

Chicano Studies

Associate in Arts Degree:	Units
Chicano Studies	23*
*and courses to meet graduation requirements, general education and electives as needed to meet minimum of 60 units required for the	

Description

The Chicano Studies program provides an interdisciplinary approach to the interaction of the Chicano with other cultures in a bilingual, multicultural setting. It helps to prepare students for transfer to a four-year university major in Mexican American, Ethnic or Intercultural Studies and for other professional fields including the social sciences, humanities, law, law enforcement, border and immigration occupations, international business, social work, public administration and teaching. Chicano Studies courses enhance understanding of one of the country's fastest growing population groups.

Program Emphasis

Chicano Studies courses are taught in English and the curriculum is designed to meet District and baccalaureate general education and multicultural course requirements. The program offers courses in anthropology, bilingual studies, Chicano culture, history of Mexico and the United States, language and literature, psychology and sociology from a Chicano perspective.

Faculty	Office	Telephone
Enrique Davalos	R1-23	619-388-3634
Justin Akers	R1-21	619-388-3181

Career Options

Most careers related to Chicano or Mexican American Studies require education beyond the associate degree. A list of sample careers includes: anthropologist, immigration officer, peace officer, counselor, international business person, historian,

health worker, social worker, translator, and travel and tourism advisor.

Student Learning Outcomes

Upon active engagement in course activities and processes the successful student will be able to:

- Attend educational, cultural, or political activities related to the Chicano/a Latino/a community's social issues.
- Express in a written, oral or artistic way what the cultural roots of the Mexican and Mexican-American experience are.
- Express in a written, oral or artistic way some of the major obstacles that the Indigenous cultures of Mexico have faced since having contact with European cultures.
- Express in a written, oral or artistic way some of the contributions that women have made to the development of the Mexican and Mexican-American experience.

Academic Programs

The associate degree in Chicano Studies requires completion of the courses listed below. Additional general education and graduation requirements for the associate degree are listed in the catalog. **The associate degree requires a minimum of 60 units.**

Associate in Arts Degree: Chicano Studies

Courses Required for the Major:	Units
CHIC 110A, Introduction to Chicano Studies.....	3
CHIC 110B, Introduction to Chicano Studies	3
CHIC 130, Mexican Literature in Translation or	
CHIC 135, Chicano Literature or	
CHIC 138, Literature of La Raza in Latin America Translation	3
CHIC 141A, U.S. History from a Chicano Perspective.....	3
CHIC 141B, U.S. History from a Chicano Perspective.....	3
CHIC 210, Chicano Culture	3
Select one of the following courses:	
CHIC 203, Introductory Spanish for Spanish Speakers or	
CHIC 204, Intermediate Spanish for Spanish Speakers or	
SPAN 201, Third Course in Spanish or	
SPAN 202, Fourth Course in Spanish	5
Total Units = 23	

Recommended electives: Chicano Studies 150, 201, 290, 296.

Transfer Information

Common university majors related to the field of Chicano Studies include:

Chicana-Chicano Studies, Ethnic Studies, Latin American Studies, Mexican-American Studies, Raza Studies.

Course Requirements for Transfer Students

Students who plan to transfer to a four year college or university and earn a bachelor's degree in this discipline should consult with a counselor or visit the Transfer/Career Center to determine the appropriate major preparation courses for their specific transfer institution and major. Transfer students may also earn an Associate of Arts degree in Liberal Arts and Sciences with an emphasis. This degree may be individually tailored to each student's specific transfer requirements in order to provide the most efficient path to transfer. More information on transfer programs and procedures is available in the Transfer Programs section of the catalog.

Courses

Chicano Studies (CHIC)

110A Introduction to Chicano Studies

3 hours lecture, 3 units

Letter Grade or Pass/No Pass Option

Advisory: English 48 and English 49, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5/R5.

This course is an introductory survey of the field of Chicano Studies and the factors that influence the Chicano culture. Emphasis is placed on the historical development of the Chicano people including their Mesoamerican roots, cultural identification, political activities, and their contemporary roles and influence in United States culture, society and economy. This course is designed for students majoring in Chicano Studies and/or Social Sciences and can be used for transfer General Education. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

110B Introduction to Chicano Studies

3 hours lecture, 3 units

Letter Grade or Pass/No Pass Option

Advisory: English 48 and English 49, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R5 and W5.

This course is a continuation of Chicano Studies 110A. Emphasis is placed on the historical development of the Chicano people including their connections to the indigenous people of the Southwestern and Western United States, their historical and contemporary experiences as residents of border of territories and as transnational actors as well as their contemporary roles and influence in United States culture, society and economy. This course is designed for students majoring in Chicano Studies and/or Social Sciences. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

130 Mexican Literature in Translation

3 hours lecture, 3 units

Letter Grade or Pass/No Pass Option

Advisory: English 42 and English 43, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R4 and W4.

A survey of Mexican literature in translation, introducing students to authors of the novel, short story poem, essay, and folklore. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

135 Chicano Literature

3 hours lecture, 3 units

Letter Grade or Pass/No Pass Option

Advisory: English 42 and English 43, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R4 and W4.

This course is a survey of Chicano literature. The genres to be studied include poetry, the novel, essay, short story, and theater. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

138 Literature of La Raza in Latin America in Translation

3 hours lecture, 3 units

Letter Grade or Pass/No Pass Option

Advisory: English 42 and English 43, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R4 and W4.

A survey of the novels, short stories, poetry and major Latin American writers, from the end of the Colonial

Period to the present. Emphasis will be given to major contemporary authors reflecting the universality of Mestizo (Raza) masterpieces. This course is for all students with an interest in the study of Latin American literature. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

141A United States History from a Chicano Perspective

3 hours lecture, 3 units

Letter Grade or Pass/No Pass Option

Advisory: English 48 and English 49, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R5 and W5.

This course is a survey of early American history from the Mexican/Chicano perspective. It covers the period of discovery to the period of Reconstruction with emphasis on the evolution, influence, and experience of the Chicano. It includes their contributions to the political, social, economic, and cultural development of the United States. This general education course would be of interest to students studying history, ethnic studies, or other social sciences. This course partially satisfies the American Institutions requirement for the associate degree and for transfer to CSU. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Limitation: History (HIST) 109-110, 141-142, 150- 151, Black Studies (BLAS) 140A-140B, and/or Chicano Studies (CHIC) 141A-141B combined: maximum credit, one series.

141B United States History from a Chicano Perspective

3 hours lecture, 3 units

Letter Grade or Pass/No Pass Option

Advisory: English 42 and English 43, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R4 and W4.

This is a survey course in American history that covers the period of transition of the southwest from its Spanish-Mexican roots to its American acquisition in 1848. The course traces 19th century developments, slavery in the former Mexican territories, Native Americans, immigration and repatriation and includes constitutional development and government in California. This is a survey course recommended for those students who intend to transfer to a four-year college or university. The complete six-unit sequence, Chicano Studies 141A and 141B, satisfies the graduation and degree requirements in American Institutions and California State Government. (FT) Associate Degree Credit & transfer to CSU and/or

private colleges and universities. UC Transfer Limitation: History (HIST) 109-110, 141-142, 150- 151, Black Studies (BLAS) 140A-140B, and/or Chicano Studies (CHIC) 141A-141B combined: maximum credit, one series.

150 History of Mexico

3 hours lecture, 3 units

Letter Grade or Pass/No Pass Option

Advisory: English 48 and English 49, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R5 and W5.

This is a survey of Mexican history from the earliest pre-Columbian times to the present. Special emphasis is given to major historical developments from the time of the Spanish Conquest to the Revolution of 1910. In this course special consideration is given to the economic, political, social, and cultural factors which have shaped modern Mexico. This course prepares students for careers dealing with Mexico and/or Mexican culture. This course satisfies an elective requirement for the Associate Degree in Chicano Studies. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

170 La Chicana

3 hours lecture, 3 units

Letter Grade or Pass/No Pass Option

Advisory: English 42 and English 43, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R4 and W4.

La Chicana in American society as viewed through a historical and sociological perspective. Her role in Chicano culture, family, religion, education, economics, and politics. Contemporary problems and conditions. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

190 Chicano Images in Film

3 hours lecture, 3 units

Letter Grade or Pass/No Pass Option

Advisory: English 48 and English 49, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R5 and W5.

This course is a critical approach to cinematic images of Chicanos as depicted in selected films. Focus is placed on stereotypical and negative portrayals during early cinema with an examination of the more realistic and complex portraits of more recent times. Film genres such as early Hollywood features, documentaries and the emerging "Chicano film" are examined. This course is designed for students

interested in film studies with a special focus on the Chicano experience in film. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

201 Pre-Columbian Cultures of MesoAmerica
3 hours lecture, 3 units
Letter Grade or Pass/No Pass Option

Advisory: English 48 and English 49, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R5 and W5.

This course is an examination of the archaeological, economic, social, political, cultural, and religious systems of MesoAmerica. This course satisfies an elective requirement for the Associate Degree in Chicano Studies. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

203 Introductory Spanish for Spanish Speakers
5 hours lecture, 5 units
Letter Grade or Pass/No Pass Option

Advisory: English 42 and English 43, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R4 and W4.

A survey of Spanish grammar, understanding and speaking Spanish, with special emphasis on reading and writing Spanish. The Spanish of the Southwest will be studied as an effective and legitimate instrument of communication. Students will read community newspapers as well as Chicano and Mexican writers. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course Limitation: Chicano Studies (CHIC) 203, 204 and Spanish (SPAN) 201, 202 combined: maximum credit, one series.

204 Intermediate Spanish for Spanish Speakers
5 hours lecture, 5 units
Letter Grade or Pass/No Pass Option

Advisory: English 42 and English 43, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R4 and W4.

An advanced review of grammar. Conversational and written Spanish emphasized. Spanish and Chicano

literary works will be selected to acquaint the student with the historical background, literature, and culture of the Spanish-speaking people. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course Limitation: Chicano Studies (CHIC) 203, 204 and Spanish (SPAN) 201, 202 combined: maximum credit, one series.

210 Chicano Culture
3 hours lecture, 3 units
Letter Grade or Pass/No Pass Option

Advisory: English 48 and English 49, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R5 and W5.

This course is a study of the Indo-Hispano roots of Chicano culture in the United States. Emphasis is placed on the historical development of Chicano popular culture and its expression through music, art, radio, television, newspapers, literature and festivities in urban and rural contexts. This course is designed for students majoring in Chicano Studies and/or Humanities. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

290 Independent Study
Hours by Arrangement, 1-3 units
Letter Grade or Pass/No Pass Option

Limitation on Enrollment: Must obtain an Add Code from instructor for registration.

For students with advanced background in Chicano Studies who wish to study special problems or work on specialized projects. This course may be taken four times with different content for a maximum of six units. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

This discipline may offer specialized instruction in one or more of the following areas: Supervised Tutoring (044), Experimental Topics (265), Independent Study (290), Individualized Instruction (296), Service Learning (277), or Work Experience (270). Detailed course descriptions are listed on page page 118. Please refer to the class schedule and/or see the dean or department chair for availability.

Child Development

	Units
Certificate of Performance:	
Assistant Teacher	10-13
Family Child Care	9
Infant/Toddler Care	9
Residential Care Workers	12
School Age Child Care	12
Certificate of Achievement:	
Associate Teacher	18-19
Teacher	26-29
Master Teacher	35-39
Associate in Science Degree:	
Child Development	26-29*
Site Supervisor	35-38*

*and courses to meet graduation requirements, general education and electives as needed to meet minimum of 60 units required for the degree.

Description

Child Development offers programs for career and transfer students. Certificates of Performance, Certificates of Achievement and Associate Degree programs are available to students interested in a range of child development opportunities and in meeting the requirements for the State of California Child Development Permits and the California State Department of Social Services, Title 22, Community Care Licensing.

Program Emphasis

The Child Development program offers course work, training and supervised practicum experiences to meet state licensing requirements for working in centers, schools, child care homes and service related

agencies. The skills and knowledge gained in beginning courses provide the framework and foundation for more specialized courses.

Faculty	Office Telephone	
Susan Fontana	Child Development Center F-Building	619-388-3205
Berta Harris	A-1-D	619-388-3877
Gloria Lyon	Child Development Center, F-Building	619-388-3205 619-388-3648
Sue Martin	A-1-C	619-388-3237

Career Options

The San Diego Community College District offers certificates, degrees and transfer options in the field of Child Development/Early Childhood Education. The **Family Child Care** Certificate offered at City and Miramar and the **Home Day Care** Certificate offered at Mesa provides skills and knowledge for child care in family settings. The **Infant/Toddler Care** Certificate of Performance offers skills for working with children aged birth to three years. The **School Age Child Care** Certificate of Performance offered at City provides training for working with school age children.

The **Assistant Teacher** Certificate of Performance prepares an individual to work in public and private child care settings. The Certificate of Achievement options, **Associate Teacher, Teacher, and Master Teacher**, prepare individuals for higher level instructional and service-oriented positions. The **Assistant Teacher, Associate Teacher, Teacher, and Master Teacher** certificates meet the requirements for the State of California Child Development Permits. The Child Development Associate in Science Degrees prepare for teacher, master teacher, director, and site supervisory positions.

Student Learning Outcomes

Students who complete the program will be able to:

- Interpret the processes of child growth and development.
- Examine practices that respect and support inclusion.
- Plan and demonstrate curriculum based on developmentally appropriate practices.
- Model ethical practices with children, families, colleagues and communities as stated in the NAEYC Code of Ethical Conduct.

Academic Programs

*Certificates of Performance

*These are department awards in recognition of information on the transcript and does not imply that a graduation requirement has been met.

