contemporary American music arranged for dance band, jazz and wind 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 14 - Beginning Guitar 1.5 Unit(s)
Transfer Status: CSU/UC 17 hours Lecture/34 hours Lab
This is a beginning guitar course that provides students with the foundation of guitar playing techniques including open chords, scales, strumming and finger picking styles. Students will learn the basics of 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 intermediate level guitar 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 advanced guitar 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
This is a beginning course in vocal production. The course consists of the fundamentals of singing: posture, respiration, phonation, articulation, and resonation together with the related anatomy of the vocal mechanism as an integral part of the training. The course includes an application of these principles in song, both solo and in ensemble. 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
Transfer Status: CSU/UC 11 - 34 hours Lecture/23 - 68 hours Lab
This course gives students a chance to apply their vocal and acting skills in a live performance. Students will also develop the ability to interrelate with other performers utilizing skills intrinsic to musical productions. 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.

MUS 40 - Beginning Piano 1.5 Unit(s)
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
Transfer Status: CSU/UC 12.75 hours Lecture/38.25 hours Lab
This intermediate level piano course is for those students wishing to improve the keyboard skills they already possess. 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 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 computers and basic practices for their use in music composition. Emphasis is placed on computer music applications including sequencing, notation, and sound design. The course focuses on entry-level details in system and music file management, music recording and creation, and the practical software applications used in the music field. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

MUS 52 - Introduction to Recording Techniques 3 Unit(s)
Transfer Status: CSU 25.5 hours Lecture/76.5 hours Lab
This course will instruct students in the fundamentals of studio recording techniques. Students will study elements of sound, signal flow, microphone techniques, digital recording and mixing consoles. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

MUS 53 - Introduction to Recording Software Applications 3 Unit(s)
Prerequisite(s): MUS 51
Transfer Status: CSU 25.5 hours Lecture/76.5 hours Lab
This course will instruct students in audio recording software applications, such as Apple Logic Express and Logic Studio. Students will learn to record, edit, mix, and export audio recordings in the Logic software application. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

MUS 54 - Studio Recording I 4 Unit(s)
Prerequisite(s): MUS 51 and MUS 52
Recommended Prep: Reading Level III; English Level IV
Transfer Status: CSU 17 hours Lecture/153 hours Lab
This is a hands-on, project-based course in which students will apply learned methods and skills to a studio recording session. Students will set up and record professional quality live music sessions. Students will learn proper microphone technique and post-production mixing techniques. This course will also cover setting up and managing Musical Instrument Digital Interface (MIDI) recording equipment. Course will also cover Copyright and ethics of music ownership rights. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated two times.

MUS 95 - Special Studies-MUS See page 226

MUS 99 - Work Experience-MUS See page 229

Natural Resources (NR)

NR 20 - Introduction to Forestry and Natural Resources 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 covers the history, philosophies, methods and science of silviculture as well as current regulation, legislation and adjudication of the public trust. Included is an introduction to the integrated management of forests and natural resources for the production of wood and fiber products. Other topics include the extraction and conservation of minerals and fossil fuels. Sustainability is stressed in all aspects of timber harvest and other natural resource use.

NR 26 - Environmental World 3 Unit(s)
Recommended Prep: Reading Level IV, English Level IV
Transfer Status: CSU/UC 51 hours Lecture
This course is an interdisciplinary approach to the study of the world environment with a focus on human use and protection of natural resources across ethnic and cultural boundaries. Environmental issues involving the exploitation and conservation of natural resources will be studied for their modern as well as historical, political, economic and social implications. Particular attention is paid to the condition of natural resources, including soil, water, forest, mineral, plant and animal life throughout California. The citizen's role in natural resource conservation is stressed throughout the course. Graded only.

NR 28 - Environmental Management 3 Unit(s)
Recommended Prep: Reading Level IV, English Level III
Transfer Status: CSU/UC 51 hours Lecture
This course covers the ecological implications of human activities on the natural world. It includes an ecological view on sustainable use of natural resources, environmental quality, conservation, and protection. Human attitudes and perceptions of the environment will be explored.

NR 29 - Environmental Management Laboratory 1 Unit(s)
Co-requisite(s): NR 28
Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU/UC 51 hours Lab
This laboratory course provides a hands-on approach to the ecological implications of human activities on the natural world. This includes an ecological view on; sustainable use of natural resources, environmental quality, conservation, and protection. Furthermore, human attitudes towards and perceptions of the environment will be explored. Emphasis will be placed on human impact relating to 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
This course covers plant and animal ecology in relation to the principles of wildlife production and natural resource management. The scientific method is stressed in the study of wildlife biology/ecology with an introduction to peer-reviewed wildlife journals. Emphasis is placed on game and non-game species identification and taxonomy, sexing and aging criteria, population censusing and dynamics, trapping and marking techniques, and habitat restoration, conservation and preservation. Natural resource agencies, laws and law enforcement will also be covered.

NR 56 - Wildlife Management Laboratory 1 Unit(s)
Co-requisite(s): NR 55
Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 51 hours Lab
This course covers the hands-on study of plant and animal ecology in relation to the principles of wildlife production and natural resource management. The scientific method is stressed in the study of wildlife biology/ecology with an introduction to peer-reviewed wildlife journals and utilization in a laboratory project. Emphasis is placed on game and non-game identification and taxonomy, sexing and aging criteria, population censusing and dynamics, trapping and marking techniques, and habitat restoration, conservation and preservation. Natural resource agencies, laws and law enforcement will also be covered.

NR 60 - Natural Resources Law 3 Unit(s)
Recommended Prep: Reading Level IV; English Level III; Math Level II
Transfer Status: CSU 51 hours Lecture
This course examines the various laws and regulations pertaining to the management and protection of California's Natural Resources. Emphasis is placed on the substantive and procedural laws that govern the environment including the history and development of environmental law and practice. Graded only.

NR 65 - Recreational Land Management 3 Unit(s)
Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 51 hours Lecture
This course covers planning, maintaining and operating recreational land management facilities. The laws, regulations and liabilities, needed in managing natural resource areas will also be covered.

NR 66 - Recreational Land Management Laboratory 1 Unit(s)
Co-requisite(s): NR 65
Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 51 hours Lab
This course is a laboratory study of the types of recreational land management sites, laws, regulations, liabilities, skills and application needed in managing natural resource areas; as well as planning, maintaining and operating recreational land management facilities.

NR 70 - Geospatial Data Applications 2 Unit(s)
Recommended Prep: AB 25
Transfer Status: CSU 17 hours Lecture/51 hours Lab
This course is an introduction to applied Geographical Information Systems (GIS) and provides the knowledge and practical experience necessary to develop skills in the acquisition of Global Positioning System's (GPS) data and its application to (GIS) for presentation and use in precision agriculture, field biology/botany, natural resources and park-land management, as well as heavy equipment operation. No previous GIS experience is assumed.

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. 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
In this course 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. 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
This course introduces the vocational nursing student to the facts and myths of the older population, common conditions and diseases, assistive and restorative resources, and the older person's physiological and psychological responses to illness and medication. Included in the unit is the normal physiological and psychological aging process as well as information supportive of positive and healthy aging. 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 covers basic 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. 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. 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
This course focuses on developing therapeutic communication skills in all aspects of nursing care. Nursing process as it applies to interpersonal communication and personality development theory will be integrated throughout course. 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
This course further develops skills developed during Clinical Nursing I and prepares students to provide care for hospitalized patients. Focus is on adult Medical-Surgical nursing as related to concurrent nursing units. Care for the perioperative patient is emphasized. 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 an introduction to nursing care related to clients in the preoperative, intraoperative and postoperative phases of surgical care. Included is a focused study of the teaching needs of clients and families in perioperative settings. Development of client education skills, awareness of barriers to client learning, and a review of adult learning styles is included. Medications used during each phase of the perioperative process is addressed. 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
This course introduces students to the nursing process related to adult clients experiencing disorders of the respiratory, cardiovascular, hematologic, and immune systems. Pathophysiology and medical treatment of diseases of the respiratory, cardiovascular, and immune systems are addressed. 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 provides the student with the tools to use critical thinking skills in application of knowledge in the pathophysiology and nursing care of clients with disorders of the gastrointestinal and renal/urinary systems. Emphasis will be placed on individualized care and teaching of the client and family will focus on biophysical and rehabilitation needs, as well as cultural and psychosocial influences. A brief review of medications appropriate to each disease process will be integrated into the lecture. Graded only.

NSG 37 - Endocrine 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
This course covers basic nursing process, basic physiology, pathophysiology, medical care, complications, and nursing care related to clients experiencing disorders of the endocrine system. 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
This course is a continuation of hospital clinical experience with a concentration on adult Medical-Surgical Nursing. 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. 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 and basic physiology and pathophysiology related to clients experiencing disorders of the nervous system. Emphasis is on client, family, and group centered care. This course also addresses biophysical, psychosocial, cultural, and rehabilitation needs of adult clients. Students are introduced to principles and strategies for the promotion of wellness. 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
This course is an exploration of the psychology of maladaptive behavior is explored and students are introduced to principles and strategies for the promotion of wellness. 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. 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. 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. 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 (LVN) with state certification in intravenous (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 three venipunctures and blood withdrawals on clients in a clinic setting, as per state requirements. This course provides 36 hours of 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 nursing 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. Topics include an introduction to nursing care, legal and ethical aspects, therapeutic communication, and concepts underlying current professional practice. This course provides a foundation to prepare the student to use critical thinking and the nursing process in providing direct patient care. 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, planning interventions, implementation or care, medication administration, and evaluation of outcomes. 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

This course applies theory from Foundations of Practice and Medical Surgical Nursing I to the hospitalized client utilizing simulated skills lab and clinical experiences in hospitals to provide services to adult clients. Emphasis will be placed 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. 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 integrates 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. 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 is a study of the fundamental concepts 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. 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, parenteral therapy, oncology, and diabetes. Focus is on the care of clients with acute and chronic problems, and client education. 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 25.5 hours Lecture

This course assists the LVN in acquiring nursing skills and processes necessary for functioning in the second year of an associate degree-nursing program. The course introduces the philosophy and conceptual 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. Graded only.

NSG 65 - Transition to ADN Nursing II 2.5 Unit(s)

Prerequisite(s): NSG 64
Transfer Status: CSU 34 hours Lecture/25.5 hours Lab

This course builds on the knowledge and skills acquired in NSG 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. 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

This course provides 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 in caring for clients with acute and chronic problems, prevention of complications related to maternity, pediatric, perioperative and medical surgical clients, and client education. 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

This course addresses 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. 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

This course provides students with 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. 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

This course focuses on the needs of the older adults and the disabled/chronically ill older adult in the community, home health, and dementia care settings. Course content builds on the student's knowledge of the aging process by the study of dynamics, etiology, and treatment of the rapidly growing aging population. Emphasis is placed on assisting client adaptation to normal age-related changes and chronic aging conditions as well as healthy/robust aging practices. Course content includes geriatric nursing, management of chronic illness, and healthy aging. The nursing process is utilized to assist the student in the planning of goal directed care for this client population.

