CHD 021 CHILDREN AND PLAY 3.0 UNITS
Total Lecture: 54 hours
Advisory: CHD 001
Acceptable for credit: California State University
This course focuses on the classic and contemporary theories of play and the implications of play in relationship to the child’s social-emotional, cognitive, language and physical development. Students observe children’s play behavior in order to plan and implement developmentally appropriate experiences for young children in a group setting. Creating an inclusive play curricula and developing and implementing special techniques for children with special needs are discussed. Grade only.

CHD 022 ADULT SUPERVISION IN EARLY CHILDHOOD PROGRAMS 2.0 UNITS
Total Lecture: 36 hours
Advisory: CHD 001 and CHD 010
Acceptable for credit: California State University
This course is a study of methods and principles of program and professional assessment, evaluation, and communication appropriate for individuals who supervise adult teachers, parents, and volunteers in early childhood programs. A variety of professional and program instruments, including the National Association for the Education of Young Children (NAEYC) Accreditation self-study materials, designed for use in assessing staff performance and program quality are thoroughly discussed in an in-depth analysis of on-going assessment and its importance in program and professional development. In addition, self-assessment, leadership style, communication styles and career development are examined. This course partially fulfills Child Development Permit requirements for Master Teacher, Site Supervisor or Program Director. Grade only.

CHD 024 POSITIVE GUIDANCE IN EARLY CHIL DHOOD PROGRAMS: MANAGING ChALLENGING 3.0 UNITS
Total Lecture: 54 hours
Advisory: CHD 001 and CHD 002
Acceptable for credit: California State University
This course takes a comprehensive look at the genetic, environmental, and cultural factors that impact the behavior of young children. This includes stressors, child temperament, and disabilities. Positive guidance strategies, prevention techniques, supportive relationships, classroom management, observation, and intervention plans are discussed. Grade only.

CHD 025 INCLUSION STRATEGIES AND CURRICULUM IN EARLY CHILDHOOD EDUCATION 3.0 UNITS
Total Lecture: 54 hours
Advisory: CHD 001 and CHD 002
Acceptable for credit: California State University
This course focuses on the theories, research, and practical applications from the fields of both early childhood education and special education. Topics covered include using observation and assessments and implementation of Individual Education Plans (IEP) and Individual Family Service Plans (IFSP). Curriculum modification strategies for children with disabilities are discussed with the goal of meeting their unique developmental needs in inclusive and natural environments. Specific attention is aimed at the role of the teacher as a professional working with families, collaborating with interdisciplinary teams, and creating cultural competence. Grade only.

CHD 026 INTRODUCTION TO CURRICULUM 3.0 UNITS
Total Lecture: 54 hours
Prerequisite: CHD 001
Acceptable for credit: California State University
The course presents an overview of knowledge and skills related to providing appropriate curriculum and environments for young children from birth to age 6. Students examine the teacher’s role in supporting development and fostering the joy of learning for all young children. Students use observation and assessment strategies emphasizing the essential role of play. An overview of content areas includes but is not limited to: language and literacy, social and emotional learning, sensory learning, art and creativity, math and science. Grade only. C-ID # ECE 130.

CHINESE (CHI)

CHI 001 FIRST SEMESTER CHINESE 5.0 UNITS
Total Lecture: 90 hours
Acceptable for credit: University of California, California State University
This course is an introduction to the basic oral and written structures of the Mandarin Chinese language. Emphasis is placed on communication and relevancy. Reading and writing is introduced and practiced. Aspects of the Chinese culture in China and Chinese-speaking countries are presented and discussed. Pass/No Pass Option. CSUGE: C2; IGETC: 6A.

CHI 002 SECOND SEMESTER CHINESE 5.0 UNITS
Total Lecture: 90 hours
Prerequisite: CHI 001
Acceptable for credit: University of California, California State University
Chinese 002 is a continuation of Chinese 001 and is an elementary level course. Pass/No Pass Option. CSUGE: C2; IGETC: 3B, 6A.

CITIZENSHIP PREPARATION

PLEASE REFER TO NON CREDIT IMMIGRANT EDUCATION FOUND ALPHABETICALLY IN THE CATALOG.

COMMUNICATION STUDIES (COM)

COM 001 PUBLIC SPEAKING 3.0 UNITS
Total Lecture: 54 hours
Advisory: ENG 001A or ENG 001AX
Acceptable for credit: University of California, California State University
This is a basic course in speech communication that emphasizes the fundamentals of informative and persuasive speaking presented extemporaneously. The theory and techniques that are stressed include: research, critical evaluation, reasoning, organization, style, and delivery; the role of the listener in oral communication; and understanding the audience-speaker relationship. Grade only. C-ID # COMM 110. CSUGE: A1; IGETC: 1C.
COM 001H  PUBLIC SPEAKING – HONORS  3.0 UNITS
Total Lecture: 54 hours
Advisory: ENG 001A or ENG 001AX
Acceptable for credit: University of California, California State University
This honors course is an enhanced version of COM 001, emphasizing the fundamentals of informative and persuasive speaking presented extemporaneously. The theory and techniques that are stressed include: research, critical evaluation, reasoning, organization, style, and delivery; the role of the listener in oral communication; and understanding the audience-speaker relationship. Students cannot receive credit for both COM 001 and COM 001H. Enrollment in the Honors Program is required. Grade only. C-ID # COMM 110. CSUGE: A1; IGETC: 1C.