Certificate of Performance: Assistant Teacher*

This certificate prepares students to assist in the instruction of children under the supervision of an Associate Teacher or higher. Child Development courses must be completed with a grade of "C" or better.

Courses:	Units
CHIL 101, Human Growth and Development	3
CHIL 180, Nutrition, Health & Safety for Children	3
Select one course from:	
CHIL 111, Curriculum: Music/Motor Skills	
CHIL 121, Curriculum: Art	
CHIL 131, Curriculum: Language/Science	
CHIL 141, The Child, Family and Community	3
Select one course from:	
CHIL 160, Observing and Understanding Children	
CHIL 161, Observations and Issues in Child Development	
CHIL 270, Work Experience	
CHIL 291, or 291A, or 291B, or 291C, or 291D, Child Development Center Practicum.....	1-4
Total Units = 10-13	

Certificate of Performance: Family Child Care*

This certificate prepares students with basic training to care for children in a licensed home/family setting. Child Development courses must be completed with a grade of "C" or better.

Courses:	Units
CHIL 101, Human Growth and Development	3
CHIL 180, Nutrition, Health & Safety for Children	3
Select one course from:	
CHIL 111, Curriculum: Music/Motor Skills	
CHIL 121, Curriculum: Art	
CHIL 131, Curriculum: Language/Science	
CHIL 175, Infant-Toddler Growth and Development	3
Total Units = 9	

Certificate of Performance: Infant/Toddler Care*

This certificate prepares students with basic training to work with children aged birth to three years in licensed home/family care and center programs. Child Development courses must be completed with a grade of "C" or better.

Courses:	Units
CHIL 101, Human Growth and Development.....	3
CHIL 175, Infant-Toddler Growth and Development.....	3
CHIL 176, Principles of Infant/Toddler Caregiving	3
Total Units = 9	

Certificate of Performance: Residential Care Workers*

This certificate is designed to meet the State requirements for positions in residential care programs.

Courses	Units
CHIL 101, Human Growth and Development.....	3
CHIL 141, The Child, Family and Community.....	3
CHIL 175, Infant-Toddler Growth and Development.....	3
CHIL 188, Child Abuse.....	3
Total Units = 12	

Certificate of Performance: School Age Child Care*

This certificate prepares students for entry level positions as before- and after-school care providers, recreation leaders, and camp counselors. Child Development courses must be completed with a grade of "C" or better.

Courses:	Units
CHIL 101, Human Growth and Development.....	3
CHIL 152, School Age Program Planning	3
Select two courses from:	
CHIL 185, Computer Usage with Young Children	
MATH 210A, Concepts of Elem School Mathematics I	
MUSI 110, Music for Elementary School Teachers	
PHYE 240, Physical Education in the Elementary Schools.....	6
Total Units = 12	

For the Certificates of Performance listed above, one or more of the following courses is recommended to gain experience and credits required for higher level permits:

CHIL 160, Observing and Understanding Children

CHIL 161, Observations and Issues in Child Development
 CHIL 270, Work Experience
 CHIL 291, or 291A, or 291B, or 291C, or 291D, Child Development Center Practicum

**Certificate of Achievement:
 Child Development**

Associate Teacher

This certificate prepares students to provide instruction to children and supervise Assistant Teachers. Child Development courses must be completed with a grade of "C" or better.

Courses Required for the Major:	Units
CHIL 101, Human Growth and Development	3
CHIL 141, The Child, Family and Community	3
CHIL 180, Nutrition, Health & Safety for Children	3
Select two courses from:	
CHIL 111, Curriculum: Music/Motor Skills	
CHIL 121, Curriculum: Art	
CHIL 131, Curriculum: Language/Science	3,3
Select three or more units from:	
CHIL 160, Observing and Understanding Children	
CHIL 161, Observations and Issues in Child Development	
CHIL 270, Work Experience	
CHIL 291, or 291A, or 291B, or 291C, or 291D, Child Development Center Practicum.....	3-4
Total Units = 18-19	

**Certificate of Achievement:
 Child Development**

Teacher

This certificate prepares students to provide instruction to children and supervise Assistant and Associate Teachers. Child Development courses must be completed with a grade of "C" or better.

Courses Required for the Major:	Units
CHIL 101, Human Growth and Development	3
CHIL 111, Curriculum: Music/Motor Skills	3
CHIL 121, Curriculum: Art	3
CHIL 131, Curriculum: Language/Science	3
CHIL 141, The Child, Family and Community	3
CHIL 180, Nutrition, Health & Safety for Children	3
CHIL 151, Program Planning	3
and concurrent enrollment in:	
CHIL 270, Work Experience or	
CHIL 275, Supervised Field Study	2-4
Select one of the following three options:	
CHIL 160, Observing & Understanding Children and	

CHIL 161, Observation & Issues in Child Development **or**
 CHIL 165, Children with Special Needs **or**
 CHIL 175, Infant-Toddler Growth and Development..... 3-4
Total Units = 26-29

**Certificate of Achievement:
 Child Development**

Master Teacher

This certificate prepares students to provide instruction to children and supervised Assistant/ Associate Teachers and Teachers. It further prepares the Master Teacher to coordinate curriculum and staff development. Child Development courses must be completed with a grade of "C" or better.

Courses Required for the Major:	Units
CHIL 101, Human Growth and Development.....	3
CHIL 111, Curriculum: Music/Motor Skills	3
CHIL 121, Curriculum: Art	3
CHIL 131, Curriculum: Language/Science.....	3
CHIL 141, The Child, Family and Community.....	3
CHIL 151, Program Planning	3
CHIL 180, Nutrition, Health & Safety for Children.....	3
and	
Select one of the following three options that is <u>NOT</u> part of your Specialization (see Specializations listed below) to complete the minimum 24 unit core requirement:	

CHIL 160, Observing & Understanding Children **and**
 CHIL 161, Observation & Issues in Child Development **or**
 CHIL 165, Children with Special Needs **or**
 CHIL 175, Infant-Toddler Growth and Development..... 3-4
 CHIL 215, Adult Supervision & Mentoring in Early Childhood Settings..... 3
 CHIL 270, Work Experience, **or**
 CHIL 275, Supervised Field Study (with concurrent enrollment in CHIL 151, Program Planning)..... 2-4

and
Select one of the following Specializations for a total of 6 - 7 units:
Guiding Young Children
 CHIL 160, Observing & Understanding Children
 CHIL 161, Observation & Issues in Child Development
 CHIL 162, Observing and Guiding Child Behavior **or**
Family Life
 CHIL 160, Observing & Understanding Children
 CHIL 161, Observation & Issues in Child Development

- CHIL 270, Work Experience, 3 unit (48 days)
 CHIL 270, Work Experience, 4 unit (64 days)
 CHIL 275, Supervised Field Study, 2 units (32 days)
 CHIL 291, Child Development Practicum,
 1 unit (16 days)
 CHIL 291, Child Development Practicum,
 2 unit (32 days)
 CHIL 291A, Child Development Practicum,
 1 unit (16 days)
 CHIL 291B, Child Development Practicum,
 1 unit (16 days)
 CHIL 291C, Child Development Practicum,
 1 unit (16 days)
 CHIL 291D, Child Development Practicum,
 1 unit (16 days)

Transfer Information

Common university majors related to the field of Child Development include:

Child Development, Family and Consumer Studies and Sciences, Gerontology, Human Development, Liberal Studies.

Course Requirements for Transfer Students

Students who plan to transfer to a four year college or university and earn a bachelor's degree in this discipline should consult with a counselor or visit the Transfer/Career Center to determine the appropriate major preparation courses for their specific transfer institution and major. Transfer students may also earn an Associate of Arts degree in Liberal Arts and Sciences with an emphasis. This degree may be individually tailored to each student's specific transfer requirements in order to provide the most efficient path to transfer. More information on transfer programs and procedures is available in the Transfer Programs section of the catalog.

Courses

Child Development (CHIL)

101 Human Growth and Development

**3 hours lecture, 3 units
Grade Only**

Advisory: English 48 and English 49, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R5 and W5.

This course examines the interrelationship among the physical, cognitive, and psychosocial growth and development of individuals from conception through adolescence. It emphasizes positive relationships with

family members, peers, and other significant individuals. Topics include theories and philosophies of human development and cross-cultural patterns. Students observe children and educational programs. This course is a core requirement for the State of California Child Development Permit and the State of California Community Care Licensing, Title XXII. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Limitation: Child Development (CHIL) 101 and 103 combined: maximum credit, one course.

111 Curriculum: Music/Motor Skills

**3 hours lecture, 3 units
Grade Only**

Advisory: English 48 and English 49, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels W5 and R5.

This course is a study of the development and significance of music and perceptual motor activities in child development from infancy through kindergarten. Emphasis is placed on basic teaching techniques and selecting suitable materials and equipment for various age and maturity levels among preschool children. This course is designed for students who have an interest in working with children ages 0 - 5 in settings such as preschools, daycares etc. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

121 Curriculum: Art

**3 hours lecture, 3 units
Grade Only**

Advisory: English 48 and English 49, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R5 and W5.

This course is an introductory study of the function of creativity and the affective domain in early childhood educational programs. Emphasis is placed on the development of art curriculum activities, basic teaching skills, guidance techniques, equipment and materials. Students select appropriate activities for a variety of age and maturity levels based on child development theories and concepts. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

131 Curriculum: Language/Science

**3 hours lecture, 3 units
Grade Only**

Advisory: English 42 and English 43, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R4 and W4.

This course is an introductory study of the function of language, math and science learning in early childhood educational programs. Emphasis is placed on the development of language and science curriculum activities, basic teaching skills, guidance techniques, equipment and materials. Students select appropriate activities for a variety of age groups and maturity levels based on child development theories and concepts. This course may be used for licensing, child development permits, transfer and general interest for working with children. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

141 The Child, Family and Community
3 hours lecture, 3 units
Grade Only

Advisory: English 48 and English 49, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R5 and W5.

This course is a study of the dynamics of human development and socialization in a culturally pluralistic society. Emphasis is placed on the influences of contemporary family living and cultural patterns on the child, school-family relationships, and community resources and services that support and strengthen families. This course is a core requirement for California Child Development teacher/director center permits as well as for the State of California Department of Community Care Title XXII licensing childcare centers requirements. This course is designed for all students interested in child development and multi-cultural and behavioral studies. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

151 Program Planning
3 hours lecture, 3 units
Grade Only

Prerequisite: Child Development 101; and either Child Development 111 or 121 or 131, each with a grade of "C" or better, or equivalent.

Corequisite: Child Development 270 or 275.

Advisory: English 48 and English 49, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R5 and W5.

This course focuses on planning the preschool learning environment to promote optimal development. It emphasizes curriculum planning, guidance, safety, record keeping, observation techniques, resource units, and daily plans. The course

partially fulfills State of California Permit requirements. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

152 School Age Program Planning
3 hours lecture, 3 units
Grade Only

Advisory: English 48 and English 49, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R5 and W5; and Child Development 101 and Mathematics 210A and Mathematics 210B and Music 110 and Physical Education 47, each with a grade of "C" or better, or equivalent.

This course is a practical study of school age program planning. Emphasis is placed on the details of planning a school age child development center, curriculum development, staff training and child guidance, health and safety. This course is designed for students planning to work with school age children in community settings. This course may be used to partially fulfill State of California Child Development Permit Requirements and Title 21 teaching requirements. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

153 Techniques of Teaching Using the Reggio Emilia Approach
3 hours lecture, 3 units
Grade Only

Advisory: English 48 and English 49, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R5 and W5.

Limitation on Enrollment: Not open to students with previous credit for Child Development 265E.

This course is based on the early childhood philosophy, and teaching techniques adopted by the schools from Reggio Emilia, Italy. Emphasis is placed on the overall principles of the Reggio Emilia philosophy of valuing the capabilities of the child, collaborations between the teachers, family and community, strategies of emergent curriculum, project work and the documentation process. Adaptation strategies for the use of Reggio in traditional preschools and childcare programs are addressed. This course may be used for teachers and administrators as partial fulfillment of Title 22 and Child Development Permit Matrix curriculum requirements. It is also an elective for State of California Child Development Permits; Child Development associate degrees and certificates. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

160 Observing and Understanding Children 1 hour lecture, 3 hours lab, 2 units Grade Only

Advisory: English 42 and English 43, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R4 and W4.

Limitation on Enrollment: Health and Safety. TB clearance within the last year is required.

This course focuses on behavioral patterns and growth processes of young children through observations and supervised participation in the campus Child Development Center. The course emphasizes the principles of observing, interpreting, and guiding children's behavior. Topics include children's developmental, safety, and nutritional needs. The course fulfills the specialization requirements for the State of California Master Teacher Permit when taken with Child Development 161 and 162 or Child Development 161 and 188. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

161 Observations and Issues in Child Development 1 hour lecture, 3 hours lab, 2 units Grade Only

Advisory: English 42 and English 43, each with a grade of "C" or better, or equivalent, or Assessment Skills Level R4 and W4.

Limitation on Enrollment: Health and Safety. TB clearance within the last year is required.

This course explores current issues in child development and how these issues influence both the child and family. The course emphasizes effective communication skills, positive guidance techniques, kindergarten readiness skills, and appropriate classroom activities. It includes supervised participation in the campus Child Development Center, and it fulfills the specialization requirements for the State of California Master Teacher Permit when taken with CHIL 160 and 162 or CHIL 160 and 188. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

162 Observing and Guiding Child Behavior 3 hours lecture, 3 units Grade Only

Advisory: English 42 and English 43, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R4 and W4.