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

In this course students will integrate 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. Graded only.

NSG 74 - Nursing Leadership and Management of Patient Care 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 Associate Degree Nursing (ADN) program to develop skills in leading and managing patient care. Content includes presentation of the registered nurse's role in planning, organizing, staffing and directing safe patient-centered care. Professional and social issues in leadership and management will also be discussed. 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

This course covers the nursing care 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. This course is a continuation of topics addressed in NSG 67 and emphasizes pathophysiology, complex issues in nursing process and professional and advocacy nursing roles. 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

This course is an exploration of 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. 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 patients with psychopathologic syndromes and developmental disabilities. Students will also increase their general knowledge of the dynamics, etiology, and treatment of psychopathology. Emphasis is placed on further development of the nurse's therapeutic self, and the utilization of the nursing process. This course is specifically directed toward the identification of nursing care goals, approaches, and interventions which are applicable to any patient experiencing psychological distress. 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

This course applies 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. 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 226

NSG 99 - Work Experience-NSG See page 229

NSG 170 - OB-PEDS Update 2 Unit(s)

Transfer Status: NT 34 hours Lecture

This course is a comprehensive update of obstetric and pediatric nursing to prepare graduates of the Associates Degree Nursing (ADN) program to sit for the California State licensing examination for registered nurses. This course also provides practicing nurses with an overview of current information in these specialty areas. Pass/No Pass Only.

NSG 200 - Certified Nurses Aide Basic Nursing Care, Theory 3.5 Unit(s)

Prerequisite(s): Admission to Nursing Assistant Program
Co-requisite(s): NSG 201
Recommended Prep: Reading Level II; English Level III; Math Level II
Transfer Status: NT 60 hours Lecture

This course covers the Certified Nurse's Aide (CNA) theory of care in long term settings. The major focus is patient care skills, patient care procedures, and how to respond to individuals and occurrences 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 NSG 201 qualifies the student to take the Written and Manual Skills testing for State Certification. Graded only.

NSG 201 - Certified Nurses Aide Basic Nursing Care, Clinical 3 Unit(s)

Co-requisite(s): NSG 200
Recommended Prep: Reading Level II; English Level III; Math Level II
Transfer Status: NT 153 hours Lab

This course provides the necessary laboratory and clinical experience for development of skills and competencies in basic nursing for a Certified Nurse's Aide (CNA). 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 Certified Nurses Aide (CNA) 1.5 Unit(s)

Prerequisite(s): NSG 200, NSG 201 or a Current CNA License
Recommended Prep: Reading Level II; English Level III; Math Level II
Transfer Status: NT 22 hours Lecture/22 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.

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/UC 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
Transfer Status: CSU/UC 51 hours Lecture
This course is a study of 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
This course is an introduction to religious traditions of the East, including Hinduism, Buddhism, Confucianism, and Daoism, with an emphasis on philosophical perspectives expressed in historical and cultural development.

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 226

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.

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. 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. 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.

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.

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.

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. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

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.

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.

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. 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.

PHO 95 - Special Studies-PHO See page 226

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 to a maximum of 3 units.
PHO 96A - Introduction to Digital Cameras 1 Unit(s)

PHO 99 - Work Experience-PHO See page 229

Physical Education (PE)

PE 1(A-Z) - Theory Courses 1.75 Unit(s)
Co-requisite(s): Must be enrolled in a varsity course
Recommended Prep: Reading Level IV; English Level II
Transfer Status: CSU/UC 17 hours Lecture/34 hours Lab
This course provides instruction in the techniques and strategies of sports as they have developed and are now played at secondary, community college, and professional levels. Emphasis will be placed on the mental aspect of sports, team play, biomechanics and film study. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated two times.

PE 1A - Theory of Football	1.75 Unit(s)
PE 1B - Theory of Basketball	1.75 Unit(s)
PE 1C - Theory of Volleyball	1.75 Unit(s)
PE 1D - Theory of Cross Country	1.75 Unit(s)
PE 1E - Theory of Baseball	1.75 Unit(s)
PE 1F - Theory of Soccer	1.75 Unit(s)
PE 1G - Theory of Track and Field	1.75 Unit(s)
PE 1H - Theory of Softball	1.75 Unit(s)
PE 1I - Theory of Golf	1.75 Unit(s)
PE 1J - Theory of Tennis	1.75 Unit(s)

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 - 6 Unit(s)
Transfer Status: CSU/UC 25.5 - 306 hours Lab
This course provides each student with an individualized fitness program. A flexible workout schedule supports each students academic coursework. The fitness center encourages participation at the student's level of fitness and allows for gradual progress toward a lifetime committment to fitness and wellness. 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 basic skills and knowledge of self defense against physical assault. Emphasis will be placed on the basic techniques of anticipating, avoiding, and protecting oneself from physical attack. Students will also develop a consciousness and knowledge about the legal aspects of self defense. 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 and techniques of boxing. Emphasis will be placed upon learning proper stance, footwork, offensive and defensive techniques while enhancing balance, core strength and student confidence. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PE 12 - Ballroom Dance I 1 - 1.75 Unit(s)
Transfer Status: CSU/UC 11 - 17 hours Lecture/23 - 34 hours Lab
Ballroom Dance I is an introduction to the foundation of lead/follow skills of ballroom and night club dances. The dances that will be introduced within the ballroom genre will include; fox trot, swing, waltz, cha-cha, tango, rhumba and samba. The dances that will be introduced within the night club genre will include; hustle, nightclub 2-step, salsa and west coast swing. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

PE 13 - Ballroom Dance II 1 - 1.75 Unit(s)
Recommended Prep: PE 12 or equivalent
Transfer Status: CSU/UC 11 - 17 hours Lecture/23 - 34 hours Lab
Ballroom Dance II builds upon the foundation of lead/follow skills of social ballroom and night club dances learned in Ballroom Dance I with an emphasis on style. This course will also introduce the concepts of musicality, choreography and student creativity while learning intermediate variations. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

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 techniques of weight training. Students will engage in individually adapted exercise programs with emphasis placed on the development of strength, endurance, speed, agility, and flexibility through specific weight training programs. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

PE 20 - Cardiovascular Fitness/Jogging 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 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. Specific instructional techniques taught will be serving, forehand, and all other primary shots. Skills, etiquette, court strategy and rules will be applied through game play. 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/proficiecies 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 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 2 Unit(s)
Transfer Status: CSU/UC 102 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 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 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 - Taekwondo 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 Taekwondo. It has been designed for the beginner student of Taekwondo. 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 2 Unit(s)
Transfer Status: CSU/UC 102 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 2 Unit(s)
Transfer Status: CSU/UC 102 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 2 Unit(s)
Transfer Status: CSU/UC 102 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 2 Unit(s)
Transfer Status: CSU/UC 102 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 2 Unit(s)
Transfer Status: CSU/UC 102 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 2 Unit(s)
Transfer Status: CSU/UC 102 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 2 Unit(s)
Transfer Status: CSU/UC 102 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 2 Unit(s)
Transfer Status: CSU/UC 102 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 69 - Varsity Track & Field 2 Unit(s)
Transfer Status: CSU/UC 102 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 2 Unit(s)
Transfer Status: CSU/UC 102 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 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 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 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 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 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 226

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.

Physical Science (PSC)

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
Introduction to Environmental Science introduces students to the scientific principles and problem solving techniques used to evaluate the effects of human activities on different ecosystems. Topics include the sustainability and stewardship of natural ecosystems, use of natural resources, environmental hazards such as air and water pollution, solid waste disposal, soils and food production, the atmosphere and global warming, 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
Introductory Physical Science introduces students to the earth and physical sciences and includes introductory sections on physics, earth and atmospheric science and space science. This course is meant to give students a broad but basic understanding of the concepts, terminology, and methods of study of the physical environment.

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 will introduce students to the measurements, techniques, and terminology used to describe the physical environment. Topics include experiments and activities on the scientific method, Newton's laws of motion, energy, light and sound. Scientific methods will also be used to study earthquakes, geologic time, common rocks, and Earth's atmosphere.

This course will supplement material presented in the Physical Science lecture course.

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 53 - Natural Hazards 3 Unit(s)
Recommended Prep: Reading Level IV; English Level IV; Math Level III
Transfer Status: CSU/UC 51 hours Lecture
This course provides an introduction to the hazards created by the earth's natural and physical processes and covers a broad scientific understanding of earthquakes, volcanoes, hurricanes, tsunamis, tornados, flooding, wildfires and other disasters. Other topics will include threats from the earth's changing climate and potential impacts from asteroids and comets. Atmospheric and geological processes that create these catastrophes will also be discussed. The concept of science and the scientific method will be introduced and applied to the course material.

PSC 95 - Special Studies-PSC See page 226

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. 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 course is a non-calculus based 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 course is a non-calculus based 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 introduces students to electric fields, electric potential, capacitance, current, circuits, magnetism, electromagnetic induction, alternating current, electromagnetic waves, and acoustics. 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 introduces students to geometrical and physical optics, thermodynamics, introductory quantum phenomena, relativity, atomic spectra, atoms, molecules, nuclei, radioactivity, and fundamental particles. 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 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 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 226

Plant Science (PLS)

PLS 15 - Introduction to Plant Science 2 Unit(s)
Recommended Prep: Reading Level IV; English Level III; Math Level II
Transfer Status: CSU/UC 34 hours Lecture
This course is a survey of the basic principles and concepts of plant science which are applicable to the growth, production, and survival of plants. This course along with PLS 16 Basic Plant Sciene lab satisfies the Natural Science requirement for the Associate degree or the General Education Life Science Requirement.

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 IV; English Level IV; Math Level II
Transfer Status: CSU/UC 34 hours Lecture/51 hours Lab
The course is a study of the basic principles and concepts of plant science which are applicable to the growth, production, and survival of plants.

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.

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
This course is an introduction to the comparative analysis of contemporary political systems and their environments with primary attention given to Japan, China, and India although other countries and regions are included. The survey includes 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 a comparative range of contrasts among an advanced democratic society (Japan), a Communist system (China), and to an important emerging world system (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.

