



Southwestern College

2001–2002 Catalog

August 13, 2001

NEW COURSES

ART 100L. Drawing Laboratory I (1)

Credit/No Credit only

Laboratory 3 hours

Intended to substantiate skill development for student portfolios and encourage the use of materials methods, creative thinking, and problem solving introduced to the student in the Art 100. (Formerly Art 295J) [D; CSU]

ART 102L. Drawing Laboratory II (1)

Credit/No Credit only

Laboratory 3 hours

Intended to substantiate skill development for student portfolios and encourage the use of materials methods, creative thinking, and problem solving introduced to the student in Art 100. (Formerly Art 295J) [D; CSU]

ADN 116. ADN Practicum (2)

Credit/No Credit only

Prerequisite: Completion of first semester of an ADN program or ADN 112 and 112L

Laboratory 6 hours

Laboratory course providing hospital experiences with a variety of acute and chronic health conditions. Students will utilize the nursing process to assist patients in restoring optimal health functions and illness prevention. [D; CSU]

BUS 168. Managing Change: Workplace Strategies (1)

Lecture 1 hour

Provides an overview and builds awareness of the dynamics of change, identifies resistance factors, and increases one's ability to adapt to increasing demands in our fast-paced society. Provides students with practical tools and strategies to assist in workplace change through case studies, scenarios, and workplace examples brought by students. [D; CSU]

BUS 200A. Introduction to Word Processing (MOUS CORE Preparation) (3)

Grade only

Recommended Preparation: Bus 71 or 182

Lecture 3 hours, laboratory 1 hour

Designed to prepare students for entry-level positions in the area of word processing as well as to prepare students for the Microsoft Office User Specialist (MOUS) CORE certificate exam. [D; CSU]

BUS 200B. Advanced Word Processing (MOUS EXPERT Preparation) (3)

Grade only

Recommended Preparation: Bus 200A

Lecture 2.5 hours, laboratory 1.5 hours

Advanced applications of microcomputer word processing. Designed to prepare students for the Microsoft Office User Specialist (MOUS) EXPERT Certificate exam. Includes worksheets, tables, mail merge, macros, and collaborating with work groups. [D; CSU]

CIS 244B. Building Cisco Remote Access Networks (3)

Grade only

Prerequisite: CIS 244A

Recommended Preparation: CIS 144C

Lecture 2 hours, laboratory 3 hours

Learn to build, configure, and troubleshoot a remote access network to interconnect central sites to branch offices and home offices, control access to the central site, and maximize bandwidth utilization over the remote links. [D; CSU]

DH 117. Medical and Dental Emergencies (1)

Grade only

Lecture 1 hour

Evaluates the patient and client medical history. Recognizes medical and dental emergencies and the prescribed treatment of each type of emergency. [D; CSU]

ORN 131. Perioperative Circulating Registered Nurse Training (9)

Grade only

Limitation of enrollment to registered nurses or graduates

Lecture 6 hours, laboratory 9 hours

Basic knowledge, skills, and ability to meet competency as a perioperative circulating registered nurse in the operating room with emphasis on patient advocacy. [D; CSU]

ORN 132. Advanced Perioperative Nursing in Surgical Specialties (7)

Grade only

Prerequisite: ORN 131 or registered nursing license with operating room experience

Lecture 2 hours, laboratory 15 hours

Advanced surgical specialties including general surgery, laproscopic procedure, genitourinary surgery, gynecologic surgery, neurosurgery, orthopedics, plastics, ophthalmology, otolaryngology, and peripheral vascular surgery. All areas address age-specific criteria, and the role and function of the perioperative nurse in the different surgical specialties. (Formerly ORN 295B) [D; CSU]

ORN 133. Perianesthesia (PACU) (7)

Grade only

Prerequisite: Limitation of enrollment to RNs

Recommended Preparation: Advanced Cardiac Life Support (ACLS) and Pediatric Advanced Life Support (PALS)

Lecture 2 hours, laboratory 15 hours

Addresses age-specific patient outcome criteria as it relates to the Post Anesthesia Care Unit (PACU) environment. The course is based on the American Society of Perianesthesia Nursing Practice (ASPN) competency core curriculum with emphasis on the standards of perianesthesia nursing practice. (Formerly ORN 295C) [D; CSU]

