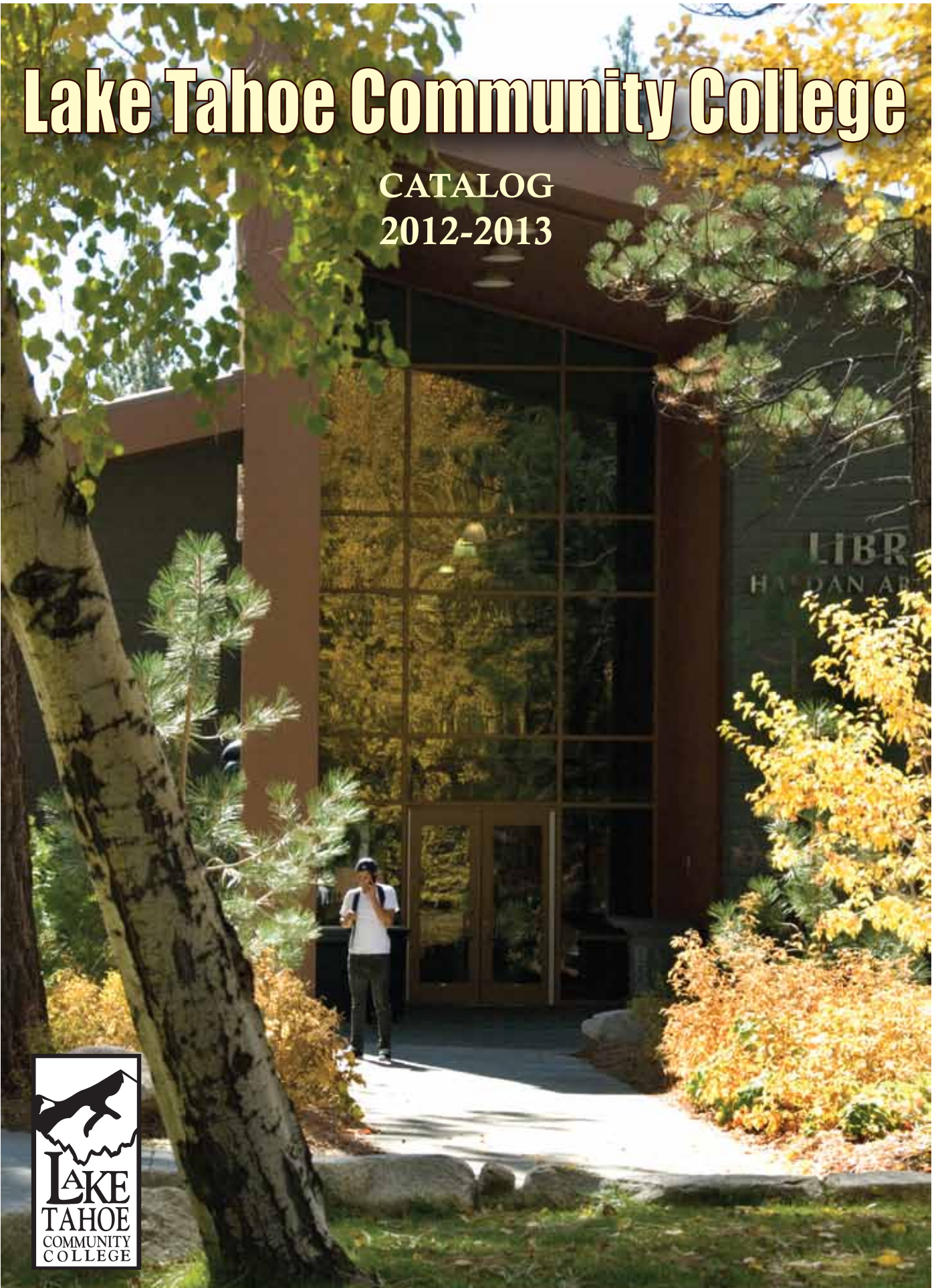


# Lake Tahoe Community College

CATALOG  
2012-2013



# 2012-2013 ACADEMIC YEAR

## SUMMER SESSION 2012 (June 25, 2012 - August 3, 2012)

For registration dates check online at [www.ltcc.edu](http://www.ltcc.edu) or the current quarterly schedule.

First Day of Classes ( <i>Jump-Start Online Classes Only</i> )	Thursday	June 21
First Day of Classes	Monday	June 25
Independence Day Holiday	Wednesday	July 4
Last Day of Classes (6-week session)	Friday	August 3
ISSI Pre-Institute Community Education Workshops	Sunday	August 5
Intensive Spanish Summer Institute	Monday-Friday	August 6 - 10

## FALL QUARTER 2012 (September 17, 2012 - December 6, 2012)

For registration dates check online at [www.ltcc.edu](http://www.ltcc.edu) or the current quarterly schedule.

Labor Day Holiday	Monday	September 3
<b>FIRST DAY OF CLASSES</b>	<b>Monday</b>	<b>September 17</b>
Challenge Exam	Friday	September 21
Last Day to Declare P/NP Option*	Friday	October 12
Last Day to Drop with No Record*	Friday	October 12
Last Day to Drop with "W" Grade*	Friday	November 2
Veteran's Day Holiday	Monday	November 12
Thanksgiving Holiday	Thursday & Friday	November 22 & 23
No Saturday/Sunday Classes or Labs	Saturday & Sunday	November 24 & 25
Final Exams	Monday-Thursday	December 3 - 6
Winter Recess	Friday-Sunday (4 weeks)	December 7 - January 6

## WINTER QUARTER 2013 (January 7, 2013 - March 29, 2013)

For registration dates check online at [www.ltcc.edu](http://www.ltcc.edu) or the current quarterly schedule.

<b>FIRST DAY OF CLASSES</b>	<b>Monday</b>	<b>January 7</b>
Challenge Exam	Friday	January 11
Martin Luther King, Jr. Holiday	Monday	January 21
<b>Last Day to Petition for Graduation</b>	<b>Thursday</b>	<b>January 31</b>
Last Day to Declare P/NP Option*	Friday	February 1
Last Day to Drop with No Record*	Friday	February 1
Lincoln's Birthday Holiday	Friday	February 15
No Saturday/Sunday Classes or Labs	Saturday & Sunday	February 16 & 17
Washington's Birthday Holiday	Monday	February 18
Last Day to Drop with "W" Grade*	Friday	February 22
Final Exams	Tuesday-Friday	March 26 - 29
Spring Recess	Saturday-Sunday (1 week)	March 30 - April 7

## SPRING QUARTER 2013 (April 8, 2013 - June 27, 2013)

For registration dates check online at [www.ltcc.edu](http://www.ltcc.edu) or the current quarterly schedule.

<b>FIRST DAY OF CLASSES</b>	<b>Monday</b>	<b>April 8</b>
Challenge Exam	Friday	April 12
Last Day to Declare P/NP Option*	Friday	May 3
Last Day to Drop with No Record*	Friday	May 3
Last Day to Drop for "W" Grade*	Friday	May 24
No Saturday/Sunday Classes or Labs	Saturday & Sunday	May 25 & 26
Memorial Day Holiday	Monday	May 27
Final Exams	Monday-Thursday	June 24 - 27
Graduation Exercises (No Classes)	Friday	June 28

\* For Full Quarter Length Classes (See Schedule for less than a full quarter in length)

(See Quarterly Schedules for more detailed information)

# LAKE TAHOE COMMUNITY COLLEGE

One College Drive • South Lake Tahoe, California 96150

## 2012 • CATALOG • 2013

Telephone	(530) 541-4660
Superintendent/President	ext. 210
Office of Instruction	ext. 230
Administrative Services	ext. 219
Library	ext. 232
Media Services	ext. 234
Student Services	ext. 231
Financial Aid	ext. 236
Admissions & Records	ext. 211
Disability Resource Center	ext. 249
Bookstore	ext. 227
Foundation	ext. 245
General LTCC Fax	(530) 541-7852
Admissions & Records Fax	(530) 542-1781
Student Services Fax	(530) 541-2598
TTY #	542-1870
<b>Web Page</b>	<b><a href="http://www.ltcc.edu">www.ltcc.edu</a></b>

Catalog Produced By  
Lake Tahoe Community College Instruction Office

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Editing by Lori Thorne and Christina Proctor  
Photographs by Pat Leonard-Heffner

*This catalog is available in alternate formats upon request*

### ACCREDITATION

Lake Tahoe Community College is fully accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges, 10 Commercial Blvd., Suite 204, Novato, CA 94949, (415) 506-0234, an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

The University of California, the California State Universities, and other accredited colleges and universities give full credit for equivalent and transferable courses satisfactorily completed at Lake Tahoe Community College.

The College has been approved by the Board of Governors of the California Community Colleges and the State Department of Education. The College is also approved by the California State Approving Agency for Veterans Education for veterans' training and benefits.

### ACADEMIC FREEDOM

Academic freedom and academic responsibility are inseparable. Academic freedom is the right of instructors in their area of expertise to teach, conduct research and to communicate one's knowledge to the academic community openly, honestly and without interference. Academic responsibility is the acceptance on the part of the instructor while teaching, researching and communicating, to do so in such a manner as not to bring discredit to the College, the profession or the community.

# Mission Statement

## *Our Mission*

Lake Tahoe Community College provides access to higher education for the local community and to those who show an interest in our unique and supportive environment. LTCC focuses on enhancing the intellectual, cultural, and economic vitality of our diverse community by offering opportunities for students to achieve their educational, professional, and personal goals through the provision of:

- Developmental education to achieve basic foundational skills in English, including reading and writing, and mathematics, which are essential for students to succeed in the workforce and higher education.
- Professional and career education to achieve employment, and enhanced career and technical skills for job advancement, in order to stimulate the development of an increasingly diverse local economy, and to advance California's economic growth and global competitiveness.
- Lower division post-secondary education to achieve transfer to a four-year post-secondary educational institution and success in obtaining a degree.
- General education to achieve critical thinking and communication skills, global awareness, personal responsibility, and professional development.

LTCC is committed to fostering innovative and sustainable practices that contribute to institutional effectiveness and student success, verified by a process of assessment, and supported by integrated planning and resource allocation.

## *Our Vision*

Lake Tahoe Community College will provide outstanding educational opportunities for every student in a personal learning community.

Guided by our commitment to learning, we will be known for our innovative instructional programs delivered in a student-oriented environment.

Academic excellence and strong community partnerships will afford our students the experiences necessary for their future.

## *Our Beliefs*

We at Lake Tahoe Community College believe:

- Students come first.
- An educated citizenry is fundamental.
- Learning enhances the quality of life.
- Innovation, integrity, high standards and the pursuit of excellence are essential.
- Diversity enriches.
- We make a difference.



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# Welcome to LTCC...



## Your Classroom. Your College.

Set at 6,229 feet above sea level, Lake Tahoe Community College, located in the heart of South Lake Tahoe, is the highest altitude college in California. The staff and faculty are also dedicated to providing the highest quality education. Combine the surroundings with the LTCC campus and what you get is a world-class educational experience.

## *Start here. Go anywhere.*

At LTCC you won't get lost in the crowd. We are small enough that our students get to know their instructors on a first name basis and leave prepared for the challenges ahead.

LTCC has transfer admission agreements with schools like UC-San Diego, UC-Santa Barbara, UC-Davis, UC-Santa Cruz, UC-Irvine, UC-Riverside, and UC-Merced. These programs guarantee admission to students who fulfill the requirements. LTCC sends students to public and private universities across California and around the nation.

## *Top notch academic resources*

The college offers state of the art "smart" technology in class rooms; approximately 200 computers are available to students, including two PC labs, one Mac lab, and bank of computer stations in the library. There is wireless access throughout the campus.

The innovation continues with the introduction of Passport -- a new student online portal. Students can log in and register for class, pay their bills, check their grades, access financial aid information, and communicate with their instructors in one

convenient online location. Students can access Passport after they apply to the college.

## *It's the environment*

Outdoor recreation is year-round at Lake Tahoe. Students are within minutes of three ski resorts, with 12 others to choose from around the lake. Summer brings water sports, fishing, camping and an extensive network of hiking and mountain biking trails. The sun shines an average 75 percent or 274 days a year giving students plenty of chances to get out and explore the Sierra Nevada.



*LTCC's first classes were held in a converted motel.*

## *Building a college*

Lake Tahoe Community College's first classes were held in a converted motel on U.S. Highway 50 in the fall of 1975. A total of 119 classes were offered to 1,407 students. The graduating class of 1976 consisted of 11 students.

Today the campus is located on 164 acres in the midst of the beautiful Tahoe forest. Approximately 3,000 students come through the doors each quarter.

It took almost ten years after purchase of the land from Shell Oil Company in 1979 for the first phase of the college's master plan to be completed. Classes started at the college's permanent location in 1988.

After successfully seeing through the construction, Dr. James W. Duke, the founding president of the college, retired in 1990. Dr. Guy Lease was selected as his successor. After 17 years of exemplarily service and overseeing the construction of several new building phases of the college, Dr. Lease retired in 2007. The college's board of trustees hired Dr. Paul T. Killpatrick in July 2008 as the college's third president. Dr. Killpatrick served the college for two years before moving onto another presidency in the Pacific Northwest.

The college hired Dr. Kindred Murillo in June 2011 to lead the college forward into its next phase of growth and development.

## *Brick and mortar*

The college grew through the 1990s with the completion of a Child Development Center, Technology Wing, College Theatre, additional classrooms, and Learning Support Complex. The 21st century brought a new era of building to LTCC. In 2002, the Physical Education building and Student Center opened. The 26,000 square foot Physical Education building includes a gymnasium, fitness education center, dance studio, and locker rooms. The culinary arts program moved into its own teaching kitchen in the 10,000 square foot Student Center. The center's café and fine dining area look out on a meadow through ceiling high windows.

In 2006, the campus opened its 27,000 square foot library and art gallery. Students can do research, study and connect from their own laptops to the college's wireless network. Along with the increased book and periodical space the library offers a large reading area, computer and study stations, group study rooms, a new "smart" classroom and a large meeting room available for college needs and community use. The Haldan art gallery, which opened in January 2007, features student work and nationally recognized artists from outside the area. The Haldan features three exhibitions a year.

In addition to a plethora of interesting courses, majors, and certificates, LTCC has a vast array of online transferable courses that provide students flexibility in their education choices. These online courses provide students a way to supplement the face-to-face courses and provide students the ability to finish their degrees completely online.

The campus has grown and so have LTCC's educational opportunities. Today LTCC has 40 full-time and approximately 125 adjunct faculty members. In addition to the quality programs for traditional students, LTCC has expanded its career and technical education offerings and innovative summer programs. The Intensive Spanish Summer Institute (ISSI) draws more than 600 students from across the United States for a one-week immersion in Latino language and culture. LTCC's fire academy, an accredited regional training program, prepares students for Firefighter I certification.

Lake Tahoe Community College continues to adapt and change to meet the needs of the community and its students. *Lake Tahoe provides the environment, LTCC provides the education.*



# Welcome from the President

Welcome to Lake Tahoe Community College where student success is our first priority.

Higher education can help you discover your passion, enhance your life, and prepare you to compete in today's global economy. At LTCC, we offer all of this in the beautifully unique environment of Lake Tahoe.

As an open door institution we are committed to minimizing barriers to higher education. Inside this catalog you will find the tools to start planning your college experience. This is your first resource; one of several that LTCC offers its students. You will find a wealth of information and guidance through our dedicated staff, faculty and student ambassadors. Student ambassadors help orient new students to the college and are on hand the first two weeks of classes each quarter to answer questions on a wide variety of topics. I encourage you to stop by their table in the college commons.

This year students will have a new resource through Passport—a new online student portal. Passport offers personalized online access to register, view grades, plan academic schedules, communicate with instructors, and view student email. Students can access Passport after they apply to the college.

In addition to preparing students for the world, LTCC is also an integral part of the South Lake Tahoe community. We support community development through sponsorship in community events, organizations, and projects. Community colleges have a long history of providing workforce and economic development, and at LTCC, we strive to meet the needs of our regional job market with innovative programs like the Lake Tahoe Basin Fire Academy.

Tahoe provides incredible opportunities for students in both education and lifestyle. I encourage you to get involved on campus. It will enhance your college experience. Also, I hope you take advantage of the benefits associated with living next to one of our country's greatest national treasures – Lake Tahoe.