POS 16 - Vital Political Problems 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. The emphasis is 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. This course also presents the facts associated with important historical events and contemporary issues in international relations. Finally this course helps 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 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 226
POS 99 - Work Experience-POS See page 229

Psychology (PSY)

PSY 1 - Principles of Psychology 3 Unit(s)
Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU/UC 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 3 - Introduction to Biological Psychology 3 Unit(s)
Prerequisite(s): PSY 1
Transfer Status: CSU 51 hours Lecture
This course introduces the scientific study of the biological bases of behavior and its fundamental role in the neurosciences. Physiological, hormonal, and neurochemical mechanisms, and brain-behavior relationships underlying the psychological phenomena of sensation, perception, regulatory processes, emotion, learning, memory, and psychological disorders will be addressed. The course also notes historical scientific contributions and current research principles for studying brain-behavior relationships and mental processes. Ethical standards for human and animal research are discussed in the context of both invasive and non-invasive research.

PSY 6 - Abnormal Psychology 3 Unit(s)
Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU/UC 51 hours Lecture
This course introduces the scientific study of psychopathology and atypical behaviors, broadly defined. Students investigate abnormal behavior from a variety of perspectives including biological, psychological, and sociocultural approaches. An integrative survey of theory and research in abnormal behavior, and intervention and prevention strategies for psychological disorders are also introduced.

PSY 7 - Introduction to Research Methods in Psychology 3 Unit(s)
Recommended Prep: Reading Level IV; English Level IV; Math Level III
Transfer Status: CSU 51 hours Lecture
This course surveys various research methods with an emphasis on research design, experimental procedures, instrumentation, and the collection, analysis, interpretation, and reporting of research data. Research design and methodology will be illustrated through a selected review of research in neurophysiology, sensation, perception, learning and/or memory.

PSY 10 - Peace and Global Studies Capstone 1 Unit(s)
Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU 17 hours Lecture
This capstone course should be taken in the last semester when completing requirements for either Certificate of Achievement or Certificate in Peace and Global Studies. This course offers a venue for an interdisciplinary discussion on global issues and personal responsibility. Students will have the opportunity to synthesize ideas from each of the disciplines defined by the Peace and Global Certificates and how these courses interconnect. From this perspective one may become a more effective global citizen and assist in the advancement of personal, social, global and environmental recovery and transformation.

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 in relationship to self, others and the natural world. We will address how one comes to tolerate and rationalize violence as the means for resolving complex social and environmental problems. Students will explore the threats to peace from a psychological foundation and examine how peacemaking and peace building promotes understanding, empathy, and compassion for personal, social, global, and environmental justice.

PSY 15 - Lifespan Psychology 3 Unit(s)
Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 51 hours Lecture
This course provides a psychological overview of human development from conception through death, including biological and environmental influences. Theories and research of physical, cognitive, personality, and social development are examined, as well as attention to developmental problems.

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 surveys the psychological, biological, cultural and social factors influencing the lives of women and explores theories and implications of gender. The course is designed to promote critical and creative thinking with an emphasis on social and personal assessment and integration of content.

PSY 20 - Personal and Social Growth and Wellness 3 Unit(s)
Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 51 hours Lecture
This course is designed with an applied focus on how psychology is used in everyday life and is related to the other social sciences. Emphasis is placed on exploring ideas of the Self in relationship with others, society and the world. Students are 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.

PSY 24 - Psychology of Sleep, Dreams and Archetypes 3 Unit(s)
Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU 51 hours Lecture
This course examines the research, discoveries and theories concerning the sleep cycle, sleep disorders and their treatment, the content and meaning of dreams and altered states of consciousness and cross cultural views of dreams, myths and archetypes.

PSY 34 - Eastern Psychology: Traditions and Practices 3 Unit(s)
Recommended Prep: Reading Level IV; English Level IV
Transfer Status: CSU 34 hours Lecture/51 hours Lab
This course is an introduction to Eastern Psychology. The theories of Eastern Psychology are practiced and reinforced through the Yoga Sutras. This foundation highlights self analysis through hatha yoga postures (asana), breathing techniques (pranayama), mental concentration (dhyana), sense withdrawal (pratyahara), and meditation (dharana). This course is experiential and is designed for self-enhancement, relaxation, stress management, and increased mindfulness.

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 psychological developmental theories emphasizing social and cultural influences on motivation, social-emotional and intellectual development. Exploration will emphasize how children are socialized from within the family, school, peer-groups, religious groups, media and communities. Psychological dynamics of power and sexual orientation are examined and how these influence individuals across lower socioeconomic environments and underrepresented groups as well as American Indian, Asian, Latin, Middle Eastern and Black cultures.

PSY 95 - Special Studies-PSY See page 226

PSY 99 - Work Experience-PSY See page 229

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, 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 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.

RTVF/MSP 55 - Music Video Production 3 Unit(s)
Recommended Prep: Reading Level IV; English Level III; Math Level I
Transfer Status: CSU 25.5 hours Lecture/76.5 hours Lab
This course provides students with training and hands-on experience in planning and producing live video coverage of musical performances. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated three times.

RTVF 97 - Special Problems-RTVF See page 226

RTVF 99 - Work Experience-RTVF See page 229

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 226

READ 126 - College Study Skills 3 Unit(s)
Prerequisite(s): READ 223 or Qualifying Score on Reading (Level II or ESL Level VI)
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.

READ 221 - Basic Reading 3 Unit(s)
Prerequisite(s): Qualifying eligibility from the Reading Assessment (Level Intro)
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.

READ 223 - Reading I 3 Unit(s)
Prerequisite(s): READ 221, or ESL 254 or Qualifying score on Reading Assessment (Level I)
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.

READ 225 - Reading II 3 Unit(s)
Prerequisite(s): READ 223 or Qualifying Score on Reading Assessment (Level II)
Transfer Status: NT 51 hours Lecture
This course will improve the student's reading ability. Emphasis is on developing background knowledge, vocabulary enrichment, comprehension

development, critical thinking skills, and study skills. The course includes fiction, non-fiction, and content area readings. Pass/No Pass Only.

READ 260 - Reading Preparation for the Trades 1 Unit(s)
Co-requisite(s): ENGL 260 , MATH 260 and BIT 260, or AUT 260 or WLD 260
Recommended Prep: Reading Level II; English Level I; Math Level I
Transfer Status: NT 17 hours Lecture
This course will introduce students to the skills needed to read and interpret technical writings found in the trades. These readings will include area specific technical documents, trade related publications and work orders found in welding, automotive and building inspection. Pass/No Pass Only.

READ/ENGL 277 - Integrated Reading II/Writing I 6 Unit(s)
Prerequisite(s): Satisfactory completion of READ 223 and ENGL 215 or qualifying score on Reading and English Assessments.
Transfer Status: NT 102 hours Lecture
This course develops 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 while also developing writing skills and strategies such as building fluency, developing organization, improving sentence structure, and applying mechanics. Critical thinking and study skills are also emphasized. Pass/No Pass Only.

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 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 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 Examination 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 229

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.

Respiratory Therapy (RT)

RT 97 - Special Problems-RT See page 226

RT 99 - Work Experience-RT See page 229

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 2 and CMST 2, or CMST 4 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, and 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, CMST 2 or CMST 4
Transfer Status: NT 36 hours Lab
This course is 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) RT 115
Co-requisite(s): RT 125, RT 128, BCIS 70C, BCIS 70D or BCIS 70E
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, RT 115
Co-requisite(s): RT 120, RT 128, BCIS 70C, BCIS 70D or BCIS 70E
Transfer Status: NT 153 hours Lab
This course is 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 and RT 115
Co-requisite(s): RT 120, RT 125, BCIS 70C, BCIS 70D or BCIS 70E
Transfer Status: NT 51 hours Lecture
This course introduces students 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 and RT 128
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
Co-requisite(s): RT 142 and RT 145
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
Co-requisite(s): RT 140 and RT 145
Transfer Status: NT 51 hours Lecture
This course is 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
Co-requisite(s): RT 140 and RT 142
Transfer Status: NT 168 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 155 - Respiratory Care Practicum I 2.25 Unit(s)
Prerequisite(s): RT 140, RT 142 and RT 145
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
Co-requisite(s): RT 165
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 examinations will be included in course work. 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 supports the continuing practice and evaluation of skills for advanced respiratory care students in the hospital setting. Development of skills pertaining to the organization and completion of patient care assignments in both the medical-surgical and critical care environments are emphasized.

Small Business Management (SBM)

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 — 25.5 hours Lecture/25.5 hours Lab

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.

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.

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 IV

Transfer Status: CSU/UC — 51 hours Lecture

This course will give the students 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 IV; English Level IV

Transfer Status: CSU/UC — 51 hours Lecture

A study of social problems common to modern industrial societies and their impact on global social, political, economic institutions and the natural environment. The course will cover the problems of technology, the economy, work and leisure, prejudice, discrimination and inequality, education, health care, the mass media, global population, poverty, war and terrorism,and other social 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, Family and Intimate Relationships
3 Unit(s)

Recommended Prep: Reading Level III; English Level IV

Transfer Status: CSU — 51 hours Lecture

This course offers students a sociological analysis of love, marriage, family, and other intimate relationships. 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 Gender
3 Unit(s)

Recommended Prep: Reading Level III; English Level IV

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 gender roles from a social, cultural, economic, historical, and political perspective.

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 95 - Special Studies-SOC See page 226

SOC 99 - Work Experience-SOC See page 229

Spanish (SPAN)

SPAN 1 - First Semester Spanish 4 Unit(s)
Recommended Prep: Reading Level III; English Level III
Transfer Status: CSU/UC 68 hours Lecture
This course is a study of beginning Spanish emphasizing grammar, reading, writing and speaking. It also introduces the student to various aspects of the cultures of Spanish-speaking regions. Students who have completed at least one, but fewer than two years of high school Spanish (or equivalent) with a letter grade of "A" or "B" within one year of the present date, should register for Second Semester Spanish.

SPAN 2 - Second Semester Spanish 4 Unit(s)
Prerequisite(s): SPAN 1
Recommended Prep: Reading Level III; English Level III
Transfer Status: CSU/UC 68 hours Lecture
This course is the second half of beginning Spanish, which further develops the skills of understanding, speaking, reading, and writing Spanish. It continues to introduce students to various aspects of Hispanic culture. Students who have completed at least two, but fewer than three years of high school Spanish (or equivalent) with a letter grade of "A" or "B" within one year of the present date, should register for Third Semester Spanish.

SPAN 3 - Third Semester Spanish 4 Unit(s)
Prerequisite(s): SPAN 2
Recommended Prep: Reading Level III; English Level III
Transfer Status: CSU/UC 68 hours Lecture
This course is the first half of intermediate Spanish which further develops the skills of understanding, speaking, reading, and writing within a culturally rich context. It is a review and further study of structural elements. Reading selections from the Hispanic world will be included. Students who have completed at least two, but fewer than three years of high school Spanish (or equivalent) with a letter grade of "A" or "B" within one year of the present date, should register for Fourth Semester Spanish.