This course explores various behavior management techniques, interpersonal communication, ideas and suggestions to assist caregivers in guiding children's

behavior. Application of developmental, cultural and communication principles in combination with observation of real situations is the mode of study of this course. The focus will be on children from birth through age 10. The course can be used to meet degree and certificate requirements for Child Development and the Master Teacher Permit requirement if taken with Child Development 160 and 161. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

165 Children with Special Needs 3 hours lecture, 3 units Grade Only

Advisory: English 42 and English 43, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R4 and W4.

An educational and parenting approach to working with children with exceptionalities. Methods of integrating the exceptional child into a mainstreamed educational program will be investigated. Differences and needs of each area of exceptionality will be investigated as well as the roles of different professionals in the educational process. The course is designed primarily for parents, teachers, nurses, social workers, and paraprofessionals employed in schools, day care centers, and child development programs. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

166 Special Needs Curriculum 3 hours lecture, 3 units Grade Only

Advisory: English 42 and English 43, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R4 and W4.

This course provides an in-depth look at curriculum for children with special needs. Full inclusion of children with special needs into school and community settings is explored. Application of specific strategies for integrating children into typical settings is addressed as well as use of adaptive equipment. This course is designed primarily for parents, teachers, nurses, social workers, and paraprofessionals employed in schools, day care centers, and child development programs. The course partially fulfills requirements for the Child Development Certificate and Degree programs and partially meets the specialization requirements for the Master Teacher Permit if taken with Child Development 165. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

175 Infant-Toddler Growth and Development 3 hours lecture, 3 units Grade Only

Advisory: English 48 and English 49, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R5 and W5.

This course examines typical and atypical physical, social, emotional, and intellectual growth of the infant and toddler. The selection and maintenance of appropriate play materials and equipment for indoor and outdoor environments is discussed. Appropriate observations and visitations to the community are required. This course meets State of California Title 22 licensing regulations for teachers in infant toddler settings, and is beneficial for parents. This course fulfills the specialization requirement for State of California Master Teacher Permit when taken in addition to Child Development 176. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

176 Principles of Infant/Toddler Caregiving 3 hours lecture, 3 units Grade Only

Advisory: Completion of English 42 and English 43, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R4 and W4.

This course explores principles and curriculum of an infant/toddler program that includes all aspects of infant and toddler development. Students will learn care strategies in a variety of caregiving situations. Content includes licensing and regulations, developmental needs, health, nutrition, and safety of the very young. The student learns to plan appropriate indoor and outdoor environments. Staff interaction, parent participation, and program development are included. This course fulfills major and master permit specializations when taken along with Child Development 160 and 161. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

180 Nutrition, Health and Safety for Children 3 hours lecture, 3 units Grade Only

Advisory: English 42 and English 43, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R4 and W4.

This course provides students and child development professionals with a survey of the nutritional, health, and safety needs of children from infant/toddlers through preschool age. Topics may include, but are not limited to, the planning and execution of environments and activities that promote safety,

balanced diet, and overall health for children. Students also learn the fundamentals of pediatric first aid and cardiopulmonary resuscitation (CPR). This course also meets the Title XXII, fifteen hour, Health and Safety Training requirement, including signs and symptoms of child abuse. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

185 Computer Usage with Young Children 3 hours lecture, 3 units Grade Only

Advisory: English 48 and English 49, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R5 and W5.

This course explores principles of computer application in the Child Development field. Emphasis will be on the use of computers as an educational tool. Through the in-depth exploration of computer software applications, students will learn the functions, integration, and flexibility of computer usage with young children. Associate Degree Credit & transfer to CSU and/or private colleges and universities.

188 Child Abuse

**3 hours lecture, 3 units
Grade Only**

Advisory: English 48 and English 49, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R5 and W5.

This course examines the causes and effects of child abuse and neglect. It is designed primarily for parents, teachers, nurses, and other childcare professionals to learn strategies for understanding and responding to the various forms of stress and violence that affect many children today. This course emphasizes the skills needed for conflict resolution and explores the environmental set-up and curriculum that promotes peaceful, cooperative and nonviolent play and interactions. Information about the history, current legislation, reporting responsibilities, and identification of abuse is also given. (FT) Associate Degree Credit only and not Transferable.

202 Administration of Early Childhood Programs

**3 hours lecture, 3 units
Grade Only**

Prerequisite: Child Development 101 and 141, each with a grade of "C" or better, or equivalent.

Advisory: English 48 and English 49, each with a grade of "C" or better, or equivalent, or Assessment Skill

Levels R5 and W5; and Child Development 111 and 121 or 131, each with a grade of "C" or better, or equivalent.

This course provides an overview of program administration including theoretical perspectives on early childhood education, licensing regulations, funding sources, budgetary considerations, personnel management, curriculum development, and teacher selection. The course meets State of California Title 22 licensing regulations for site supervisors. It also partially fulfills State of California matrix requirements for Program Director and Site Supervisor Permits. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

210 Supervision of Early Childhood Programs 3 hours lecture, 3 units Grade Only

Prerequisite: Child Development 141 and 151, each with a grade of "C" or better, or equivalent.

Limitation on Enrollment: This course is not open to students with previous credit for Child Development 201 or 201B.

This course examines early childhood supervisory techniques with emphasis on educational philosophy, professional growth, in-service staff training, program and staff evaluation, models of parent education and involvement, and supportive services. It partially fulfills the State of California Child Development Permit Matrix requirement for supervisors and directors and also meets the State of California Title 22 licensing regulations for directors. This course is designed for students who intend to go into supervisory positions in early childhood education. It also introduces students to the tools that help them organize and evaluate quality children's programs. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

215 Adult Supervision and Mentoring in Early Childhood Settings 3 hours lecture, 3 units Grade Only

Prerequisite: Child Development 151 with a grade of "C" or better, or equivalent.

This course emphasizes the methods and principles of supervising adults in early childhood settings. Students study effective models for guidance and evaluation of adults, positive communication skills, and the role of the mentor in a teaching environment. It is designed for students who supervise other adults in the preschool classroom while simultaneously providing an appropriate setting for young children. This is a required course for the levels of Master

Teacher, Site Supervisor and Program Director for the Child Development permit issued by the Commission on Teacher Credentialing. Associate Degree Credit only and not Transferable.

270 Work Experience Hours by Arrangement (One unit of credit is earned for each 75 hours of paid employment or 60 hours of volunteer work.), 1-4 units Grade Only

A program of on-the-job learning experiences for students employed in a job related to their major or their educational goals. The combined maximum credit for all work experience courses from all disciplines may not exceed 16 units. Associate Degree Credit & transfer to CSU and/or private colleges and universities

275 Supervised Field Study 3-9 hours lab, 1-3 units Grade Only

Corequisite: Child Development 151.

Advisory: Child Development 160 with a grade of "C" or better, or equivalent.

This directed field study course provides students with an opportunity to apply classroom information in a practical setting with supervision from faculty as well as field-site supervisors. Intended for students who plan to teach or supervise in early childhood settings, this course partially fulfills the State of California requirement for experience. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

280 Environmental Rating Scale 1 hour lecture, 1 unit Grade Only

Advisory: English 42 and English 43, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R4 & W4.

This course provides students with an introduction to the Environmental Rating Scale administration, scoring system, profile, and improvement plan. The course focuses on environmental evaluation and program improvement. Students learn how to evaluate the quality of child care programs and how to increase the quality of care through practical improvements. This course is intended for child development professionals currently working in the field as well as those seeking professional development, child development permits, employment opportunities, or anyone with general interest in working with children. (FT) Associate

Degree Credit & transfer to CSU and/or private colleges and universities.

290 Independent Study

**Hours by Arrangement, 1-3 units
Grade Only**

Limitation on Enrollment: Must obtain an Add Code from instructor for registration.

Investigation of a special area in the field of Child Development. This course may be taken four times with different content for a maximum of six units. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

291 Child Development Lab Practicum

**3-12 hours lab, 1-4 units
Grade Only**

Advisory: English 42 and English 43, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R4 and W4; and Child Development 160 or 161 with a grade of "C" or better, or equivalent.

This course provides supervised practical experience at the campus child development lab to supplement child development courses and related curriculum. Through on-site training, students gain practical knowledge in curriculum development, guidance strategies, observation, and child growth and development. This course is designed for students who plan careers in early childhood education and family support agencies or for parents who seek strategies and techniques for guiding children. The course may be used toward the field experience component for the State of California Child Development Permit. This course may be taken four times for credit. The combined maximum credit for Child Development 291 may not exceed 16 units. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

291A Child Development Center Practicum

**3 hours lab, 1 unit
Grade Only**

Advisory: English 42 and English 43, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R4 and W4.

This course provides directed laboratory experience in the campus Child Development Center. It is designed for students who plan careers in early childhood and family support programs and for parents who seek practical experience in guiding and teaching children. Students become familiar with the operating policies and procedures of a preschool program and observe and access the development of children. This course may be used toward the experience component for

the State of California Child Development Permit. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

291B Child Development Center Practicum

**3 hours lab, 1 unit
Grade Only**

Advisory: English 42 and English 43, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R4 and W4.

This course provides directed laboratory experience in the campus Child Development Center. It is designed for students who plan careers in early childhood education and family support programs and for parents who seek practical experience in guiding and teaching children. Students examine appropriate safety, health, and nutritional practices in a preschool setting with an emphasis on implementation with young children. This course may be used toward the experience component for the State of California Child Development Permit and toward the Health and Safety training requirements for Title 22. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

291C Child Development Center Practicum

**3 hours lab, 1 unit
Grade Only**

Advisory: English 42 and English 43, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R4 and W4.

This course provides directed laboratory experience in the campus Child Development Center for students who plan careers in early childhood and family support programs and for parents who seek practical experience in guiding and teaching children. Students explore teaching practices that enhance children's learning in the classroom and assist in the planning and implementation of developmentally appropriate activities. This course may be used toward the experience component for the State of California Child Development Permit. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

291D Child Development Center Practicum

**3 hours lab, 1 unit
Grade Only**

Advisory: English 42 and English 43, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R4 and W4.

This course provides directed laboratory experience in the campus Child Development Center for students who plan careers in early childhood and family

support programs and for parents who seek practical experience in guiding and teaching children. Students examine the role of routines and transitional activities in the organization and structure of an early child development setting. The class emphasizes positive guidance and discipline for young children. This course may be used toward the field experience component for the State of California Child Development Permit. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

Communications

Radio and Television, Speech and Journalism

	Units
Certificate of Performance:	
Radio	9
Video/Film	9
Performance	9
News	9
Multimedia	9
Speech	9
Associate in Science Degree:	
Communications: Radio	37*
Video/Film	36.5*
Broadcast News	37*
Management	36*
Multimedia	36*
Associate in Arts Degree:	
Communications: Speech	18*
*and courses to meet graduation requirements, general education and electives as needed to meet minimum of 60 units required for the degree.	

Communications: Radio and Television

Description

The Radio and Television program encompasses the fields of broadcasting and cablecasting news, radio, television, film, multimedia, and concert productions, along with the expanding area of industrial video

applications. The field includes all aspects of creation and production both behind and in front of cameras and microphones on KSDS-FM and the television production facilities through theoretical and practical applications. The Radio and Television Department seeks to prepare the student for transfer to four-year institutions or employment in the field and facilitates training in television production and performance.

Program Emphasis

The Radio and Television program offers five areas of specialization: Radio; Radio and Television News; Video/Film; Management/Sales; and Multimedia. Certain core courses are central to each of these areas. Prospective students are advised that proficiency in English reading and writing skills is necessary for successful participation in the field. Students pursuing the Radio and Television News specialty should take additional courses in social sciences or political science. Students interested in the Management/Sales specialization are advised to take business courses as electives. The Radio and Television Department offers "hands-on" experience in all areas of the field. Through the use of the San Diego City College radio station, KSDS-FM, 88.3, and related facilities, students may focus on radio, news, management, sales, performance and production. The adjacent television production studio provides state-of-the-art broadcast quality equipment and facilities for training in production and performance.

Faculty	Office	Telephone
Laura Castaneda	C-122-D	619-388-3043
Duane Gardella	C-107	619-388-3594
John Hildebrand	C-122-B	619-388-3041
Mike Kaye	C-122-A	619-388-3042

Career Options

Examples of employment options available in entry level radio, television, and film production after successful completion of the associate degree program include: on-air-personality, radio news reporter, radio and television program writer/producer, television operations engineer, news photographer, audio engineer, director and videographer, and studio positions. Careers which require four-year degrees in radio and television include: motion picture writer/producer, radio and television salesperson, manager, news writer/reporter and news producer. Careers in multimedia and industrial/instructional video require an associate and often a four-year degree.

Student Learning Outcomes

Upon successful completion of one of the emphasis in Radio/TV the student should be able to:

- Analyze media's impact on the public.
- Operate audio, video or film equipment.
- Produce audio, video, film or multimedia projects.
- Direct or perform as voice or acting talent.