Congratulations on the start of your educational journey. I know you will have a wonderful and challenging year.

A handwritten signature in cursive script that reads "Kindred Murillo".

Kindred Murillo  
Superintendent/President





Molly Blann



Karen Borges



Kerry David



Roberta Mason



Dr. Frederick Wenck, Jr.

Katie Su Contreras  
2011-2012

# Welcome from the Board of Trustees

On behalf of the Board of Trustees, I would like to welcome you to Lake Tahoe Community College. Trustees are elected by a vote of the citizens of the District and serve to maintain the fiscal soundness and overall integrity of the institution. We are members of the community called upon to help shape the strategic vision of the College and create a place where students, faculty, and staff can thrive.

As stated in the LTCC's educational master plan, the college is committed to creating access for all students; making sure students learn, succeed, and achieve; engaging with the community; and ensuring the college's sustainability for future generations.

Congratulations on your decision to pursue higher education, and welcome to Lake Tahoe Community College.

Sincerely,

Molly Blann  
President, Board of Trustees



(Front row, left to right): Aaron McVean, Kindred Murillo, Tom Greene;  
 (Back row, left to right): Virginia Boyar, Kurt Green, Cynthea Preston

# Administration

## **Kindred Murillo, Superintendent/President**

Ed.D. Pepperdine University  
 M.A. Pepperdine University  
 B.A. Redlands University  
 A.A. Barstow Community College

## **Thomas Greene, Vice President, Academic Affairs and Student Services**

Ph.D. University of Texas at Austin  
 M.S. Northern Illinois University  
 B.S. Northern Illinois University

## **Aaron McVean, Interim Vice President, Administrative Services**

M.A. Humboldt State University  
 B.A. Humboldt State University

## **Kurt Green, Dean of Instruction**

M.A. University of Nevada, Reno  
 B.A. California State University, Fullerton

## **Cynthea Preston, Dean of Instruction**

M.A. California State University, San Bernardino  
 B.A. California State University, San Bernardino

## **Virginia Boyar, Director of Career & Technical Education**

Ph.D. United States International University  
 M.S. University of Idaho  
 B.A. Carroll College, Montana

## **Cheri Jones, Interim Executive Director of Technology & Education Services (not pictured)**

M.S. Capella University  
 B.S. California State University, Sacramento

## **Tracy Thomas, Director of Student Services (not pictured)**

B.A. California State University, Sacramento  
 M.A. California State University, Sacramento

# LTCC Foundation



*Foundation Board of Trustees (back row, left to right: Melonie Guttry, Executive Director, Ron Alling, Deanna Brothers, Diane Bisbee, Jeff Tillman, Adele Lucas, Don Yamaoka; (front row, left to right) Kindred Murillo, LTCC Superintendent/President, Kerry David, Bob Novasel, Marla Sharp Not pictured: Bob Cliff, Ryan Forvilly, Yesha Shah, Janet Smith, Pete Sonntag, Joe Tillson*

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***To work for educational excellence by assisting and encouraging investment in the development and growth of educational opportunities at Lake Tahoe Community College.***

---

Lake Tahoe Community College Foundation was established in 1995 to encourage support and investment in educational opportunities at Lake Tahoe Community College. The Foundation's volunteer Board of Directors has worked diligently to raise more than \$3.6 million for the college since its creation. This support has increased cultural programs, provided equipment and technology, instructional support, staff development, the Haldan Art Gallery and the Ledbetter Terrace. More than \$600,000 in scholarship money has been awarded to support our students' endeavors and help bring the cost of higher education within reach. More than \$500,000 was set aside to establish an endowment fund to provide for the long-term benefit of our campus and students.

In the coming years the Foundation Board of Directors will focus on strengthening the financial future of Lake Tahoe Community College. We will create new programs to encourage support and connect with our community. We will honor our students by highlighting their accomplishments and celebrating their achievements.

Each June, we honor a Distinguished Alumni, a person who has accomplished exemplary achievement in his or her particular endeavor in life, which encompasses academic, business, professional and civic activities. We hope that this recognition will serve as inspiration for future LTCC students and cultivate a tradition of excellence, honor, and success.

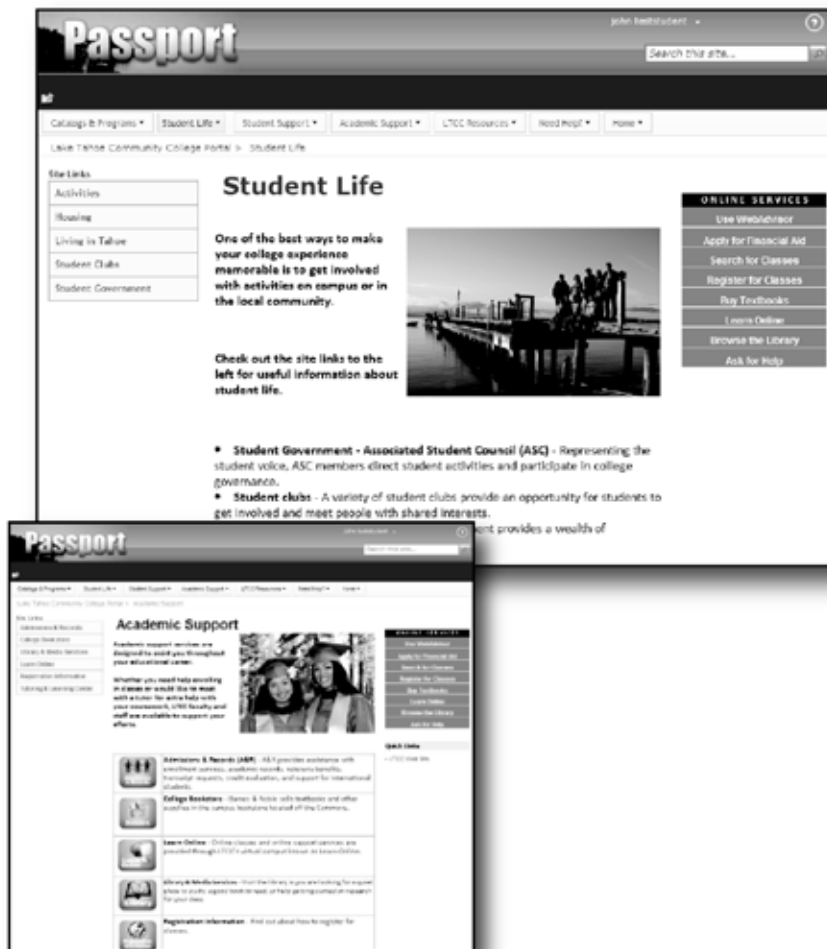
Although the fundraising challenges ahead are numerous, we move forward with proven success. With the help of our community we will invest in the College as a critical community resource, inspire hope for tomorrow, and foster optimism and direction for future generations to come. An investment in education at Lake Tahoe Community College means an investment in the future of Lake Tahoe.

If you would like to donate to Lake Tahoe Community College Foundation, please contact Melonie Guttry, foundation executive director at (530) 541-4660 x245 or email: [guttry@ltcc.edu](mailto:guttry@ltcc.edu). Volunteer opportunities are available and event and program information can be found on the Foundation's website: [www.ltcc.edu](http://www.ltcc.edu).

# LTCC Welcomes New Students

Go to **www.ltcc.edu** to apply for admission.  
Apply early to avoid registration delays.

**Once your application has been processed, you'll gain access to Passport — LTCC's new one-stop student resource for finding the information and services you need to get started at LTCC.**



**Visit [portal.ltcc.edu](http://portal.ltcc.edu) to**

- **check your LTCC email**
- **access online services**
- **get important alerts such as snow closures**
- **browse upcoming events**
- **plan your schedule**
- **register for classes**
- **view your grades**
- **use the student help desk**
- **and much more!**

**Have questions about applying to LTCC? Send an email to [admissions@ltcc.edu](mailto:admissions@ltcc.edu) or contact the Admissions & Records Office at 530-541-4660 ext. 211**





# Admissions & Registration

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“The instructors are very available and make time to help you. They are generous with their time inside and outside the classroom. Everyone is really friendly – the plus of a small campus. It is easy to meet other students with similar goals and interests.”

**Megan Cecil, 21,**

*LTCC student ambassador and graduate of STHS, Cecil graduated from high school and moved to North Carolina to pursue a career in music production. After a stint in North Carolina and an internship in San Diego, Cecil moved back to Tahoe to help with a family illness.*

*She started taking classes at LTCC but was unsure what career she wanted to pursue. A meeting with the college's career counselor and some testing helped her narrow the field to naturopathic medicine.*

*She will graduate in the spring with an associate's degree in liberal arts and natural science. She plans to transfer to Bastyr University in Seattle to pursue her career goals.*

## FYI...

**Passport has arrived!  
Visit the new student  
portal at:  
[portal.ltcc.edu](http://portal.ltcc.edu)**

**to check your student  
email, plan your  
schedule, and register  
for classes.**

Admissions & Records	ext. 211
A&R Fax Line	(530) 542-1781
Transcripts	ext. 840
Student Services	ext. 231
Financial Aid	ext. 236

# Admissions & Registration

*Admission to Lake Tahoe Community College is governed by the laws of the State of California and such regulations as have been prescribed by the Board of Governors of the California Community Colleges and the Lake Tahoe Community College Board of Trustees.*

## Admission Information

### ADMISSIONS

Room A102, Ext. 211

To gain admission to the College, an applicant:

1. Shall complete a college application which is available online at [www.ltcc.edu](http://www.ltcc.edu);
2. Is invited to furnish transcripts of college work accomplished at institutions other than Lake Tahoe Community College;
3. Is invited to submit high school transcripts as an aid to counseling. Submission of these records is voluntary.

### ELIGIBILITY

Lake Tahoe Community College welcomes all high school graduates, and persons 18 years of age or older who no longer attend high school nor are high school graduates, but can benefit from the community college experience.

### Students Enrolled in Kindergarten Through Grade 12

Students enrolled in grades 9-12 may be considered for enrollment at LTCC for the purposes of advanced scholastic or vocational work. The recommendation is subject to approval by the college counselors, and requires parental or guardian consent, and meeting conditions of agreement with the school or school district. Some courses may have restrictions based on age, grade level, or assessment standards. And as a general rule, students in grades K-8 are not eligible to enroll in Lake Tahoe Community College courses. Recognizing that some especially advanced students might benefit from access to college courses, exceptions may be considered for students in grades K-8. For further information about the process required to consider such exceptions, contact Student Services at [studentservices@ltcc.edu](mailto:studentservices@ltcc.edu).

### RESIDENCE REQUIREMENT

Any student 18 or older who has had legal residence in California for one year or more immediately preceding the first day of the quarter, or any student under 18 whose parents or guardians have had legal residence in California for one year or more immediately preceding the first day of the quarter, may be admitted to the College.

### NEVADA GOOD NEIGHBOR POLICY

This policy was discontinued in late 2011. Students who previously qualified for the special rate and who remained continuously enrolled since Fall 2011 may still be eligible under a grandfathering provision. For more information, please contact Admissions & Records.

### OUT-OF-STATE RESIDENTS

Out-of-state students may be admitted to the College.

### NONRESIDENT TUITION EXEMPTION (AB 540)

Non-residents who have attended a California high school for a minimum of three (3) years and received a California high school diploma or equivalent may be eligible for an exemption to non-resident tuition. Students who qualify for this exemption do not become residents for eligibility purposes to other state funded programs, but may receive eligibility for some programs under the provisions of the California Dream Act. For more information or to apply for the exemption, please contact the Admissions and Records Office.

### INTERNATIONAL STUDENTS

International students may be admitted to Lake Tahoe Community College in accordance with the District Board of Trustees' policy. Applicants must:

1. Provide transcripts showing completion of the equivalent of an American high school education with satisfactory grades;
2. Have command of the English language as demonstrated by a TOEFL paper-based (Test of English as a Foreign Language) score at 500 (or equivalent), a computer-based score of 173, or an Internet-based score of 61;
3. Present evidence that they have the necessary funds to pay all living expenses while at the College and transportation to and from their native country—this evidence must include the source of support, relationship of source of financial support to student, and official verification from the bank or financial institution;
4. Provide evidence of a recent physical examination, including a tuberculosis screening;
5. Intend to obtain a student visa (not a visitor's visa);
6. Provide evidence of medical insurance covering the term of stay in this country;
7. Send a handwritten letter in English stating educational goals and objectives; and
8. Complete the International Student Admission Application and pay the application fee of \$100.

After a student has completed all of the above items and returned all of the required forms, the admission file will be reviewed and a notice sent indicating either acceptance or denial of admission. Upon arrival, students must make an appointment with the international student advisor for academic advising. Additional information can be obtained from the Admissions & Records Office or at [www.ltcc.edu/international](http://www.ltcc.edu/international).

### OPEN ENROLLMENT & NON-DISCRIMINATION

#### Open Enrollment

It is the policy of the Lake Tahoe Community College District that, unless specifically exempted by statute, every course, course section or class, the enrollment of which is to be reported for state aid, whenever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the College, and who meets such prerequisites as may be established pursuant to regulations contained in Article 2.5 (commencing with Section 55200) of Subchapter 1 of Chapter 1 of Division 6 of Title 5.

### Non-Discrimination

It is the policy of the Lake Tahoe Community College District not to discriminate on the basis of race, sex, physical handicap, religion, color, creed, national origin, language, or age in any of its educational and employment programs, activities, policies, practices and procedures. Any questions regarding this policy should be referred to the Vice President, Academic Affairs and Student Services.

## Registration Information

### SCHEDULE OF CLASSES

Lake Tahoe Community College publishes a *Schedule of Classes* prior to the beginning of fall, winter, and spring quarters and summer session. Each *Schedule* contains a listing and description of the courses to be offered during the term and includes the class meeting days and times, room locations, and instructor. Other valuable information is provided in the *Schedule of Classes* such as registration instructions, explanation of enrollment fees, financial aid guidelines, important deadlines, and campus maps. These *Schedules* are available on campus in the offices of Admissions and Records, Student Services, and Instruction. Additionally, schedules are available via Passport (student portal) or at [www.ltcc.edu/schedule](http://www.ltcc.edu/schedule).

Courses listed in the quarterly *Schedule of Classes* are offered on a rotating schedule designed to optimize a student's opportunity to make progress toward his/her educational goal. The college offers a well-rounded choice of courses throughout the year for both day and evening students. Selected courses are also offered on weekends. For information regarding the frequency of a course offering, contact Student Services, the Instruction Office, or visit [www.ltcc.edu](http://www.ltcc.edu).

### REGISTRATION PROCEDURES

For new students with an academic goal, registration is a five-step process:

1. **Apply online at [www.ltcc.edu](http://www.ltcc.edu).**
2. **Student Orientation** – all new students are expected to attend an orientation.
3. **Assessment** – students are required to take a math and English assessment before enrolling in their first quarter at LTCC, unless they have previously completed college math or English courses.
4. **Meet with a counselor** – after attending the orientation and completing the assessment, students are required to meet with a counselor to get their placement and prerequisites set for registration.
5. **Register for classes** – after students have completed the above four steps, they should check the priority registration chart or Passport for the appropriate dates and times to register.

### Registration

Students may register through the day of the first class meeting. For specific registration dates, go online to Passport (portal.ltcc.edu) or refer to the academic calendar located on the back of each quarterly schedule (also see "Adding" procedures on page 16).

### Late Registration

Students should always register prior to the first class meeting. From the day after the first class meeting through Friday of the second week of class, students may only add with written permission of the instructor. For more information, see "Adding" procedures on page 16.

## MATH AND ENGLISH ASSESSMENT

All new students or those intending to enroll in mathematics or English for the first time must take diagnostic assessments before registering. The assessments are designed to determine skill levels in reading, writing and mathematics so that students may be placed in the appropriate level of course(s) and their chances for success enhanced.

The dates, times, and locations of the assessments are published in the schedule each quarter. Certain students are exempt from this testing procedure. For specific exemption criteria, contact Student Services or see the SUCCESS Program information in the catalog.