PD 94A. Fundamentals of Spelling I (4)

Prerequisite: Completed Student Education Contract (SEC)

Lecture 3 hours, laboratory 3 hours

The beginning course in a sequence of developmental spelling classes designed to meet the perceptual and processing needs of the student with learning deficits. Develops an awareness of sound identity and sequence in words and promotes the ability to use single-syllable word attack generalizations and introduces multi-syllable concepts. [ND]

PD 94B. Fundamental of Spelling II (4)

Prerequisite: PD 94A and completed Student Educational Contract (SEC)

Lecture 3 hours, laboratory 3 hours

The second course in a sequence of developmental spelling classes designed to meet the perceptual and processing needs of the student with learning deficits. Continues to develop phonetic awareness and self-correction skills. Teaches multi-syllable word attack generalizations, prefixes, suffixes, and strategies for visual memory and proofreading. [ND]

NEW NONCREDIT COURSES

NC 5. Career Research Workshop (0)

Lecture 3 hours

Designed to provide students with an overview of the career development process and an introduction to the information, skills, and resources necessary to conduct career research. How their preferred occupational interests and skills relate to the changing world of work. Hands-on opportunity to research occupations and labor market information utilizing a variety of materials including computer-based and printed resources. [ND]

NC 1025. Transfer Writing Assessment Preparation (0)

Lecture 3 hours

Designed for San Diego State University transfer students who need to meet the SDSU Transfer Writing Assessment (TWA) requirement. The comprehensive workshop provides students with valuable timed writing techniques, sample test questions, and the opportunity to take a practice TWA exam that is evaluated holistically by two English Instructors. (Formerly NC 298K) [NC]

NC 1033. Success in Nursing (0)

Lecture 24 hours

Designed to assist enrolled nursing students to be successful in VN and ADN programs. Includes test-taking strategies as well as basic mathematics, reading comprehension, time management, communication, and critical thinking as they apply to the nursing curriculum. (Formerly NC 298T) [NC]

NC 1035. Adventure Kayaking: Resource Naturalist I (0)

Lecture 6 hours, laboratory 6 hours

Designed to develop the student's ability to participate in basic marine environmental surveys utilizing basic kayaking skills, navigation, and communication aides. Field time to be announced. (Formerly NC 298X) [ND]

COURSE MODIFICATIONS

Course modifications are noted in bold and strike-out.

Now offered as distance learning:

AJ 111.	Introduction to Administration of Justice
Anth 101.	Biological Anthropology
Anth 102.	Cultural Anthropology
Anth 103.	Archaeology and Prehistory
Anth 110.	Indians of North America
Anth 112.	Cultures of México
Hist 100	American Civilization I
Hist 101	American Civilization II
Hist 104	Western Civilization I
Hist 105	Western Civilization II
Hist 106	World History I
Hist 107	World History II
Hist 122	Comparative History of the Americas II
Hist 131	Women in History II
MAS 141	Mexican-American History I
MAS 142	Mexican-American History II
Psyc 109	The Psychology of Death and Dying
Psyc 116	Introduction to Social Psychology
Psyc 211	Learning
Psyc 230	Developmental Psychology
Psyc 250	Abnormal Psychology
Psyc 260	Introduction to Psychological Psychology
Soc 116	Introduction to Social Psychology

AJ 114. Fundamentals of Crime and Criminal Behavior

An exploration of **historical** and **contemporary** explanations of crime causation. A study of **the** fundamentals of **crime and criminal behavior** with emphasis on criminal career typologies.

AJ 115. Adult Probation, Prison, and Parole

History, philosophy, and administration of adult probation, **prison**, and parole. Principles of investigation, supervision, and socialized treatment as practiced in probation, **prison**, and parole.

