

**Palo Verde Community College
Office of Instruction**

M E M O R A N D U M



To: All Faculty and Staff
From: Office of Instruction
Date: December 15, 2009
Subject: **COLLEGE CATALOG 2009-2010 *ADDENDUM #1***

The attached, College Catalog 2009-2010, Addendum #1, contains new and revised courses and certificates that have been curriculum and board approved. Please note the additions and changes in your catalog and/or attach the addendum for efficient and accurate reference. These changes will become effective during the Spring 2010 semester.

Please feel free to stop by the Instruction Office or call Ext. 5453 if you have any questions.

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Attachment



PALO VERDE COLLEGE

College Catalog 2009-2010

Addendum #1

(Approved by Board of Trustees October 27, 2009 and December 8, 2009)

DESCRIPTION OF COURSES SECTION

DESCRIPTION OF COURSES (Pages 80-213)

COURSE ADDITIONS:

BIOLOGY

☒ BIO 099 ELEMENTS OF BIOLOGY

3 units

Course length: 54 hours lecture

This course encompasses the study of basic biological concepts and emphasis on characteristics of plants, animals, human body systems, cells, health, genetics and the environment. This course is for students lacking in basic skills and is non-transferable and not degree applicable.

GEOLOGY

☒ GEL 099 ELEMENTS OF EARTH SCIENCES

3 units

Course length: 54 hours lecture

This course introduces the interrelated processes and systems of physical geology by describing the earth's components and analyzing the processes that control its evolution. Mountain ranges and deep sea trenches, volcanism and earthquakes, surface and internal processes provide the evidence we will use to interpret how the earth's surface is modified and shaped into the landscape we see today. This course places emphasis on the major processes that work upon the internal and external portions of the earth, to help explain landforms and surficial expressions.

OFFICE ADMINISTRATION

OFA 103 ADMINISTRATIVE OFFICE PROCEDURES 1

3 units

Course length: 54 hours lecture

Recommendation: Keyboarding skills of at least 30 wpm.

Development of basic administrative office procedures, theory and skills, including: Internet and library research; organization and information resources; handling travel and conference arrangements; organizing, assisting, and taking minutes at meetings; parliamentary procedures; and correspondence, including e-mail. Development of soft skills and public relations responsibilities are discussed. Development of a current resume and improvement of job interview techniques are addressed.

OFA 104 ADMINISTRATIVE OFFICE PROCEDURES 2

3 units

Course length: 54 hours lecture

Recommendation: Keyboarding skills of at least 30 wpm.

Development of administrative office procedures, theory, and techniques, including: financial, investment and legal terminologies and practices; supervisory techniques; office design and layout; basic financial and payroll records; tax documents; banking procedures involving checking accounts and debit and credit cards; office environment; employment and career strategies. Development of soft skills and public relations responsibilities is discussed.

OFA 130 COMPUTER 10-KEY

1 unit

Course length: 18 hours lecture

This course is for those who wish to learn the numeric 10-key by the touch method on a computer keyboard with emphasis on speed and accuracy. Data entry situations used in spreadsheet, accounting, banking, insurance, and other numeric computer-related applications will be keyed by the student. At the conclusion of the course a document will be presented to the student verifying key strokes performance. Pass/No Pass only. The course may be repeated two times for a maximum of three units.

SPEECH

SPE 099 ELEMENTS OF COMMUNICATION

3 units

Course length: 54 hours lecture

This course is designed to provide the basic skills necessary for communicating in our everyday world. The course will also provide the necessary oral communication skills for college level course work. Speech 099 will focus on the most essential parts of the communication process including language, voice and articulation, pronunciation, and listening in interpersonal, small group and public situations. Emphasis is placed on developing speaking skills in both preparation and delivery of original material and in developing self-confidence. This course addresses the specific needs of advanced ESL students, students needing credits while participating in the BSI Learning Community, and students needing additional preparation before taking SPEECH 101.

