Southwestern College
2001–2002 Catalog Addendum

Course modifications are noted in bold and strikeout.

ACADEMIC POLICIES AND REGULATIONS

Replace on page 33 of the current catalog.

International Baccalaureate Credit

Examination	Score	Semester Units Awarded	SWC Course Equivalencies	Remarks
Engl A1	Higher 4–7	6	Engl 115	Meets …
Spanish B	Higher 4–7	6	Span **226,** 230	Meets …

Add on page 31 of the current catalog.
Credit for Independent Study

To be eligible for independent study, a student must be enrolled in one graded course, have completed at least one course in the subject or related areas or have demonstrated competence in the area in which he/she wishes to study, and be in good academic standing (minimum of 2.0 GPA) maintaining a non-probationary status.

The maximum number of units a student can take in independent study courses is nine, with a maximum of six in any one department. A student taking an independent study course must turn in to the instructor of the course, at the end of the semester, an abstract of his/her independent study project or the project itself. Petition forms may be obtained in the Admissions Center.

Enrollment fees and nonresident fees must be paid at the time of acceptance of petition. (Southwestern College Policy 6019)

SIX-SEMESTER DELETION POLICY

According to the Six-Semester Deletion policy, the courses that have not been offered or taught for the last six semesters, including summer sessions, should be inactivated and removed from the catalog. The following courses fall under this policy.

The following courses have been inactivated:

AJ 89.	Reserve Academy- Module C
Art 167.	Magazine Editing and Production
AT 160.	Welding Process
Biol 10.	Preparation in Biology
Bus 111.	The Maquiladora Industry: An overview
CD 140.	Family Income Management
CI 92.	California Contractors' License Law
CIS 112.	Structured Programming Using BASIC
Elec 238.	Digital Circuits and Systems Trouble shooting
Engl 167.	Magazine Editing and Production
FS 130.	Public Education Officer I
Geog 170.	Conservation, Environment, and Resources
Geol 210.	Geology of National Park and Monuments
Jour 167.	Magazine Editing and Production
LNT 90.	Landscape Contractor Exam Preparation
LS 90.	Academic Success Skills for the Student Athletes
Math 106.	Basic Technical Mathematics II
Math 150C.	Problem Analysis for Science and Engineering— C Language
Math 150F.	Problem Analysis for Science and Engineering— FORTRAN language
Math 230.	Assembly Language Programming
PD 88.	Writing Fundamentals II
PD 90.	Specialized Tutorial Projects I
PD 91.	Specialized Tutorial Projects II
PD 92.	Advanced Specialized Tutorial Projects I
PD 93.	Advanced Specialized Tutorial Projects II
PD 95.	Applied Study Skills
PE/T 90.	Academic Success Skills for the Student Athletes
PE/T 201.	Skill Competency in Physical Education
Psyc 103.	Parapsychology
Psyc 150.	The Psychology of Individual Adjustment
Psyc 220.	Alcohol, Drug Abuse Dependency, and Treatment
Rec 115.	Outdoor Recreation and Camp Counseling
Tele 188.	Media Design and Production

NEW CREDIT COURSES

DH 111B. Dental Radiography Lab (1)
  Grade only
  Corequisite: DH 111A
  Laboratory 3 hours
Laboratory and clinical applications of procedures involved in exposing, processing, interpreting, and evaluating radiographs. [CSU]

NEW NONCREDIT COURSES

NC 1000. Canoe Trip Leader Training (0)
  No credit
  Lecture 4 hours, laboratory 4 hours
Designed for staff youth program leaders with basic canoeing skills who want to lead flat-water canoe trips for youth or special interest groups. Covers the teaching of basic canoeing skills as well as practical teaching techniques using games and team-building skills. Also covers transportation and permit requirements, float plan, emergency response, and feeding and lodging issues. (Formerly NC 51A) [ND]

NC 1052. Basic Water Rescue
  No credit
  Lecture 3 hours; laboratory 1 hour
Provides individuals such as public safety personnel, aquatic fitness instructors, and aquatic therapists with information and skills necessary to recognize, prevent, and respond to aquatic emergencies. Prepares individuals for aquatic emergencies by teaching them to protect themselves when assisting others. Student must be an experienced swimmer. (Formerly NC 50O) [NC]