SPAN 4 - Fourth Semester Spanish 4 Unit(s)
Prerequisite(s): SPAN 3
Recommended Prep: Reading Level III; English Level III
Transfer Status: CSU/UC 68 hours Lecture
This course is the second half of intermediate Spanish which further develops the skills of understanding, speaking, reading, and writing within a culturally rich context. It is a review and further study of structural elements. Reading selections from the Hispanic world will be included.

SPAN 14 - Hispanic Short Stories 3 Unit(s)
Prerequisite(s): SPAN 3
Recommended Prep: Reading Level III; English Level III
Transfer Status: CSU/UC 51 hours Lecture
This course is an introduction to Hispanic literature through the short story genre. Students will read, discuss and analyze short stories by Latin American and Spanish authors. Emphasis will also be placed on the oral and written practice of Spanish. This course is taught in Spanish and is intended for students who have completed three semesters of college level Spanish or who are native speakers.

SPAN 16 - Hispanic Film 3 Unit(s)
Prerequisite(s): SPAN 3
Recommended Prep: Reading Level IV; English Level III
Transfer Status: CSU/UC 51 hours Lecture
This course is a delineation and discussion of the central themes of selected films of prominent Hispanic filmmakers. A wide selection of feature length Spanish language films will be viewed and discussed. Hispanic cultures, as displayed in film, will be examined in terms of uniqueness and universality. Emphasis will also be placed on the oral and written practice of Spanish. This course is taught in Spanish and is intended for students who have completed three semesters of college level Spanish or who are native speakers.

SPAN 95 - Special Studies-SPAN See page 226

SPAN 100 - Beginning Conversational Spanish 3 Unit(s)
Transfer Status: NT 51 hours Lecture
This course emphasizes the development of basic understanding and speaking skills in Spanish. Minimal emphasis is placed on formal grammar. Multimedia cultural presentations are offered throughout the course. This course is intended for those who wish to develop "survival" Spanish in everyday basic situations.

SPAN 101 - Intermediate Conversational Spanish 3 Unit(s)
Prerequisite(s): SPAN 100
Transfer Status: NT 51 hours Lecture
This course emphasizes the development of basic/intermediate understanding and speaking skills in Spanish. Minimal emphasis is placed on formal grammar. Multimedia cultural presentations are offered throughout the course. This course is intended for those who wish to continue development of "survival" Spanish in everyday situations.

Special Ecucation (SPE)

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.

SPE 308 - Functional Academics for Persons with Substantial Disabilities 0 Unit(s)
Recommended Prep: Special Education K-12
Transfer Status: NT 200 hours Lab
This course provides instruction and support for persons with substantial disabilities attending a facility in the community generally known as a day activity center. Functional Academics focuses on learning basic academic skills such as reading comprehension, writing and mathematical skills as well as basic money handling skills and increased awareness and independence in independent living skills. Topics include reading comprehension, writing skills, mathematical skills, money management, daily living skills and self-advocacy. An individual assessment of needs as well as an ongoing individual service plan (ISP) is a component of this course. The ISP will dictate the number of hours each student will spend in this course. Unlimited repeats. Satisfactory/Unsatisfactory Only. Open Entry/Open Exit.

SPE 310 - Integration into the Community for Persons with Substantial Disabilities 0 Unit(s)

Recommended Prep: Special Education K - 12
Transfer Status: NT 200 hours Lab
This course is designed for persons with substantial disabilities attending a facility in the community generally known as a day activity center. Integration into the Community will focus on learning how to become a part of the community and will include social skills, communication skills, problem solving skills, personal safety skills and increasing stamina and endurance for walking or wheeling self safely while navigating uneven terrain in the community. An individual assessment of needs as well as an ongoing individual service plan (ISP) is a component of this program. The ISP will dictate the number of hours each student will spend in this course. Unlimited repeats. Satisfactory/Unsatisfactory Only. Open Entry/Open Exit.

SPE 311 - Horticultural Arts for Persons with Substantial Disabilities 0 Unit(s)

Recommended Prep: Special Education K - 12
Transfer Status: NT 200 hours Lab
This course is designed for persons with substantial disabilities attending a facility in the community generally known as day activity centers. Horticultural Arts will focus on learning how esthetics can enhance the creative experience of growing and tending a garden. Topics will include planning a garden, how fine and gross motor skills can be enhanced by tending a garden, identifying the components of the garden, and how to utilize the vegetables and flowers to enhance daily living activities. An individual assessment of needs as well as an ongoing individual service plan (ISP) is a component of this course. The ISP will dictate the ongoing individual service plan (ISP) is a component of this course. The ISP will dictate the number of hours each student will spend in this course. Unlimited repeats. Satisfactory/Unsatisfactory Only. Open Entry/Open Exit.

SPE 312 - Applied Arts for Persons with Substantial Disabilities 0 Unit(s)

Recommended Prep: Special Education K - 12
Transfer Status: NT 200 hours Lab
This course is designed for persons with substantial disabilities attending a facility in the community generally known as a day activity center. Applied Arts focuses on learning to utilize a variety of art and craft media to enhance the creative expression of adults with limited ability to communicate in traditional ways. Topics will include stained glass, ceramics, beading and jewelry making, woodworking, and fabric art. An individual assessment of needs as well as an ongoing individual service plan (ISP) is a component of this course. The ISP will dictate the number of hours each student will spend in this course. Unlimited repeats. Satisfactory/Unsatisfactory Only. Open Entry/Open Exit.

SPE 313 - Fine Arts for Persons with Substantial Disabilities 0 Unit(s)

Recommended Prep: Special Education K-12
Transfer Status: NT 200 hours Lab
This course is designed for persons with substantial disabilities attending a facility in the community generally known as day activity centers. Fine Arts focuses on learning to utilize a variety of art media to enhance the creative expression of adults with limited ability to communicate in traditional ways. Topics will include introduction and experience\practice in drawing (pencil, charcoal, pastels, pen and ink, etc.), painting (watercolor, acrylics, oil, etc.) and creating individual works of art which can be shown in local venues. An individual assessment of needs as well as an ongoing individual service plan (ISP) is a component of this course. The ISP will dictate the number of hours each student will spend in this course. Unlimited repeats. Satisfactory/Unsatisfactory Only. Open Entry/Open Exit.

SPE 314 - Performing Arts for Persons with Substantial Disabilities 0 Unit(s)

Recommended Prep: Special Education K-12
Transfer Status: NT 200 hours Lab
This course is designed for persons with substantial disabilities attending a facility in the community generally known as a day activity center. Performing Arts will focus on developing creative expression and improving communication skills and social interaction through a wide range of performance arts. Topics will include performing skits, plays, stand up comedy, poetry slams, dance and movement, musical instruments and singing. An individual assessment of needs as well as an ongoing individual service plan (ISP) is a component of this course. The ISP will dictate the number of hours each student will spend in this course. Unlimited repeats. Satisfactory/Unsatisfactory Only. Open Entry/Open Exit.

SPE 315 - Culinary Arts and Nutrition Skills for Persons with Substantial Disabilities 0 Unit(s)

Recommended Prep: Special Education K-12
Transfer Status: NT 200 hours Lab
This course provides instructional support for persons with substantial disabilities attending a facility in the community generally known as a day activity center. Culinary Arts and Nutrition Skills will focus on improved self-help skills. Topics include health and wellness through improving nutritional skills, health food choices and use of gross motor skills for safe cooking. An individual assessment of needs as well as an ongoing Individual Service Plan (ISP) is a component of this program. The ISP will dictate the number of hours each student will spend in this course. Unlimited repeats. Satisfactory/Unsatisfactory Only. Open Entry/Open Exit.

SPE 316 - Health and Wellness for Persons with Substantial Disabilities 0 Unit(s)

Recommended Prep: Special Education K-12
Transfer Status: NT 200 hours Lab
This course is designed for persons with substantial disabilities attending a facility in the community generally known as a day activity center. Health and Wellness focuses on the development of motor communication and self-help skills for the development of physical and behavioral techniques when faced with challenges. Topics include problem solving, breathing and relaxation techniques, manual task attention and focus, sensory awareness, utilization of all five senses, social and personal adjustment, self-advocacy for fostering independence, fine and gross motor skills, and personal care and hygiene. An individual assessment of motor communication and self-help learning needs as well as an ongoing Individual Service Plan (ISP) is a component of this course. The ISP will dictate the number of hours each student will spend in this course. Unlimited repeats. Satisfactory Unsatisfactory Only. Open Entry/Open Exit.

SPE 318 - Communication Skills for Persons with Substantial Disabilities 0 Unit(s)

Recommended Prep: Special Education K - 12
Transfer Status: NT 200 hours Lab
This course is designed for persons with substantial disabilities attending a facility in the community generally known as a day activity center. Communication Skills focuses on learning basic communication skills such as American Sign Language (ASL), functional gestures, articulation, problem solving and choice making, as well as social communication skills. Topics include ASL, functional gesture practice, articulation practice, making choices, problem solving and social communication skills. An individual assessment of needs as well as an ongoing individual service plan (ISP) is a component of this course. The ISP will dictate the number of hours each student will spend in this course. Unlimited repeats Satisfactory/Unsatisfactory Only. Open Entry/Open Exit.

SPE 320 - Independent Living Skills for Persons with Substantial Disabilities 0 Unit(s)

Recommended Prep: Special Education K-12
Transfer Status: NT 280 hours Lab
This course provides independent living training for persons with substantial disabilities. Independent Living Skills focuses on establishing/maintaining a positive lifestyle, opportunity to progress to the highest level of independent functioning, and hands on training in each student's living environment. Topics include health and safety, personal hygiene, cooking/

nutrition, exercise, money and time management, medical awareness, problem solving, communication skills, and emergency preparedness. An individual assessment of needs as well as an ongoing Individual Service Plan (ISP) is a component of this course. The ISP will dictate the number of hours each student will spend in this course. Unlimited repeats. Satisfactory/Unsatisfactory Only. Open Entry/Open Exit.

SPE 321 - Individual Social Growth Skills for Persons with Substantial Disabilities — 0 Unit(s)

Recommended Prep: Special Education K-12
Transfer Status: NT — 280 hours Lab

This course provides individual assessment and one-on-one socialization training necessary for independent living and integration into the community for students with substantial disabilities. Personal and household management topics include time and money management, sexual awareness, community resource assistance, personal hygiene, and physical wellness. An individual assessment of needs as well as an ongoing Individual Service Plan (ISP) is a component of this course. The ISP will dictate the number of hours each student will spend in this course. Unlimited repeats. Satisfactory/Unsatisfactory Only. each student will spend in this course. Unlimited repeats. Satisfactory/Unsatisfactory Only. Open Entry/Open Exit.