## SUCCESS PROGRAM

The college's SUCCESS program is a special set of activities and services designed to help students successfully achieve their academic goals at LTCC. These services include the following:

- Orientation
- Assessment
- Counseling/advising
- Admissions and registration
- Student follow-up

Several components of the SUCCESS program are incorporated into the registration process. While all students are encouraged to participate in the SUCCESS program, all new or transferring students with less than 44.5 quarter units, unless otherwise exempted, who intend to transfer or earn an AA degree or certificate, are required to do the following prior to registration:

- Attend an orientation designed to provide necessary information to insure a smooth transition into LTCC.
- Complete the assessment tests in math and English to determine appropriate placement.
- Meet with a counselor to determine course selection.

All new students must attend orientation unless they:

- Hold an Associate Degree or higher,
- Are a returning Lake Tahoe Community College student,
- Have a goal of job skill improvement or general interest,
- Are concurrently enrolled in high school or another college, or
- Have completed more than 44.5 quarter units.

All new and returning students must take the assessment tests unless they:

- Have already taken the Lake Tahoe Community College assessment tests,
- Have completed prerequisite requirements,
- Have completed more than 44.5 quarter units,
- Hold an Associate Degree or higher,
- Will only enroll in activity (physical education) or performance (drawing, voice, photography, etc.) courses, or
- Possess usable placement scores from other colleges.

All students with less than 44.5 units must meet with a counselor/advisor prior to registration unless they:

- Hold an Associate Degree or higher,
- Have a goal of job skill improvement or general interest.

Students wishing to challenge matriculation procedures should refer to the grievance procedures in this catalog.



## TRANSFERRING CREDIT TO LAKE TAHOE COMMUNITY COLLEGE

In order to have credit from other colleges accepted at Lake Tahoe Community College, transcripts from other schools must be requested by the student to be sent to LTCC's Admissions and Records Office. (This could take up to four weeks.)

When all transcripts are on file, students should request a credit evaluation from Student Services, allowing a minimum of one month for completion of the evaluation. The evaluation process will determine which courses transfer to LTCC. To qualify for evaluation, transcripts must be from an institution accredited by an accrediting agency recognized by LTCC.

Students must be currently enrolled in or have completed at least nine units at LTCC to be eligible for an evaluation. Students requesting an evaluation for graduation must petition by January 31 of the year in which graduation will occur.

Credit evaluation requests related to graduation, financial aid, or veterans benefits are given priority processing. All other requests may be subject to delays during peak periods.

## LIMITATION OF STUDENT LOAD

A full-time student is one taking a minimum of 12 units per quarter. Fifteen units is considered an average load for a full-time student. A unit load of 19 units per quarter is considered the maximum. In order to take more than 19 units per quarter, approval must be obtained from a counselor. A student may not enroll in more than nine units during the 6-week summer session without prior approval from a counselor, the Vice President, Academic Affairs and Student Services, or a Dean.

## TUITION AND FEES

All tuition and fees must be paid in full at the time of registration and before entering classes. Check online at [www.ltcc.edu](http://www.ltcc.edu) for payment instructions. **These fees are subject to change without prior notice pending Board of Trustees or California State Legislative action.**

1. All students shall pay a student representation fee of \$1.00 per quarter pursuant to Title 5, Section 54801, 54803 and 54805 of the Education Code.
2. All students shall pay a Health Fee of \$3.00 per quarter pursuant to ECS 76355. (This fee subject to change pending Board action). A summary of benefits covered by this fee is available in



the College's Administrative Services office. Students receiving Financial Aid may be exempt from this fee. Procedures are available at Admissions & Records to provide an exemption for students who depend exclusively upon prayer for healing as required by the Education Code.

3. Currently, legal residents of California (see "Residence Requirements") pay \$31.00 per unit. *(These fees are subject to change without prior notice pending California State Legislative action).* Students receiving financial aid may be exempt from paying this fee. See the Financial Aid Office for more information. Current fees are listed at [www.ltcc.edu/fees](http://www.ltcc.edu/fees).
4. The Good Neighbor policy has been discontinued. Please contact the Admissions & Records Office for further details.
5. In addition to the \$31.00 enrollment fee, nonresidents, both out-of-state and international, shall pay \$139 per unit. This fee is determined by the Board of Trustees.
6. Students are required to provide certain instructional materials which have continuing value outside of the classroom. These are tangible materials that are essential to satisfaction of course objectives, have value to the student outside the classroom, belong to the student, and may be taken home. These materials include, but are not limited to, such items as textbooks, workbooks, syllabi, computer disks, tools, uniforms, and canvases. They also include materials, such as clay, that are transformed into materials of lasting value.

Some classes carry a fee for required instructional materials. These fees are for the types of materials described above. When such fees are indicated, the materials for which the fees are levied are supplied at District cost and are sold as a convenience to students. However, students may choose not to pay the fee indicated and provide the materials themselves. Students are warned that they will not be able to complete the requirements of a course if they do not purchase or provide required instructional materials.

7. Students are advised to provide certain instructional materials of an optional nature. These are materials that enhance a student's learning experience in the classroom, but are not essential to completion of course objectives.

**REFUND POLICY**

Enrollment Fees, Facilities Use Fees, Non-Resident Tuition, Good Neighbor Policy Fees, and Health Fees: A student may receive a refund:

1. If the college cancels the class (refund should be requested before the end of the quarter in which the class was cancelled) or
2. If the student officially withdraws from:
  - a. Full quarter length classes no later than Friday of the second week of the quarter, or
  - b. Classes less than a full quarter in length no later than the first business day at the 10 percent point of the length of the class. If the business day occurs after the class ends, the refund must occur prior to the start of the class. **NO REFUNDS WILL BE MADE AFTER THE CLASS HAS ENDED.**

**EXCEPTIONS:** For special fees involving class field trips, and/or optional fees, see refund policy in the quarterly Schedule of Classes.

Exceptions to the Lake Tahoe Community College refund policy may pertain to students requesting military withdrawal in accordance with California Military and Veterans' Code, section 824.

**WITHHOLDING SERVICES FOR NONPAYMENT OF FEES**

Grades, transcripts, diplomas and registration privileges, or any combination thereof, shall be withheld from any student or former student who has been provided written notice that he or she has failed to pay a proper financial obligation due to the Lake Tahoe Community College District. Any item or items withheld shall be released when the student satisfactorily meets the financial obligation (Title 5, Section 59410).

**FINANCIAL AID**

Room A100, Ext. 236  
Please see page 19 for information on application procedures, or contact the Financial Aid Office.

**STUDENT HEALTH AND ACCIDENT INSURANCE**

Lake Tahoe Community College students enrolled in six or more units and actively attending classes are eligible for Domestic Student Health Insurance Plan. Information on this and other plans, including vision and dental services, is available through Student Services (A100).

**AUDITING OF CLASSES**

Under limited circumstances, auditing of classes may be allowed. The audit policy is available in the Admissions and Records Office.

**Fee Examples**

**California Residents registered in 12 units:**

Student Representation Fee	\$1.00
Health Fee	3.00
Enrollment Fees* (\$31.00 x 12 units)	<u>372.00</u>
	\$376.00

**Out-of-State or International Students registered in 12 units:**

Student Representation Fee:	\$1.00
Health Fee	3.00
Enrollment Fee* (\$31.00 x 12 units)	372.00
Tuition (\$139.00 x 12 units)	<u>1668.00</u>
	\$2044.00

**\* These fees are subject to change without prior notice pending California State Legislative action.**

## CHALLENGING A COURSE (Credit by Examination)

Students must petition to challenge a certain designated course in order to receive credit by examination. Challenge courses are listed at the beginning of each subject area in the Course Description section of the catalog. Students are strongly urged to meet with a counselor before beginning the challenge exam process. For more specific information regarding credit by examination, refer to the *Policies and Procedures* section in the catalog.

## ATTENDANCE POLICY

Regular attendance in class and laboratory sessions is an obligation assumed by every student at the time of registration. Students who stop attending and are not dropped by the instructor risk receiving an "F" grade for the course. For full quarter classes students may drop with a "W" grade through the 7th week of instruction. **IT IS THE STUDENT'S RESPONSIBILITY TO DROP A CLASS(ES).** The complete District Wide Attendance policy can be found in the *Policies and Procedures* section in the catalog.

## ADDING AND DROPPING

Adding and dropping/withdrawing from a class is done at the Admissions & Records office or online within the specified timelines. The quarterly deadlines for adding and dropping classes are printed in the *Schedule of Classes*. Deadlines for short-term classes are available from the Admissions & Records Office.

### Adding

Students may add classes through the day of the first class meeting. From the day after the first class meeting through Friday of the second week of class, students may only add with written permission of the instructor. Registration is not allowed after the course has ended. Students are strongly encouraged to register early to secure a space in the course they wish to attend. Students may not enroll in multiple sections of the same course if the course dates overlap.



### Dropping/Withdrawing

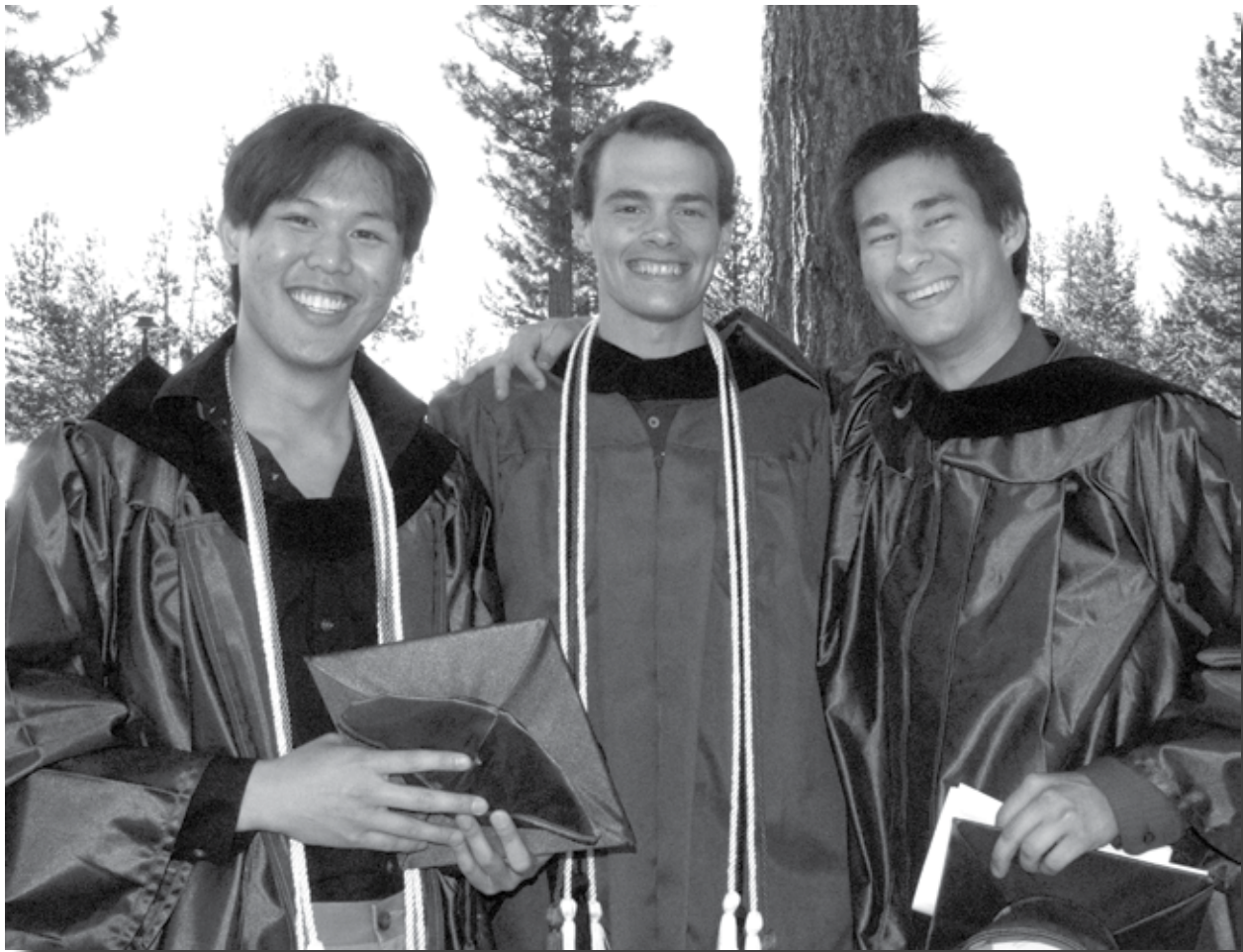
Students may drop or withdraw from regular full quarter-length classes through Friday of the 7th week of the term. The deadlines to drop with no record and withdraw from full-quarter and six-week session courses are listed on the back cover of the Schedule of Classes. For all other courses, please contact the Admissions & Records office for deadlines. All requests for withdrawal (drop with a "W" grade) must be submitted in writing to the Admissions & Records office. Please see the refund policy for information on deadlines to drop with a refund. There are limitations on the number of times a student can withdraw from a course and the ability to repeat the course after withdrawal.

**It is always the student's responsibility to drop or withdraw from classes.** While instructors may drop students for non-attendance, students should never assume that this was done by the instructor. Please see the Attendance Policy for further information.

## TOTAL WITHDRAWAL FROM COLLEGE

A student who intends to withdraw from all courses at the College must complete the necessary procedures established by the Admissions and Records Office. Failure to do so may negatively effect the student's transcript.





# Student Support Services

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# Student Support Services

*Recognizing that student success and achievement will be enhanced through assisting students with the challenges presented in pursuit of their academic goals, Lake Tahoe Community College provides a broad range of academic and student support services.*



“My experience at LTCC has been the best. My counselor helped me figure out which classes I needed each quarter to transfer and where my G.P.A. needed to be. The other advantage of coming here first is the small classes. Every teacher goes out of their way to help you and make sure you understand the material.”

**Shirley Medina, 22,**  
*a native of Nicaragua, immigrated to the U.S. at the age of 16. Medina graduates from LTCC this June with an associate's degree in natural science. She will attend University of California, Davis in the fall on a transfer admission guarantee. Medina plans to major in biology and continue on into medical school.*

## FYI...

**Begin your studies at  
LTCC and finish with an  
undergraduate degree  
from a UC. LTCC has  
Transfer Admission  
Guarantees with:**

**UC Davis**

**UC Irvine**

**UC Merced**

**UC Riverside**

**UC San Diego**

**UC Santa Barbara**

**UC Santa Cruz**

**Student Services** ext. 231  
**Financial Aid** ext. 236  
**Admissions & Records** ext. 211

## Counseling and Advising

### ACADEMIC PLANNING

Room A100, ext. 231

Students in the following categories should see a counselor before enrolling. If you:

- Are enrolling in college for the first time;
- Plan to earn an Associate degree or certificate at Lake Tahoe Community College;
- Plan to transfer to a four-year college or university;
- Are returning to college after a lengthy absence;
- Are on probation at LTCC or previous colleges;
- Are still attending high school;
- Are not a high school graduate.

***ALL STUDENTS** are encouraged to talk with one of the counselors. Please bring records of previous coursework to discuss course planning.*

### CAREER PLANNING

Room A100, ext. 231

Students unclear about their career goal or major are encouraged to take advantage of career exploration and planning services. These services are designed to help students make career choices consistent with their interests, abilities, personality traits, and values. Career planning increases the likelihood of job satisfaction and success. Available services include the following:

- Individual counseling
- Career interests, values, abilities inventories
- Personality type indicators
- Career planning course (transferable and degree applicable)
- Career and Educational Planning software
- Career Planning Workshops
- Career information resources and referrals
- Free handouts on a variety of career topics

To start the career exploration process, please make an appointment with the Career Counselor or visit the Career Center.

### TRANSFER PLANNING

Room A100, ext. 231

If transferring to another institution is part of a student's educational goal, counselors can help students keep up to date with the complex array of transfer requirements. To ensure transfer admission, particularly into competitive majors, students should see a counselor to develop an educational plan that includes transfer prerequisites. See page 47 for more information.