AJ 181. Juvenile Law and Procedures Organization, functions, and procedures of juvenile justice; **juvenile statues, custody, detention, and court processing of juveniles; case dispositions; of probation and parole.**

AT 120. Engine Performance

Grade only

Recommended Preparation: AT 101, 102 or equivalent
Engine performance ~~(tune-up)~~ on **vehicles in relation to the ignition system function and fuel system delivery. With ignition points and carburetors. Use of ignition and fuel system diagnostic machines. Emphasis on use of ignition scope and fuel system diagnostic equipment. Exhaust out gas analyzer function detailed.** Initial phase of preparation for ASE Certification in Engine Performance (A-8).

BIOL 145. EconMundo: Ecology and Environmental Science

Recommended Preparation: **Satisfactory completion of Engl 56 or the equivalent skill level as determined by the Southwestern College Reading Assessment**

BUS 35. Administrative Office Assistant—Bilingual
Upon program completion, the student can gain an entry-level position in a bilingual (Spanish/English) office. Topics include business English, employment testing and interviewing, keyboarding speed and accuracy, ~~WordPerfect~~ **Microsoft Office Suite software applications**, microcomputer spreadsheet, bilingual telephone techniques, transcription, filing, human relations, and time management. A one-unit internship must also be completed to earn the certificate.

BUS 36. **Legal office Assistant—Bilingual**
Students will learn to work in a legal office using word processing equipment and **Microsoft Office software applications**. Students will transcribe legal documents, correspondence, and forms. Legal office procedures, legal terminology, and interpretation between client and attorney will also be emphasized. A one-unit internship must also be completed to earn the certificate. This course will be taught in both English and Spanish. Course covers content of classes including Bus 223, 226, 229, and CIS 121B.

BUS 40. **Medical Office Assistant—Bilingual (English/Spanish)**
Recommended Preparation: Satisfactory completion of Engl 158 or the equivalent skill level as determined by the Southwestern College Reading Assessment. Span 215 or 230

BUS 70. Keyboarding I
Lecture . 1 hour, laboratory .5 hour
For students with no keyboarding experience. Students will learn to keyboard using touch control of letter keys, develop correct typing techniques, build speed, and control on one- and two-minute timed writings. **Computer** and keyboard software will be used.

BUS 71. Keyboarding II
Lecture 1 hour, laboratory .5 hour
Prerequisite: Bus 70 or equivalent
Continuation of Bus 70. For students who **keyboard** 20 wpm. Numeric and symbol keys, formatting of a business letter, and one-page reports. Build speed and control on one- and three-minute writings. Computers and keyboarding software will be used. .

BUS 73. Keyboarding Speed and Accuracy I
Lecture 1 hour, laboratory .5 hour
Prerequisite: Bus 70 or keyboard by touch

BUS 74. Keyboarding Speed and Accuracy II
Lecture 1 hour, laboratory .5 hour

BUS 75. Keyboarding Speed and Accuracy III
Lecture 1 hour, laboratory .5 hour

BUS 78. Electronic Calculator
Lecture 1 hour, laboratory .5 hour

BUS 134. **eBusiness: Principles of Electronic Commerce**

BUS 135. **eBusiness II: Creating an Effective Web Presence**

BUS 148. **Developing and Starting a New Business**

BUS 149. **Operating and Managing a Small Business**

BUS 181. Spanish Computer Skills for Interpretation and Translation (3)
Lecture 3, laboratory 1
Prerequisite: Bus 70
Recommended Preparation: Span 215 or 220
Students will review

the Spanish keyboard and keying techniques and develop speed and accuracy as well as basic word processing skills using Microsoft Word or WordPerfect. The accent mark and punctuation will be emphasized. The course includes primarily Spanish dictation and transcription of letters, memos, and short reports used in an international business and legal context and an introduction to the process of computer translation via both the internet and computer translation software.

BUS 182. Intermediate Keyboarding
Lecture 3, laboratory 2
Prerequisite: Bus 71 (Enrollment is limited to students with credit in Bus 70 or the equivalent. Students must demonstrate equivalent keyboarding competency on the first week of class)

BUS 210. Business English
Grade or Credit/No Credit option available

Students will develop English language skills used in a modern business context. The course includes a review of vocabulary, grammar, punctuation, spelling, and an introduction to basic business letter writing.