NC 1054. Family Child Care Business I (0)
 No credit
 Lecture 12 hours
Examines the process of setting up an in-home day care business. Analysis and implementation of business plan including enrollment of children, contracts, bookkeeping, and legal considerations. Creative ways to use available space and materials for a developmentally appropriate environment. (Formerly NC 50T) [ND]

NC 1055. Family Child Care Business II
 No credit
 Lecture 12 hours
Identifies caregiver's responsibilities regarding health, safety, and nutritional needs of children. Focuses on providing a safe environment for children and procedures for dealing with illness, medications, and reporting suspected child abuse or neglect. (Formerly NC 50U) [NC]

NC 1056. Family Child Care Business III (0)
 No credit
 Lecture 12 hours
Examines major theories in child development with an emphasis on practical application for the family childcare provider. Explores guidance techniques using negotiation, problem solving techniques, and positive reinforcement. (Formerly NC 50V) [ND]

NC 1057. Family Child Care Business IV (0)
 No credit
 Lecture 12 hours
Provides information and practice in helping children express feelings of loss, separation, and anxiety. Examines community resources for families and children in crisis as well as specific resources for providers for program improvement (toy and material lending, provider support groups, field trips, free and low cost materials). (Formerly NC 50W) [ND]

NC 1058. Family Child Care Business V (0)
 No credit
 Lecture 12 hours
Examines concept of developmentally appropriate practices as applied to home learning environment. Analysis of basic "whole child" approach to developing a curriculum for young children. Explores role of caregiver in providing an inclusive, multicultural, environment rich in diversity, and acceptance of the individual. (Formerly NC 50X) [ND]

NC 1059. Enjoying Great Music—The Symphony (0)
 No credit
 Lecture 8 hours, laboratory 8 hours
Learn about the great symphonic literature by listening to the works of the masters. Learn the structure and movement of the classical orchestral symphonies. Examines the biographies of the great composers. Learn about the influence of the political and social changes of the 18th – 20th centuries on the symphony. (Formerly NC 50Y) [ND]

COURSE MODIFICATIONS

Reactivate Bus 241 and 242

BUS 241. Introduction to Word Processing I (4)
 Grade only
 Lecture 3 hours, laboratory 3 hours
 Offered: Fall, Spring
Designed to prepare students for entry-level positions requiring microcomputer word processing skills. [D; CSU]

BUS 242. Adv. Word Processing & Machine
    Transcription (3)
 Lecture 2 hour, laboratory 2 hour
 Offered: Spring
Advanced applications of microcomputer word processing, which include macros, footers & headers, merge & sort, line draw & combining graphics with text. Transcription of machine dictation using word processing software. Legal and medical transcription will be available. [D; CSU]

Fren 120. Elementary French I
 A beginning course in French in which students learn to communicate in written and oral format using basic language structure, vocabulary, and expressions; students are introduced to Francophone culture via simple readings in French, film and interactive activities and projects. **Equivalent to two years of high school French.**

Fren 130. Elementary French II
 Prerequisite: Fren 120 **or two years high school French or equivalent**

Fren 220. Intermediate French I
 Prerequisite: Fren 130 **or three years high school French or equivalent**

Fren 230. Intermediate French II
 Prerequisite: Fren 220 **or four years high school French or equivalent**

Ital 120. Elementary Italian I
Designed to enable beginning students to carry out basic interpersonal communications. Students will learn the structures and vocabulary necessary to carry out simple conversation. It also serves as an introduction to Italian-speakers' worldviews, behaviors, attitudes, and contributions to the world. Designed for students with very little or no knowledge of Italian. **Equivalent to two years of high school Italian.**

Ital 130. Elementary Italian II
 Prerequisite: Ital 120 **or two years high school Italian or equivalent**

Ital 220. Intermediate Italian
 Prerequisite: Ital 130 **or three years high school Italian or equivalent**

