

**Palo Verde Community College
Office of Instruction**

MEMORANDUM



To: All Faculty and Staff
From: Office of Instruction
Date: January 10, 2011
Subject: **COLLEGE CATALOG 2010-2011 *ADDENDUM #3***

The attached, College Catalog 2010-2011, Addendum #3, 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.

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 2010-2011

Addendum #3

(Approved by Board of Trustees December 14, 2010)

DESCRIPTION OF COURSES SECTION

DESCRIPTION OF COURSES (Pages 80-213)

COURSE REVISIONS:

ACCOUNTING

ACC 100 BASIC ACCOUNTING

4 units

Course length: 72 hours lecture

Eligible for MAT 084, Elementary Algebra

Theory of debit and credit, analysis and recording of business transactions, an introduction to payroll accounting, and completion of the accounting cycle with preparation of simple financial reports. The course will also cover the theory and practice in the fundamentals of accounting transactions, business documents, journals and ledgers, opening, adjusting and closing entries.

BUSINESS

BUS 221 INCOME TAX PROCEDURES

4 units

Course length: 72 hours lecture

Eligible for ENG 099

Learn the federal tax rules and how to prepare tax returns, supplemental schedules and other forms for individuals and business firms. Students compute Social Security and self-employment taxes and how to report payroll taxes, and review the differences between California state and Federal tax laws, forms and procedures.

COMPUTER INFORMATION SCIENCE

CIS 123 WEB PAGE DESIGN USING HTML

3 units

Course length: 54 hours lecture

Course length: 36 hours lecture, 54 hours laboratory

This course will provide a practical understanding of HTML (Hypertext Markup Language) to design a Web Page. Notepad and other software tools will be used to teach text formatting commands, background formatting, hyperlinks, e-mail links, tables, forms, image maps, and frames. Students will also learn various types of images, videos, and sound files into a Web Page.

CIS 124 WEB PAGE DESIGN TOOLS

2 units

Course length: 36 hours lecture

3 units

Course length: 36 hours lecture, 54 hours laboratory

This course provides the student with the knowledge and skills required to quickly design and implement Web pages and to administer and update existing Web sites using Adobe Dreamweaver software. ~~Microsoft FrontPage~~. The course uses ~~FrontPage~~ Dreamweaver to streamline and automate Web site development and management. Upon completion of this class, the student will be prepared to create websites for personal or professional use. ~~take the Core-level Microsoft Office User Specialist Exam for Microsoft FrontPage 2000.~~

CIS 260 DESKTOP PUBLISHING

2-units

Course length: 36 hours lecture

3 units

Course length: 36 hours lecture, 54 hours laboratory

This course provides instruction in the use of graphics application software for desktop publications. Students learn publishing techniques including designing, creating, editing, and enhancing publications using desktop publishing software. Emphasis is placed on producing documents including newsletters, fliers, brochures, letterheads, and other types of published productions.

This course introduces the student to the design and composition of illustrative artwork for desktop publishing, print publishing, and multi-media graphics using Adobe Illustrator. The course consists of a series of lessons that cover the tools and functions of this software. Adobe Illustrator provides a consistent work environment with other Adobe applications.

CIS 265 ADOBE PHOTOSHOP

2-units

Course length: 27 hours lecture, 27 hours laboratory

3 units

Course length: 36 hours lecture, 54 hours laboratory

Acquire, edit, and output simple and complex digital imagery utilizing the tools and techniques of Adobe Photoshop.

Emphasis is on the utilization of various techniques in sizing and cropping, color balance, hue and saturation control, shadowing, and text utilization. Students prepare images for printing, **web design**, and present **for current** outputs for various media.

ECONOMICS

ECO 105 PRINCIPLES OF MACROECONOMICS

3 units

Course length: 54 hours lecture

MAT 088 and eligible for ENG 099

Macroeconomics: introduction to the concepts and tools of economic analysis, especially as they apply to the United States economy. The major topics include resources, government expenditures and taxation, money and banking, national income determination, and business cycles.