Academic Programs

The associate degrees in Radio and Television require completion of the courses listed below. Additional general education and graduation requirements for the associate degree are listed in the catalog. **The associate degree requires a minimum of 60 units. STUDENTS MUST COMPLETE THE CORE AND ONE AREA OF SPECIALIZATION.**

**Certificate of Performance:
Radio***

Courses:	Units
RTVC 105, Media Performance.....	3
RTVC 130, Radio Programming.....	3
Select three units from:	
RTVC 106, Acting for Radio/Voice-Over	
RTVC 107, Audio Production	
RTVC 115, Radio & Television Management Principles	
RTVC 140, Radio and Television Newswriting	
RTVC 132, Radio Remotes Special Events and	
RTVC 247A, B, C, or D, Radio Broadcasting Practicum	3
Total Units = 9	

**Certificate of Performance:
Video/Film***

Courses:	Units
RTVC 124, Electronic Field Production	3
Select six units from:	
RTVC 122, Television Production	
RTVC 124, Electronic Field Production	
RTVC 126, Staging Television & Film	
RTVC 128, Lighting For Television & Film	
RTVC 146, The TV News Field Report	
RTVC 167, Motion Picture Production	6
Total Units = 9	

**Certificate of Performance:
Performance***

Courses:	Units
RTVC 105, Media Performance.....	3
Select six units from:	
RTVC 106, Acting for Radio/Voice-Over	
RTVC 119, Acting for Film and Television	
RTVC 121, Performance for Television.....	6
Total Units = 9	

**Certificate of Performance:
News***

Courses:	Units
RTVC 140, Radio and Television Newswriting	3
Select six units from:	
RTVC 145, Television News Production	
RTVC 146, The TV News Field Report	
RTVC 249A or B or C or D Television News Workshop.....	6
Total Units = 9	

**Certificate of Performance:
Multimedia***

Courses:	Units
RTVC 151, Introduction to Multimedia	3
Select six units from:	
RTVC 152, Digital Audio Post Production	
RTVC 153, Nonlinear Editing	
RTVC 154, Interactive Game Design	
RTVC 157, Multimedia Production	6
Total Units = 9	

*These are department awards in recognition of information on the transcript and does not imply that a graduation requirement has been met.

**Associate in Science Degrees:
Communications: Radio and Television
Core Courses**

Students must complete the Core and one area of specialization. Radio and Television Core Courses Required for the Associate Degree:

Courses Required for the Major:	Units
RTVC 100, Introduction to Radio & Television.....	3
RTVC 107, Audio Production	3
RTVC 110, Introduction to Scriptwriting	3
RTVC 118, Television Studio Operations	3
RTVC 160, Introduction to Cinema.....	3
Total Units = 15	

Recommended electives: Radio and Television 245, 249A,B,C,D; CBTE 101 or equivalent, or a typing certificate of 35 WPM.

Areas of Specialization

Radio

Courses Required for the Major:	Units
Core Courses	15
RTVC 105, Media Performance	3
RTVC 106, Acting for Radio/Voice-Over	3
RTVC 115, Radio & Television Management Principles	3
RTVC 130, Radio Programming	3
RTVC 131, Advanced Radio Performance	1
RTVC 132, Radio Remotes Special Events	2
RTVC 140, Radio and Television Newswriting	3
RTVC 175, Radio & Television Sales	3
RTVC 247A,B,C, OR D, Radio Broadcasting Practicum	1
Total Units = 37	

Video/Film

Courses Required for the Major:	Units
Core Courses	15
RTVC 105, Media Performance	3
RTVC 115, Radio & Television Management Principles	3
RTVC 122, Television Production	3
RTVC 124, Electronic Field Production	3
RTVC 126, Staging Television & Film or	
RTVC 128, Lighting For Television & Film	3
RTVC 123, Advanced Television Production or	
RTVC 146, The TV News Field Report or	
RTVC 119, Acting for Film and Television	3
RTVC 127, Basic Television Production Switcher Operations	0.5
RTVC 167, Motion Picture Production	3
Total Units = 36.5	

Recommended elective: Photography 105.

Broadcast News

Courses Required for the Major:	Units
Core Courses	15
RTVC 105, Media Performance	3
RTVC 121, Performance for Television	3
RTVC 124, Electronic Field Production	3
RTVC 126, Staging Television & Film or	
RTVC 128, Lighting for Television & Film	3
RTVC 140, Radio and Television Newswriting	3
RTVC 145, Television News Production	4
RTVC 146, Television News Field Report	3
Total Units = 37	

Management

Courses Required for the Major:	Units
Core Courses	15
RTVC 105, Media Performance	3
RTVC 115, Radio & Television Management Principles	3
RTVC 122, Television Production	3
RTVC 130, Radio Programming	3
RTVC 132, Radio Remotes & Special Events	2
RTVC 175, Radio & Television Sales	3
RTVC 176, Radio & Television Advertising Copy	1
BUSE 201, Business Organization and Management	3
Total Units = 36	

Multimedia

Courses Required for the Major:	Units
Core Courses	15
RTVC 151, Introduction to Multimedia	3
Select twelve units from the following:	
RTVC 124, Video Production	
RTVC 152, Digital Audio Post Production	
RTVC 153, Non-linear Editing	
RTVC 154, Interactive Game Design	
RTVC 157, Multimedia Production	12
Select six units from the following:	
ARTG 125, Digital Media	
PHOT 180, Digital Imaging	
CISC 114, Introduction to Computer Graphics & Web Media	6
Total Units = 36	

Transfer Information

Common university majors related to the field of Radio and Television include:

Communication, Film and Electronic Arts, Film and Television, Journalism, Mass Communication, Radio and Television, Television, Film and Media.

Course Requirements for Transfer Students

Students who plan to transfer to a four year college or university and earn a bachelor's degree in this discipline should consult with a counselor or visit the Transfer/Career Center to determine the appropriate major preparation courses for their specific transfer institution and major. Transfer students may also earn an Associate of Arts degree in Liberal Arts and Sciences with an emphasis. This degree may be individually tailored to each student's specific transfer requirements in order to provide the most efficient path to transfer. More information on transfer programs and procedures is available in the Transfer Programs section of the catalog.

Courses

Radio and Television (RTVC)

100 Introduction to Radio and Television 3 hours lecture, 3 units Grade Only

Advisory: English 48 and English 49, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R5 and W5.

Limitation on Enrollment: This course is not open to students with previous credit for Telecom 100.

A survey of electronic media including radio, television, film and/or multimedia and their impact on culture and society; includes history, economics, technological development, programming, ratings, legal aspects, and social aspects of broadcasting in America, and cross-cultural, international comparisons. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

105 Media Performance 2 hours lecture, 3 hours lab, 3 units Grade Only

Advisory: English 48 and English 49, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R5 and W5.

Limitation on Enrollment: This course is not open to students with previous credit for Telecommunications 105.

This course is an introductory, practical study of broadcast announcing. Emphasis is placed on interpretation of copy and pronunciation. Topics also include the practical use of audio equipment and ad libbing. This course is designed for radio and television majors and anyone seeking employment in the broadcast industry. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

106 Acting for Radio/Voice-Over 2 hours lecture, 3 hours lab, 3 units Grade Only

Advisory: English 48 with a grade of "C" or better, or equivalent, or Assessment Skill Level R5; Radio and Television 105 with a grade of "C" or better, or equivalent.

Limitation on Enrollment: This course is not open to students with previous credit for Dramatic Arts 106,

265 (Acting for Radio/Voice-Over) or Radio and Television 265 (Acting for Radio/Voice-Over). This course is a practical study of the voice-over industry. Emphasis is placed on voice-over acting techniques for radio and television commercials, multimedia and other audio and video presentations. Students are expected to read aloud extensively as well as to record their voice for critique and self-evaluation. Topics also include an overview of the voice-over business, marketing, current technology, and professional work and studio etiquette. This course is intended for students majoring in radio and television or drama as well as for anyone interested in the voice-over business. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

107 Audio Production 2 hours lecture, 3 hours lab, 3 units Grade Only

Advisory: English 48 and English 49, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R5 and W5.

Limitation on Enrollment: This course is not open to students with previous credit for Telecommunications 107.

Theory and practice of audio techniques in radio, television, film, and multimedia, including acoustics, audio language and terms, signal flow, use of microphones, use of mixers and related production equipment both analog and digital, and the aesthetic aspects of sound mixing. Students will apply the learned materials to actual audio production. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

110 Introduction to Scriptwriting 2 hours lecture, 3 hours lab, 3 units Grade Only

Advisory: English 101 with a grade of "C" or better, or equivalent, or Assessment Skill Levels W6 and R6.

Limitation on Enrollment: This course is not open to students with previous credit for Telecommunications 110.

This course is a study of the theory and practice of writing for electronic and film media. Emphasis is placed on the techniques of narrative and documentary writing and scripting. This course is intended for students majoring in Communications and those seeking employment in the Communications field. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

115 Radio and Television Management Principles

**3 hours lecture, 3 units
Grade Only**

Advisory: English 48 and English 49, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R5 and W5; and completion of or concurrent enrollment in Radio and Television 100 with a grade of "C" or better, or equivalent.

Limitation on Enrollment: This course is not open to students with credit for Telecommunications 115. This course offers instruction in the business practices and interrelationships of stations, networks, and agencies. Covers the principles of radio, television, and cable advertising, merchandising, market research, audience measurement, and government regulation. This course is intended for transfer students and for those preparing for employment in the field of broadcast management in programming, promotions, sales, engineering and news departments. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

118 Television Studio Operations

**2 hours lecture, 3 hours lab, 3 units
Grade Only**

Advisory: English 48 and English 49, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R5 and W5.

Advisory: Completion of or concurrent enrollment in: Radio and Television 100 with a grade of "C" or better, or equivalent.

Limitation on Enrollment: This course is not open to students with previous credit for Telecommunications 120.

This course is a survey of the theory, terminology and operations of a television studio and control room. Emphasis is placed on the role of the director as the leader of television production team. Students gain hands-on experience in directing as well as in the operation of audio, camera, video switcher, lighting, graphics, and video. This course is designed for students interested in majoring in television and/or film and anyone interested in a basic understanding of television studio operations. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

119 Acting for Film and Television

**2 hours lecture, 3 hours lab, 3 units
Letter Grade or Pass/No Pass Option**

Advisory: English 48 with a grade of "C" or better, or equivalent, or Assessment Skill Level R5; and Dramatic Arts 132 with a grade of "C" or better, or equivalent.

Limitation on Enrollment: This course is not open to students with credit for Drama 119 or Drama 265: Acting for Film and Television or Radio and Television 265: Acting for Film and Television.

This course introduces students to the skills required for on-camera performing techniques as used in the motion picture and television industry. Students participate in the selection, rehearsal, and on-camera performance of material from television and motion picture scripts including drama, sitcoms, soaps, and commercials. Emphasis is placed on cold-reading taped audition skills, improvisational and interview techniques, and the fundamental acting techniques required for camera, scene, and monologue studies. This course provides a comprehensive introduction to students intending to enter a career in the dramatic arts and radio/television. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

121 Performance for Television

**2 hours lecture, 3 hours lab, 3 units
Grade Only**

Advisory: English 48 and English 49, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R5 and W5.

Advisory: Completion of or concurrent enrollment in: Radio and Television 105 with a grade of "C" or better, or equivalent.

This course is a practical study of all phases of television performance. Emphasis is placed on announcing for news, commercials, public service announcements and talk shows. Topics include use of teleprompter, scripts, note cards and ad-libbing. This course is designed for students majoring in radio and television and anyone seeking employment in the broadcast industry. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

122 Television Production

**2 hours lecture, 3 hours lab, 3 units
Grade Only**

Prerequisite: Radio and Television 118 and 124, each with a grade of "C" or better, or equivalent.

Limitation on Enrollment: This course is not open to students with previous credit for Telecommunications 122A.

This course is an intermediate level study of video and television production. Emphasis is placed on providing students with hands-on experience in studio production practices, including techniques for news and documentary segments. Students plan, write, produce, stage and direct interviews, dramatic

pieces, multimedia and other program segments. This course is intended for students majoring in radio and television production and anyone seeking employment in the field. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

123 Advanced Television Production
2 hours lecture, 3 hours lab, 3 units
Grade Only

Advisory: Radio and Television 122 with a grade of "C" or better, or equivalent.

Limitation on Enrollment: This course is not open to students with previous credit for Telecommunications 122B.

This course is an advanced level study of video and television production. Emphasis is placed on providing students with hands-on experience in advanced studio production practices, including techniques for news and documentary segments. Students apply advanced techniques to plan, write, stage and direct interviews, dramatic pieces, multimedia and other program segments. This course is intended for advanced level students majoring in radio and television production and anyone seeking employment in the field. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

124 Electronic Field Production
2 hours lecture, 3 hours lab, 3 units
Grade Only

Advisory: Radio and Television 118 with a grade of "C" or better, or equivalent.

Limitation on Enrollment: This course is not open to students with credit for Telecommunications 124.

This course is an introduction to the theory, terminology, and operation of remote electronic video production, including composition and in-camera editing techniques, camera operation, portable lighting, video recorder operation, audio control, and editing. This course includes the aesthetics and fundamentals of scripting, producing, and directing field location, multimedia, and multi-camera video production. This course is part of the A.S. degree program and can be used for transfer or skills development/enhancement. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

125 Television Specials and Video Production
2 hours lecture, 3 hours lab, 3 units
Grade Only

Advisory: Radio and Television 122 or 124, and 140, each with a grade of "C" or better, or equivalent. This course offers instruction and practice in the development and production of longer format television specials and video projects. Students enhance their video and production skills, preparing them to compete and bid for local video production projects. This course is designed for communications majors. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

126 Art Direction for Film and Television
2 hours lecture, 3 hours lab, 3 units
Grade Only

Advisory: English 48 and English 49, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R5 and W5.

Advisory: Completion of or concurrent enrollment in: Radio and Television 100 with a grade of "C" or better, or equivalent.

Limitation on Enrollment: This course is not open to students with previous credit for Telecommunications 126.

This course is a study of the aesthetics and techniques of art direction for film and television. Emphasis is placed on developing the student's ability to control the look of their films through the use of design techniques. This course is designed for students majoring in radio and television and drama as well as anyone interested in the study of film. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

127 Basic TV Production Switcher Operation
1.5 hours lab, .5 unit
Grade Only

Advisory: Radio and Television 100 and 118, each with a grade of "C" or better, or equivalent.