BUS 211. Communication in Business and Industry
Recommended Preparation: Bus 210
Students will learn how to write basic business letters, memos, effective e-mail messages, and short reports. **Emphasis on the preparation of employment letters, a resume, and an introduction to oral presentations in a business context. Bus 211 fulfills the writing requirement for a certificate program or associate degree.** Assignments must be **keyboarded**.

BUS 226.
Recommended Preparation: Span 215 or 220, or equivalent

BUS 227. Interpretation and Translation: Medical
Recommended Preparation: BUS 210, Span 215, 220 or equivalent; Bus 204 & 205

BUS 228.
Designed to prepare students who desire to work as a legal clerk/secretary/transcriptionist. The student will learn terminology commonly used in ~~wills, codicils, birth, marriage, and death certificates, import/export documents, and court pleadings and documentation.~~ **civil, probate, family, criminal law pleadings, and documentation.**

BUS 229. Legal Terminology—Bilingual (Engl/Span)
Recommended Preparation: SPAN SPAN 215 or 230 or equivalent; BUS 223 or BUS 228 or Legl 255

Designed to prepare bilingual (Spanish/English) students who desire to work in a legal setting particularly as a bilingual legal assistant. The student will learn terminology commonly used in ~~wills, codicil, birth, marriage, death certificates, import/export documents, court pleadings, and documentation~~ **civil, probate, family, criminal law pleading, and documents** in both English and Spanish.

DH 111A. Dental Radiography (1)
 Laboratory 0
Corequisite: DH 11B
 Principles of dental radiology and clinical application of procedures involved in exposing, processing, interpreting, and evaluating radiographs. (Formerly DH 111)

REACTIVATED

ENGL 119. Introduction to Language
 Engl 115 or satisfactory score on English Placement Test
 Introduction to the principles and practice of modern linguistics as applied to the study of English. **This course will survey linguistic principles, especially as applied to the teaching of language. It is designed to heighten students' awareness of the structure and functions of language through exposure to basic linguistic concepts, language variables, tools of analysis, and current issues in the field.**

HLTH 102. Border Health Issues: HIV

PE/A 203. Fitness Walking

PD 1. Speech-Language-Hearing Assistance
 Designed to assess and provide special assistance to students with speech, hearing and/or language problems such as distortions of speech sounds, stuttering, voice disorders, or speech associated with physical disorders. Assistance is provided by licensed speech-language pathologist. (Formerly Spch 1)

SPCH 7 PD 7. Memory Skills
 taught by a licensed Speech Language Pathologist and Designed to offer special instruction to students with memory **problems or** disorders. Teaches students to locate, identify, organize, and recall, using advanced strategies. ~~Builds on cognitive skills taught in SPCH 3.~~ [ND] (Formerly Spch 7)

PD 8. Fluency
 Designed to meet the individual needs of students with stuttering disorders and is taught by a licensed speech-language pathologist. Fluency strategies and increased fluency techniques related to vocational and education objectives will be included. (Formerly Spch 9)

SPCH 11 PD 11. Voice and Articulation
 Designed to meet the individual needs of students with voice and articulation disabilities. Class is taught by a licensed Speech-Language Pathologist and stresses appropriate vocal hygiene, inflection, manner and placement for speech production and increased intelligibility. (Formerly Spch 11)

COURSE INACTIVATIONS

Bus 180. Beginning Typewriting
 Bus 241. Introduction to Word Processing I
 Bus 242. Adv. Word Processing & Machine Transcription
 DH 201. Community Health
 DH 212. Clinic IV
 PE/A 187. Nautilus/Life Cycle II
 PE/A 188. Nautilus/Life Cycle III
 PE/A 189. Nautilus/Life Cycle IV
 PE/A 197. Intermediate Judo
 PE/A 198. Advanced Judo
 PE/A 204. Fitness Walking II
 PE/A 205. Fitness Walking III
 PE/A 206. Fitness Walking IV
 PD 83. Fundamentals of Spelling I
 PD 84. Fundamentals of Spelling II
 PD 85. Fundamentals of Spelling III
 PD 86. Fundamentals of Spelling IV

PROGRAMS MODIFICATIONS

Program modifications are noted in bold and strike-out.