ECO 106 PRINCIPLES OF MICROECONOMICS

3 units

Course length: 54 hours lecture

MAT 088 and eligible for ENG 099

Microeconomics: a study of principles and applications regarding specific economic sectors (micro analysis). Various competitive models in a market economy are studied in detail. Economics of labor unions, farming, international trade and finance provide a background for study and analysis of many current world and domestic problems.

MANAGEMENT

MAN 107 SMALL BUSINESS MANAGEMENT

3 units

Course length: 54 hours lecture

Eligible for ENG 099

Factors in business success and the advantages and disadvantages of business ownership are analyzed. Problems of finance, location, layout and equipment buying, policies, pricing, advertising sales promotion, expense and inventory control, records and recordkeeping, and employee relations are discussed.

PHYSICAL EDUCATION

PHE 135 WEIGHT TRAINING®

1 unit

Course length: 54 hours laboratory

Prerequisite: Must have taken PHE 100 and passed with a C or better.

This class is designed to introduce the student to basic weight training as a means of fitness. Students may take this course up to four times for credit.

PSYCHOLOGY

PSY 210 ABNORMAL PSYCHOLOGY

3 units

Course length: 54 hours lecture

Corequisite: ENG 099 eligibility

Prerequisite: PSY 101

Study of abnormal behavior, including its causes, symptoms, characteristics, classifications, prevention and treatment.

UPDATED COURSES:

ACC 101 PRINCIPLES OF ACCOUNTING I

ACC 102 PRINCIPLES OF ACCOUNTING II

ACC 216 INTRODUCTION TO COMPUTER ACCOUNTING

BUS 115 SMALL BUSINESS FINANCE

COURSES/PROGRAMS TO BE MOVED TO "ACTIVE" STATUS:

ENG 096 Writing Improvement II

COURSES/PROGRAMS TO BE MOVED TO "INACTIVE" STATUS:

CIS 106 Introduction to Computer Literacy

CIS 113 Database Applications: Microsoft Access

CIS 120 Spreadsheets: Microsoft Excel

CIS 139 Introduction to Programming

CIS 143 Word Processing: Microsoft Word

CIS 146 Presentation Graphics

CIS 213 Database-Driven Web Sites

CIS 230 Introduction to Javascript

CIS 270 Advanced Adobe Photoshop

OFA 123 Keyboarding Basic Part 1

OFA 124 Keyboarding Basic Part 2

OFA 125 Keyboarding Basic Part 3

OFA 131 Career/Information Word Processing

OFA 133 Keyboarding Formatting Part 1

OFA 134 Keyboarding Formatting Part 2

OFA 135 Keyboarding Formatting Part 3

OFA 136 Shorthand I Beginning Theory Part 1

OFA 137 Shorthand I Beginning Theory Part 2

OFA 138 Shorthand I Beginning Theory Part 3

OFA 139 Shorthand I Beginning Theory Part 4

OFA 190 Special Office Occupations

OFA 220 General Office Procedures

OFA 223 Keyboarding Processing Part 1

OFA 224 Keyboarding Processing Part 2

OFA 225 Keyboarding Processing Part 3

OFA 236 Shorthand II Intermediate Transcription, Part 1

OFA 237 Shorthand II Intermediate Transcription, Part 2

OFA 238 Shorthand II Intermediate Transcription, Part 3

OFA 239 Shorthand II Intermediate Transcription, Part 4

OFA 246 Shorthand III Expert Transcription, Part 1

OFA 247 Shorthand III Expert Transcription, Part 2

OFA 248 Shorthand III Expert Transcription, Part 3

OFA 249 Shorthand III Expert Transcription, Part 4

OFA 257 Beginning Personal Shorthand

OFA 258 Review Shorthand

NEW CERTIFICATES:

MIS Certificate in Career Preparation

Management Information Systems

Course #	Code	Course Titles	Units
CIS	101	Introduction to Computers and Information Systems	3
CIS	248	♦Systems Analysis and Design	3
MAN	105	Principles of Management and Organizations	3
ACC	100	Basic Accounting	4
		Total Required	13 Units

Graphic Design and Web Content

Certificate in Career Preparation

CIS	123	Web Design Using HTML	3
CIS	124	Web Design Tools	3
CIS	260	Desktop Publishing	3
CIS	265	Adobe Photoshop	3
		Total Required	12 Units