This course offers instruction and practice in advanced operation of the Grass Valley 200 video production switcher for television. The course is intended for students majoring in Television and Film/Video in the Radio and Television Program. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

128 Lighting for Television and Film**2 hours lecture, 3 hours lab, 3 units****Grade Only**

Advisory: English 48 and English 49, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R5 and W5.

Advisory: Completion of or concurrent enrollment in: Radio and Television 100 with a grade of "C" or better, or equivalent.

Limitation on Enrollment: This course is not open to students with previous credit for Telecommunications 128.

This course is a study of the theory and practice of lighting for film and television. Emphasis is placed on the essence of various kinds of light and how light works. Students apply lighting techniques to create visual moods for various film and television production projects. This course is designed for students majoring in radio and television and drama as well as anyone interested in the study of film. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

130 Radio Programming**2 hours lecture, 3 hours lab, 3 units****Grade Only**

Advisory: Radio and Television 105 with a grade of "C" or better, or equivalent.

Limitation on Enrollment: This course is not open to students with credit for Telecommunications 130.

This course is an introductory study of radio programming including the programming formula, the "hot" clock, station image, marketing research, sales, the corporate ladder, identifying the format, radio format syndication, demographics, on-air personality, music scheduling and "day parting." The course is designed for students wishing to obtain an associate degree in Communications with an emphasis in Radio or Management and to transfer to a four-year institution or to further professional skills in radio. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

131 Advanced Radio Performance**3 hours lab, 1 unit****Grade Only**

Advisory: Radio and Television 130 with a grade of "C" or better, or equivalent, or professional experience. This course offers practice and critique within the "real radio" environment. The areas of emphasis include practical radio announcing experience on KSDS-FM, advanced radio production (analog and digital), copy writing for broadcast announcements, and assist in radio station promotions, music library maintenance

and office administration. This course is intended for students wishing to major in Radio or to enhance their professional experience in radio broadcasting. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

132 Radio Remotes and Special Events**1 hour lecture, 3 hours lab, 2 units****Grade Only**

Advisory: English 48 and English 49, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R5 and W5.

This course offers instruction in the theory and practice of concert production, planning, and promotion. Students will handle all aspects of staging live music concerts and simultaneous radio broadcast. Students will write promotional materials and critique concert productions. This course is part of the A.S. degree program and can be used for transfer or skills development/enhancement. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

140 Radio and TV Newswriting**2 hours lecture, 3 hours lab, 3 units****Grade Only**

Advisory: English 48 and English 49, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R5 and W5.

Limitation on Enrollment: This course is not open to students with previous credit for Telecommunications 140A.

This course offers instruction and practice in writing and editing news for radio and television. Topics covered include writing from wire copy, newspapers, and documents. This course is intended for students majoring in communications and those seeking employment in broadcasting. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

141 Radio News Production**2 hours lecture, 3 hours lab, 3 units****Grade Only**

Prerequisite: Radio and Television 105 and 140, each with a grade of "C" or better, or equivalent.

Theory and practice in the planning, writing, and production of radio newscasts for KSDS-FM. Includes radio production techniques, story selection and line-up, contacts, interviews and follow-up, writing and editing, and on-air broadcasts. This course is intended for students wishing to develop radio news production skills. (FT) Associate Degree Credit &

transfer to CSU and/or private colleges and universities.

145 Television News Production
2 hours lecture, 6 hours lab, 4 units
Grade Only

Advisory: Radio and Television 118 and 140, each with a grade of "C" or better, or equivalent.

This course is an intermediate to advanced level study in the practice of television news production.

Emphasis is placed on television newsgathering, writing, field camera operation, and studio production. Students produce, direct and deliver a weekly half-hour news program that airs on the county education channel. This course is designed for students majoring in radio and television. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

146 The TV News Field Report
2 hours lecture, 3 hours lab, 3 units
Grade Only

Advisory: English 101 with a grade of "C" or better, or equivalent, or Assessment Skill Levels W6 and R6; Radio and Television 124 and 140, each with a grade of "C" or better, or equivalent.

This course is a practical study of the basic components involved in producing the television news package and documentary. Emphasis is placed on providing students with experience in writing, editing, and assembling the television news package from the standpoint of a real working news reporter, camera operator, editor or producer. This course is designed for students majoring in radio and television. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

151 Introduction to Multimedia
2 hours lecture, 3 hours lab, 3 units
Letter Grade or Pass/No Pass Option

Advisory: Radio and Television 107, 110, and 124, each with a grade of "C" or better, or equivalent; and a working knowledge of both PC and Macintosh operations.

This course introduces students to a conceptual foundation in new media technology. Students learn fundamental concepts including production, distribution, access and storage as well as the impact of technology on communication. Students examine, analyze and critique multimedia products and develop concepts for new media. Requires the use of computers. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

152 Digital Audio Post Production
2 hours lecture, 3 hours lab, 3 units
Grade only

Advisory: Radio and Television 107 with a grade of "C" or better, or equivalent.

This is an advanced audio course with emphasis on audio postproduction and synchronization with the visual image for radio, TV, video, multimedia and film using Digital Audio Workstations (DAWs). This course provides the benefit of specialized training to the more advanced production students. Students need computer skills at the level of operating both Mac OS and IBM-based Windows operating systems. This course is part of the A.S. degree program and can be used for transfer or skills development/enhancement for the more advanced multimedia production students. Associate Degree Credit & transfer to CSU and/or private colleges and universities.

153 Nonlinear Editing
2 hours lecture, 3 hours lab, 3 units
Grade Only

Advisory: Radio and Television 124 and Computer and Information Sciences 121, each with a grade of "C" or better, or equivalent.

This is practical study of computer-based, nonlinear digital video and film editing. Emphasis is placed on the aesthetic and technical principles of post-production editing for broadcast, industrial, and multimedia applications. This course is designed for students majoring in radio and television and anyone seeking to enhance employment opportunities in the broadcast, industrial video, multimedia, and post production areas. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

154 Interactive Game Design
2 hours lecture, 3 hours lab, 3 units
Grade Only

Advisory: Radio and Television 151 or 157 with a grade of "C" or better, or equivalent.

An introduction to interactive multimedia game development including game design, development, production and engineering. Emphasis is placed on the critical analysis of the conceptual and technical elements of game design. Students will formulate games by utilizing the process of brainstorming, designing, writing, flowcharting, documentation and assembling multimedia assets. Hands-on production of graphics, sound, animation, text, and possibly video (if students have completed a video production class) are necessary for the production of student game designs. The operation of the hardware, software,

cameras and other equipment are necessary for the production of an interactive game. This course is intended for students who are planning to major in multimedia or students looking to enhance their job skills in the game industry. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

157 Multimedia Production

**2 hours lecture, 3 hours lab, 3 units
Grade only**

Advisory: Radio and Television 151 with a grade of "C" or better, or equivalent.

This course covers the design and production of new media technology. Students analyze the conceptual and technical elements involved in the production of a multimedia project. Students design, write, assemble, and produce multimedia projects for interactive audiences and develop the audio, video, computer graphics, animation, and text necessary for the creation of a multimedia product. The students utilize hardware, software, computers, cameras and other necessary equipment. This course is part of the A.S. degree program and can be used for transfer or skills development/enhancement for the more advanced multimedia students. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

160 Introduction to Cinema

**3 hours lecture, 3 units
Grade Only**

Advisory: English 48 and English 49, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R5 and W5.

Limitation on Enrollment: This course is not open to students with previous credit for Telecommunications 160.

This course is an historical, aesthetic, and critical survey of cinema with emphasis on the evolution of techniques now used in the production of feature, documentary, educational television, and industrial film. Associate Degree Credit & transfer to CSU and/or private colleges and universities.

167 Motion Picture Production

**2 hours lecture, 3 hours lab, 3 units
Grade Only**

Prerequisite: Radio and Television 110 and 160, each with a grade of "C" or better, or equivalent.

Limitation on Enrollment: This course is not open to students with previous credit for Telecommunications 167.

This course is an introduction to basic cinematography for motion pictures and television including: script writing, story boards, composition of shots, editing, sound recording and mixing, animation and special effects. This course is intended for students majoring in radio and television production and anyone interested in film making or seeking employment in the field. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

175 Radio and Television Sales

**3 hours lecture, 3 units
Grade Only**

Advisory: English 48 and English 49, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R5 and W5; and completion of or concurrent enrollment in Radio and Television 100 with a grade of "C" or better, or equivalent.

Limitation on Enrollment: This course is not open to students with credit for Telecommunications 175. This course offers a detailed analysis of sales and sales management aspects of radio and television broadcasting and cablecasting, including office organization, research, promotion, traffic, operations, contact procedures, and sales and sales management functions. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

176 Radio and TV Advertising Copy

**1 hour lecture, 1 unit
Grade Only**

Advisory: English 48 and English 49, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R5 and W5; and completion of or concurrent enrollment in Radio and Television 100, with a grade of "C" or better, or equivalent.

This course involves the analysis and writing of radio and television commercial copy with practical experience in writing for KSDS and other radio, television, and cable companies. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

245 Television Workshop

**3-9 hours lab, 1-3 units
Grade Only**

Prerequisite: Radio and Television 122 with a grade of "C" or better, or equivalent.

Limitation on Enrollment: This course is not open to students with credit for Telecommunications 245. This is a television production workshop designed to give students an opportunity to work on individual productions and specials to augment their course

work in the department and to prepare them for professional employment in the field. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

247A Radio Broadcasting Practicum

**3 hours lab, 1 unit
Grade Only**

Advisory: Radio and Television 132 with a grade of "C" or better, or equivalent.

Limitation on Enrollment: This course is not open to students with credit for Telecommunications 247. This is an advanced radio broadcasting course designed to provide students additional opportunity to apply previously studied theory to radio program production. The emphasis of this class is on the development and production of live music programming for KSDS-FM. This course is part of the A.S. degree program and can be used for transfer or skills development/enhancement. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

247B Radio Broadcasting Practicum

**3 hours lab, 1 unit
Grade Only**

Advisory: Radio and Television 105 or 140 with a grade of "C" or better, or equivalent.

Limitation on Enrollment: This course is not open to students with credit for Telecommunications 247. This is an advanced radio broadcasting course designed to provide students additional opportunity to apply previously studied theory to radio program production. The emphasis of this class is on the development and production of radio news programming for KSDS-FM. This course is part of the A.S. degree program and can be used for transfer or skills development/enhancement. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

247C Radio Broadcasting Practicum

**3 hours lab, 1 unit
Grade Only**

Advisory: Radio and Television 105 or 140 with a grade of "C" or better, or equivalent.

Limitation on Enrollment: This course is not open to students with credit for Telecommunications 247. This is an advanced radio broadcasting course designed to provide students additional opportunity to apply previously studied theory to radio program production. The emphasis of this class is on the development and production of radio sports programming for KSDS-FM. This course is part of the

A.S. degree program and can be used for transfer or skills development/enhancement. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

247D Radio Broadcasting Practicum

**3 hours lab, 1 unit
Grade Only**

Advisory: Radio and Television 105 or 140 with a grade of "C" or better, or equivalent.

Limitation on Enrollment: This course is not open to students with credit for Telecommunications 247. This is an advanced radio broadcasting course designed to provide students additional opportunity to apply previously studied theory to radio program production. The emphasis of this class is on the development and production of programming for KSDS-FM. This course is part of the A.S. degree program and can be used for transfer or skills development/enhancement. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

249A Television News Workshop - Producing

**2 hours lecture, 3 hours lab, 3 units
Grade Only**

Prerequisite: Radio and Television 145 with a grade of "C" or better, or equivalent.

This advanced course offers instruction and practice in producing television news. Emphasis is placed on the role of the producer in the television news team, especially in the areas of news writing and editing, assignment editing, Cable News Network (CNN) Newsource compiling, story selection, program timing, studio production and program back timing and pacing. This course is designed for students majoring in radio and television as well as anyone interested in gaining additional proficiency in producing for television. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

249B Television News Workshop - Tape Coordinating

**2 hours lecture, 3 hours lab, 3 units
Grade Only**

Prerequisite: Radio and Television 249A with a grade of "C" or better, or equivalent.

This advanced course offers instruction and practice in tape coordinating for television news. Emphasis is placed on the role of the tape coordinator in the television news team, especially in the areas of news editing, locating Cable News Network (CNN) feeds, story selection, program timing, and studio

production. This course is designed for students majoring in radio and television as well as anyone interested in gaining additional proficiency in tape coordinating for television. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

249C Television News Workshop - Assignment Editing

**2 hours lecture, 3 hours lab, 3 units
Grade Only**

Prerequisite: Radio and Television 249B with a grade of "C" or better, or equivalent.

This advanced course offers instruction and practice in assignment editing for television news. Emphasis is placed on the role of the assignment editor in the television news team, especially in the areas of assigning reporters and photographers and in monitoring all new local, national and international stories. This course is designed for students majoring in radio and television as well as anyone interested in gaining additional proficiency in assignment editing for television. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

249D Television News Workshop - Reporting

**2 hours lecture, 3 hours lab, 3 units
Grade Only**

Prerequisite: Radio and Television 249C with a grade of "C" or better, or equivalent.

This advanced course offers instruction and practice in reporting for television news. Emphasis is placed on the role of the reporter in the television news team, especially in the areas of reporting and on-camera presentation. This course is designed for students majoring in radio and television as well as anyone interested in gaining additional proficiency in assignment reporting for television. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

270 Work Experience

**Hours by Arrangement (One unit of credit is earned for each 75 hours of paid employment or 60 hours of volunteer work.), 1-4 units
Grade Only**

Limitation on Enrollment: Must obtain an Add Code from Work Experience Coordinator for enrollment. A program of on-the-job learning experiences for students employed in a job related to their major or their educational goals. The combined maximum credit for all work experience courses from all

disciplines may not exceed 16 units. Associate Degree Credit & transfer to CSU and/or private colleges and universities

290 Independent Study

**Hours by Arrangement, 1-3 units
Grade Only**

Limitation on Enrollment: Must obtain an Add Code from instructor for registration.