The Transfer Center, located in the Student Services Center, has many helpful resources for students, including:

- Library of California and Nevada college catalogs, books and brochures with general college information, and access to over 18,000 college catalogs online
- Articulation agreements with California universities and University of Nevada, Reno
- CSU, UC and UNR application assistance





## Need money for college?

# Financial Aid

### GENERAL INFORMATION

Room A100, ext. 236  
Email: [financialaid@ltcc.edu](mailto:financialaid@ltcc.edu)

Meeting college expenses is a cooperative effort between the student, the student's family, the federal and state government, and the college. Most financial aid is awarded based on your calculated financial need, which is determined by the government. Your financial need is the difference between what it will cost you to attend a particular college, known as your *cost of attendance*, and what you and your family can pay toward those costs, known as your *Expected Family Contribution (EFC)*. Your financial need depends on your family's income, assets, cost of attendance, and other factors.

The Financial Aid Office offers a variety of aid programs, including federal and state grants, fee waivers, and work study opportunities for students. Anticipated costs and detailed program information are listed on the LTCC Web site at [www.ltcc.edu](http://www.ltcc.edu) and in the Financial Aid Handbook, which is available in the Financial Aid Office.

Any student who is having financial difficulties is urged to contact the Financial Aid Office for application information. Students applying for financial aid should complete the Free Application for Federal Student Aid (FAFSA) each year. The information you provide on the FAFSA is used to determine your EFC. Assistance in completing the application is available in the Financial Aid Office. The application may also be filed electronically at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The LTCC code number is 012907. Applications are accepted throughout the award year.

### QUALIFICATIONS

In order to qualify for most financial aid, a student must be regularly enrolled in an eligible program leading to a degree or certificate, be in good academic standing, demonstrate financial need, be a U.S. citizen or eligible non-citizen, certify compliance with selective service registration requirements, not be in default on any loan or owe a refund on any grant made under any Title IV program, have a social security number, and have a high school diploma or recognized equivalent. Students without a high school diploma or equivalent must meet special criteria to receive federal financial aid. Contact the Financial Aid Office for more information.

### PROGRAMS

**Fee Waiver:** Board of Governor's Fee Waiver program (waives enrollment fees for eligible California residents) - qualifications listed previously do not apply to this program.

**Grants:** Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Cal Grant. Grants do not need to be repaid.

**Work-Study:** Federal work-study (allows you to work on campus and earn income to meet educational expenses)

### SCHOLARSHIPS

LTCC offers a variety of scholarships to continuing and transferring students through the generous donations of the LTCC Foundation and local organizations. Most scholarships are awarded during the spring quarter, and information on these is posted on the Scholarship Board in Student Services beginning in April. For information on other scholarships that may become available throughout the school year, contact Student Services staff at ext. 231, Room A100.

### STUDY ABROAD

Students enrolling in a program of study abroad approved for credit at LTCC may be eligible for financial aid.

### SATISFACTORY ACADEMIC PROGRESS FOR FINANCIAL AID RECIPIENTS

Students receiving financial aid must maintain satisfactory academic progress. They may be disqualified from financial aid after two quarters of not maintaining satisfactory progress. There are also limits on the number of units and quarters for which a student may receive financial aid. Refer to the LTCC Web site or Financial Aid Handbook for this policy.

### GRANT REPAYMENT

Students receiving financial aid who then withdraw from all classes, or receive all F's due to non-attendance, may be required to repay grant funds to the federal government.

Students planning to withdraw should see a counselor and Financial Aid Office staff member to discuss the consequences of withdrawing. If a student does not pay back money owed, a national hold will be placed on their financial aid records. This hold will adversely affect the student's future eligibility for financial aid at any college.



# Student Programs and Services

## CalWORKs

Room A100, ext. 318

Students that are receiving CalWORKs benefits are eligible for supportive services through the college, including child care vouchers, paid work-study positions, and free employment preparedness workshops. For more information, contact the CalWORKs program assistant in Student Services, room A100.

## CHILD DEVELOPMENT CENTER

CDC Building, ext. 288

The Child Development Center (CDC) is a fully-licensed childcare facility located on the Lake Tahoe Community College campus. Licensed for 46 kids ages 6 weeks through pre-kindergarten, the CDC is a model facility for Early Childhood Education students. With a staff/child ratio of 1/4 for infants and toddlers and 1/8 for preschool students, the CDC provides personal attention to its children in an environment where they are free to explore and develop at their own pace.

Open year-round, the CDC serves the childcare needs of South Lake Tahoe's students, staff, faculty and community members. Childcare is available in full or half-day blocks, and meals are provided. Children must be enrolled for a minimum of two half-days per week.

Although the CDC operates at full capacity, students have top priority and every attempt is made to accommodate their needs. Some subsidy money is available through federal grant funds. Inquiry into space availability should be made at least one month prior to anticipated need. For more information, please contact the CDC.

## COLLEGE BOOKSTORE

Room A101, ext. 227

The College Bookstore, located on the first floor of the main campus near the front entrance, is provided as a service to the college community.

In addition to new and used textbooks, the Bookstore carries general reference, career, and computer books, academically-priced computer software, a variety of school, culinary arts and art supplies, clothing, gifts, and greeting cards. The Bookstore offers a book rental program for select courses. Additionally, the LTCC Bookstore carries a limited selection of food items and beverages. The store staff are available for assistance all day Monday-Thursday and limited hours on Friday.



## DISABILITY RESOURCE CENTER (DRC)

Room A205, ext. 249

Lake Tahoe Community College is committed to accommodating students with disabilities as defined in the Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973. The Disability Resource Center facilitates accommodations in regular college programs for learning, psychological, hearing, visual, and communication disabilities as well as health disorders and mobility limitations. Students with other verifiable and documented disabilities may also be eligible for academic accommodations. The Disability Resource Center (DRC) offers a formal assessment for students who suspect that they may have a learning disability.

The DRC is required to have disability verification on file for students utilizing services; assistance with obtaining this documentation is available within the department. Students requesting any special services should contact the DRC.

A fully equipped High Tech Center (HTC) is available to students who may benefit from using adapted computer technology. Screen enlargement, voice activation, voice output, and word prediction are just a few of the technologies students may avail themselves of at the college.

## EOP&S AND CARE

Room A100, ext. 231

**EOP&S** (Extended Opportunity Programs & Services) is a student support program funded by the State of California and LTCC, and is designed to assist students who show academic and financial need. A student may be EOP&S eligible if they are *low-income, a California resident, attending college full-time, and are considered educationally disadvantaged.*

**CARE** (Cooperative Agencies Resources for Education) is designed for EOP&S students who are single heads of household, CalWORKs/TANF recipients, and have a child under the age of 14 years. This program can assist students with child care expenses, transportation, books and supplies, and additional grants.

Students who are interested in either EOP&S or CARE should visit Student Services in Room A100.

## FOOD SERVICE

The Kokanee Café is located in the Student Center in the southwest wing of the main campus. The Café houses the Coffee Cart. The cart is open Monday through Thursday while classes are in session and offers breakfast and lunch items as well as an array of coffee drinks and beverages.

## HOUSING

No student housing is provided by Lake Tahoe Community College. A housing bulletin board with a list of available rentals is posted outside the Student Services office and information is available on the LTCC web site.

## JOB TRAINING SKILLS, INTERNSHIPS & WORKFORCE PREPARATION

Room A100, ext. 294

The Lake Tahoe Community College Workforce Preparation Program is committed to providing students with opportunities for work-based learning, professional growth, and applying academic knowledge to the workplace. The program is dedicated to advancing students' personal competencies in the workplace and promoting career awareness through linking education with employment and careers.

Individuals can explore career opportunities in their desired occupations, earn college credit, and improve their employability through the following programs:

- The *Occupational Internship Program* offers students an opportunity to earn credits and obtain on-the-job experience in positions directly related to their career goals. Internships can be customized for specific goals. Information regarding internship opportunities are posted online at [www.ltcc.edu](http://www.ltcc.edu) and in Room E101. Applications are available in Student Services and Room E101.
- *Occupational Work Experience* is for students who are currently employed in jobs relating to an educational or occupational goal. This program extends knowledge gained in the classroom to the workplace, helps students identify new and challenging objectives at work, and encourages professional growth and advancement.
- *General Work Experience* is for students who are currently employed in jobs not related to their educational goal. This program encourages participants to identify new and challenging objectives on the job and can result in improved relationships at work, increased visibility, and better work habits. Both Occupational and General Work Experience classes allow students to earn elective credits.



## LIBRARY & MEDIA SERVICES

Library ext. 232; Media Services ext. 234

<http://library.ltcc.edu>

In September 2006, Lake Tahoe Community College opened its 27,000 square foot library. This beautiful facility includes an art gallery, cutting edge wireless technology, twenty-five computer Internet stations, a cozy fireside reading area, and several study rooms for groups or individuals

The library's collection has over 40,000 volumes as well as subscriptions to 10,000 print and online journals and newspapers, music on CD and LP records, plus a DVD/video collection which supports the college curriculum. Additionally, the library features a Spanish language aisle, an adaptive technology station for persons with disabilities, a children's aisle, plus popular movies for home checkout. Lastly, the library offers a unique rare book collection comprised of out-of-print books about Tahoe.

Information services are offered at the reference desk, or teaching station, where online research skills are taught one-on-one. The library's online resources, such as its catalog and online databases, can be accessed 24 hours a day via its web site: <http://library.ltcc.edu>

Media services are provided to enhance the college's instructional environment, bringing a rich array of audiovisual technology into the classroom. The library houses an audiovisual viewing room with state of the art media equipment and a video conferencing room available to the public.

Library services and borrowing privileges are extended to all members of the Lake Tahoe community. Students, especially newcomers, are warmly encouraged to make good use of this resource. Library staff welcome the entire community to enjoy the library.

## PASSPORT/STUDENT EMAIL

<https://portal.ltcc.edu>

Students are provided with secure access to online services, information, and student email through Passport—LTCC's student portal. Passport is used to register for classes, pay fees, view grades, request transcripts, seek help desk support, and much more. Upon admission, each student receives an LTCC email account which is used for campus-wide communications and is integrated with the student's Passport account.

## TAHOE PARENTS NURSERY SCHOOL

(530) 541-8767

Tahoe Parents Nursery School (TPNS), affiliated with LTCC, is a parent participation preschool that has been a part of the Lake Tahoe community for 48 years. TPNS is a fully licensed preschool serving children two years nine months, to five years of age. The program operates Monday through Thursday from 9:00 a.m. till 12:00 noon, September to June. TPNS enriches the lives of children and their families through a developmentally appropriate preschool, which is enhanced by a quality parent education program. TPNS offers a wide variety of experiences designed to enhance physical, social, emotional and cognitive development.



**TRIO-SSS PROGRAM**

Room A201, ext. 741

TRiO-SSS assists students whose parents did not earn a degree from a four-year school, low-income students and student with disabilities. If you fit into one or more of these categories, and you are pursuing a certificate, associate degree, or plan to transfer to a four-year school, then TRiO-SSS can help you reach your goals. TRiO-SSS students benefit by receiving priority registration, mentoring, free trips to four-year schools and cultural events, useful workshops, access to a textbook lending library, and much more. For more information and an application, please visit the TRiO-SSS office located inside the Tutoring and Learning Center or call extension 741.

**TRIO-ETS PROGRAM**

South Tahoe High School Career Center, (530) 541-4111, ext. 400 and South Tahoe Middle School, (530) 541-6404, ext. 237

Educational Talent Search (ETS) is a program designed to assist middle and high school students on their journey to college. The program works to improve the academic strengths and college readiness of students in grades 6-12. Adults who have dropped out of high school or college and who are interested in reentering school may also participate in ETS. The free services our staff provide to eligible students and their families include: educational counseling and support, tutoring, workshops, field trips, college tours, and more.

**TUTORING & LEARNING CENTER (TLC)**

Room A201, ext. 740

Through individualized and group tutoring, computer-assisted learning, internet access, and other learning support services, the Tutoring & Learning Center enhances a student's education. At no cost, additional assistance is provided to help students successfully complete their college coursework. The Tutoring & Learning Center is comprised of the Writing Across the Curriculum Center, the Math Success Center and the Intensive Writing Center.

**WRITING ACROSS THE CURRICULUM CENTER (WACC)**

- Tutoring in various subject areas
- Computer-assisted learning
- Test proctoring
- Assistance with subject-specific writing assignments

**MATH SUCCESS CENTER (MSC)**

- Math tutoring (all levels)
- Computer-assisted learning

**WRITING CENTER (WC)**

- Tutoring
- Assistance with grammar and the writing process
- Reference materials

**VETERANS AND VETERANS' DEPENDENTS**

Room A102, ext. 211

[www.ltcc.edu/veterans](http://www.ltcc.edu/veterans)

Veterans and dependents of disabled veterans are encouraged to take advantage of the educational opportunities and benefits available at Lake Tahoe Community College. Eligibility information and applications for benefits are available at the Admissions and Records Office, and the El Dorado County Veterans Services Office, 1360 Johnson Blvd., Suite 103A, (530) 573-3134.

All veterans must have official transcripts of all previous college work on file. Transcripts requested from previous schools should be sent directly to the Admissions and Records Office. Transcripts are then evaluated and appropriate credit granted toward college requirements. To comply with the Veterans Administration regulations, all veterans must meet with the veterans' counselor in Student Services during their second quarter of attendance to declare a major, develop an education plan, and review their evaluation of prior credit.

Veterans will receive quarter unit equivalent credit in the following areas:

- Veterans who have an honorable discharge (as certified on their DD214) will be granted two quarter units of Physical Education credit. These two units may be counted in Area 6 of the LTCC Associate in Arts general education pattern.
- Veterans with a minimum of one year active duty (who have an honorable discharge) will be granted an additional two quarter units of elective credit that will count towards the 90 units needed to graduate at Lake Tahoe Community College.

Veterans collecting benefits while attending Lake Tahoe Community College are responsible for informing the Admissions and Records Office of all changes in enrollment status. Withdrawing from or not completing all enrolled subjects will affect eligibility for benefits. Students must also maintain a cumulative grade point average (GPA) of 2.0 or better. Failure to maintain a cumulative GPA of 2.0 or better for two consecutive quarters will cause a student to be reported to the U.S. Department of Veterans Affairs as maintaining Unsatisfactory Progress, and their education benefits will be interrupted. Students who are reported as making Unsatisfactory Progress to the U.S. Department of Veterans Affairs must receive counselor approval before recertification is possible. Please see [www.ltcc.edu/veterans](http://www.ltcc.edu/veterans) for more information.







# Student Life

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“Being in any club during your college experience is essential. When I joined the HOPE Club and we spent a lot of time advocating for the Dream Act, it really inspired me and made me change my academic plans. I am now working to transfer to Sacramento or San Francisco State and then continue on to law school.”

**Mayra Garcia, 21,** is a native of Guadalajara, Mexico, and a full-time student at LTCC. She legally immigrated with her parents to South Lake Tahoe when she was in the sixth grade. Garcia said her parents moved to the U.S. for better educational opportunities for their children.

Garcia is a recipient of the Board of Governor's Fee Waiver program. Garcia first completed a dental assisting degree at LTCC before deciding to continue her education and seek a law career.

## FYI...

**Student clubs at LTCC range from the Geology Club that explores the earth through field trips in the Sierra Nevada and surrounding areas to the Future Business Leaders of Tahoe. Participating in student clubs and organizations is enjoyable, educational and a great way to get involved and meet people with similar interests.**

Student Council            ext. 229  
Student Services         ext. 231

# Student Life

Lake Tahoe Community College offers students the chance to study in one of the most beautiful spots in the world. With 30,000 year-round residents and an economy built on first-class recreation and resorts, South Lake Tahoe, home of the LTCC campus, is small enough to be friendly, yet worldly enough to offer choices. At Lake Tahoe Community College, students will find the perfect place to study, work, and pursue a wide range of personal interests.

## Student Organizations

### STUDENT ACTIVITY PROGRAM PHILOSOPHY

The student activity program at Lake Tahoe Community College is intended to achieve the following objectives:

1. To provide opportunities for student-based social and cultural interests;
2. To provide opportunities to take on leadership roles and responsibility;
3. To enhance student life, individually and collectively.

Student activities are an integral part of college life, and all students are urged to take an active part in some aspect of the student activity program, depending upon their personal interests and abilities.

### STUDENTS TAKE AN ACTIVE ROLE AT LTCC

There are many ways students can make a difference at LTCC. Elected members of the Associated Student Council have an influence in all aspects of campus life and a member from the Council serves as Student Trustee on the Board of Trustees. Student representation is requested on many of the college's standing committees and all academic hiring committees include students.