COM 004  SMALL GROUP COMMUNICATION  3.0 UNITS
Total Lecture: 54 hours
Advisory: ENG 001A or ENG 001AX
Acceptable for credit: University of California, California State University
This course is designed to provide students with theoretical and practical experiences in problem solving, conflict management, decision making, and leadership in various group contexts. Students learn and practice effective oral communication skills important to the social-emotional, task and leadership functions of small groups in a variety of situations. Grade only. C-ID # COMM 140.

COM 008  INTERPERSONAL COMMUNICATION  3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: California State University
This course involves practical communication skills useful for communicating in one’s personal life as well as in working relationships. Course content emphasizes communication skills and theory important in improving interpersonal relationships. Topic areas include listening, nonverbal communication, assertiveness, self-awareness, intercultural communication, and conflict resolution. Pass/No Pass Option. C-ID # COMM 130. CSUGE: E.

COM 012  INTRODUCTION TO INTERCULTURAL COMMUNICATION  3.0 UNITS
Total Lecture: 54 hours
Advisory: ENG 001A or ENG 001AX
Acceptable for credit: University of California, California State University
This is an introductory course examining the effects of culture on interpersonal communication. Students learn about overcoming barriers to intercultural communication such as ethnocentrism, prejudice, and lack of awareness. Emphasis is given to the influence of culture upon the interpretation of the communication act and to the skills that improve intercultural communication. This course satisfies Area C Humanities. Grade only. C-ID # COMM 150. CSUGE: C2, E; IGETC: 3B.

COM 015  FUNDAMENTALS OF ORAL COMMUNICATION  3.0 UNITS
Total Lecture: 54 hours
Acceptable for credit: University of California (Pending), California State University
An introduction to the basic principles and methods of oral communication with emphasis on improving research, speaking and listening skills applied in multicultural contexts including interpersonal, small group, organizational, media, and public communication. Grade Only.

COM 019A  COMMUNICATION ACTIVITIES: INTERVIEWING SKILLS  1.0 UNIT
Total Arranged Lab: 54 hours
Acceptable for credit: California State University
In this course students develop and practice successful interviewing skills, including techniques for pre-interview preparation, dynamics of an interview, salary negotiations and follow-up. Pass/No Pass Option.

COM 020  ARGUMENTATION AND DEBATE  3.0 UNITS
Total Lecture: 54 hours
Advisory: ENG 001A or ENG 001AX
Acceptable for credit: University of California, California State University
This is an introductory course in rhetorical theory and practice. Students engage in argumentation and debate while learning the means of discovering and supporting intelligent decisions and adapting them to particular audiences. Attention is given to distinguishing fact from inference; presenting, analyzing and refuting propositions of fact, value, and policy; identifying and applying types and methods of reasoning; correct use and analysis of evidence, and the identification and analysis of fallacies. Grade only. C-ID # COMM 120. CSUGE: A1, A3; IGETC: 1C.

COM 020H  ARGUMENTATION AND DEBATE - HONORS  3.0 UNITS
Total Lecture: 54 hours
Advisory: ENG 001A or ENG 001AX
Acceptable for Credit: California State University, University of California
This is an introductory course in rhetorical theory and practice. Students engage in argumentation and debate while learning the means of discovering and supporting intelligent decisions and adapting them to particular audiences. Attention is given to distinguishing fact from inference; presenting, analyzing and refuting propositions of fact, value, and policy; identifying and applying types and methods of reasoning; correct use and analysis of evidence, and the identification and analysis of fallacies. Students cannot receive credit for both COM 020 and COM 020H. Enrollment in the Honors Program is required. Grade only. C-ID # COMM 120. CSUGE: A1, A3; IGETC: 1C.

COMPUTER APPLICATIONS
(CAP)

CAP 010A  LEARNING THE KEYBOARD  1.0 UNIT
Total Lab: 54 hours
This course is designed for anyone who wants to learn the “touch” system of keyboarding on the computer. Proper techniques of keyboarding are emphasized to develop speed and accuracy. Pass/No Pass Only.

CAP 013  TEN-KEY NUMERIC KEYPAD  1.0 UNIT
Total Lab: 54 hours
This course develops entry-level vocational proficiency in the use of 10-key numeric keypad. This course can be taken concurrently with CAP 010A or CAP 010C. Pass/No Pass Only.

CAP 033A  WORD PROCESSING - COURSE 1  3.0 UNITS
Total Lecture: 54 hours
Advisory: CAP 010A or CAP 011 and CAP 031B
Acceptable for credit: California State University
This course teaches word processing applications using Microsoft Word. The course includes text-editing, formatting, storage, retrieval, printing, tables, charts, document filing and management, columns, style sheets, spell check and thesaurus, and other basic word processing skills. Pass/No Pass Option.

CAP 033B  WORD PROCESSING - COURSE 2  3.0 UNITS
Total Lecture: 54 hours
Advisory: CAP 033A AND CAP 010A
Acceptable for credit: California State University
Students develop an in-depth knowledge of Word in order to prepare documents. This course includes text-editing, formatting, storage, retrieval, macros, mail-merge, document filing and management, printing, and special features of the program. Advanced software capabilities are covered including review features, themes, sorting, lists, etc. Pass/No Pass Option.