Theoretical and practical study of a special area in the field of radio and television. This course may be taken four times with different content for a maximum of six units. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

This discipline may offer specialized instruction in one or more of the following areas: Supervised Tutoring (044), Experimental Topics (265), Independent Study (290), Individualized Instruction (296), Service Learning (277), or Work Experience (270). Detailed course descriptions are listed on page 118. Please refer to the class schedule and/or see the dean or department chair for availability.

**Communications:
Speech**

Description

The Speech Communication program is designed to offer an Associate in Arts Degree or Certificate of Proficiency, as well as communication classes that provide training for occupations in which public presentation and verbal skills are important. It can also serve as a core for the Selected Studies degree, or assist non-native speakers improve speaking skills. Most of the courses also meet transfer requirements to four-year institutions.

Program Emphasis

The Speech Communications department offers a two-year Associate in Arts degree. Students may also select courses leading to the Certificate of Performance in Speech Communication. The courses in this program will increase speaking proficiency in English for successful participation in many other careers. The Speech Communications department offers courses in presentation skills using multi-media.

Faculty	Office	Telephone
Erin Engstrom	R-117	619-388-3183
Tanya Medina	C-225G	619-388-3598
Deanna Shelton	R-118	619-388-3182

Career Options

Speech Communication skills are necessary for most public communications and management jobs. Speaking and presentations skills are required in vocations that require contact with the public.

Student Learning Outcomes

Upon successful completion of the Speech program the student should be able to:

- Evaluate the speaker's backgrounds, motives and attitudes.
- Analyze the audience's backgrounds, motives and attitudes.
- Design effective communication in order to facilitate understanding and cooperation
- Develop effective verbal and presentational skills for a variety of communication situations.
- Research, organize, and present a developed viewpoint.

Academic Programs

The Speech Communication Certificate of Proficiency and the associate degree in Speech Communication require completion of courses listed below.

**Certificate of Performance:
Speech***

Courses:	Units
SPEE 103, Oral Communication	3
Select 6 units from:	
SPEE 101, Voice and Articulation	3
SPEE 104, Advanced Public Communication	3
SPEE 111, Oral Interpretation	3
SPEE 135, Interpersonal Communication	3
SPEE 160, Argumentation	3
SPEE 170, Small Group Communication	3
SPEE 180, Intercultural Communication	3
Total Units = 9	

*This is a department award in recognition of information on the transcript and does not imply meeting a graduation requirement.

**Associate in Arts Degree:
Communications: Speech**

Courses Required for the Major:	Units
SPEE 101, Voice and Articulation.....	3
SPEE 103, Oral Communication	3
SPEE 135, Interpersonal Communication	3
SPEE 160, Argumentation	3
SPEE 170, Small Group Communication or	
SPEE 104, Advanced Public Communication.....	3
SPEE 180, Intercultural Communication.....	3
Total Units = 18	

Additional general education and graduation requirements for the associate degree are listed in the catalog. **The associate degree requires a minimum of 60 units.**

Recommended electives: Anthropology 103; Speech Communications 99, 111, 290; and courses in Dramatic Arts, Journalism, Psychology, Radio & Television and Sociology.

Transfer Information

Common university majors related to the field of Speech Communications include:

Communication, Communicative Disorders, Graphic Communications, Journalism, Marketing, Public Relations.

Course Requirements for Transfer Students

Students who plan to transfer to a four year college or university and earn a bachelor's degree in this discipline should consult with a counselor or visit the Transfer/Career Center to determine the appropriate major preparation courses for their specific transfer institution and major. Transfer students may also earn an Associate of Arts degree in Liberal Arts and Sciences with an emphasis. This degree may be individually tailored to each student's specific transfer requirements in order to provide the most efficient path to transfer. More information on transfer programs and procedures is available in the Transfer Programs section of the catalog.

Courses

Speech Communications (SPEE)

99 Voice and Diction for Non-Native Speakers of English

3 hours lecture, 3 units
Letter Grade or Pass/No Pass Option

Advisory: English 42 and English 43, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R4 and W4; and English for Speakers of Other Languages 40 with a grade of "C" or better, or equivalent.

This course is intended for non-native speakers of English who want to learn and practice American English vocal standards. The class emphasizes American English standards of pronunciation, listening comprehension, ear-training techniques, effective use of vocal variables of voice-rate, pitch force and quality, vocabulary building, conversation with correct use of grammar, sentence structures, common American idioms, pronunciation, and reading. (FT) Associate Degree Credit only and not Transferable.

101 Voice and Articulation

3 hours lecture, 3 units
Grade Only

Advisory: English 48 and English 49, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R5 and W5.

This is an introduction to basic techniques of clear articulation to develop effective voice usage in standard American English. The emphasis in this course is on effective sound production and vocal quality. It is recommended for people who deal with the public such as selling and providing public services. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

103 Oral Communication

3 hours lecture, 3 units
Letter Grade or Pass/No Pass Option

Advisory: English 48 and English 49, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R5 and W5.

Limitation on Enrollment: This course is not open to students with credit for Chicano Studies 103, Black Studies 152, or Bilingual Studies 103.

This course offers a wide variety of reading, application and speaking assignments designed to expose students to all the major skills of speechmaking. Students focus on the following basic elements: ethics; analyzing the audience; visual aids; choosing a topic and specific purpose; outlining, listening, organizing a speech; delivery; small group communication; informative and persuasive speaking; speaker credibility; effective use of language; library research; and communication and/or speeches to entertain. All students give several speeches both with and without visual aids. This course is designed to prepare students for majors in Communications as well as for the general population. Designated sections of this course are taught from a specific cultural perspective and are cross-listed under Bilingual Studies, Black Studies, and Chicano Studies in the catalog and class schedule. Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

104 Advanced Public Communication

3 hours lecture, 3 units
Grade Only

Prerequisite: Speech Communications 103 with a grade of "C" or better, or equivalent.

This course covers theory, practice and critical analysis of public communication, including speeches on subjects of current interest both local and global. It includes an introduction to the relationship between rhetorical theory and criticism and rhetorical practice in public communication. Special emphasis is placed on advanced platform speaking and limited preparation speaking. This course is designed for students majoring in communication studies and students interested in advancing fundamental speech skills. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

111 Oral Interpretation

3 hours lecture, 3 units
Grade Only

Advisory: English 48 and English 49, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R5 and W5; and Speech Communications 103 with a grade of "C" or better, or equivalent.

This course involves theory and practice in the interpretational performance of literature. The course concentrates on the development of analytical skills and emphasizes the use of verbal and nonverbal communication in the interpretation of various literary genres including prose, poetry and drama. Literature is selected from a wide variety of world cultures and is

taught from a multicultural perspective. The course is designed for the transfer student intending to major in Speech Communications. Associate Degree Credit & transfer to CSU and/or private colleges and universities.

135 Interpersonal Communication

3 hours lecture, 3 units

Letter Grade or Pass/No Pass Option

Advisory: English 48 and English 49, each with a grade of "C" or better, or equivalent, or Assessment Skill Level R5 and W5.

The course emphasizes the development of effective interpersonal skills, strategies and practice in oral and written communication. Personal, situational, and cultural influences of interaction will be covered. It pays particular attention to human perception, interpersonal dynamics, listening, conflict management, and verbal and non verbal symbol systems. The course is intended for students who communicate in a one-on-one situation including majors in communication, fashion, allied health, public service and business. This course is also intended for students who are interested in further development of effective interpersonal skills in work, volunteer, and personal environments. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

160 Argumentation

3 hours lecture, 3 units

Letter Grade or Pass/No Pass Option

Prerequisite: Speech Communications 103 with a grade of "C" or better, or equivalent.

This is a course in the construction and analysis of argument. The course emphasizes the essentials of argumentation: theory, research, and analyses of propositions, tests of evidence, construction and application of arguments to everyday life and public policy. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

170 Small Group Communication

3 hours lecture, 3 units

Letter Grade or Pass/No Pass Option

Advisory: English 48 and English 49, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R5 and W5; and Speech Communications 103 with a grade of "C" or better, or equivalent.

This course offers practical experience in the techniques of leading and participating in small group discussions. Small group techniques such as panels, symposiums, problem solving, conflict resolution,

leadership skills and parliamentary procedures are covered. Community building through service learning is presented as a tool to creating collective consciousness and an altruistic philosophy. This course is designed for students intending to major in speech communications, business, international business, education, and all fields of study and certifications that require group and team building skills. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

180 Intercultural Communication

3 hours lecture, 3 units

Letter Grade or Pass/No Pass Option

Advisory: English 48 and English 49, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R5 and W5; and Speech Communications 103 with a grade of "C" or better, or equivalent.

Intercultural communication is the study of communication between members of differing cultures. The discipline focuses on the relationship between culture and communication emphasizing social psychological variables, verbal and nonverbal language systems, cross-cultural communication breakdowns and conflict resolution. Practical application of intercultural communication principles to contemporary problems of cross-cultural and international communication will be stressed. This course is designed for students intending to major in speech communications, international business, business education, social sciences, nursing, mass communications, and all fields of study and certifications that require cross-cultural contact and/or awareness of cultural distinctions. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

290 Independent Study

Hours by Arrangement, 1-3 units

Letter Grade or Pass/No Pass Option

Limitation on Enrollment: Must obtain an Add Code from instructor for registration.

Advanced special work in debate, radio interpretation, public address. This course may be taken four times with different content for a maximum of six units. Associate Degree Credit & transfer to CSU and/or private colleges and universities.

This discipline may offer specialized instruction in one or more of the following areas: Supervised Tutoring (044), Experimental Topics (265), Independent Study (290), Individualized Instruction (296), Service Learning (277), or Work Experience (270). Detailed course descriptions are listed on

page 118. Please refer to the class schedule and/or see the dean or department chair for availability.

Courses

Journalism (JOUR)

Faculty	Office	Telephone
Roman Koenig		619-388-3815

200 Introduction to Newswriting and Reporting

**2 hours lecture, 3 hours lab, 3 units
Letter Grade or Pass/No Pass Option**

Advisory: English 101 with a grade of "C" or better, or equivalent, or Assessment Skill Levels W6 and R6; or English 105 with a grade of "C" or better or equivalent. This course serves as preparation for the major for students preparing to transfer and is also intended to serve as an elective for students interested in learning to write for newspapers and other publications. The course is an introduction to evaluating, gathering, and writing news in accepted journalistic style under newsroom conditions. Topics include the role of the reporter and the legal and ethical issues related to reporting. Students have writing and reporting experiences, including personal interviews, speech, meeting and other event coverage, deadline writing, and use of AP style. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

201 Advanced Newswriting and Reporting

**2 hours lecture, 3 hours lab, 3 units
Letter Grade or Pass/No Pass Option**

Prerequisite: Journalism 200 with a grade of "C" or better, or equivalent.
Advisory: English 101 with a grade of "C" or better, or equivalent, or Assessment Skill Levels R6 and W6; English 105 with a grade of "C" or better, or equivalent. This course offers instruction in advanced journalistic practices. Emphasis is placed on feature, magazine and opinion writing, including investigative and multicultural reporting. Topics also include legal and ethical issues related to reporting. Principles learned can apply to print and online journalism. The course serves as preparation for the major for students preparing to transfer, and is also intended to serve as an elective for students interested in learning to write for newspapers and other publications, including the campus newspaper. (FT) Associate Degree Credit &

transfer to CSU and/or private colleges and universities.

202 Introduction to Mass Communication

3 hours lecture, 3 units

Letter Grade or Pass/No Pass Option

Advisory: English 101 with a grade of "C" or better, or equivalent, or Assessment Skill Levels W6 and R6.
Limitation on Enrollment: This course is not open to students with previous credit for Radio and Television 200.

This course provides a survey of mass communication and the interrelationships of media with society, including history, structure, and trends. Discussion focuses on analysis of the impact of the media on society and culture as well as on ways that social institutions shape the media. Problems and issues are examined in light of social and cultural constructs, economics, technology, law and ethics, and social issues, including gender and cultural diversity. This course is designed for transfer students in the social sciences, for journalism majors, and any student interested in how society and mass media are interrelated. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities. UC Transfer Course List.

205 Editing for Print Journalism

**2 hours lecture, 3 hours lab, 3 units
Letter Grade or Pass/No Pass Option**

Prerequisite: Journalism 200 with a grade of "C" or better, or equivalent.
This course offers instruction in editing techniques for news publications. Course content covers publication planning, copy editing, headline writing, use of photos and graphics, layout and design, advertising sales and design, news judgment and editorial leadership. Principles learned apply to print and online journalism. The course serves as preparation in the journalism major for students preparing to transfer. It also serves as an elective for students interested in learning to write for newspapers and other publications, including the campus newspaper. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

206 Online Journalism

**2 hours lecture, 3 hours lab, 3 units
Letter Grade or Pass/No Pass Option**

Advisory: English 101 or English 105, with a grade of "C" or better, or equivalent, or Assessment Skill Levels W6 and R6; Computer Business Technology 161 with a grade of "C" or better, or equivalent.

Advisory: Completion of or concurrent enrollment in: Radio and Television 151 or 157, with a grade of "C" or better, or equivalent.

