NEW COURSES

Course ID: **CD 105H**
Course Title: Child Growth and Development – Honors
Units: 3
Lecture: 3 Hours
Laboratory: None
Prerequisite: None

Catalog and Schedule Description: Study of the growth and development of children from the prenatal period through adolescence; with an emphasis on individual, physical, cognitive, and socio-emotional needs of children. Practical experience observing and interacting with children. **Enrollment is limited to students eligible for the Honors Program.**

Effective: FA 2005

Course ID: **SOC 100H**
Course Title: Introduction to Sociology – Honors
Units: 3
Lecture: 3 Hours
Laboratory: None
Prerequisite: None

Catalog and Schedule Description: Careful examination of the social influences on human behavior focusing on social patterns and processes, structure and function, conflict and change in society and culture in general with emphasis on American institutions in a multicultural society and their relationship to global patterns. **Enrollment is limited to students eligible for the Honors Program.**

Effective: FA 2005

COURSE MODIFICATIONS

BIOL 104   HUMAN ECOLOGY

Change Catalog and Schedule Description	To:	Discussion of the ecological consequences of human resource use and population growth. Emphasis is on earth's life support systems and current environmental problems threatening human health and species survival.

Effective: SP 2005
Rationale: To reflect curriculum changes

HEALTH 103   INTRODUCTION TO HOLISTIC HEALTH

Change Catalog and Schedule Description	To:	An introduction to health and healing practices involving the integration of physical, mental, spiritual, and social resources. Students explore ancient disciplines of Ayurveda, Yoga, and Chinese Medicine, as well as modern Western health systems like Biofeedback, Swedish Massage, Reiki, Meditation, Guided Imagery, Herbalism, Humor and Music Therapy. Emphasis is placed on health promotion and prevention of disease, and how we become self-advocates in promoting our own well being with the assistance of health care professionals.

Effective: SP 2005
Rationale: To reflect curriculum changes

READ 920   ADULT LITERACY AND COLLEGE PREPARATION SKILLS

Change Hours	To:	Lecture: 3 Hours Laboratory: 3 Hours
Change Units	To:	4

Effective: FA 2004
Rationale: To reflect curriculum changes

DISTRIBUTED EDUCATION

ADJUS 101	100% ONLINE
ADJUS 102	100% ONLINE
ADJUS 103	100% ONLINE
ADJUS 104	100% ONLINE
ADJUS 105	100% ONLINE
ADJUS 106	100% ONLINE
ADJUS 107	100% ONLINE
ADJUS 108	100% ONLINE
ADJUS 198	100% ONLINE
ANTHRO 106	100% ONLINE
BIOL 104	100% ONLINE
BIOL 260	HYBRID
CD 100	HYBRID
CD 126	HYBRID
ENGL 061	100% ONLINE
ENGL 161	100% ONLINE
SOC 100H	100% ONLINE
SPEECH 100	HYBRID

Effective: FA 2004
Rationale: To reflect curriculum changes

CIT - OFFICE INFORMATION SYSTEMS CERTIFICATES

Students working for certificates must have a basic knowledge of arithmetic, reading and writing in order to learn and work in the occupations they select.

There are five Office Information Systems Certificates: Administrative Assistant, Clerical Assistant, Legal Administrative Assistant, Medical Administrative Assistant, and Information Processing Specialist. **Each of these certificates requires the core courses plus specialized courses.**

CORE REQUIREMENTS FOR OFFICE INFORMATION SYSTEMS CERTIFICATES:

CIT 105 Windows	2
CIT 198 OIS Work Experience	(1-4)
BUSAD 039 Strategies for Successful Employment	3
CIT 013 Intermediate Keyboarding	3
CIT 031 Business English	3
CIT 020 Word Processing: Microsoft Word	3
TOTAL UNITS for Office Information	
Core Requirements	**(15-18)**

1. ADMINISTRATIVE ASSISTANT

REQUIRED COURSES	UNITS
Office Information Core Requirements	**15-18**
CIT 101 Introduction to Computer Literacy	3
CIT 016 Advanced Keyboarding	3
CIT 032 Machine Transcription	3
CIT 030 Records and Database Management	3
CIT 033 Machine Calculations	3
CIT 114 Spreadsheets: Excel	3
CIT 116 Database Management: Access	3
CIT 126 Computer Graphics	3
ELECTIVE-choose from the list of RECOMMENDED COURSES	3

RECOMMENDED COURSES	UNITS
BUSCAL 050 Quantitative Methods in Business	3
SPAN 015 Conversational Spanish	3
TOTAL UNITS	**42-45**

2. CLERICAL ASSISTANT

REQUIRED COURSES:	UNITS
Office Information Core Requirements	**15-18**
CIT 101 Introduction to Computer Literacy	3
CIT 016 Advanced Keyboarding	3
CIT 030 Records and Database Management	3
CIT 033 Machine Calculations	3
ELECTIVE-choose from the list of RECOMMENDED COURSES	3

RECOMMENDED COURSES	UNITS
BUSCAL 050 Quantitative Methods in Business	3
CIT 114 Spreadsheets: Excel	3
CIT 116 Database Management: Access	3
SPAN 015 Conversational Spanish	3
TOTAL UNITS	**30-33**

3. INFORMATION PROCESSING SPECIALIST

REQUIRED COURSES:	UNITS
Office Information Core Requirements	**15-18**
CIT 101 Introduction to Computer Literacy	3
CIT 114 Spreadsheets: Excel	3
CIT 116 Database Management: Access	3
CIT 126 Computer Graphics	3
ELECTIVE-choose from the list of RECOMMENDED COURSES	3

RECOMMENDED COURSES	UNITS
BUSCAL 050 Quantitative Methods in Business	3
CIT 016 Advanced Keyboarding	3
CIT 032 Machine Transcription	3
CIT 030 Records and Database Management	3
SPAN 015 Conversational Spanish	3
TOTAL UNITS	**30-33**

DELETE CERTIFICATES

MEDICAL ADMINISTATIVE ASSISTANT
LEGAL ADMINISTRATIVE ASSISTANT
COMPUTER SYSTEMS