CRIMINAL INVESTIGATOR

AJ 111	Introduction to Administration of Justice	3
AJ 151	Concepts of Criminal Law	3
AJ 156	Legal Aspects of Evidence	3
AJ 166	Principles of Investigation	4
AJ 167	Written Communication in Administration of Justice	3
AJ 171	Evidence Technology	4
Art 121	Basic Photography	3
Art 126	Beginning Color Photography	3

Biol 100	Principles of Biology	3
Biol 101	Principles of Biology Laboratory	1
Chem 100	Introduction to General Chemistry	4
		34

Same

ENTREPRENEURSHIP & SMALL BUSINESS EMPHASIS

Bus 134	eBusiness I: Principles of eCommerce	3
Bus 143	eStrategic Business Planning	2
Bus 148	Developing & Starting a New Business	3
Bus 149	Operating and Managing a Small Business	3

Select	3 units from the courses listed below:	3
Bus 139	Consumer Retailing & Merchandising (1)	
Bus 144	Advertising & Promotional Strategy (1)	
Bus 145	Financial Management for Small Business (1)	

Bus 147	Successful Selling Techniques (1)	
Plus Common Core courses for Business Management		27-28
		41-42

Same

LEGAL OFFICE PROFESSIONAL

Bus 75	Keyboarding Speed and Accuracy III	1
Bus 78	Electronic Calculator	1
Bus 182	Intermediate Keyboarding	3
Bus 210	Business English	3
Bus 200A	Introduction to Word Processing: (MOUS CORE Preparation)	3
Bus 211	Communication in Business and Industry	3
or		
Bus 212	Business Communication	3
Bus 223	Legal Office Procedures	2.5
Bus 249	Legal Transcription	2.5
CIS 122B	Spreadsheet Software—Excel	1
Legl 224	Procedures for Legal Office Personnel	3

Legl 270	Computer Skills for Legal Professionals	2.5
Legl 290	Legal Assistant Cooperative Work Experience I	1
		28

Recommended Electives: Acct 7; Bus 73, 74, 75, 140, 177, 183, 206, 226, 228, 229, 240, 200B, 246, 291–293; Legl 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 291–293; CIS 129, 133, 134, 139, 140, 151, 152.

BUSINESS LAW SPECIALTY

Bus 140	Business Law	3
Legl 256	International Law for Business	3
Plus courses required for the Legal Office Professional program		28
		34

Same

CIVIL LITIGATION SPECIALTY

Legl 261	Civil Litigation I	3
Legl 269	Civil Litigation Procedures	3
Plus courses required for the Legal Office Professional program		28
		34

Same

CRIMINAL LAW SPECIALTY

AJ 151	Concepts of Criminal Law	3
AJ 161	Principles and Procedures of the Justice System	3
Plus courses required for the Legal Office Professional program		28
		34

Same

FAMILY LAW SPECIALTY

Legl 263	Family Law	3
Legl 266	Mediation, Negotiation, and Conflict Management	2
Plus courses required for the Legal Office Professional program		28
		33

Same

IMMIGRATION LAW SPECIALTY

Legl 262	Immigration Law and Procedure	3
Bus 233	Interpretation and Translation: Immigration (3 or	2–3
Legl 267	Interviewing and Investigation for Paralegals (2)	
Plus courses required for the Legal Office Professional program		28
		33–34

Same

INTERNATIONAL LAW SPECIALTY

Bus 45	Import and Export Documentation Clerk (2)	
or		2–3
Bus 177	Principles of International Business (3)	
Legl 256	International Law for Business	3
Plus courses required for the Legal Office Professional program		28
		33–34

Same

WILLS, TRUSTS, AND ESTATES SPECIALTY

Legl 264	Will, Trusts, and Estates	3
Bus 121	Financial Planning and Money Management	3
or		
RE 101	Real Estate Principles	
Plus courses required for the Legal Office Professional program		28
		34

Same

LEGAL OFFICE PROFESSIONAL—BILINGUAL (English/Spanish)

Career/Technical (Major Code: B2165)