This course provides a basic examination of current online news trends and multimedia reporting techniques. The course covers skills necessary to produce basic multimedia reports, audio slide shows, and blogs. The course also provides instruction in ethical, legal and social issues affecting online journalists, as well as an exploration of online audiences. The course is intended for journalism majors or those seeking career development. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

210A Newspaper Production

6-9 hours lab, 2-3 units

Letter Grade or Pass/No Pass Option

Advisory: English 48 and English 49, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R5 and W5.

This course is designed to provide experience in the production and publication of a student newspaper. Emphasis is placed on helping beginning students gain experience in the gathering and writing of news and features. Students at this level learn the basic principles of reporting, news writing, copy editing, photography, and newspaper design and layout. Assignments focus on routine stories, and may include editorials or features such as profiles. Copy editing is limited to reading for technical errors. This class is designed for students with an interest in print media and provides instruction in the journalistic process on an entry level. Skills developed in this course include research techniques and the evaluation and analysis of information. Students are guided by ongoing advice, criticism, and evaluation from a faculty adviser. Students enrolled in the course for 2 units are expected to participate in the production of the student newspaper for at least 6 hours per week, while students enrolled for 3 units are expected to participate at least 9 hours per week and contribute more extensively to the layout and/or production of the paper. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

210B Newspaper Production 2

6-9 hours lab, 2-3 units

Letter Grade or Pass/No Pass Option

Prerequisite: Journalism 210A with a grade of "C" or better, or equivalent.

This course is designed to provide additional ongoing experience in the production and publication of a student newspaper. Emphasis is placed on helping

students progress in the gathering and writing of news and features. This class provides exposure to the journalistic process beyond the entry level and guides students to polish reporting, news writing, editing, design, and photography skills, tackle more complex subjects, and assume more responsibility for the design of their own pages. Students continue to develop research skills and engage in the evaluation and analysis of information and are guided by ongoing advice, criticism and evaluation from a faculty adviser. Students enrolled in the course for 2 units are expected to participate in the production of the student newspaper for at least 6 hours per week, while students enrolled in the course for 3 units are expected to participate at least 9 hours and contribute more extensively to the layout and/or production of the paper. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

210C Newspaper Production 3

6-9 hours lab, 2-3 units

Letter Grade or Pass/No Pass Option

Prerequisite: Journalism 210B with a grade of "C" or better, or equivalent.

This course is designed to provide additional ongoing experience in the production and publication of a student newspaper. Emphasis is placed on helping students progress to an intermediate level in the gathering and writing of news and features. Students conduct in-depth reporting and write more sophisticated news stories and may also serve as section editors or assist editors with copy editing, assignments, photography, the news budget, and design. Additionally students develop skill in setting newspaper policies, mentoring others, working in teams, and uncovering news stories. Students are guided by ongoing advice, criticism, and evaluation from a faculty adviser. Student enrolled in the course for 2 units are expected to participate in the production of the student newspaper for 6 hours per week, while students enrolled for 3 units are expected to participate at least 9 hours per week, and contribute more extensively to the layout and production of the paper. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

210D Newspaper Production 4

6-9 hours lab, 2-3 units

Letter Grade or Pass/No Pass Option

Prerequisite: Journalism 210C with a grade of "C" or better, or equivalent.

This course is designed to provide additional ongoing experience in the production and publication of a

student newspaper. Emphasis is placed on helping students progress to an advanced level in the gathering and writing of news and features. In addition to reporting and writing, students at this level, assume responsibility for organizing and managing the newsroom, which includes conducting story conferences, developing the news budget, assigning stories, coaching reporters, and editing and designing the paper in its entirety. Students may also make photo assignments and provide coaching for novice photographers. Students are guided by ongoing advice, criticism and evaluation from a faculty adviser. Students enrolled in the course for 2 units are expected to participate in the production of the student newspaper for 6 hours per week, while students enrolled for 3 units are expected to participate at least 9 hours per week and contribute extensively to the layout and production of the paper. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

Computer Business Technology

	Units
Certificate of Performance:	
Business Presentations	10
Computer Literacy	7
Office Communications	13
Word Processing	11
Certificate of Achievement:	
Administrative Assistant	24
Legal Administrative Assistant	24-26
Associate in Science Degree:	
Administrative Assistant	27*
Legal Administrative Assistant	27*
*and courses to meet graduation requirements, general education and electives as needed to meet minimum of 60 units required for the degree.	

Description

Programs are offered for both transfer and career-oriented students. Employment certificates of performance, certificates of achievement and associate degree programs are available to students interested in entry-level employment or in upgrading business, computer applications, or legal assistant skills.

Program Emphasis

The Computer Business Technology department offers the following program options: certificates of performance in Business Presentations, Computer Literacy, Office Communications, and Word Processing; certificates of achievement and associate of science degrees in Administrative Assistant, Legal Administrative Assistant.

Faculty	Office	Telephone
Barbara Riva	A16-E	619-388-3107
Theresa Savarese	A1-H	619-388-3367

Career Options:

Career/job opportunities available upon successful completion of each of the Computer Business Technology options are described in each curriculum section. Some career options may require education beyond the associate degree or certificate.

Student Learning Outcomes

Students who complete the program will be able to:

- Identify computer operating systems functions; define key features of different software applications; and demonstrate how to use a Web browser, and conduct an Internet search.
- Create office documents utilizing the Microsoft Office Suite programs (i.e. Word, Excel, Access, PowerPoint, Outlook, and Publisher).
- Analyze work environments, labor force, and organizational types and structures.
- Employ critical thinking as a basis for continual learning and problem solving.
- Demonstrate interpersonal skills (soft skills) such as leadership, delegation of authority, accountability, consensus building, communication, conflict resolution, and teambuilding.

Certificate of Performance: Business Presentations*

The Certificate of Performance in Business Presentations is designed to provide students with business communications skills necessary in the modern office. Instruction will be offered in the production of business letters and graphic presentation of an analytical business report using a computer presentation software package; in the production of a slide computer presentation; and in the utilization of current office telecommunications equipment. Preparation for beginning employment is also offered in information processing and communication in clerical or administrative areas.

Courses	Units
**CBTE 95, Keyboarding/Typing Speed Development	
or	
CBTE 101, Keyboarding for Computers	1
CBTE 120, Beginning Microsoft Word	2
CBTE 127, Introduction to PowerPoint	2
CBTE 200, Office Telecommunications	2
BUSE 119, Business Communications.....	3
Total Units = 10	

*This is a department award in recognition of information on the transcript and does not imply meeting a graduation requirement.

****Note: Students may take a departmental keyboarding test to waive keyboarding course requirement.**

Certificate of Performance: Computer Literacy*

The Certificate of Performance in Computer Literacy is designed for students needing a basic knowledge of computers for either transfer or employment.

Courses	Units
CBTE 51, Basic Computer and Software Skills	1
**CBTE 95, Keyboarding/Typing Speed Development	
or	
CBTE 101, Keyboarding for Computers	1
CBTE 114, Introduction to Microsoft Windows.....	1
CBTE 161, Learning the Internet	1
CBTE 180, Microsoft Office	3
Total Units = 7	

*This is a department award in recognition of information on the transcript and does not imply meeting a graduation requirement.

****Note: Students may take a departmental keyboarding test to waive keyboarding course requirement.**

Certificate of Performance: Office Communications*

Successful completion of the Certificate of Performance in Office Communications offers preparation for beginning positions as a clerk, receptionist or word processor. Instruction is also provided in basic office skills including ability to use telecommunications equipment required for entry-level employment in a business, professional, educational, or industrial office.

Courses:	Units
**CBTE 95, Keyboarding/Typing Speed Development	
or	
CBTE 101, Keyboarding for Computers	1
CBTE 120, Beginning Microsoft Word	2
CBTE 161, Learning the Internet	1
CBTE 164, Introduction to Microsoft Outlook	1
CBTE 200, Office Telecommunications	2
CBTE 210, Computers in Business or	
CBTE 211, Office Administration	3
BUSE 119, Business Communications	3
Total Units = 13	

*This is a department award in recognition of information on the transcript and does not imply meeting a graduation requirement.

****Note: Students may take a departmental keyboarding test to waive keyboarding course requirement.**

Certificate of Performance: Word Processing*

The Word Processing Certificate of Performance is designed to provide broad exposure to word processing for students interested in desktop publishing. Successful completion of this certificate also provides preparation in basic office skills for entry-level positions in business, professional, educational or industrial settings.

Courses:	Units
**CBTE 95, Keyboarding/Typing Speed Development	
or	
CBTE 101, Keyboarding for Computers	1
CBTE 120, Beginning Microsoft Word	2
CBTE 122, Intermediate Microsoft Word	3
CBTE 170, Desktop Publishing	2

BUSE 119, Business Communications	3
Total Units = 11	

*This is a department award in recognition of information on the transcript and does not imply meeting a graduation requirement.

****Note: Students may take a departmental keyboarding test to waive keyboarding course requirement.**

Administrative Assistant

Prepares the student for employment in business or civil service as a general office clerk, clerk-typist, file clerk, receptionist, cashier, word processor, machine transcriptionist, or other positions not requiring stenography.

Certificate of Achievement: Computer Business Technology Administrative Assistant

Courses Required for the Major:	Units
CBTE 095, Keyboarding/Typing Speed Development or	
CBTE 101, Keyboarding for Computers	1
CBTE 114, Introduction to Microsoft Windows.....	1
CBTE 120, Beginning Microsoft Word	2
CBTE 122, Intermediate Microsoft Word	3
CBTE 127 Introduction to PowerPoint	2
CBTE 140, Microsoft Excel.....	2
CBTE 152 Beginning Microsoft Access	2
CBTE 170, Desktop Publishing.....	2
CBTE 205, Records Management.....	3
CBTE 210, Computers in Business or	
CBTE 211, Office Administration.....	3
BUSE 101, Business Mathematics.....	3
BUSE 119, Business Communications.....	3
Total Units = 27	

Associate in Science Degree: Computer Business Technology Administrative Assistant

Courses Required for the Major:	Units
CBTE 095, Keyboarding/Typing Speed Development or	
CBTE 101, Keyboarding for Computers	1
CBTE 114, Introduction to Microsoft Windows.....	1
CBTE 120, Beginning Microsoft Word	2
CBTE 122, Intermediate Microsoft Word	3
CBTE 127 Introduction to PowerPoint	2
CBTE 140, Microsoft Excel.....	2

CBTE 152 Beginning Microsoft Access	2
CBTE 164, Introduction to Microsoft Outlook	1
CBTE 170, Desktop Publishing	2
CBTE 200, Office Telecommunications.....	2
CBTE 205, Records Management	3
CBTE 210, Computers in Business or	
CBTE 211, Office Administration	3
BUSE 101, Business Mathematics.....	3
BUSE 119, Business Communications	3
Total Units = 30	

For graduation requirements see **Requirements for the Associate Degree** on page page 71.

Electives as needed to meet minimum of 60 units required for the degree:

Recommended Electives: Computer Business Technology 161.

Legal Administrative Assistant

Provides training for specialized secretarial work in law offices, in legal departments of banks, insurance companies, real estate firms, or other business organizations, or civil service.

Certificate of Achievement: Computer Business Technology Legal Administrative Assistant

Courses Required for the Major:	Units
CBTE 95, Keyboarding/Typing Speed Development or	
CBTE 101, Keyboarding for Computers	1
CBTE 114, Introduction to Microsoft Windows	1
CBTE 120, Beginning Microsoft Word	2
CBTE 122, Intermediate Microsoft Word	3
CBTE 127, Introduction to PowerPoint.....	2
CBTE 140, Microsoft Excel	2
CBTE 164, Introduction to Microsoft Outlook	1
CBTE 205, Records Management	3
CBTE 210, Computers in Business or	
CBTE 211, Office Administration	3
LEGL 100B, Legal Procedures	2
LEGL 110, Legal Writing & Communications	3
BUSE 101, Business Mathematics	3
BUSE 119, Business Communications	3
Total Units = 29	

Associate in Science Degree: Computer Business Technology Legal Administrative Assistant

Courses Required for the Major:	Units
CBTE 95, Keyboarding/Typing Speed Development or	
CBTE 101, Keyboarding for Computers	1
CBTE 114, Introduction to Microsoft Windows	1

CBTE 120, Beginning Microsoft Word	2
CBTE 122, Intermediate Microsoft Word	3
CBTE 127, Introduction to PowerPoint	2
CBTE 140, Microsoft Excel.....	2
CBTE 164, Introduction to Microsoft Outlook.....	1
CBTE 200, Office Telecommunications	2
CBTE 205, Records Management.....	3
CBTE 210, Computers in Business or	
CBTE 211, Office Administration	3
LEGL 100B, Legal Procedures	2
LEGL 110, Legal Writing & Communications	3
BUSE 101, Business Mathematics	3
BUSE 119, Business Communications.....	3

Total Units = 31

For graduation requirements see **Requirements for the Associate Degree** on page page 71.

Electives as needed to meet minimum of 60 units required for the degree:

Recommended Electives: Business 140, 150;
Computer Business Technology 161, 170.

Courses

COMPUTER BUSINESS TECHNOLOGY (CBTE)

Formerly Office Information Systems (OFCE)

Note: CBTE course numbers differ from the OFCE course numbers. For an accurate cross reference, contact the School of Business and Information Technology at 619-388-3488.

51 Basic Computer and Software Skills

**.75 hours lecture, .75 hours lab, 1 unit
Grade Only**

This course is designed to assist students in learning basic computer skills through computer hands on practice. Students learn and apply the basics of the Windows operating systems environment, data organization and management, and word processing software. This course emphasizes how to read a computer-training book and familiarizes the student with computer terminology. Credit for this course may be applied to the associate degree. (FT) Associate Degree Credit only and not Transferable.