SPE 322 - Group Social Growth for Persons with Substantial Disabilities — 0 Unit(s)

Recommended Prep: Special Education K-12
Transfer Status: NT — 280 hours Lab

This course provides group socialization training for persons with substantial disabilities through group interaction and activities. Group Social Growth focuses on team building skills, interacting in group settings, and promoting companionship. Topics include group socialization, timelines/financial obligations, self-advocacy in groups, safety, and community resource assistance. An individual assessment of needs as well as an ongoing Individual Service Plan (ISP) is a component of this course. The ISP will dictate the number of hours each student will spend in this course. Unlimited repeats. Satisfactory/Unsatisfactory Only. Open Entry/Open Exit.

Special Studies and Special Problems

95 - Special Studies — 1 - 3 Unit(s)

Prerequisite(s): Permission of instructor
Transfer Status: CSU

This course provides an opportunity for serious lower division students to carry out a supervised individual field, laboratory, or library research project in a subject area relevant to their major and is designed primarily for students studying in areas not covered by the curriculum. Any student interested in registering for a Special Studies course should contact a full-time instructor in the appropriate area no later than the last day of the tenth week of instruction. 17-51 hours Lecture or 51 – 153 hours Lab. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated to a maximum of 3 units.

97 - Special Problems — 1 - 3 Unit(s)

Prerequisite(s): Permission of instructor
Transfer Status: CSU

This course provides an opportunity for serious lower division students to carry out a supervised individual field, laboratory, or library research project in a subject area relevant to their major and is designed primarily for students studying in areas not covered by the curriculum. Any student interested in registering for a Special Problems course should contact a full-time instructor in the appropriate area no later than the last day of the tenth week of instruction. 17-51 hours Lecture or 51 – 153 hours Lab. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated to a maximum of 3 units.

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.

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.

Tourism and 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 229

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 4 Unit(s)

Recommended Prep: Reading Level III; English Level II; Math Level II
Transfer Status: CSU 17 hours Lecture/153 hours Lab
This course includes oxyacetylene welding (OAW), oxyacetylene cutting (OFC-A) and shielded metal arc welding (SMAW) processes, in the flat and horizontal positions on various joint details. It will also include safety procedures, electrode identification, joint fit-up and alignment, base metal preparation, weld quality, beads and fillet welds, with focus on theory and practice. All welds will meet the American Welding Society (AWS) qualification standards. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

WLD 21 - Intermediate Welding 4 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/153 hours Lab
In this course students will perform welds in positions other than flat and horizontal. The content will enhance the ability of the students to perform welds out of position. The course includes welding safety, shielded metal arc welding (SMAW), gas metal arc welding (GMAW), plasma arc cutting (PAC), air carbon arc cutting and gouging (CAC-A) welding and cutting processes. These welds will be performed in the flat, horizontal, vertical, and overhead positions. It will also include base metal, shielded metal arc welding electrodes, joint fit-up and alignment, groove welds with backing, and open V-groove welds. All welds will meet the American Welding Society (AWS) qualification standards. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

WLD 22 - Oxyacetylene Welding and Flame Cutting 2 Unit(s)

Prerequisite(s): WLD 21 and NCCER Level I Welding Qualification or Equivalent
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 includes the techniques used for oxyacetylene welding (OAW) in all positions (flat, vertical, horizontal and overhead) and uses 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)

Prerequisite(s): WLD 21 and NCCER Level I Welding Qualification or Equivalent
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 includes pre-employment training for welding technicians. Emphasis on developing manipulative proficiency in the use of shielded metal arc welding (SMAW), gas metal arc welding (GMAW), and flux core arc welding (FCAW), in the flat, horizontal, vertical, and overhead positions. These welding processes will be applied to light and heavy gauge plate steel for light construction. Part of the Level Two welder qualification for American Welding Society (AWS). Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

WLD 25 - Fabrication Practicums 2 Unit(s)

Prerequisite(s): WLD 21 and NCCER Level I Welding Qualification or Equivalent
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 will instruct students on theory and proper operation and applications of equipment, tools, fasteners and processes used in welding and fabrication industries. 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 and Computations 3 Unit(s)

Prerequisite(s): WLD 21 and NCCER Level I Welding Qualification or Equivalent
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 includes an introduction to blueprint reading and welding symbols interpretation as applied to measurement and computations of metal and pipe layouts. Included within the course are layout and marking tool techniques 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 and Tig Arc Welding 3 Unit(s)

Prerequisite(s): WLD 22, WLD 24, WLD 25, WLD 26, WLD 40, WLD 50, WLD 250 and NCCER Level II Welding Qualification or Equivalent
Co-requisite(s): WLD 30, WLD 32, WLD 34, WLD 36, WLD 42, WLD 56, 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 includes the gas metal arc welding (GMAW)/metal inert gas (MIG), gas tungsten arc welding (GTAW)/tungsten inert gas (TIG) and flux cored arc welding (FCAW) processes, in the flat, vertical, horizontal, and overhead positions. It will also include safety procedures, electrode identification, joint fit-up and alignment, base metal preparation, weld quality, and beads, with a focus on theory and practice. 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 50, WLD 250 and NCCER Level II Welding Qualification or Equivalent
Co-requisite(s): WLD 28, WLD 32, WLD 34, WLD 36, WLD 42, WLD 56, 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 includes the shielded metal arc welding (SMAW) processes and the flux cored arc welding (FCAW) Process, in the flat, horizontal, vertical and overhead positions on heavy plate (3/4" to 3" thick). It will also include safety procedures, electrode identification, joint fit-up and alignment, base metal preparation, weld quality, and beads, with focus on theory and practice. 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 50, WLD 250 and NCCER Level II Welding Qualification or Equivalent
Co-requisite(s): WLD 28, WLD 30, WLD 34, WLD 36, WLD 42, WLD 56, WLD 250 or Equivalent
Transfer Status: CSU 17 hours Lecture/102 hours Lab

In this course students will perform layout, fitting, welding, inspection of structural weldments, piping, tank, and low pressure vessel simulation. Shielded metal arc welding (SMAW), gas tungsten arc welding (GTAW), and flux cored arc welding (FCAW) 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 50, WLD 250 and NCCER Level II Welding Qualification or Equivalent
Co-requisite(s): WLD 28, WLD 30, WLD 32, WLD 36, WLD 42, WLD 56, WLD 250 or Equivalent
Transfer Status: CSU 17 hours Lecture/153 hours Lab

This course covers shielded metal arc welding (SMAW), gas tungsten arc welding (GTAW), gas metal arc welding (GMAW), and flux core arc welding (FCAW) processes on several pipe systems. 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) will be used. Special attention and performance standards for the qualifications will be used from the following codes: American Petroleum Institute (API), American Welding Society (AWS) and American Society of Mechanical Engineers (ASME). 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 50, WLD 250 and NCCER Level II Welding Qualification or Equivalent
Co-requisite(s): WLD 28, WLD 30, WLD 32, WLD 34, WLD 42, WLD 56,WLD 250 or Equivalent
Transfer Status: CSU 17 hours Lecture/102 hours Lab

This course prepares students for qualifications in several codes to meet the required standards for entry-level employment. Training in shielded metal arc welding (SMAW), gas tungsten arc welding (GTAW), gas metal arc welding (GMAW), and flux core arc welding (FCAW) to meet the American Welding Society (AWS), American Petroleum Institute (API), and American Society of Mechanical Engineers (ASME) code standards. Skills and proficiencies of all positions qualification test on plate and pipe are emphasized. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

WLD 40 - Welding Equipment Maintenance and Service 2 Unit(s)

Prerequisite(s): WLD 21 and NCCER Level I Welding Qualification or Equivalent
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 50, WLD 250 and NCCER Level II Welding Qualification or Equivalent
Co-requisite(s): WLD 28, WLD 30, WLD 32, WLD 34, WLD 36, WLD 56, WLD 250 or Equivalent
Transfer Status: CSU 34 hours Lecture

This course instructs on the qualifications and knowledge requirements of a Certified Welding Inspector (CWI). Methods of testing, various procedures, and techniques of inspection. familiarize students with the basic concepts of destructive and nondestructive evaluation processes. Emphasis of record keeping methods used by the American Welding Society (AWS), American Society of Mechanical Engineers (ASME), American Petroleum Institute (API), and American National Standards Institute (ANSI).

WLD 50 - Pipe Fitting and Cutting 2 Unit(s)

Prerequisite(s): WLD 22, WLD 24, WLD 25, WLD 26, WLD 40, WLD 250 and NCCER Level II Welding Qualification or Equivalent
Recommended Prep: Reading Level III; English Level II; Math Level II
Transfer Status: CSU 17 hours Lecture/51 hours Lab

This course assists students in pipe fitting, measurements, patterns, marking and layout tools used in the pipe welding industry. Techniques of fitting and cutting various pipe joint designs will be practiced. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated one time.

WLD 55 - Power Generation and 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, WLD 56 and NCCER Level III Welding Qualification or Equivalent
Co-requisite(s): WLD 250 and WLD 251 or Equivalent
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 welding (SMAW), gas metal arc welding (GMAW), flux core arc welding (FCAW), gas tungsten arc welding (GTAW), oxyacetylene welding (OAW), and oxy-fuel cutting (OFC) 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 pipe joint designs 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 and NCCER Level II Welding Qualification 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 teaches 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 will prepare welders on the technology being used in current 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 to a maximum of 3 units.

WLD 90D - Fabrication 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 226

WLD 99 - Work Experience-WLD See page 229

WLD 250 - Welding Shop Practices 0.5 - 8 Unit(s)

Recommended Prep: Reading Level III; English Level II; Math Level II
Transfer Status: NT 25.5 - 408 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: oxy-fuel welding (OFW), shielded metal arc welding (SMAW), gas metal arc welding (GMAW), gas tungsten arc welding (GTAW), flux core arc welding (FCAW), oxy-fuel cutting (OFC), air carbon arc cutting (CAC-A) and plasma arc cutting (PAC). Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated to a maximum of 8 units. Pass/No Pass Only. Open Entry/Open Exit.

WLD 251 - Welding Certification Practices 0.5 - 8 Unit(s)

Prerequisite(s): Welding certification or equivalent
Recommended Prep: Reading Level III; English Level II; Math Level II
Transfer Status: NT 25.5 - 408 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 shielded metal arc welding (SMAW),gas metal arc welding (GMAW), flux core are welding (FCAW) and gas tungsten arc welding (GTAW), in all positions on plate and pipe, in preparation for weld performance test with a certified welding inspector (CWI) or contractor. Since skills/proficiencies are enhanced by supervised repetition and practice, this course may be repeated to a maximum of 8 units. Pass/No Pass Only. Open Entry/Open Exit.