Jpn 120. Beginning Japanese I
 Introduction to Japanese, both spoken and written. Essentials of grammar, pronunciation, idiomatic expressions, hiragana, and katakana. Relationship between language and culture will be emphasized. Oral-aural drills will be stressed. **Equivalent to two years of high school Japanese.**

Jpn 130. Beginning Japanese II
 Prerequisite: Jpn 120 **or two years high school Japanese or equivalent**

Port 120. Elementary Portuguese I
Designed to enable beginning students to carry out basic interpersonal communications. Students will learn the structures and vocabulary necessary to carry out simple conversations. It also serves as an introduction to Portuguese-speakers' worldviews, behaviors, attitudes, and contributions to the world. **Equivalent to two years of high school Portuguese.**

Port 130. Elementary Potuguese II
*Prerequisite: Port 120 **or two years high school Portuguese or equivalent***

Span 120. Elementary Spanish I
Designed to enable beginning students to carry out basic interpersonal communication and the structures and vocabulary necessary to carry out simple conversation. Introduction to Spanish-speakers' world views, behaviors, attitudes, and contributions to the world. Designed for students with very little or no knowledge of Spanish. (Not open to students who already speak Spanish fluently). **Equivalent to two years of high school Spanish.**

Span 130. Elementary Spanish II
*Prerequisite: Span 120 **or two years high school Spanish or equivalent***

COURSE CORRECTIONS

Add on page 199 of the current catalog.

ARCH 209. Construction Surveying (3)
    Grade only
    Lecture 1 hour, laboratory 5 hours
    Offered: Fall
Basic surveying as related directly to building construction. Use of the standard surveying instruments in the measuring and laying out of buildings, topographic surveying, and the establishing of levels and profiles. [CSU]

Mus 175–178
    Laboratory hours 6

MAJOR CODES CORRECTIONS

Replace the major code number on pages 156–158.

LEGAL OFFICE PROFESSIONAL
 Program Major Code: **B2155**
 Certificate Major Code: **B2355**

BUSINESS LAW SPECIALTY
Program Major Code: **A2152**
Certificate Major Code: **A2252**

CIVIL LITIGATION SPECIALTY
Program Major Code: **A2153**
Certificate Major Code: **A2253**

CRIMINAL LAW SPECIALTY
Program Major Code: **A2154**
Certificate Major Code: **A2254**

FAMILY LAW SPECIALTY
Program Major Code: **A2156**
Certificate Major Code: **A2256**

IMMIGRATION LAW SPECIALTY
Program Major Code: **A2157**
Certificate Major Code: **A2257**

INTERNATIONAL LAW SPECIALTY
Program Major Code: **A2158**
Certificate Major Code: **A2258**

WILLS, TRUSTS, AND ESTATES SPECIALTY
Program Major Code: **A2159**
Certificate Major Code: **A2259**

Replace the major code number on pages 159–160.

LEGAL OFFICE PROFESSIONAL BILINGUAL
Program Major Code: **B2165**
Certificate Major Code: **B2365**

BUSINESS LAW SPECIALTY
Program Major Code: **A2162**
Certificate Major Code: **A2262**

CIVIL LITIGATION SPECIALTY
Program Major Code: **A2163**
Certificate Major Code: **A2263**

CRIMINAL LAW SPECIALTY
Program Major Code: **A2164**
Certificate Major Code: **A2264**

FAMILY LAW SPECIALTY
Program Major Code: **A2166**
Certificate Major Code: **A2266**

IMMIGRATION LAW SPECIALTY
Program Major Code: **A2167**
Certificate Major Code: **A2267**

INTERNATIONAL LAW SPECIALTY
Program Major Code: **A2168**
Certificate Major Code: **A2268**

WILLS, TRUSTS, AND ESTATES SPECIALTY
Program Major Code: **A2169**
Certificate Major Code: **A2269**

PROGRAMS REACTIVATION

Add on pages 172 and 173 of the current catalog.