95 Keyboarding/Typing Speed Development

**3 hours lab, 1 unit
Pass/No Pass Only**

Advisory: Computer Business Technology 101 with a grade of "C" or better, or equivalent.

This course helps students build speed and accuracy in keyboarding/typing skills. Topics include typing speed, accuracy, and techniques. Students perform short intense typing drills and timed writings. This course may be taken four times for credit. Students develop increased typing speed and accuracy with each course repetition. (FT) Associate Degree Credit only and not Transferable.

101 Keyboarding for Computers

**.75 hour lecture, .75 hour lab, 1 unit
Grade Only**

Advisory: English 48 and English 49, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R5 and W5.

Limitation on Enrollment: This course is not open to students with previous credit for Office Information Systems 101, 102, or 164.

This course introduces students to basic keyboarding skills and document processing activities. Topics include keyboarding and basic word processing. Students practice keying by touch using word processing software. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

114 Introduction to Microsoft Windows

**.75 hours lecture, .75 hours lab, 1 unit
Grade Only**

Advisory: English 48 and English 49, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R5 and W5; and Computer Business Technology 101 and 103, each with a grade of "C" or better, or equivalent.

This basic course presents an overview of the features of the Microsoft Windows operating system and the components of managing files and folders in the Windows environment. In this hands-on course, students learn to use and customize the start menu; work with Windows accessory programs; open data files; manage disks, folders and files; create shortcuts; and customize the desktop. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

120 Beginning Microsoft Word

**1.5 hours lecture, 1.5 hours lab, 2 units
Grade Only**

Advisory: English 48 and English 49, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R5 and W5; and Computer Business Technology 101 and 103, each with a grade of "C" or better, or equivalent.

Limitation on Enrollment: This course is not open to students with previous credit for Computer Business Technology 120A or 120B.

This course introduces students to the text editing features in Microsoft Word. Topics include insert, delete, find and replace, move and copy, headers and footers, pagination, character and document formatting, spell check, tables, and mail merge basics. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

122 Intermediate Microsoft Word

**2 hours lecture, 3 hours lab, 3 units
Grade Only**

Advisory: English 48 and English 49, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R5 and W5; and Computer Business Technology 101, 103, and 120, each with a grade of "C" or better, or equivalent.

This course introduces students to intermediate-level text editing features in Microsoft Word. Topics include envelopes and labels, mail merge, sorting, styles, templates, wizards, macros, document notations, tables of contents and indexes, online forms, columns, drawing tools, and Web page basics. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

127 Introduction to Power Point

**1.5 hours lecture, 1.5 hours lab, 2 units
Grade Only**

Advisory: English 48 and English 49, each with a grade of "C" or better, or equivalent, or Assessment Skill Level W5/R5; and Computer Business Technology 114 with a grade of "C" or better, or equivalent.

This course provides students with the basic knowledge of how to create, modify, and present Power Point slide shows. Students apply and modify both text and graphics. They use current software to integrate other programs with Power Point. Associate Degree Credit & transfer to CSU and/or private colleges and universities.

140 Microsoft Excel

**1.5 hours lecture, 1.5 hours lab, 2 units
Grade Only**

Advisory: English 48 and English 49, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R5 and W5; and Computer Business Technology 101, 103, and 114, each with a grade of "C" or better, or equivalent.

Limitation on Enrollment: This course is not open to students with previous credit for Computer Business Technology 140A and 140B.

This course covers the fundamentals of Microsoft Excel and is intended for students without any prior experience with this program. Topics include creating and formatting worksheets and charts, managing a workbook, and using productivity features to enter functions and analyze data. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

143 Intermediate Microsoft Excel

**2 hours lecture, 3 hours lab, 3 units
Grade Only**

Advisory: Completion of or concurrent enrollment in: English 48 and English 49, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R5 and W5; Computer Business Technology 101, 114, and 140 each with a grade of "C" or better, or equivalent.

This course covers intermediate-level functions and projects using Microsoft Excel. Topics include charts, pivot tables, functions, formulas, data validation, autofilters, macros, visual basic for applications, and collaboration with other programs. This course is intended for students majoring in a computer business technology field or anyone interested in expanding knowledge and competency with Microsoft Excel. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

151 Introduction to Microsoft Access

**.75 hour lecture, .75 hours lab, 1 unit
Grade Only**

Advisory: English 48 and English 49, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R5 and W5; and Computer Business Technology 103 and 111, each with a grade of "C" or better, or equivalent.

This course covers basic Access skills. Students receive hands-on practice in creating, modifying, and sorting database tables, performing queries, creating reports, and designing forms. This course, or sections of this course, may be offered through distance education. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

152 Beginning Microsoft Access

**1.5 hours lecture, 1.5 hours lab, 2 units
Grade Only**

Advisory: Completion of or concurrent enrollment in: English 48 and English 49, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R5 and W5; Computer Business Technology 101 and 114, each with a grade of "C" or better, or equivalent.

This course introduces students to the fundamentals of Microsoft Access. Topics include creating,

modifying, and sorting database tables; creating queries; creating and enhancing custom forms and reports; modifying the database structure; and importing and exporting data to other programs. This course is intended for students majoring in a computer business technology field or anyone interested in learning the fundamental functions of Microsoft Access. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

160A Introduction to Online Learning
.5 hour lecture, .5 hour lab, .5 unit
Grade Only

Advisory: English 48 and English 49, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R5 and W5; and Computer Business Technology 101 with a grade of "C" or better, or equivalent. This course is an introduction to developing the skills necessary to succeed in an online or web-based course. Students will learn and apply the basics of the Windows environment, data organization and management, the Internet, the World Wide Web, e-mail, and word processing software. This course or sections of this course may be offered through distance education. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

161 Learning The Internet
.75 hour lecture, .75 hours lab, 1 unit
Grade Only

Advisory: English 48 and English 49, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R5 and W5; and Computer Business Technology 103 and 111, each with a grade of "C" or better, or equivalent. This course is designed for students who are interested in an introduction to the Internet. Students receive hands-on practice using Netscape to navigate the World Wide Web and link to Internet resources. Topics include creating and sending: e-mail, FTP, and file downloading, locating newsgroups and other discussion tools, conducting business on the Internet, and creating Web pages using HTML. This course, or sections of this course, may be offered through distance education. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

162 Web Page Creation
1.5 lecture hours, 1.5 lab hours, 2 units
Grade Only

Advisory: English 48 and English 49, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R5 and W5; and Computer Business Technology 111 and 161, each with a grade of "C" or better, or equivalent.

This course provides a hands-on approach to planning, designing, and creating Web pages for an intranet or World Wide Web site. Students learn to use HTML, wizards and templates to create Web pages with hypertext links and video, graphics, and audio enhancements. This course, or sections of this course, may be offered through distance education. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

164 Introduction to Microsoft Outlook
.75 hours lecture, .75 hours lab, 1 unit
Grade Only

Advisory: English 48 and English 49, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R5 and W5; and Computer Business Technology 101 with a grade of "C" or better, or equivalent. This course is an introduction to the features of Microsoft Outlook. Students will learn how to message, schedule appointments, organize and manage tasks and contacts lists and customize Outlook. This course or sections of this course may be offered through distance education. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

165 Webpage Creation with Dreamweaver
2.5 hours lecture, 1.5 hours lab, 3 units
Grade Only

Advisory: English 48 and English 49, each with a grade of "C" or better, or equivalent or Assessment Skill Level W5/R5; Completion of or concurrent enrollment in Computer Business Technology 101 and Computer Business Technology 114 and Computer Business Technology 161, each with a grade of "C" or better, or equivalent.

Students will develop skills used in creating a personal or business webpage. Working on a team or individually, students will, using a hands-on approach, plan, design, and create Web pages for an Intranet or World Wide Web site. Students learn to use a HyperText Markup Language (HTML) editor to create Extensible HyperText Markup Language (XHTML) and Cascading Style Sheets (CSS) and add behaviors, and to use templates and library items to create Web pages containing hypertext links, video, graphic, and

multimedia files. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

167 Webpage Creation Using Microsoft Expression Web

**2 hours lecture, 3 hours lab, 3 units
Grade Only**

Advisory: English 48 and English 49, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R5 and W5; Computer Business Technology 101, 114 and 161, each with a grade of "C" or better, or equivalent.

This course teaches students how to create websites using Microsoft Expression Web. Students use a hands-on approach to design, analyze, create, manage, and publish websites on the Internet for personal or business use. Topics include formatting text using Hypertext Markup Language (HTML) and Extensible Hypertext Markup Language (XHTML) and Cascading Style Sheets (CSS). Other topics include images, hyperlinks, templates, tables, forms, and page layout and design. This course is intended for students majoring in Computer Business Technology or others interested in web design. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

170 Desktop Publishing

**1.5 hours lecture, 1.5 hours lab, 2 units
Grade Only**

Advisory: English 48 and English 49, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R5 and W5; and Computer Business Technology 103 and 111, each with a grade of "C" or better, or equivalent.

This course is designed for office support staff, administrative assistants, small business owners, and others who require a basic knowledge of desktop publishing. Students in this hands-on course learn the features of desktop publishing software by designing and creating professional quality publications for business and home. This course, or sections of this course, may be offered through distance education. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

180 Microsoft Office

**2 hours lecture, 3 hours lab, 3 units
Grade Only**

Advisory: English 48 and English 49, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R5 and W5; and Computer Business Technology

103 and 161, each with a grade of "C" or better, or equivalent.

This course is designed for students interested in learning a business software suite. This course covers the Microsoft Office Professional suite, which is an integrated collection of software applications (word processing, spreadsheet, database, and presentations) that share data and work in a similar and consistent manner. This course will also provide instruction on how to seamlessly integrate data within and between the programs in an efficient manner. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

200 Office Telecommunications

**1.5 hours lecture, 1.5 hours lab, 2 units
Grade Only**

Advisory: English 48 and English 49, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R5 and W5.

Limitation on Enrollment: This course is not open to students with credit for Office Information Systems 142.

This course is designed to provide students with a fundamental working knowledge of voice, data, and video telecommunications that can be applied in their business and personal lives. The course introduces telecommunications networks, transmitting, receiving, and satellite technologies. Topics covered in this course include basic communication theory, fundamentals of telephone systems, components of data communications systems, and basic Web page development using and HTML editor. This course or sections of this course may be offered through distance education. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

205 Records Management

**3 hours lecture, 3 units
Grade Only**

Advisory: English 48 and English 49, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R5 and W5; and Computer Business Technology 101 with a grade of "C" or better, or equivalent.

This course is designed to prepare students for employment in the field of Records and Information Management (RIM). The course covers the fundamentals of Records Management including the principles of indexing and filing; the major filing systems-alphabetical, numerical, subject, and geographic; the role of the records management and the records manager in the information industry; selection of systems, equipment, and supplies; design,

control, and maintenance of a records center; and provides experience in using the computer to manage records. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

206 Electronic Records Management

**3 hours lecture, 3 units
Grade Only**

Advisory: English 48 and English 49, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R5 and W5; Computer Business Technology 205 and 151 or 180, with a grade of "C" or better, or equivalent.

This course is an introduction to electronic records management. Emphasis is placed on the use of electronic media to create and store documents. This course is designed for students pursuing a career in records management and for those interested in managing electronic files. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

207 Advanced RIM Applications

**3 hours lecture, 3 units
Grade Only**

Advisory: English 48 and English 49, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R5 and W5; and Computer Business Technology 205 and 206, each with a grade of "C" or better, or equivalent.

This course involves students in hands-on applications essential for creating a records management program. Records Information Management (RIM) projects include creating an industry specific file plan, vital records protection plan, disaster recovery program, and the automation of records systems. This course is intended for students who are looking for employment or an associate degree in RIM. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

210 Computers in Business

**3 hours lecture, 3 units
Grade Only**

Advisory: English 48 and English 49, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R5 and W5.

Limitation on Enrollment: This course is not open to students with credit for Office Information Systems 192.

This course is designed to prepare students for a computer related career. Computers in Business is an introductory course which covers the latest

developments in computer technology, office automation, electronic communication, and the World Wide Web. This course or sections of this course may be offered through distance education. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

211 Office Administration

**2 hours lecture, 3 hours lab, 3 units
Grade Only**

Advisory: English 48 and English 49, each with a grade of "C" or better, or equivalent, or Assessment Skill Levels R5 and W5. Computer Business Technology 101, 102, 103 or 120 with a grade of "C" or better, or equivalent. Type by touch or Knowledge of Microsoft Word.

This course is designed to introduce the practical application of current office administration procedures, duties, and human relations. Specific topics include telephone and reception, transcription; mail procedures, data entry (10-key by touch), reference resources, job seeking, human relations, ethical behavior, office etiquette and dress, time management, communication systems, and oral and computer presentations. This course is recommended for the CBTE major to be a "capstone" course and is suggested to be taken at the end of their coursework. (FT) Associate Degree Credit & transfer to CSU and/or private colleges and universities.

270 Work Experience

**Hours by Arrangement (One unit of credit is earned for each 75 hours of paid employment or 60 hours of volunteer work.), 1-4 units
Grade Only**

A program of on-the-job learning experiences for students employed in a job related to their major or their educational goals. The combined maximum credit for all work experience courses from all disciplines may not exceed 16 units. Associate Degree Credit & transfer to CSU and/or private colleges and universities.

This discipline may offer specialized instruction in one or more of the following areas: Supervised Tutoring (044), Experimental Topics (265), Independent Study (290), Individualized Instruction (296), Service Learning (277), or Work Experience (270). Detailed course descriptions are listed on page 118. Please refer to the class schedule and/or see the dean or department chair for availability.