### ADVOCACY

Advocacy groups seeking to influence college procedures or services do not need administrative sanction to exist. However, if a group plans long-term presence, wants to raise funds or otherwise affiliate themselves formally with LTCC, the organization will be governed by the same Education Code as all other recognized student associations.

### ORGANIZING CLUBS AND ACTIVITIES

The different student clubs at LTCC allow students to pursue their own personal interests and get involved in a variety of activities. There are two ways students can organize:

1. A group of ten (10) or more students having a concern or project that will involve no longer than three months needs to have a statement of purpose and an advisor. Groups are subject to approval to ensure they meet federal, state, and local policies. Approval can be extended for up to an additional six months. Examples of this type of organization might be groups sponsoring a speaker, special activities, or intramural sports.
2. Permanent or long-term organizations or clubs must have a minimum of ten (10) students, a constitution indicating purposes consistent with being a college organization, by-laws, an advisor, elected officers, and administrative approval. Students interested in forming such organizations should contact Student Services at extension 231 for procedures and copies of regulations that organizations need to follow.

All LTCC students are invited to join existing campus clubs which are listed in the quarterly Schedule of Classes. Students interested in joining one of these clubs should stop by or call Student Services at extension 231.

**ALPHA GAMMA SIGMA**

Alpha Gamma Sigma is the official Lake Tahoe Community College honor society. Its purpose is “to foster . . . and recognize scholarship,” and it is widely recognized in government, business, and institutions of higher learning.

Students with 18 or more college credits who are currently enrolled at LTCC with at least a 3.00 grade point average are eligible for initial membership. Alpha Gamma Sigma membership will be noted on students’ transcripts.

To obtain further data or apply for membership, please visit the Student Services Office.

**ASSOCIATED STUDENTS OF LAKE TAHOE COMMUNITY COLLEGE**

Student Center, ext. 229

The goal of the Associated Student Council (ASC) is to provide effective student representation, and to direct student activities that stimulate the intellectual, physical, and social life of students at LTCC. All students currently registered for credit course(s) are considered members of the Associated Students.

**The Associated Student Council is the governing body of the Associated Students** and is empowered to conduct the business of the Associated Students of LTCC. All candidates and members of the ASC must maintain at least a 2.0 grade point average, and must maintain a minimum of eight units during the period of his/her office. For more information, contact the Associated Student Council Office in the Student Center or Student Services, ext. 231.

**SECRET ORGANIZATIONS**

Membership in secret fraternities, sororities, and organizations, as described in California Educational Code (Section 76035), is prohibited. LTCC students who participate in such groups shall be subject to the penalties outlined in the Education Code.

**HAZING**

Section 32050-51 of the Education Code makes participation in any kind of hazing a misdemeanor. Hazing is defined as “any method of initiation into a student organization or such an organization which degrades or disgraces or which causes bodily harm to any student attending any college or school in California.”

**PARKING**

Parking is provided for students on the campus in clearly designated areas. Certain parking places are reserved for handicapped students. Students are advised to comply with regulations posted in the parking lot. **Violators of posted regulations will be issued citations.**

**SMOKING**

Smoking is prohibited inside all College buildings. Smoking is permitted 50 feet from College buildings and in the designated smoking shelter.

**CRIME AWARENESS AND CAMPUS SECURITY ACT OF 1990**

Lake Tahoe Community College has had no incidents of major crime. Students are encouraged to report any criminal activity on campus to college officials and local police as necessary. All colleges are required by law to provide crime statistics for their campuses. A Lake Tahoe Community College Incident Report form (available in the administrative offices) should be completed by the person reporting the crime. All students and employees should call 911 in the event of an emergency.

**REPORTED CRIMINAL OFFENSES**

Offense	2007	2008	2009	2010	2011
Murder	0	0	0	0	0
Sexual Assault	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	0	0	0	0
Aggravated Battery	0	0	0	0	0
Burglary	0	1	0	1	1
Burglary - Vehicle	0	0	0	0	1
Vandalism	0	0	0	1	2
Hit and Run	0	1	1	3	0
Grand Theft	0	1	0	1	0
Motor Vehicle Theft	0	0	0	0	0
Petty Theft	1	0	0	0	4
Domestic Violence	0	0	0	0	0
Hate Crimes	0	0	0	0	0

**ARRESTS FOR CRIMES ON CAMPUS**

Crime	2007	2008	2009	2010	2011
Liquor Law Violations	0	0	0	0	0
Drug Abuse Violations	0	0	0	0	6*
Weapons Possession	0	0	0	0	0
Disorderly Conduct	0	0	0	0	5*
Resisting Arrest	0	0	0	0	0
Outside Warrant Arrest	0	0	0	0	0
Suspended License	0	1	0	0	0
Trespassing	0	0	1	0	0

*\*These arrests occurred during the SnowGlobe Music Festival on the South Lake Tahoe Community Ball Fields.*

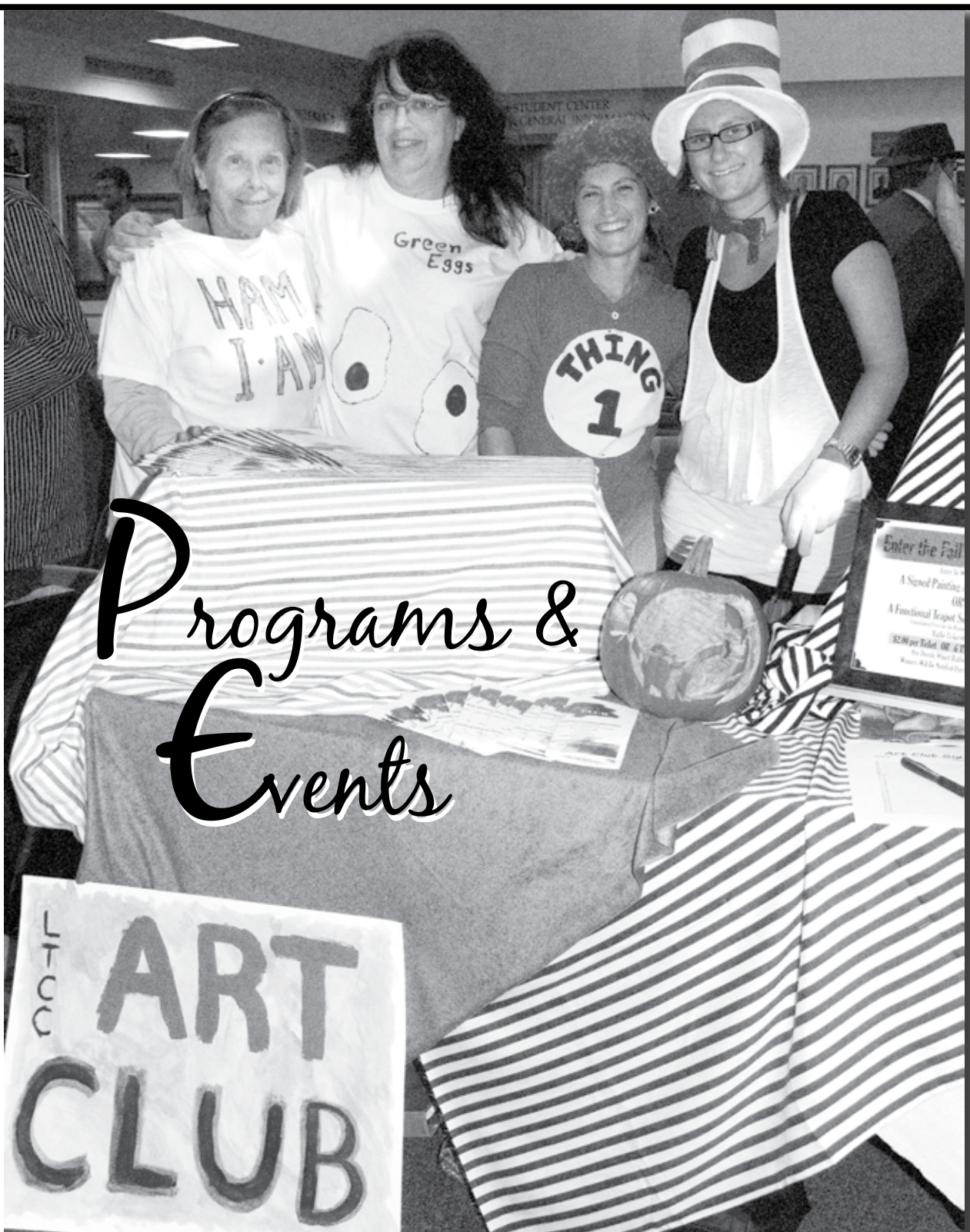




# 2011-2012 *Associated Student Council*







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“I love the student to teacher ratio. LTCC is a very friendly, open-minded environment. At first I didn't know what I wanted to do but my Spanish instructors encouraged me. I think being tri-lingual will help me in my future whether I decide to do something with travel or in retail management.”

**Neil Patrick Enriquez, 20,**  
a native of South Lake Tahoe and  
STHS graduate, is graduating in June  
with a certificate and associate's degree in  
Spanish. Enriquez is tri-lingual speaking  
English, Filipino Tagalog, and Spanish.

A student ambassador, Enriquez is  
president of the International Club and  
Friends of Ally. He is the first in his  
family  
to attend college.



## FYI...

**What is the college mascot?**

**The Kokanee (a type of fresh water salmon found in the streams running into Lake Tahoe).**

Foster & Kinship Care	ext. 575
Intensive Spanish	
Summer Institute	ext. 363
Theatre Box Office	ext. 207

# Programs

In addition to traditional academic and vocational course offerings, Lake Tahoe Community College provides a variety of nontraditional learning opportunities across the spectrum of disciplines. These programs are unique because of the format in which they are offered. Many emphasize hands-on, experiential learning experiences or are designed as short-term, intensive learning opportunities. Also, some of these programs target particular learners for enriching educational experiences. Details of these special programs are provided in this section.

## CONNECT - COMMUNITY EDUCATION

ext. 717

### “Connecting the Community through Education”

The Community Education program offers not-for-credit workshops for children and adults. Classes are offered year round in the areas of Community Kitchen, Creative Arts, Health and Fitness, Home and Garden, Language and Culture, Senior Programs and Work and Life Enhancement. Past workshops include “New Day, New You,” a fitness and nutrition series, and classes for children in rock climbing, piano, and acting. Classes are offered on the LTCC campus and in various locations around the community. For more information and for a current list of workshops go to [www.ltcc.edu/communityeducation](http://www.ltcc.edu/communityeducation).

## FOSTER AND KINSHIP CARE EDUCATION

ext. 575

LTCC offers not-for-credit workshops in Foster and Kinship Care Education. Workshops are offered in both English and Spanish. Both programs are designed to support foster parents, relative caregivers, and non-relative caregivers. Sessions consist of lectures, video segments, and dynamic group processes. Topics focus on 1) parenting skills; 2) ages and stages of child development; 3) accessing community resources; 4) positive discipline; 5) diversity training; and 6) other specialized topics regarding local issues. A certificate of completion is awarded at the end of each class. Registration is conducted on a walk-in basis only. All community members are welcome.

## EDUCACIÓN PARA LOS PADRES TEMPORALES O FAMILIARES

LTCC ofrece clases sin crédito a los Padres y Tutores Legales. El curso es enseñado en español en el Centro de Recursos Familiares los martes y miércoles por la tarde de 4 a 7 p.m. El curso es para los familiares que proveen cuidado o para aquellos padres que se preocupan por los niños de sus familiares. Las sesiones consisten en lectura, segmentos de video, procesos en dinámica de grupo. Los temas son enfocados en: 1) Recursos de la comunidad, 2) Las edades y etapas del desarrollo, 3) Construyendo unión entre los padres y niños, 4) Decisiones y consecuencias, 5) El poder del ánimo, y 6) Lo positivo de la disciplina. Se les entregará un certificado a los estudiantes al completar todas las clases “Padres Activos de Hoy.” Se pueden matricular directamente en el Centro de Recursos Familiares.

## INTERNATIONAL STUDENTS AT LTCC

Admissions and Records, Room A102, ext. 211

Students from around the globe are encouraged to attend LTCC and enjoy the beauty of Lake Tahoe, small class sizes, affordable tuition, and the opportunity to transfer to a 4-year university. For more information, visit [www.ltcc.edu/international](http://www.ltcc.edu/international).

Any international student who is interested in studying full-time at LTCC should contact the Admissions and Records office to begin the student visa and application process.





### **INTENSIVE SPANISH SUMMER INSTITUTE**

ext. 363

Each August, Lake Tahoe Community College is transformed into a Mexican pueblo offering students an immersion in Spanish language and culture during the Intensive Spanish Summer Institute (ISSI). Now in its 19th year, this exciting and interactive program has been recognized as an *Outstanding Community College Program* by the California Community College Board of Governors.

ISSI is for anyone – from beginning to superior level students – interested in learning the language and cultures of Spanish-speaking countries. During the weeklong Institute, students can earn up to 4.5-quarter units of credit in courses designed to promote the development of fluency in Spanish. Registration begins during the spring quarter, so make your plans early to avoid missing out.

*Throughout the year, Lake Tahoe Community College hosts a variety of events for the educational and cultural benefit of our students and community. For information on any of these activities, please contact Student Services at ext. 231 or go the college website [www.ltcc.edu](http://www.ltcc.edu).*

# Special Events

### **ART SHOWS**

LTCC opened the Haldan Art Gallery in January 2007. Visitors can learn more about the artist and exhibit through audio tours, docents, and other interactive experiences. LTCC's two other art galleries provide student, faculty and local artists a venue. Theme and competitive shows are on display during the fall, winter and spring quarters. The galleries are open to the public whenever the college is open.

### **COLLEGE & TRANSFER DAY**

Each fall, LTCC hosts College & Transfer Day, giving students and parents a chance to visit with representatives from more than 25 different colleges and universities.

### **CULTURAL EVENTS**

Student theatre, dance, classical concerts, writers' workshops, and independent and foreign films are just a few of the offerings at LTCC.

- *LTCC's Speaker Series*

brings professionals from a variety of fields to share their insight and experience with students and the community.

- *LTCC's Writers' Series*

includes nationally known published authors talking about their work and the writing process.

- *The Perry Foundation*

is a non-profit organization designed to enhance and encourage the study of history and humanities at LTCC. It provides artifacts, art, and other resources beyond those usually available from the college. All items exhibited have been provided with private funds. For information or appointments to view the collection call (530) 541-4660 ext. 252.

### **PERFORMING ARTS LEAGUE (PAL)**

The Performing Arts League was formed to provide additional performance outlets for music, drama and dance students. PAL also provides scholarships for students pursuing degrees in theatre arts. The group stages two variety shows each year.

### **TASTE OF GOLD**

The LTCC Foundation's biggest fundraiser brings the wines of the gold country to Tahoe. This event, held in the campus outdoor courtyard in July, pairs wine, music, and food from some of Tahoe's best local restaurants and caterers.

### **THEATRE PERFORMANCES**

LTCC's theatre arts and music departments stage two play productions and one musical every year. From drama and comedy to original productions, the theatre offers a diverse range of experiences for the community and students alike.



## *Online Courses*

*Lake Tahoe Community College offers many courses online each quarter. Check out [www.ltcc.edu/online](http://www.ltcc.edu/online) or the schedule of classes for more information.*

LTCC's online courses are designed for the student who wishes to take advantage of the flexibility offered by this type of instruction.

The college has a vast array of online transferable courses that provide students the flexibility they require due to their busy lives. These online courses are a wonderful way to supplement the face-to-face courses or provide students with the ability to complete the majority of their degree requirements completely online.

The college is committed to providing online students with the support and resources necessary to allow them to be successful in their educational endeavors.

For more information, go to [www.ltcc.edu/online](http://www.ltcc.edu/online).





# Policies & Procedures

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“The one-on-one atmosphere of LTCC is what really appealed to me. Before moving to the U.S., I went to college in Australia. There, I was in lecture halls with 500 people, where you could barely make out the professor. When I took the student tour here and saw how big the largest classroom was, I knew this was for me. It’s the personal touch that LTCC offers. Plus, there’s snow and you get to ski.”