COURSE REVISIONS:

OFFICE ADMINISTRATION

OFA 145 INTRODUCTION TO BOOKKEEPING AND QUICKBOOKS

2-units

Course length: 36 hours lecture

3 units

Course length: 54 hours lecture

~~Introduction to Bookkeeping and QuickBooks will emphasize bookkeeping. Students will learn the theory of debit and credit, fundamental bookkeeping equation skills to be successful at maintaining basic bookkeeping records, including general and combined journal to record basic business transactions. This course is for students who requires a basic understanding of bookkeeping principles, but who do not require any further study in the area of accounting. Through practical exercised, the student will become familiar with bookkeeping terminology and principles. Also using QuickBooks the student will explore Sales, Inventory, Purchasing, Bill Payment, Checking, Payroll, and Reporting. Participants create and work with their own list of accounts.~~

This course will emphasize bookkeeping. Students will learn double entry bookkeeping to be successful at maintaining basic bookkeeping records. General as well as special journals will be used to record basic business transactions. This course is for students who require an understanding of bookkeeping principles, but who do not require any further study in the area of accounting. Through practical exercises the student will become familiar with bookkeeping terminology and principles. Using the computerized Quickbooks software the student will explore sales, inventory, purchasing, bill payment, checking, payroll and financial reporting. Students will create and work with their own Quickbooks list of accounts.

SPEECH

SPE 101 INTRODUCTION TO SPEECH

3 units

Course length: 54 hours lecture

Prerequisite: ENG 082

Corequisite: ENG 099 or eligibility

Introduction to Speech offers a wide variety of reading, application, and speaking assignments designed to expose students to all the basic skills of speech making. Students focus on the following basic elements: ethics, analyzing the audience, visual aids, choosing a topic and specific purpose, and outlining, listening, organizing a speech, delivery, small group communication, informative and persuasive speaking, speaker credibility, effective use of language, library and internet research, communication, and/or speeches to entertain. All students give several speeches both with and without visual aids. This course is designed for students majoring in communications and satisfies general speech/communications requirements.

SPE 102 PUBLIC SPEAKING

3 units

Course length: 54 hours lecture

Prerequisite: ENG 082

Corequisite: ENG 099 or eligibility

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.

SPE 104 ORAL INTERPRETATION OF LITERATURE

3 units

Course length: 54 hours lecture

~~Prerequisite: ENG 082~~

~~Corequisite: ENG 099 or eligibility~~

The student will develop techniques for effective spoken performance of literature. Using poetry, fiction, and nonfiction, students will create literary interpretations and then master both the verbal and nonverbal methods necessary for effective spoken expression of those interpretations. This course includes topics such as selecting literary works for performance, interpretation of literary works audience analysis and performance. Skills acquired in this course will be essential to actors, broadcast journalists, educators and other public speakers.

THEATER

☒THA 110 INTRODUCTION TO THEATRE

3 units

Course length: 54 hours lecture

~~Prerequisite: ENG 082~~

~~Corequisite: ENG 099 or eligibility~~

This course is a survey of the dramatic and technical aspects of theatre, and includes an overview of the development of theatre throughout the history of Western culture. Beginning with Greek theatre, continuing through European influences and culminating in contemporary drama, the course traces the development of theatre in its many styles and examines significant changes in the dramatic arts, which have characterized that development. Theories of acting, historical contexts, technological change, and analysis of playwriting will be examined.

UPDATED COURSES:

FST 152 – Basic Chemistry, Module 1A, Haz-Mat Technician

FST 153 – Applied Chemistry, Module 1B, Haz-Mat Technician

FST 154 – Incident Considerations, Module 1C, Haz-Mat Technician

FST 155 – Tactical Field Operations, Module 1D, Haz-Mat Technician

FST 157 – Special Mitigation Techniques, Module 1F, Haz-Mat Specialist

COURSES TO BE MOVED TO INACTIVE STATUS:

JOU 101 – Introduction to Journalism

JOU 110 – Newspaper Design and Production

JOU 150 – Photojournalism

JOU 151 – Advanced Photojournalism

WEL 104 – Introduction to Modern Welding 1

WEL 105 – Introduction to Modern Welding 2

CERTIFICATES TO BE MOVED TO INACTIVE STATUS:

Certificate of Career Preparation in Journalism