WLD 260 - Applied Academics for Welding 2 Unit(s)

Co-requisite(s): MATH 260, READ 260 and ENGL 260
Recommended Prep: Reading Level II; English Level I; Math Level I
Transfer Status: NT 34 hours Lecture
This course allows for the practical application of mathematics, reading and writing in a contextualized setting. Students will use the mathematics, reading and writing skills while using the tools and documents found in the welding industry. Pass/No Pass Only.

Work Experience (WKE)

99 - 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.

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Dr. Samia Yaqub
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Allen Renville
Vice President

Abbott, Joe (1990)
Reading, LEAD
B.A., University of Wisconsin, Madison
M.A., UC, Davis
M.A., CSU, Chico

Adam, Baba (2008)
Director, Institutional Research
B.S., M.A., Ed.D., Oklahoma State

Adams, Denise (2007)
Director, Health Occupations
B.S., M.A., M.S., CSU, Chico
M.B.A., UC, Irvine

Albright, Kenneth (2012)
Director, Facilities Planning and Management
B.A., University of Nazarene, Bethany, OK
M.B.A., University of Missouri, Columbia

Alexander, Sherrie (2005)
Director, TRiO
B.A., CSU, Chico
M.S., University of LaVerne

Anguiano, Maria "Nena" (2007)
MESA Director
B.A., M.A., CSU, Northridge

Antongiovanni, Amy (2001)
English
B.A., M.F.A., Saint Mary's College of California

Armitage, Christopher (2011)
Welding
B.S., CSU, Chico

Babich-Little, Fran (1980)
Physical Education, Health
B.A., CSU, Chico
M.S., University of Arizona, Tucson

Bachman, Deborah (2001)
Counselor
B.S., CSU, Chico
M.S., CSU, Sacramento

Barber, Christina (2009)
Communication Studies
B.A., M.A., CSU, Sacramento
M.A., University of Kent at Canterbury

Barnett, Dan (1998)
Philosophy, Technology Mediated Instruction Coordinator
B.A., M.A., CSU, Chico

Bartlett, Stacey (2002)
Chairperson, Communications
B.S., University of Phoenix
M.A., CSU, Chico

Bearden, Kenneth (2001)
English
B.A., Schreiner College, Texas
M.A., Arkansas State University
Ph.D., University of Louisiana

Bigler, Richard (1988)
Mathematics
B.A., CSU, Chico
M.S., University of New Hampshire

Birdsall, JoAnna (1997)
Director, Career and Employment Services
B.A., CSU, Chico
M.S., University of LaVerne
Ed.D., Fielding Institute

Boyes, Monica (2008)
Assistant Director, Admissions and Records
B.S., CSU, Chico

Boyes, William "Nip" (2008)
Assistant Director, Student Health Clinic, Nurse Practitioner
B.A., B.S., CSU, Chico
M.S., University of Phoenix

Brannan, Shirleigh (2006)
Coordinator, Professional Development, Reference Librarian
B.A., Oberlin College
M.A., San Francisco State University
M.L.I.S., UC, Berkeley

Brilts, Juri (2004)
Manager, Grants Research and Development
B.S., M.A., Philadelphia College of Art

Brown, William A. (1990)
Counselor
A.A., Monterey Peninsula College
B.A., M.A., CSU, Chico

Brynnan, Morgan (2006)
Reference Librarian
B.A., College of Charleston
M.L.I.S., University of South Carolina

Bull, Kam (1997)
Dean for Student Learning
A.A., Skyline Community College
B.A., CSU, Chico
M.A., San Francisco State University

Cabral, Patricia (1989)
Mathematics
B.S., M.A.T, UC, Davis

Calhoon, Tim (2007)
Director, System Software Development
B.S., CSU, Chico

Cannon, Jamie (2012)
Director, Human Resources
B.S., M.B.A., Weldon University, Minneapolis

Campbell, Richard W. (1970)
Mathematics
B.A., CSU, Chico
M.A., CSU, Fullerton

Carey, Susan (1988)
Articulation Officer, Counseling Coordinator, Counselor
B.A., M.A., CSU, Chico

Carini, Renee (2007)
Director, Student Health Clinic
B.S.N., M.S.N., CSU, Chico

Carson, Casey (2011)
Chief of Police
A.A., Front Range Community College, Colorado

Cen, Luozhu (1999)
Dean, Library Services, Sociocultural Studies, Social and Behavioral Sciences
B.A., Hangzhou University, China
M.L.S., Ph.D., State University of New York at Buffalo

Christensen, Patrick (2003)
Accounting
B.S., M.B.A., University of Utah

Christopher, Yvonne (2005)
Construction Inspection Services
A.A., Cosumnes River College

Conrad, Douglas (2010)
Automotive Technology
A.A., University of Phoenix

Cooper, David (1989)
Chairperson, Arts and Drama
B.F.A., M.F.A., UC, Santa Barbara

Couch, Kenneth (1974)
Computer Science
B.S., M.A., CSU, Chico

Craig, Susan (2005)
Co-Chairperson, Nursing
B.S.N., M.S.N., CSU, Chico

Cremer, Gordon Douglas (2001)
Director, Information Systems and Chief Technology Officer
B.A., Ohio State University

Cripe, JoAnne (2000)
Coordinator, First Year Experience, Family and Consumer Studies
B.A., Gordon College
M.Ed., James Madison University
Ed.D., Boston University

Critchfield, Russ (1998)
Physical Education, Men's Basketball Coach
B.A., UC, Berkeley
M.A., Saint Mary's College

Dahl, Cristina (2009)
English, Honors
B.A., M.A., CSU, Chico
M.A., Ph.D., Cornell University

Dahlgren, John (2010)
Drafting
B.S., CSU, Chico

Danielson, David (1993)
Dean for Student Learning
B.A., Johnson College, University of Redlands
M.S., CSU, Hayward

Davidson, Carolyn Lee (1996)
LEAD, Reading
B.A., University of Arizona
M.A., Eastern Kentucky University

Davis, Donna (2000)
Chairperson, Respiratory Care
A.S., Butte College

DeLaby, Lisa (2002)
Director, Public Relations and Marketing
B.A., CSU, Chico

DeMaggio, Steven (2009)
Manager, Dining Services
B.A., CSU, Chico

Dev, Sanjay Kumar (1990)
Mathematics
B.S., M.S., CSU, Chico

Dillard, Jamie (2010)
Director, DSPS
A.S., Prima Community College Arizona
B.S., University of Arizona
M.S., CSU, Sacramento

Donnelly, Brian (2007)
Career Life Planning
B.A., UC, Santa Cruz
M.S., University of LaVerne

Donnelly, Daniel (2002)
Digital Arts and Design, Multi-Media

Dorsett, Maggi (2002)
Coordinator, Food and Nutrition
B.A. Eastern Oregon University
M.S., Portland State University

Dressen, Bradley (2003)
Automotive Technology
A.S., Butte College

Duke, Lisa (1996)
Mathematics
B.S., CSU, Chico
M.A., University of New Mexico

Dully, David (2000)
Mathematics
B.A., CSU, Chico
M.A., UC, Riverside

Dunbaugh, Michael (2005)
Dean for Student Learning
A.A., Cabrillo College
B.A., CSU, Sacramento
M.S., Cal Poly, Pomona
J.D., Monterey College of Law

Enyeart, Bruce (1996)
Mechanized Agriculture
B.S., Washington State University
M.A., CSU, Chico

Ferguson, Colin (2002)
Geology, Physical Science
A.S., Butte College
B.S., CSU, Chico
M.S., Southern Arizona University

Findlay, Michael Shaw (1998)
Chairperson, Sociocultural Studies, Anthropology
B.A., Cal Poly, Pomona
M.A., CSU, Chico
Ph.D., University of Oregon

Flores, Rudy (1993)
Dean, Chico and Glenn Centers, Business Computer Information Systems, School and College Relations
A.A., San Joaquin Delta College
B.A., M.A., CSU, Chico

Fugle, Gary (1989)
Chairperson, Biological Sciences
Biology
B.A., Ph.D., UC, Santa Barbara
M.A., UC, Davis

Gantt, Ileana (1996)
Coordinator, Foreign Languages, Spanish
B.A., M.A., CSU, Chico

Geary, Rudolph (1991)
EOPS Counselor
B.A., UC, Davis
M.A., Humboldt State University

Gibbons, Frances (2001)
English, Honors
B.A., Pedagogico Nacional, Venezuela
M.A., Columbia University
Ph.D., University of Florida

Gliha, John (2005)
Executive Director, Development and Foundation
B.A., University of New York

Goberstein, Faina (1999)
Mathematics
M.S., Samara Polytechnic University, Russia

Goldberg, Jay (2002)
Vocational English as a Second Language (VESL)
B.A., Franklin and Marshall College
M.A., Banaras Hindu University
M.A., CSU, Chico

Goodson, David (2001)
Assistant Director, TRiO
B.S., CSU, Chico
M.A., Chapman University

Gripenstraw, Suzanne (2006)
Chairperson, LEAD, Reading
B.A., University of Arizona
M.S., CSU, Hayward

Grothe, Thomas (2005)
Communication Studies
B.A., CSU, Chico
M.A., San Francisco State University

Hagen, Lyman (2001)
Chairperson, Agriculture, Animal Science
A.S., Treasure Valley Community College
B.S., Ed.M, Oregon State University

Hall, Mark W. (1971)
Chairperson, Digital Arts and Design, Music
A.A., College of Marin
B.A., San Jose State University
M.A., University of Missouri, Columbia

Hammond, Steve (2008)
Counselor
B.A., UC, Santa Cruz
M.S.W., San Jose State University

Hannan, Gail (1998)
Reading
B.A., CSU, Chico
M.A., CSU, Sacramento

Hartman, Dena LaRee (2001)
Accounting
A.A., Butte College
B.S., M.B.A., CSU, Chico

Hartt, Phoebe (2006)
Mathematics
B.A., MA., CSU, Chico

Harvey, Kathy (2003)
Computer Science
B.A., Humboldt State University
M.S., CSU, Chico

Haslem, Marshall (2001)
Fire Science
B.S., CSU, Chico
M.S., Cal Poly, San Luis Obispo

Hauser, Juilet (2000)
Mathematics
B.S., CSU, Chico
M.A., CSU, Fresno

Henson, Leslie (1998)
Co-Chairperson, Language Arts, English
B.A., St. Vincent College
M.A., Ph.D., University of Florida

Herrick, Tamsen (2009)
Mathematics
B.S., University of CA, Davis
M.A., Fresno Pacific University
M.S., University of Phoenix

Hicks, Bruce (1988)
Agriculture
A.A., College of the Redwoods
B.S., M.S., Cal Poly, San Luis Obispo

Hines, Lisa (2006)
Respiratory Care
B.A., Northern Illinois
M.P.A., College of Notre Dame