**Christopher Sidell, 27**

*A full-time student, student ambassador, and work study participant. A native of Melbourne, Australia, Sidell carries dual citizenship through his parents. He is majoring in business with a specialty in accounting. He plans to transfer to U.C. Davis to finish a bachelor’s in food science with a specialty in brewing.*

## FAQ’s...

**Students need to register online by their first class meeting.**

**“What if I can’t make it to class the first day?”**

**You need to notify the instructor before the first class meeting or you may be dropped from the class in order to accommodate other students.**

Instruction Office ext. 230 or 225  
 Student Services ext. 231  
 Vice President, Academic Affairs  
 & Student Services ext. 214

# Policies & Procedures

*This section of the catalog contains important information regarding course enrollment conditions, attendance, final grades, probation and dismissal, student rights and responsibilities, and related policies and procedures.*

*The counselors, faculty, staff, and administrators are committed to providing support to students in understanding the College’s policies and procedures and in navigating the College catalog. At the same time, all students must assume responsibility for adhering to the College’s policies and procedures and for making the final decisions regarding their individual educational objectives.*

*Any questions concerning catalog material should be referred to the Vice President, Academic Affairs and Student Services. The College assumes no responsibility for misinterpretation by students of policies and procedures as presented in this catalog.*

## Prerequisites, Corequisites, and Advisories

### ENROLLMENT CONDITIONS

Many courses and educational programs of study have enrollment conditions such as prerequisites, corequisites, or advisories on recommended preparation. These faculty-approved conditions are considered necessary and appropriate to ensure that students are adequately prepared to succeed in the course or educational program.

### WHAT IS A PREREQUISITE?

A prerequisite is a condition of enrollment that a student is required to meet in order to demonstrate current readiness for a course or educational program. Prerequisites completed at LTCC with a “C” or better will be automatically approved when students register for the course. Students who have completed prerequisites at another college must meet with a counselor to show proof in order to register for the course.

### WHAT IS A COREQUISITE?

A corequisite is a condition of enrollment consisting of a course that students are required to complete simultaneously (or prior to) in order to enroll in another course. Students must register for the stated corequisite in order to register for the course.

### WHAT IS AN ADVISORY ON RECOMMENDED PREPARATION?

An advisory is a recommended course or skill level students are advised, but not required, to possess prior to enrollment in a specific course.

### ARE THERE OTHER LIMITATIONS ON ENROLLMENT?

Yes. Enrollment in certain courses or educational programs of study may require try-outs, auditions, or may be limited by health and safety considerations, and space limitations or legal requirements imposed by statutes, regulations or contracts. All such limitations are in conformity with the provisions of Title 5, Section 58106, California Community College Board of Governors.

### WHAT IF I DON’T HAVE THE NECESSARY PREREQUISITES OR COREQUISITES?

Students will not be permitted to enroll in a class for which they cannot demonstrate they have met the prerequisite, or are enrolled in the corequisite. If it is determined after a course begins that a student has not met the prerequisite, he/she will be dropped from the course.

### PREREQUISITE APPEAL PROCEDURE

A student may appeal a prerequisite or corequisite by filing a Prerequisite or Corequisite Appeal Petition. This form can be obtained from Student Services.

1. Students must meet with a counselor to submit a petition.
2. The appeal petition will be processed within five working days of its receipt, and the student notified accordingly.
3. If the appeal is upheld, the student will remain in the course.
4. In the event the petition is denied the student will be dis-enrolled; however, the student may appeal the decision within five days in writing directly to the Vice President, Academic Affairs and Student Services. A rationale for the appeal must be included, along with any new documentation. Students will be notified of the appeal decision within three working days.

### GROUNDINGS FOR APPEAL

- The student has the knowledge or ability to succeed in the course or program despite not meeting the prerequisite or corequisite.
- The student possesses the skills/knowledge necessary to protect the health or safety of him/herself and others despite not meeting the stated health and safety prerequisite.
- The prerequisite or corequisite course is either unlawfully discriminatory or is being applied in an unlawfully discriminatory manner. (Student has the right to file a formal complaint of unlawful discrimination; if the student elects to proceed with the prerequisite appeal, completion of the appeal procedure shall be deemed to constitute an informal complaint pursuant to Title 5: §59327.)
- The student will be subject to undue delay in attaining the goal of his or her educational plan because the prerequisite or corequisite has not been made reasonably available.
- The prerequisite or corequisite has not been established in accordance with the District's process for establishing prerequisites or corequisites.
- The prerequisite or corequisite is in violation of Title 5.

### CREDIT FOR PREREQUISITES

Granting a student request to appeal a prerequisite on the basis of equivalent knowledge does not give the student academic credit for that course. For example, a student may be allowed to enroll in Spanish 102 by demonstrating knowledge equivalent to Spanish 101, but no credit for Spanish 101 will be granted. If the student needs credit for Spanish 101 to meet degree or transfer requirements, for example, it might be more appropriate for the student to pursue the college's credit by examination process. If successful, Spanish 101 would appear on the student's transcript with the appropriate units and the student would also meet the prerequisite for Spanish 102.

# College Policies & Procedures

### ATTENDANCE POLICY

Regular attendance in class and laboratory sessions is an obligation assumed by every student at the time of registration. By being absent from class, the student misses both the content of the particular session and continuity of the course as developed in a single period of work. Students who stop attending and are not dropped by the instructor risk receiving an "F" grade for the course.

**IT IS THE STUDENT'S RESPONSIBILITY TO DROP A CLASS(ES).** The following district-wide Attendance Policy has been adopted:

1. Students should *always* attend the first class meeting unless they have made special arrangements with the instructor. Many classes are impacted. The instructor may drop a student if they miss the first meeting so that another student can be admitted. After the first meeting, a student may be dropped from class whenever total absences are two more than the number of times a class meets per week; however, it is ultimately the student's responsibility to drop the class, and the assumption should not be made that this was done automatically by the instructor.
2. In the case of excessive absences where special circumstances exist, and where no previous arrangements have been made, a petition for continuance may be filed by the student with the instructor and a counselor. A student may remain in the class until the petition is acted upon.

### MATRICULATION

Matriculation is a process which brings a college and a student who enrolls for credit into an agreement for the purpose of realizing the student's educational objective. The agreement acknowledges responsibilities of both parties to attain those objectives through the college's established programs, policies, and requirements.

On the college's part, the agreement includes providing an admission process; an orientation to college programs, services and procedures; pre-enrollment assessment and a suitable curriculum or program of courses; follow-up on student progress with referral to support services when needed; and a program of institutional research and evaluation.

On the student's part, the agreement includes expression of at least a broad educational intent at entrance and willingness to declare a specific educational objective within a reasonable period of enrollment. This would require diligence in class attendance, completion of assigned course work, completion of courses, and maintenance of progress toward an educational goal according to standards established by the college and the State of California. Failure on the student's part to fulfill such responsibilities may result in suspension or termination of matriculation services.

Students wishing to challenge matriculation requirements, or file a complaint regarding the application of matriculation regulations, may do so in writing to the Dean of Student & Academic Support Services. The rationale and any relevant documentation to justify an exception to the requirements must be included with the student's request.

## GRADING POLICY - ACADEMIC RECORD SYMBOLS AND GRADE POINT AVERAGE

Grades from the following grading scale shall be averaged on the basis of the point equivalencies to determine a student's grade point average. The highest grade shall receive four points, and the lowest grade shall receive 0 points, using only the following evaluative symbols:

SYMBOL DEFINITIONS		GRADE POINT
A	Excellent	4
B	Good	3
C	Satisfactory	2
D	Passing, less than satisfactory	1
F	Failing	0
P	Pass (at least satisfactory - units awarded not counted in GPA)	
NP	No Pass (less than satisfactory, or failing - units not counted in GPA)	
I	Incomplete:	

The "I" symbol shall not be used in calculating units attempted nor for grade points.

If a student has incomplete academic work because of unforeseeable, emergency, and/or justifiable reasons at the end of the term, he/she may consult with the instructor and request the instructor issue an "I" (Incomplete) on the student's record. The condition for removal of the "I" shall be stated by the instructor in a written record. (The form is available in the Admissions and Records Office). This record shall specify the conditions for removal of the "I" and the grade assigned in lieu of its removal. This record must be signed by both the student and instructor, with each keeping a copy. The original will be kept on file with the Director of Admissions and Records until the "I" is made up or the time limit has passed. A final grade shall be assigned when the work stipulated has been completed and evaluated, or when the time limit for completing the work has passed.

The "I" must be made up no later than one academic year following the end of the term in which it was assigned. A student may petition the appropriate Dean for a time extension due to circumstances which are unusual or beyond the student's control.

### IP In Progress:

The "IP" shall not be used in calculating grade point average.

The "IP" symbol shall be used to denote that the class extends beyond the normal end of an academic term. It indicates that work is "in progress," but that assignment of a substantive grade must await its completion. The "IP" symbol shall remain on the student's permanent record in order to satisfy enrollment documentation. The appropriate evaluative grade and unit credit shall be assigned and appear on the student's record for the term in which the course is completed.

### RD Report Delayed:

The "RD" shall not be used in calculating grade point average.

The "RD" symbol may be assigned by the Director of Admissions and Records only. It is to be used when there is a delay in reporting the grade of the student due to circumstances beyond the control of a student. It is a temporary notation to be replaced by a permanent symbol as soon as possible.

### W Withdrawal:

The grade of "W" is authorized for students who withdraw from a class prior to the last day to withdraw. Withdrawal requests must be submitted

to the Admissions & Records office. Students are limited to two withdrawals and/or substandard grades per course. Under certain circumstances, a student may petition for one additional enrollment. Please see a counselor for more information.

- For quarter-length (12 week) courses, students may withdraw between the end of the fourth calendar week and the last business day of the seventh calendar week of classes.
- For six-week session courses, students may withdraw between the end of the second calendar week of classes and the first business day of the fourth calendar week of classes.
- For all other courses, the last day to withdraw is generally prior to the 58% point of the course. Please contact Admissions & Records for the last day to withdraw from specific courses.

No notation shall be made on the academic record of the student who withdraws from a class or classes prior to the beginning of the period of time for which a grade of "W" is authorized. The academic record of a student who remains in a class or classes beyond the time authorized to give a grade of "W" must reflect a grade other than "W."

In extenuating circumstances clearly beyond the control of the student, such as verified accidents or extended illnesses, a student may petition for a grade of "W" beyond the authorized time for such a grade.

The "W" shall not be used in calculating grade point average, but excessive "W's" shall be used as factors in probation and dismissal procedures. Withdrawals may be counted as a repeat for the course.

Lake Tahoe Community College grade point average (GPA) is computed using only grade points and units for courses completed graded "A-F." The grade of "P" and the units earned in such a course will not be counted in calculating grade point average, but will count in determining probation status. An overall GPA of 2.0 is required for graduation from Lake Tahoe Community College.

### MW Military Withdrawal:

The grade of "MW" shall be authorized upon verification that a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. This grade may be issued at any time following the end of the drop with no record period.

Military withdrawals shall not be counted in progress probation nor dismissal calculations.

## GRADE CHANGES

The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetency (Title 5, §55025). A student who feels that an instructor has given an evaluative grade based on one or more of these conditions, and has evidence to substantiate the claim, may pursue an appeal by following the procedures delineated in Board Regulation 3.11 which is available in Student Services, Admissions and Records, or the Instruction Office. Students requesting a change of grade on the basis of mistake, fraud, bad faith, or incompetency must begin the appeal process within one year from the end of the quarter in which the course was taken. The process for grade changes resulting from student dishonesty or fraud are delineated in Board Regulation 3.11.

## POLICY ON DETERMINING THE NUMBER OF CREDITS AWARDED PER COURSE

The College awards credits based on student achievement of the stated learning outcomes of each course. The calculation of credits awarded is based on the Carnegie unit, a generally accepted standard throughout



higher education, and is consistent for face-to-face and alternative forms of instructional delivery such as distance learning, independent study, and credit by examination. The College complies with standards for awarding credit as defined in Title 5, sections 55002, 55002.5, and 55256.5, and with §34 CFR part 600.2 and 600.24.

### **POLICY FOR ACADEMIC RENEWAL**

A student may petition the Director of Admissions and Records to have disregarded a portion of previous sub-standard college work (grades of "D," "F" or No Pass) which is not reflective of the student's demonstrated ability. To petition, the following conditions must be met:

1. Petition for Academic Renewal at Lake Tahoe Community College is limited to a one-time only request. In the petition, the student must select the terms to be disregarded. The number of terms that may be considered is a maximum of three quarters. Satisfactory work (grade of "C" or better) completed during the terms for which work is to be disregarded may be counted for both subject and unit credit in meeting certificate and Associate Degree requirements.
2. The student must have completed 24 units of course work at Lake Tahoe Community College with a GPA of 2.50 since the sub-standard work was recorded. Not more than six of these units completed subsequent to the disregarded work may be earned in courses where a grade of "P" (Pass) may be issued.
3. Two years must have lapsed since the sub-standard work to be disregarded.
4. The permanent academic record at Lake Tahoe Community College shall be annotated in such a manner that all course work and grades remain legible.

A form is available in Admissions and Records or Student Services.

### **PASS/NO PASS COURSES**

The College offers certain courses for a Pass (P)/No Pass (NP) grade option. For those courses that have this option, the student is held responsible for all coursework, assignments, and examinations and will earn a "P" if his/her final grade is a "C" or better. An "NP" is issued when the final grade earned is a "D" or "F." The Admissions and Records Office maintains a list of courses that have the P/NP grading option available. Should a student seek this grading option for a course, he/she must inform the Admissions and Records Office or elect the option via WebAdvisor by the end of the fourth week of quarter-length classes, or the 30% point for short classes (Title 5§55022).

A maximum of 12 units earned in courses where a grade of "P" is received may be used toward the course requirements for the Associate Degree. A maximum of 4 units earned in courses where a grade of "P" is received may be used toward the course requirements for certificates. Note that courses taken for P/NP may not transfer as major preparation courses. Students are encouraged to work with a counselor for all transfer planning.

### **REPEAT POLICY**

All courses require a grade of "D" or better to earn credit. Courses completed with a grade of "C" or higher may not be repeated unless otherwise noted in the course description of the catalog. Courses completed with a grade of "W," "D," "F," or "NP" may be repeated once, but not for duplicate credit. The higher of the two grades received at LTCC will be used in computing grade point average. One additional repeat may be allowed by petition. Students must meet with a counselor prior to submitting a petition to repeat. For additional information on repeating courses, see Audit Policy. Note: Extra repeats for substandard grade are NOT allowed for repeatable courses.

Students on financial aid should check with the Financial Aid Office before repeating courses because of the effect it may have on their award.

### **CREDIT BY EXAMINATION (CHALLENGE EXAM)**

Courses available to be challenged through the credit by examination process are listed at the beginning of each subject area in the *Course Description* section of the catalog. In order to receive credit by examination, students must be enrolled for the quarter and must petition to challenge a particular course with the Admissions and Records Office and follow the procedures outlined below. Students are strongly urged to meet with a counselor before pursuing the credit by examination process.

The policy for credit by examination is as follows:

1. Students must submit a Challenge Exam petition at least five business days prior to the assigned test date when the challenge exam will be administered. The challenge exam petition deadline and test dates are published each quarter in the schedule of classes.
2. Only courses designated in the current catalog as "Challenge Courses" may be challenged.
3. Only one challenge per quarter is allowed and the course to be challenged must be selected from the current quarter's schedule. During summer session, additional limitations may apply. Please see the summer schedule for details on limitations to the selection of courses that can be challenged.
4. An individual course may only be challenged once by the same student.
5. Students may not challenge a course they have previously taken in which they received a D, or F, or NP grade.
6. Credit for courses which have been challenged may apply toward graduation requirements as area, major or elective courses as indicated by course number code, but may not be counted in determining hours of credit in residence or catalog rights.
7. Instructors have two instructional days after the examination date in which to grade the exam and file the grades in the Admissions and Records Office. Grading shall be according to the college's regular grading scale (that is, A, B, C, D, or F); students shall be offered a pass/no pass option if that option is ordinarily available for the course (Title 5§55050).
8. Students may elect to receive the grade on the challenge exam or to enroll in the course as a regular student if space is available. If a student elects to enroll in the course instead of receiving the challenge grade, the student must notify the Admissions and Records office within two weeks of the exam date. Students enrolling in the course must pay applicable registration fees and/or tuition in addition to the challenge exam fee.
9. The service fee of \$31 per unit for a challenge examination is NON-REFUNDABLE.
10. Students may enroll in the course prior to taking the challenge exam. However, if the student elects to receive the grade on the challenge exam, the student must drop the course that was challenged.
11. If a student has previously received a grade in a course, the student may not challenge the course.