OFFICE INFORMATION SYSTEMS:

Career/Technical

COMMON CORE

Acct 7 or Bus 183	Basic Business Bookkeeping * Business Mathematics *	3
Bus 78	Electronic Calculator *	1
Bus 182	Intermediate Keyboarding *	3
Bus 206	Filing Records and Management *	3
Bus 210	Business English *	3
Bus 211 or Bus 212	Communication in Business & Industry Business Communication	3
Bus 218	The Electronic Office in a Multicultural Environment *	4
Bus 241	Introduction to Word Processing I *	4
Bus 242	Adv. Word Processing & Machine Transcription *	3
Bus 246	Desktop Publishing *	1
		28

* Mini Core required for all certificates.

OFFICE PROCEDURES AND INFORMATION PROCESSING EMPHASIS

Career/Technical (Major Code: 02405)

Bus 73 or Bus 74 or Bus 75	Keyboard Speed and Accuracy (1) Keyboard Speed and Accuracy II (1) Keyboard Speed and Accuracy III (1)	1–3
Bus 240	Office Automation Concepts	3
CL 120	Computer Literacy	1
CIS 122A or CIS 122B	Spreadsheet Software—Lotus (1) Spreadsheet Software—Excel (1)	1
CIS 134	Microcomputer Database Software Access*	1
Plus Common Core courses for OIS		28
		35–37

Recommended Electives: Bus 290.

(Major Code: 02406)
Certificate of Achievement is granted upon the completion of the required courses listed above, plus the OIS Mini Core (*****Acct 7 or Bus 183, Bus 78, 182, 206, 210, 218, 241, 242, 246).

Associate in Science Degree
Prepares students to work in an automated office environment offering comprehensive word processing training on PCs, filing/records management principles, machine transcription, business communication, and current business technology. Students must exit the degree and certificate programs with a gross keyboarding speed of 50 wpm with five or fewer errors on a five-minute timed writing.

Additional General Education and Graduation Requirements

OFFICE PROCEDURES, INTERNATIONAL EMPHASIS

Career/Technical (Major Code: 02050)

Bus 181	Spanish Computer Skills for Interpretation and Translation	2.5
Bus 225	Interpretation and Translation: General Business	3
Plus Common Core courses for Office Information Systems		28
		33.5

Recommended Electives: Bus 73, 74, 75, 240; Legl 290.

(Major Code: 02051)
Certificate of Achievement is granted upon the completion of the required courses listed above, plus the OIS Mini Core (*****Acct 7 or Bus 183, Bus 78, 182, 206, 210, 218, 241, 242, 246).

Associate in Science Degree
Offers training for Spanish bilingual clerical positions including bilingual word processing, telephone and receptionist techniques, letter translation, machine transcription, and other skills required in the modern electronic office.
Prepara al estudiante para empleos de oficinista bilingüe e incluye entrenamiento en computación (word processing) en inglés y español, técnicas telefónicas y de recepción, traducción de cartas, transcripción de correspondencia y otras aptitudes requeridas en la oficina electrónica moderna.

SECRETARIAL PROCEDURES, INTERNATIONAL EMPHASIS

Career/Technical (Major Code: 02060)

Bus 181	Spanish Computer Skills for Interpretation and Translation	2.5
Bus 225	Interpretation and Translation: General Business	3
Bus 226	Interpretation and Translation: Legal	3
Plus Common Core courses for OIS		28
		36.5

(Major Code: 02061)
Certificate of Achievement is granted upon the completion of the required courses listed above, plus the OIS Mini Core (Acct 7 or Bus 183, Bus 78, 182, 206, 210, 218, 241, 242, 246).

Recommended Electives: Bus 73, 74, 75, 240, 290.

Associate in Science Degree
The curriculum provides training for Spanish bilingual secretaries for positions in business, government, and professional offices. Secretarial skills will be developed in English and Spanish word processing, English shorthand, business terminology, bilingual telephone and receptionist techniques, filing, letter writing and translation, transcribing machines, record keeping and secretarial procedures.
El currículo prepara secretarias bilingües para empleos en agencias gubernamentales y oficinas profesionales. El estudiante desarrollará aptitudes competitivas con el procesador de palabras (word processing) en inglés y en español, taquigrafía en inglés, terminología comercial, técnicas telefónicas y de recep-ción, archivonomía, redacción de cartas y traducción, máquinas de transcripción, contabilidad y procedimientos secretariales.