Hoiland, Eric (1995)
Director of Assessment
B.A., UC, Berkeley
M.A., University of Vermont
M.A., University of La Verne

Hoiland, Scot (1991)
Geography
B.A., M.A., CSU, Chico

Holland, John R. (1998)
Administration of Justice
B.A., Saint Mary's College
M.A., Chapman University

Holt, Robert (2005)
Automotive Technology
A.A., Butte College

Hovsepian, Vahan (2005)
Psychology
B.A., University of Southern California
M.A., Pepperdine University

Hutton, Terri (2003)
Child Development
A.A., Yuba College
B.A., CSU, Chico
M.A., Concordia University, Minnesota

Jauron, Lester (2001)
Vice President, Planning and Information
B.S., US Military Academy
M.B.A., Oklahoma City University
M.M.A.S., US Army Command and General Staff College

Jennings-Severe, Peggy (1984)
Director, Recruitment, Outreach and Student Life
A.A., Modesto Community College
B.A., M.A., CSU, Chico

Jensen, Nancy (1988)
Supervisor, Student Services
B.S., CSU, Chico

Johansson, Brenda (2000)
Nursing
B.A., UC, Berlekey
A.D.N., Contra Costa College
B.S.N., M.S.N., CSU, Chico

Johnson, Linda (2003)
Psychology
B.A., Western Washington University
M.A., CSU, Chico

Johnson, Tracy (2001)
Co-Chairperson, Language Arts
Coordinator, Honors Program
B.A., M.A., UC, Los Angeles
Ph.D., University of New Mexico

Jones, Kim (1988)
Assistant Director, Facilities Planning and Management
A.S., Butte College

Jordan, Jeffrey (2006)
Head Football Coach, Health, Physical Education
B.S., Cal Poly, San Luis Obispo
M.A., CSU, Chico

Juhl-Darlington, Jennifer (2007)
Nursing
B.A., Mills College
M.S.N., San Francisco State University

Kekaha, Lisa (2008)
LEAD, Reading
B.A., M.A., CSU, Chico

Kelly, Macy (1988)
Nursing
B.S., UC, Davis
B.S., CSU, Sacramento
M.S., UC, San Francisco

Kincheloe, Laurie (1992)
Coordinator, Mathematics
B.A., M.A., CSU, Chico

Konuwa, Sophie A. (1993)
Director, Small Business Development Center, Business Management
B.A., Appalachian State University
M.S., Cardinal Stritch University

Laffins, Jaime (2008)
Nursing
A.S., Three Rivers Community College
B.S.N., M.S.N., CSU, Chico

LaGrave, Nicole (2008)
LEAD, Reading
B.A., M.A., CSU, Chico

Latham, Mark (2008)
Music
B.A., M.A., CSU, Chico

Lauer, Jim (1990)
Physical Education/Health
B.A., M.A., CSU, Chico

Lavin, Saundra Hayano (1998)
EOPS Counselor
B.A., M.A., CSU, Chico

Lechner, Gary (2008)
Biological Sciences
B.S., M.S., CSU, Chico

Lemley, Jack (1988)
Director, Auxiliary Services and Special Projects
B.A., M.P.A., CSU, Chico

Lillie, Penny L. (1995)
Physical Science, Chemistry
A.A., Butte College
B.A., M.S., CSU, Chico

Lovelace, Kathy (1997)
Program Coordinator, Foster/Kinship Care Education

Machuga, Ric (1985)
Philosophy
B.A., Westmont College
M.A. University of Oregon
M.A. CSU, Chico

MacKinnon, Katherine (2003)
LEAD, Reading
B.A., University of the South, Tennessee
M.S., Georgia State University
Ph.D., Northern Arizona University

Maday, Randy (1993)
Physical Education and Health, Law Enforcement Academy
B.A., M.A., CSU, Chico

Marhenke, Jonathan (2007)
Chemistry
B.S., Valparaiso University
Ph.D., UC, Santa Barbara

Mason, Paul (1996)
Biological Sciences
B.S., San Jose State University
M.S., UC, Davis

Masterson, Thomas (1996)
Political Science
B.A., UC, Santa Barbara
M.A., Ph.D., Claremont Graduate University

Mavis, Mark (2002)
Chairperson, Mathematics
B.A., M.S., CSU, Chico

McAfee, Kathie (1994)
Child Development
A.A., Shasta College
B.S., M.A., CSU, Chico

McCurry, Debra (2005)
EOPS Counselor
B.A., M.S., CSU, Chico

McIntyre, Karen (2000)
Counselor
A.A., Yuba College
B.A., M.S., CSU, Chico

McKinnon, Mark (1998)
English
B.A., M.A., CSU, Chico
Secondary Teaching Credential, St. Mary's College

McKissick, Jan B. (1990)
Communication Studies
B.A., M.A., CSU, Los Angeles
B.A., Linfield College, Oregon

Medina, George (2000)
Chairperson, Automotive Technology

Micalizio, Karen (1982)
Dean, Financial Aid and Special Programs
A.A., Butte College
B.A., CSU, Chico
M.S., University of La Verne

Milinkevich, Kristin (2009)
Chemistry
B.S., CSU, Chico
Ph.D., UC, Davis

Mistry, Shahroukh (2009)
Biological Sciences
B.S., M.S., University of Baroda
M.S., University of TN, Knoxville
Ph.D., University of New Mexico

Modes, Mark Steven (1993)
Physical Education
B.S., CSU, Fresno

Mott, Betsy (2009)
Nursing
A.A., Sacramento City College
B.S., CSU, Chico
M.S., UC, San Francisco

Munson, Kelly (2002)
Advisor, Associated Students and Student Activities
B.S., Cal Poly, San Luis Obispo
M.Ed., Antioch/New England Graduate School

Nash, Kristie (2002)
Manager, Contracts/Risk Management
B.S., University of Phoenix

Nichols, Lisa (2003)
Chemistry
B.S., CSU, Chico
M.S., Stanford University

Nuzum, Julie (2010)
Special Education
B.A., Simpson University
M.A., CSU, Chico

O'Neil, Alexandra (2003)
Art History, Art
B.F.A., M.A., CSU, Chico

Oba-Winslow, Carol (2006)
Disabilities Specialist
B.A., M.S.W., CSU, Fresno

Panunto, Michael (2004)
Chairperson, Physical Sciences, Engineering
B.S., Temple University
M.S., Ph.D., University of Maryland

Payne, Carl David (2001)
Communication Studies
B.S., M.A., Ed.D., Oklahoma State University

Peacock, Miles (2008)
Welding
B.S., Humboldt State University

Perry, Kimberly (2011)
Superintendent/President
B.S., M.Ed., UC, Davis
Ed.D., University of the Pacific

Petlack, Connie (2002)
Business Computer Information Systems
B.A., M.A., CSU, Los Angeles

Piccinino, Barry George (1977)
Drama
A.A., Butte College
B.A., M.A., CSU, Chico

Price, Steve (2007)
Economics
B.A., CSU, Chico
M.A., University of San Francisco

Radler, Andrew (2007)
Economics
B.S., Cal Poly, San Luis Obispo
M.P.A.,University of San Francisco

Rafferty, Annie (2008)
Director, Contract Ed Training and 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

Reilly, Patricia (2000)
Nursing
B.S.N., San Diego State University
M.S.N., CSU, Dominguez Hills

Reinbold, Brian (2001)
Physical Science
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)
EOPS 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
B.A., UC, Berkeley
M.A., UC, San Diego

Roberson, Carrie (2003)
Chairperson, Family and Consumer Studies
B.A., CSU, Chico
M.A., National University, Sacramento

Robinson, Donald (2003)
Chairperson, Welding
A.S., Butte College
B.S., CSU, Chico
M.S., Cal Poly, San Luis Obispo

Rodriquez, Raymond L. (1990)
Transfer Counseling Center Coordinator
A.A., Butte College
B.A., CSU, Chico
M.A., John F. Kennedy University, San Luis Obispo

Rose, Sonya (2011)
Nursing
B.S., UC, Davis
B.S.N., CSU, Sacramento

Salvo, Dorinda (2005)
Business Computer Information Systems
A.A., Shasta College

Schafer, Belinda (2008)
Chairperson, EMT/Paramedic
A.A.S., University of New York, Albany
B.S., CSU, Chico

Senat, Simone (2000)
Fine Arts
B.A., UC, Los Angeles
M.F.A., San Jose State University

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, and Enrollment Management
B.A., CSU, Chico

Sloan, Sandy (2008)
Chairperson, Business Computer Information Systems
A.A.S., B.S., Ph.D., Southern Illinois University Carbondale
M.P.A CSU, Eastbay

Smith, Jonathan (2005)
Co-Chairperson, Nursing
B.S.N., CSU, Chico
M.S.N., San Francisco

Soldate, John (2006)
Counselor
A.A., Santa Rosa Junior College
B.A., M.A., CSU, Chico
M.S., University of Southern California

Speed, Kenneth (1985)
Counseling
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

Stanley-Hall, Carol (1975)
Physical Education
B.A., M.A., CSU, Chico

Stephen, Carolyn Starr (2010)
Director, Financial Aid and Veterans Services
B.A., Barnard College/Columbia University
M.A., Rutgers University

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

Trento, Jason (2000)
Physics, Physical Science
B.S., CSU, Chico
M.S., UC, Davis

Trolinger, Christine (2002)
Coordinator, Student Learning Outcomes, History
B.A., Angelo State University
M.A., Texas Tech University

Trolinger, John Boyd (2001)
Chairperson, Computer Science/Drafting
B.A., University of Texas
M.A., Texas Tech University

Turner, Charles A. (1993)
History
B.A., UC, Riverside
M.A., UC, Los Angeles
J.D., Newport University

Vela, Mario (2002)
Coordinator, Physical Education and Athletics
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
B.S., UC, Berkeley
Ph.D., UC, Davis

Ward, Teresa (2000)
LEAD, Reading
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

Wentzell, Justin (2010)
Foreign Language
B.A., M.A., Northern Arizona University

Whitacre, Darrell (2006)
Director, Child Development Center
A.S., Butte College
B.A., CSU, Chico

White, Robert (2008)
Engineering, Physics
B.S., CSU, Chico
M.S., Ph.D., University of Illinois at Urbana-Champaign

Williams, Michael (2006)
Biological Sciences
B.A., UC, Santa Barbara
M.S., University of Tennessee
Ph. D., University of Washington

Wilmarth, Jared "Tip" (2001)
Coordinator, Environmental Horticulture, Agriculture
A.A., Butte College