### **TRANSCRIPTS**

Transcript copies are provided to students from the Admissions and Records Office. Requests for official transcripts must be presented on a transcript request form (available from Admissions & Records or submitted through the online request form in WebAdvisor).

Two transcripts will be sent free of charge. Each additional transcript (after the two free of charge) will be sent at a cost of \$5.00. Normal processing time (depending on the time of year) will be 7-10 working days. Rush transcripts (which will be sent within 2-4 working days, depending on the time of the year) will be processed at a cost of \$10 per request. This rush fee is in addition to whatever fee the student owes for the transcript itself. Unofficial transcripts are available via WebAdvisor.

### **POLICY ON THE TRANSFER OF CREDITS INTO LAKE TAHOE COMMUNITY COLLEGE**

The College recognizes that students have the opportunity to earn credits from a variety of institutions during the educational process and has established mechanisms for the equitable transfer of credit. In order to maintain the quality and integrity of its academic programs, credits transferred to the College are accepted only upon careful evaluation of official transcripts from regionally-accredited institutions.

The Admissions and Records Office is responsible for implementing the policy for transfer of credits and uses clearly defined procedures in the evaluation of previous lower-division coursework. Evaluation is based on objective criteria such as, but not limited to, catalog descriptions of course content, learning outcomes listed in the course syllabus, and prerequisite appraisal to determine course level. Faculty within the discipline are consulted for expertise in determining course equivalencies based on stated learning outcomes as well as appropriateness of the course to fulfillment of the student's major requirements. Transfer credit accepted from sending institutions is recorded to the student's transcript. The process complies with §34 CFR part 668.43(11) of Federal requirements.

Policies and procedures for transferring credit to the College are published in the catalog and other applicable publications. Students are encouraged to meet with a counselor for guidance on transferring credit and assistance in developing an educational plan incorporating credit earned at other institutions.

### **POLICY ON EARNING AND AWARDED CREDITS FOR PRIOR EXPERIENTIAL LEARNING**

Upon recommendation of the Curriculum Committee, and in collaboration with faculty in the discipline, specific types of experiential learning may be considered for credit. When opportunities are provided for students to demonstrate learning based on prior experience, standards shall be developed defining the type of experiential learning to be considered, designating the direct assessment process to be used, documenting criteria used in determining the number of credits earned, and providing for assignment of subject matter experts to conduct the direct assessment. If experiential learning is used to award credit based on course equivalency, achievement of the student learning outcomes listed in the course outline of record shall be assessed. Assessment processes are monitored by faculty and the Curriculum Committee to allow ongoing review and improvement.

Students seeking to demonstrate experiential learning through an option recommended by the Curriculum Committee may petition to have prior learning evaluated. Upon successful demonstration of learning, the student's transcript shall be annotated to reflect that credit was earned based on prior learning with sufficient specificity to ensure that there is no duplication of credits awarded for the same learning. This procedure complies with §34 CFR part 668.10 of Federal requirements.

### **WITHHOLDING SERVICES FOR NONPAYMENT OF FEES**

Grades, transcripts, diplomas and registration privileges, or any combination thereof, shall be withheld from any student or former student who has been provided with written notice that he or she has failed to pay a proper financial obligation due to the Lake Tahoe Community College District. Any item or items withheld shall be released when the student satisfactorily meets the financial obligation (Education Code Section 72237).

### **REQUESTING EXCEPTIONS TO ACADEMIC POLICIES AND PROCEDURES**

A student may petition exceptions to some academic policies and procedures by completing an "Academic Policies and Procedures Petition" form. This form is available in Student Services (room A100) or in the Admissions and Records Office (room A102). The form, together with any supporting documentation, must be submitted to the Vice President, Academic Affairs and Student Services (room A104). The Vice President, prior to making a determination regarding the exception request, may direct the petition to the Student Petitions Committee. The purpose of this committee is to render advice to the Vice President on petitions from students requesting exceptions to academic policies and procedures. The final decision to grant exceptions is made by the Vice President. Students have the right to appeal the decision of the Vice President by either petition back to the Vice President or by utilizing the grievance procedures described in the catalog.

Students considering petitioning for exceptions to academic policies and/or procedures are encouraged to meet with a counselor to discuss their options.

## **Academic & Progress Probation**

### **ACADEMIC PROBATION AND DISMISSAL**

A student who has attempted at least 12 quarter units as shown by the official academic record shall be placed on academic probation if the student has earned a cumulative grade point average below 2.0. Students on academic probation intending to take more than 3 units are required to meet with a counselor prior to registering for the next quarter. Students will be limited to 13 (or fewer) units.

A student on academic probation for a grade point deficiency shall be removed from probation when the student's cumulative grade point average is 2.0 or higher.

A student who is on academic probation shall be subject to dismissal if the student has completed 30 units with a cumulative grade point average of less than 2.0 in each of three consecutively enrolled quarters (e.g., a fall quarter followed by a spring quarter if the student was not enrolled during the winter quarter of that academic year).

### **PROGRESS PROBATION AND DISMISSAL**

A student who has enrolled in a total of at least 18 quarter units as shown by the official academic record shall be placed on progress probation when the percentage of all units in which a student has enrolled and for which entries "W," "I," and "NP" are recorded reaches or exceeds 50% of the total units. Students on progress probation are encouraged to meet with a counselor prior to registering for the next quarter.

A student on progress probation because of an excess of units for which entries of "W," "I," and "NP" are recorded shall be removed from probation when the percentage of units in this category drops below 50% of the total units.

A student who has been placed on progress probation shall be subject to dismissal if the percentage of units in which the student has been enrolled, and for which entries of "W," "I," and "NP" are recorded in at least 5 consecutive quarters, reaches or exceeds 50% of the total units.

### **DISMISSAL APPEAL PROCEDURES**

Exceptions to the standards for dismissal may be warranted in the case of unusual circumstances such as extended illness, error, unforeseen personal situations, or other unexpected hardship. A dismissed student may submit a Dismissal Appeal form and appropriate documentation to the Dean of Student and Academic Support Services. Dismissal Appeal forms are available in Student Services, room A100. Dismissed students are encouraged to meet with a counselor to discuss the appeal process.

### **REINSTATEMENT**

A dismissed student may be readmitted following an absence of one quarter. Students must file a Petition for Reinstatement with the Director of Student Services and meet with a counselor to develop a Student Success Contract. Students will be notified within five working days of the outcome of their petition for reinstatement. A student admitted after dismissal will remain on probation and may be dismissed after the reinstatement quarter if he/she does not meet the terms of the Student Success Contract. Petition for Reinstatement forms are available in Student Services, room A100.

### **NOTE FOR STUDENTS RECEIVING VETERANS' BENEFITS**

In addition to the standing Lake Tahoe Community College policy on probation/dismissal, students receiving V.A. education benefits must maintain a cumulative grade point average of 2.0 or better. Students who fail to maintain a cumulative grade point average of 2.0 or better after two consecutive terms and/or quarters will be reported to the U.S. Department of Veterans' Affairs as maintaining Unsatisfactory Progress, and their V.A. education benefits will be discontinued. V.A. benefits could also be affected for students who stop attending a class without dropping and receive a substandard grade.

Students who are reported as making Unsatisfactory Progress to the U.S. Department of Veterans Affairs must receive counselor approval before recertification is possible. Contact the Admissions and Records Office for more information.

# **Student Rights & Responsibilities**

## **STUDENT CONDUCT STANDARDS**

All members of the College community have a responsibility to contribute to the collegiate atmosphere of study, inquiry, and learning. Students, non-students, and guests on campus assume an obligation to conduct themselves in a manner compatible with the College's function as an educational institution and in accordance with the College's policies and regulations.

The principle of personal honor is the basis for student conduct on campus. The honor system rests on the sincere belief that the college student is a mature and self-respecting adult, and can be relied upon to act as a responsible and ethical member of society. The College has adopted student conduct standards, and students, non-students, and guests on campus are required to abide by these standards of conduct.

Misconduct for which disciplinary action will be imposed falls into the following categories:

1. Violation of College policies or of campus regulations including, but not limited to, campus regulations concerning student organizations; the use of College facilities; library procedures; College bills and debts; parking.
2. Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other College activities, including its community service activity, or of other authorized activities on College-controlled premises.
3. Physical abuse, or threat of physical abuse, of any person on College-owned or controlled property or at College-sponsored or supervised functions, or conduct which threatens or endangers the health or safety of any such person.
4. Theft of, or damage to, or threat of damage to, property of the College community or campus visitor. Students who willfully damage College property, including materials and equipment, are liable for replacement or repair as prescribed in Education Code Section 76039.
5. Unauthorized entry to or use of College facilities, equipment and supplies, or unauthorized use of public address systems.
6. Dishonesty, such as cheating, plagiarism or furnishing false information to the College; forgery, alteration or misuses of College documents or records of identification.
7. Use, possession, distribution, or being under the influence of narcotics or dangerous drugs, including, but not limited to, marijuana and alcohol, except as expressly permitted by law.
8. Disorderly conduct or lewd, indecent or obscene conduct or expression on College owned or controlled property or at College sponsored or supervised functions.
9. Failure to comply with directions of College officials acting in the performance of their duties.
10. For all causes as set forth in the Education Code, Section 76030 and following including but not limited to the following offenses:
  - (a) Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of, college personnel.
  - (b) Assault, battery, or any threat of force or violence upon a student or college personnel.
  - (c) Willful misconduct which results in injury or death to a student or college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the district.
  - (d) The use, sale, or possession on campus of, or presence on campus under the influence of, any controlled substance, or any poison classified as such by Schedule D in Section 4160 of the Business and Professions Code.
  - (e) Willful or persistent smoking in any area where smoking has been prohibited by law or by regulation of the governing board.
  - (f) Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
11. Falsification by a student of any information on an application for admission to the College.

## ACADEMIC DISHONESTY AND PLAGIARISM POLICY

Academic dishonesty and plagiarism are major concerns in higher education. Lake Tahoe Community College is committed to promoting honesty, integrity, and originality in all aspects of the classroom.

Lake Tahoe Community College defines academic dishonesty as:

1. Cheating on examinations, quizzes, or other forms of classroom assessment. Cheating includes copying off of another student's work in class or verbally getting answers or assistance from another student in class.
2. Having another person complete work for a class and submitting that as one's own.
3. Using data storage or transmission devices, including cell phones, audio devices (iPods), Blackberrys, PDAs, or cheat sheets, to cheat or to complete work in the class.
4. Any other act that constitutes cheating or dishonesty in the classroom.

Lake Tahoe Community College defines plagiarism as:

1. Using another's language, work, ideas, or other original material without giving proper credit to the original source, whether done accidentally or on purpose. It includes written work, ideas, graphs, artwork, music, maps, statistics, diagrams, scientific data, software, films, videos and the like. It includes work from published or unpublished sources, including the Internet.
2. Attempting to blur the line between one's own ideas or words and those taken from another source. Even if only bits and pieces of outside sources are used or if published work is rewritten, it still constitutes plagiarism unless the source is adequately cited and all quoted materials are enclosed in quotation marks.
3. Carelessly or inadequately citing ideas or words from another source.
4. Having another person complete a written or other classroom assignment and submitting that work as one's own, such as through the use of "paper mill" Web sites or having another person ghostwrite the assignment. It does not matter if ideas are stolen, bought, or downloaded from the Internet or written by someone else, it still constitutes plagiarism.
5. Using a paper, work, or assignment from a previous class, whether at Lake Tahoe Community College or not, and submitting that work as a new assignment, unless otherwise authorized by the faculty member.

### Responsibility

There are few offenses more serious in an educational environment than academic dishonesty and plagiarism. Students have the ultimate responsibility for avoiding plagiarism in all of their class work. Violations of the Lake Tahoe Community College Academic Dishonesty and Plagiarism Policy may result in any number of disciplinary actions below. This policy applies to all classes, including online and hybrid classes and all instruction that may occur outside the classroom, including field trips, off-campus facilities, and testing centers.

### Enforcement

**Classroom:** It is the responsibility of the instructor to enforce the Lake Tahoe Community College Academic Dishonesty and Plagiarism Policy and to determine any consequences for violations of the policy. Consequences could include:

- The student may receive a 0 or F on that assignment.
- The student may receive an F for the class (in accordance with the college's grading policies).
- The student may be referred for disciplinary action which may include disciplinary suspension from the class or the college.

**College:** Students found to be in violation of the Lake Tahoe Community College Academic Dishonesty and Plagiarism Policy will be subject to the following:

1. Any student violating the Lake Tahoe Community College Academic Dishonesty and Plagiarism Policy is subject to the disciplinary procedures outlined in the "Student Rights & Responsibilities" section of the LTCC Catalog. Repeated violations of this policy may result in expulsion from Lake Tahoe Community College.
2. Any student violating the Lake Tahoe Community College Academic Dishonesty and Plagiarism Policy who serves on Associated Student Council or is the student representative on the Lake Tahoe Community College Board of Trustees will be removed.
3. Any student violating the Lake Tahoe Community College Academic Dishonesty and Plagiarism Policy will be subject to having this violation recorded and retained in the Vice-President of Academic Affairs and Student Services' office.

## DRUG-FREE SCHOOL POLICY

Lake Tahoe Community College District is committed to providing a healthy and safe environment and a drug-free learning environment.

Lake Tahoe Community College District (hereafter the "College District") prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students or employees on any property owned by the College District. This standard of conduct also applies to students and employees attending any activity of the College District.

Pursuant to California Education Section 76030, the College District Board or president of a community college shall suspend or expel a student, depending on the circumstances, for good cause. Under Education Code Section 76033(d), the term "good cause" includes, but is not limited to, the use, sale or possession on campus of, or presence on campus under the influence of, any controlled substance.

## DISCIPLINARY ACTIONS AND PROCEDURES

The following forms of disciplinary action may be initiated at any time when a student is found to be in violation of any of the foregoing student conduct standards. These disciplinary actions are listed in order of severity but not as sequential steps which must be followed in the discipline process. College authorities will determine which type of action is appropriate. Any member of the college community (i.e., faculty, staff, student) may file a written complaint with a college administrator against any student for misconduct.

Prior to initiation of these formal disciplinary actions, the parties involved are encouraged to seek resolution through informal efforts. Should either party wish to pursue an informal resolution, the Vice President, Academic Affairs and Student Services, Dean of Student and Academic Support Services, and the Deans of Instruction are available to meet with the parties and mediate and assist with such informal efforts.

## DISCIPLINARY ACTIONS

### Warning

Warning is defined as a verbal or written notice to the student that continuation or repetition of specified misconduct may be cause for disciplinary action. A faculty member or administrator shall issue such a warning. (Education Code §76031)

### Removal by Instructor

An instructor may remove a student from his/her class when the student's conduct interferes with the instructional process. The duration will be for



the day of the removal and may extend through the next class meeting. The faculty member shall immediately report the removal in writing to the Vice President, Academic Affairs and Student Services. Records of removal shall be retained in the Vice President, Academic Affairs and Student Services office. (Education Code §76032)

#### **Official Reprimand**

An official reprimand serves to place on record that a student's conduct is in violation of the College's student conduct standards. A person receiving a reprimand is notified in writing that continued conduct of the type described in the reprimand may result in additional disciplinary action against the student. A faculty member or administrator shall issue an official reprimand utilizing the Student Conduct Reprimand form. Records of official reprimands shall be retained in the Vice President, Academic Affairs and Students Services office. (Education Code §76031)

#### **Disciplinary Probation**

Disciplinary probation may consist of removal from all college clubs and organizations, denial of privileges of participating in all college or student-sponsored activities including public performances, or both and may be imposed upon an individual student or groups of students. Disciplinary probation may be imposed for a period not to exceed one year and can be rendered by an administrator. Additional violations of the college's student conduct standards while on disciplinary probation status may be cause for suspension or other, more stringent, disciplinary action. Notification of disciplinary probation actions shall be immediately reported in writing to the Vice President, Academic Affairs and Student Services. Students placed on disciplinary probation may appeal this disciplinary action to the Vice President, Academic Affairs and Student Service. Records of disciplinary probation actions shall be retained in the Vice President, Academic Affairs and Student Services office. (Education Code §76031)

#### **Interim Suspension**

In those cases where an immediate suspension is required in order to protect lives or property or to ensure the maintenance of order, the Vice President, Academic Affairs and Student Services may summarily suspend a student for a period not to exceed ten (10) instructional days provided that, within that ten-day period, a reasonable opportunity for a disciplinary hearing is provided to that student (Education Code §66017). Interim suspension is subject to the Due Process Hearing and Appeal Procedures outlined in the college catalog. Records of the interim suspension shall be retained in the Vice President, Academic Affairs and Student Services office.