Bus 75	Keyboarding Speed and Accuracy III	1
Bus 78	Electronic Calculator	1
Bus 181	Spanish Computer Skills for Translation/ Interpretation	3
Bus 182	Intermediate Keyboarding	3
Bus 200A	Introduction to Word Processing (MOUS CORE Preparation)	3
Bus 223	Legal Office Procedures	3
Bus 226	Interpretation/Translation: Legal	3
Bus 229	Legal Terminology—Bilingual (Engl/Span)	1
Bus 249	Legal Transcription	2.5
Bus 211 or Bus 212	Communication in Business and Industry Business Communication	3
Legl 224	Procedures for Legal Office Personnel	3
Legl 270	Computer Skills for Legal Professionals	2.5
Legl 290	Legal Assistant Cooperative Work Exp. I	2
Span 216 or Span 230	Spanish for Bilinguals II (5) Intermediate Spanish II (5)	5

36

Recommended Electives: Acct 7; Bus 73, 74, , 140, 183, 206, 210, 225, 227, 228, 233, 234, 240, 200B, 246; , 291–293; Legl 255, 256, 257, 258, 259, 261, 262, 263, 264, 265, 266, 267, 268, 269, ; CIS 129, 133, 134, 135, 139, 140, 151, 152.

***Native speakers from a Spanish-speaking country who have finished high school or the equivalent in that country will have satisfied the Spanish language requirement. Students who have completed high school in the U.S. and have completed the fourth-year level of Spanish will have satisfied the Spanish language requirement.**

Same

BUSINESS LAW SPECIALTY

Bus 140	Business Law	3
Legl 256	International Law for Business	3
<i>Plus courses required for the Legal Office Professional— Bilingual program</i>		36
Same		42

CIVIL LITIGATION SPECIALTY

Legl 261	Civil Litigation I	3
Legl 269	Civil Litigation Procedures	3
<i>Plus courses required for the Legal Office Professional — Bilingual program</i>		36
Same		42

CRIMINAL LAW SPECIALTY

AJ 151	Concepts of Criminal Law	3
AJ 161	Principles and Procedures of the Justice System	3
<i>Plus courses required for the Legal Office Professional— Bilingual program</i>		36
Same		42

FAMILY LAW SPECIALTY

Legal 263	Family Law	3
Legl 266	Mediation, Negotiation, and Conflict Management	2
<i>Plus courses required for the Legal Office Professional— Bilingual program</i>		36
Same		41

IMMIGRATION LAW SPECIALTY

Legl 262	Immigration Law and Procedure	3
Bus 233 or Legl 267	Interpretation and Translation: Immigration (3) Interviewing and Investigation for Paralegals (2)	2–3
<i>Plus courses required for the Legal Office Professional— Bilingual program</i>		36
Same		41–42

INTERNATIONAL LAW SPECIALTY

Bus 45 or Bus 177	Import and Export Documentation Clerk (2) Principles of International Business (3)	2–3
Legl 256	International Law for Business	3
<i>Plus courses required for the Legal Office Professional— Bilingual program</i>		36
Same		41–42

WILLS, TRUSTS, AND ESTATES SPECIALTY

Legl 264	Will, Trusts, and Estates	3
Bus 121 or RE 101	Financial Planning and Money Management Real Estate Principles	3
<i>Plus courses required for the Legal Office Professional— Bilingual program</i>		36
Same		42

PROGRAM INACTIVATIONS

Delete

OIS: Common Core (page 162)

OIS: Office Procedures and Information Processing (page 162)

OIS: Secretarial Procedures, International Emphasis (page 163)

PROGRAM CORRECTIONS

LIBERAL STUDIES: ELEMENTARY EDUCATION

(Replace on page 161)

Change dean responsible for the program

Dean, Renee M. Kilmer, Ph.D.

PLAN B

Add under...

B. Physical Universe and Its Life Forms;

Group 1: Physical Sciences (page 52)

Astr 120 Solar System Astronomy

Astr 170 The Radical Universe

Astr 180 Life in the Universe

Add under...

C. Art, Literature, Philosophy and Foreign Languages;

Group 2: Humanities (page 54)

Port 120 Elementary Portuguese I

Port 130 Elementary Portuguese II

Port 220 Intermediate Portuguese III

The updated Plan B is in the Public Folders.