Wood, Christine (1998)
Chairperson, Social and Behavioral Sciences, 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, Mathematics
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
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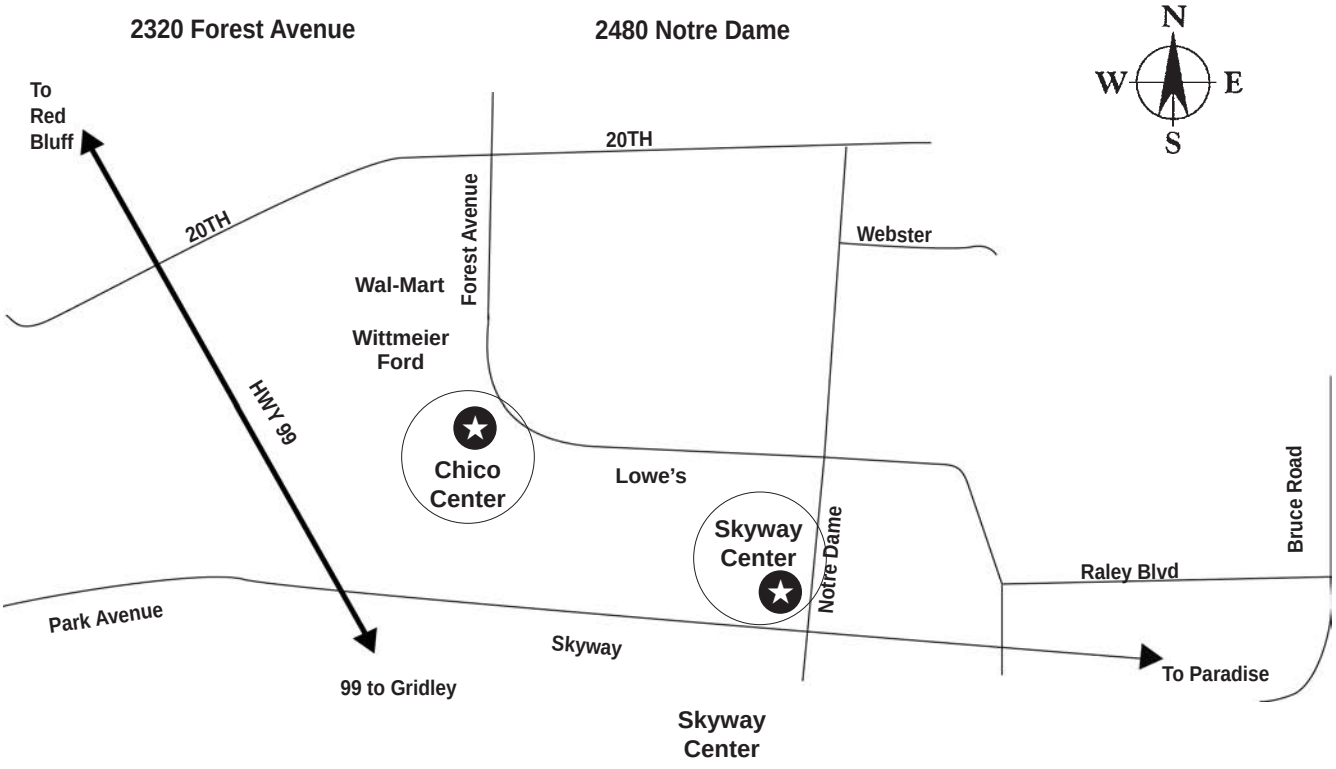
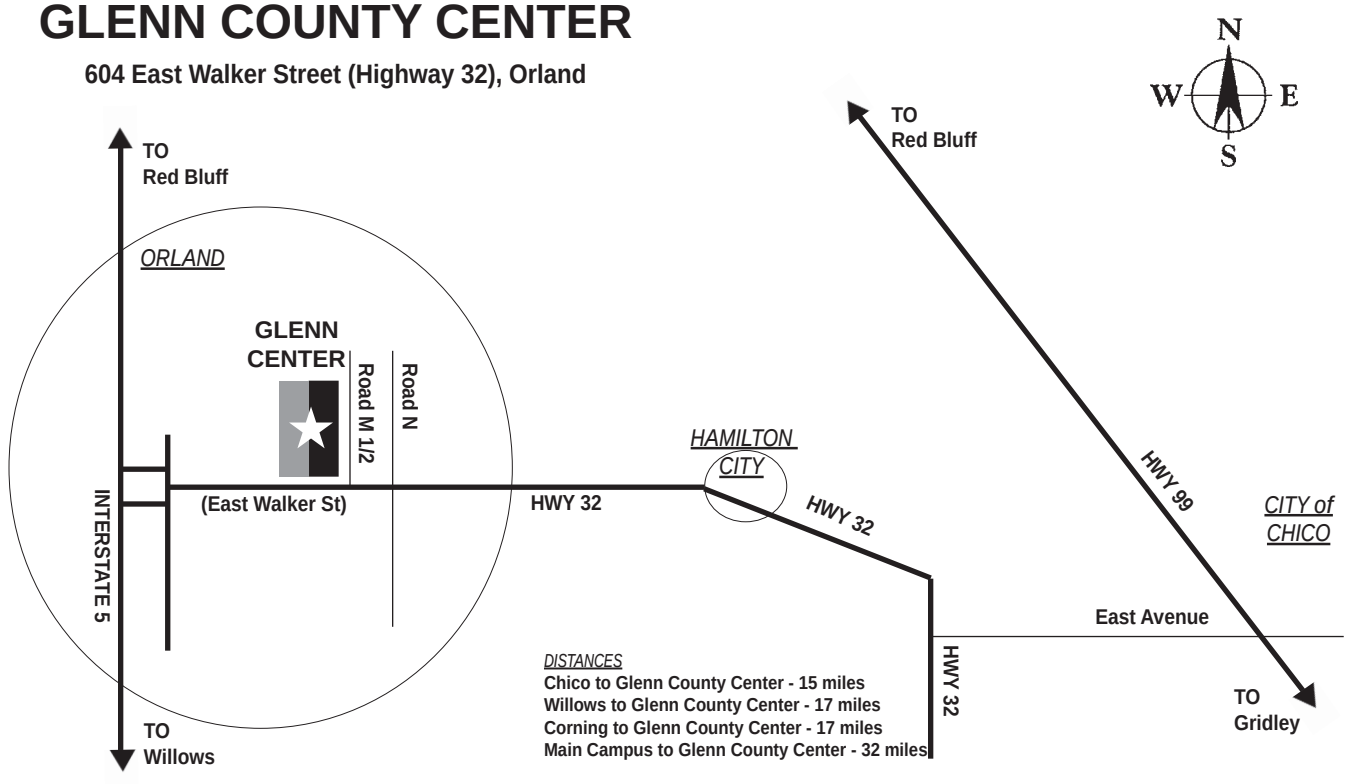
CHICO CENTER • SKYWAY CENTER

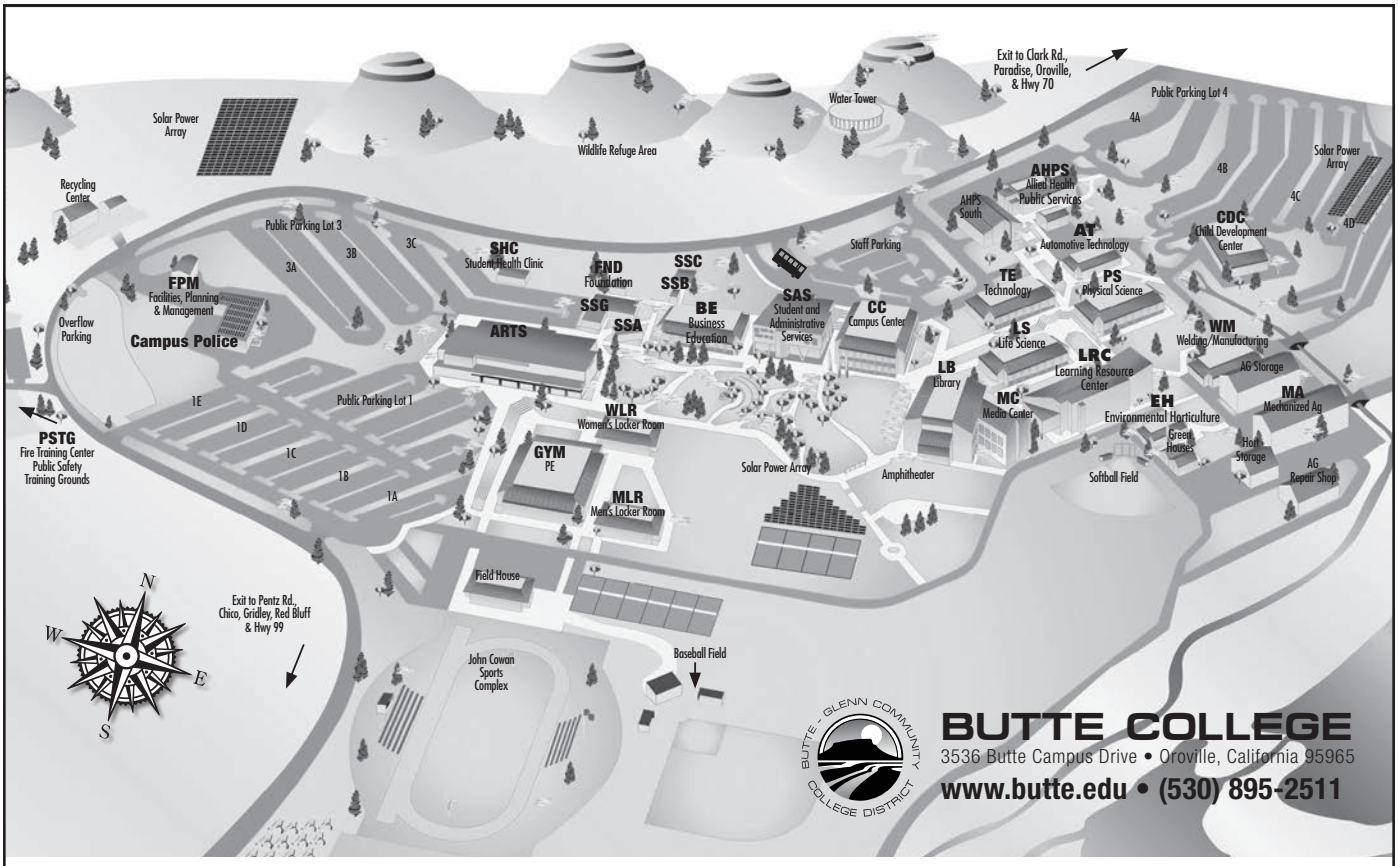
2320 Forest Avenue **2480 Notre Dame**



GLENN COUNTY CENTER

604 East Walker Street (Highway 32), Orland





Butte College Main Campus Map, Listing of Buildings and Services

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