Should the due process hearing procedures find in favor of the student under interim suspension, the student will be allowed to make-up any coursework missed during the interim suspension.

#### **Disciplinary Suspension**

Disciplinary suspension serves as a penalty against a student for repeated, continued, or serious violations of the college's student conduct standards. A student may be suspended from one or more classes for a period of up to ten (10) days of instruction; from one or more classes for the remainder of the term; or from all classes and activities of the college for one or more terms. A suspended student may be prohibited from occupying any portion of the campus and be denied participation in any or all college activities. Disciplinary suspensions shall be initiated by the Vice President, Academic Affairs and Student Services and are subject to the Due Process Hearing and Appeal Procedures outlined in the college catalog. Records of disciplinary suspensions shall be retained in the Vice President, Academic Affairs and Student Services office. (Education Code §66017, §76030, and §76031)

#### **Expulsion**

Expulsion is the permanent and unconditional removal of a student from the College. As distinguished from suspension, which is handled at the College level, expulsion from the College can only be executed by action of the Board of Trustees upon recommendation of the Superintendent/President (Education Code §76030). Expulsion is initiated through the Due Process Hearing and Appeal Procedures outlined in the college catalog.

The Superintendent/President may forward to the Board of Trustees a written notice recommending expulsion which shall include a brief statement of charges. The Superintendent/President as Secretary for the Board of Trustees will forward a letter to the student by certified mail (accompanied by a return receipt) advising the student of the intention of the Board to call and hold a closed session to consider an expulsion. This written notification from the Superintendent/President to the student will include the following information:

1. Statement of the charge(s), detailing the specific violation(s) of the College's student conduct standards.
2. Date, time, and place of the meeting of the Board of Trustees at which the matter of expulsion shall be considered. This hearing date shall not be less than ten (10) days from the date the student received the written notification from the Superintendent/ President.
3. Notice that the student may be accompanied at the hearing by legal counsel, if so desired. If the student is to be represented by legal counsel, he/she must so notify the Superintendent/ President of that fact at least seven (7) days prior to the date of the scheduled hearing.
4. Notice that the student may submit a written request within 48 hours after receipt of this written notification that the hearing of the Board be held as a public meeting rather than in closed session.

Unless the student requests that the hearing of the Board be held as a public meeting, then the hearing to consider the matter shall be conducted by the Board in closed session. If a written request by the student is submitted, the meeting shall be public except that any discussion at the meeting that might be in conflict with the right to privacy of any student other than the student requesting the public meeting, shall be in closed session. Whether the hearing is conducted before the public or in closed session, the Board shall confer in private with its designated legal counsel as necessary to consider the evidence presented and reach its determination in the matter. When these deliberations are completed, the final action of the Board shall be taken at a public meeting and the result of that action shall be made a part of the public record of the College and forwarded to the student by certified mail (accompanied by a return receipt). (Education Code §72122)

If the student fails to appear at the hearing before the Board of Trustees, the Board may declare the student in default and proceed as if the student were present at the hearing.

#### **DUE PROCESS HEARING AND APPEAL PROCEDURES**

Consistent with Education Code §66017 and §76030, the student disciplinary actions of suspension and expulsion are subject to the due process hearing and appeal procedures described herein. In the procedures that follow, the terms "day/days" refer to days that the College is open.

In cases where lesser disciplinary actions have been ineffectual in halting student misconduct or the magnitude of the misconduct warrants more severe disciplinary action, the College will initiate the process for a

suspension or expulsion. When the decision is made to initiate such a process, the representative of the College or other person having knowledge of the violation of the student conduct standards will submit a written account to the Vice President, Academic Affairs and Student Services detailing the violation. The Vice President, Academic Affairs and Student Services will deliver in person or provide via certified mail (accompanied by a return receipt) to the student a copy of the charges against the student and by whom made, the specific violation(s) of the College's student conduct standards, other relevant information, and notice of the due process hearing and appeal procedures. If the student is a minor, the parent or guardian shall also be provided notice of the due process hearing and appeal procedures.

The Vice President, Academic Affairs and Student Services shall convene the Student Disciplinary Committee to hear the charges and recommend disciplinary action. The Student Disciplinary Committee shall be comprised of two full-time faculty members, two students, and one administrator. Persons who are direct parties to the case may not sit on the committee nor shall the Vice President, Academic Affairs and Student Services or the Superintendent/President.

The hearing meeting of the Student Disciplinary Committee shall be held within ten (10) days of the time the student received the written charges from the Vice President, Academic Affairs and Student Services. Persons who are direct parties to the case shall have the right to be present during the hearing proceedings. All hearing proceedings will be tape recorded. The student may be accompanied by another person at the hearing provided that person does not participate in any way except to offer counsel to the student. The College and the student shall have the right to call, examine, and cross-examine witnesses at the hearing. If the student against whom the charges have been filed fails to appear at the time and place designated, the hearing may proceed without the student and the committee shall reach a decision based on all evidence presented.

Upon consideration of the charges, the Student Disciplinary Committee has the following four options:

1. Recommend expulsion;
2. Impose suspension;
3. Impose lesser disciplinary action; or
4. Drop the charges of violation of the student conduct standards.

Within two (2) days of the meeting to hear the case, a representative of the Student Disciplinary Committee will deliver in person or mail by certified mail (accompanied by a return receipt) their findings to the student and the Vice President, Academic Affairs and Student Services. With the exception of a recommendation of expulsion, the Vice President, Academic Affairs and Student Services will implement the decision of the committee. Should the findings result in a recommendation of expulsion, the Vice President, Academic Affairs and Student Services will forward such to the Superintendent/ President for further action (see Expulsion section under Disciplinary Actions).

## APPEALS

With the exception of recommendations of expulsions which are subject to appeal to the Board of Trustees, students may appeal the findings of the Student Disciplinary Committee to the Superintendent/President. Such appeal may be based only on the following grounds:

1. Required procedures were not properly followed;
2. New evidence, not reasonably available at the time of the Student Disciplinary Committee hearing, is presented and is of sufficient

importance to warrant reconsideration;

3. The findings were unsupported by evidence in the record made before the Student Disciplinary Committee; or
4. The sanction imposed for the violation was unreasonably harsh or inappropriate when viewed within the context of the nature of the violation.

The timelines for this appeal process are delineated below:

1. The student has five (5) days from receipt of the findings of the Student Disciplinary Committee to file a written appeal with the Superintendent/President.
2. Upon receipt of the written appeal, the Superintendent/ President has ten (10) days to conduct an appeal hearing and five (5) days from that appeal hearing to hand deliver or mail (by certified mail, accompanied by a return receipt) to the student the appeal ruling.
3. The appeal hearing shall consist of a review of the record of the hearing before the Student Disciplinary Committee plus such additional argument as either side wishes to provide. New or additional evidence will only be received in the event that a showing can be made that such evidence was not available at the time of the Student Disciplinary Committee hearing.

All time limits may be extended by mutual agreement between the student and the Superintendent/President.

## SEXUAL HARASSMENT POLICY

The Lake Tahoe Community College District is committed to an environment in which all employees and students are treated with respect and dignity. Each employee has the right to work in a professional atmosphere that promotes equal employment opportunity and is free from discriminatory practices. Each student has the right to learn in an environment that promotes equal educational opportunity and is free from discriminatory practices.

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964, California Education Code Sections 210 through 214, inclusive, and Government Code Sections 12900-1296 (Fair Employment and Housing Act) and Title IX of the Education Amendments of 1972.

Therefore, the District strongly condemns, opposes, and prohibits sexual harassment of employees, applicants, and students whether verbal, physical, or environmental, by anyone in or from the District.

Any employee who violates this policy may be subject to discipline, up to and including termination. Any student who engages in sexual harassment of anyone in or from the District may be subject to discipline, up to and including expulsion.

As used in this policy and regulation, "sexual harassment" means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

- (a) Submission to the conduct is explicitly or implicitly made a term of a condition of an individual's employment, academic status, or progress.
- (b) Submission to, or rejection of, the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.
- (c) The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.

- (d) Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

### COMPLAINT PROCEDURE

Every effort will be made to protect the privacy of the parties involved in a complaint. Files which pertain to complaints handled under the informal process shall be kept confidential. No retaliation of any kind will occur because an employee or student has made a sexual harassment complaint.

- a. Informal Resolution Process - To accommodate the unique nature of sexual harassment complaints, an informal process is provided for the primary resolution of a complaint at the earliest possible date. This process shall include, at a minimum, the following elements:

- (1) The Deans will be available to receive sexual harassment complaints from students. If a Dean is the alleged harasser, the student may present his or her complaint to the Director of Human Resources. Upon receiving a sexual harassment complaint, the appropriate party shall:
  - (a) Counsel the alleged victim as to the complaint process, rights of the parties involved, and outline the options available. The student may elect to go directly to the formal complaint process at any time.
  - (b) Document the complaint in writing.
  - (c) Conduct an interview with the accused and document this in a written statement.
  - (d) Consult with the Director of Human Resources to reach a preliminary determination as to whether the alleged conduct constitutes sexual harassment.
  - (e) Present the results of this informal process to the Director of Human Resources for final disposition of the complaint.
- (2) The Director of Human Resources or designee will review the factual information collected and, if determined to be necessary, will conduct a follow-up investigation, interviewing the accused, witnesses, and supervisor, as appropriate. The Director of Human Resources will then make a determination whether the alleged conduct constitutes sexual harassment, giving consideration to the record as a whole and the totality of the circumstances, including the nature of the sexual advances and the context in which the alleged incidents occurred, and will take and/or authorize appropriate action.

- b. Formal Resolution Process

- (1) If the complaint is not resolved through the informal process to the satisfaction of the alleged victim, a formal complaint may be filed pursuant to the procedure outlined in the district's *Unlawful Discrimination Complaint Resolution Procedures and Sexual Harassment Policy*.
- (2) Students may also contact the State of California Department of Fair Employment and Housing, Oakland District Office, 1515 Clay Street, Suite 701, Oakland, CA 94612-2512, (800) 884-1684; and/or the Office for Civil Rights, San Francisco Office, U.S. Department of Education, Old Federal Building, 50 United Nations Plaza, Room 239, San Francisco, CA 94102-4102, (415) 437-7786.

### TITLE IX REGULATIONS

Lake Tahoe Community College does not discriminate on the basis of sex in its education programs or activities. Further, LTCC does not discriminate on the basis of sex in admission or employment in its education programs or activities. Inquiries to recipients concerning the application of Title IX and its implementing regulations may be referred to our Title IX Coordinator or to the Office of Civil Rights. The College's Title IX Coordinator is Susan Walter, Director of Human Resources, LTCC, One College Drive, South Lake Tahoe, CA (530) 541-4660, ext. 221.

### STUDENT GRIEVANCE PROCEDURES

Grievance procedures are initiated by the student. "Grievance" shall mean a statement by a student(s) that one has been treated inequitably by reason of any condition which is contrary to College policy. This grievance procedure is applicable both to matriculation and to all other instances except those covered by the District's Unlawful Discrimination and/or Harassment Plan. Copies of these plans are available in Human Resources and the Library. Further definition can be obtained in the procedures outlined below.

In the following, "day(s)" shall refer to instructional days only.

### INFORMAL GRIEVANCE PROCEDURES

In an effort to satisfactorily resolve grievances without formal hearings, the College has established informal procedures.

The aggrieved student is urged to meet with a counselor in Student Services. Alternatives, implications of various courses of action, and definition of terms can be explored, as well as any other relevant concern.

An informal meeting of the aggrieved student and the object of the grievance can be arranged. No limit is placed on the number of such informal meetings nor upon the time spent in pursuing an informal resolution, so long as both parties feel that satisfactory progress is being made. The parties may schedule an informal meeting with the Vice President, Academic Affairs and Student Services, or, if the Vice President, Academic Affairs and Student Services is a party to the charges, with the Superintendent/President.

At any time in the informal attempts at resolution, either party to the grievance or the Vice President, Academic Affairs and Student Services may conclude that satisfactory progress is not being made, and formal proceedings are then initiated.

A resolution of a grievance in the informal procedures that is acceptable to each party shall be written and signed by the parties to the case, and each shall receive a copy. As well, an institutional copy will be filed in the appropriate College office.

Nothing contained within the informal procedure shall be construed as limiting on the student or the College in the formal procedure.

### FORMAL GRIEVANCE PROCEDURES

At such time that a decision is made to use formal procedures, the student shall file a written statement of the charges and an appropriate remedy, and request a formal hearing by a grievance committee. The written statement of charges and the request for a formal hearing shall be filed with the Vice President, Academic Affairs and Student Services, or, if the Vice President, Academic Affairs and Student Services is a party to the charges, with the Superintendent/President of the College. The hearing by a grievance committee shall be held within fifteen (15) days of the filing of the grievance.

A request for a formal grievance must be filed within ninety (90) days of the alleged offense, or within ten (10) days of the failure of the informal procedure to resolve the grievance.

The person(s) being charged in the grievance statement shall have their rights protected, including their right to receive a copy of the written statement of grievance, the right to counsel and other rights outlined elsewhere in these due process statements. Ample notice will be given of the place, date, and time of the grievance hearing.

The grievance committee shall be comprised of full-time academic personnel and student representation. Persons who are a direct party to a grievance may not sit on the committee for that hearing. The student party to the proceedings may request that students not sit on the grievance committee hearing his/her case.

A representative of the grievance committee shall either deliver to the student in person or by certified mail a written report of the ruling and accomplish this within two (2) days of the committee's meeting to hear the grievance. A copy of the written ruling shall be filed with the appropriate College office.

### **APPEALS**

Appeals may be taken by either party to the grievance in the following manner: a written appeal shall be directed to the Vice President, Academic Affairs and Student Services and post-marked not later than five (5) days from the time of receipt of the ruling of the grievance committee. Appeals may be taken from the Vice President, Academic Affairs and Student Services' office to the President and then to the Board of Trustees, if necessary.

At each level of appeal, except Board level, the same limitations of time prevail: two (2) days from meeting to hand delivery or certified mailing of ruling to the parties, five (5) days from receipt of ruling to request for appeal, an appeal hearing within fifteen (15) days, and two (2) days to delivery of that ruling. All time limits can be extended by mutual agreement of both parties. Cases filed late in a spring quarter will be handled by a committee constituted in the normal manner from available summer staff and students. In any case, the parties to the case are entitled to be present and to have counsel during the hearing. The Board will meet privately in closed session during their actual deliberations leading to their ruling.

The Board will make a report of final action but will not release detailed information unless the student requests and is granted a public hearing.

A student's status at the College shall not be jeopardized in any way because of his or her initiating grievance procedures. No record of the fact shall be entered into the student's permanent academic record or transcript. If formal proceedings result in a ruling that is adverse to the student, a record may be entered in the student's record according to appropriate College policies.

### **NOTIFICATION OF A COMPLAINT**

Most complaints, grievances or disciplinary matters can be resolved at the campus level. Please see the appropriate sections in this catalog for more information on grievance and disciplinary procedures. Issues that cannot be resolved at the campus level may be communicated to the California Community College Chancellor's Office and/or the Accrediting Commission for Community and Junior Colleges (ACCJC). Please refer to [www.cccco.edu/ChancellorsOffice/Divisions/Legal/Discrimination/tabid/294/default.aspx](http://www.cccco.edu/ChancellorsOffice/Divisions/Legal/Discrimination/tabid/294/default.aspx) and/or [www.accjc.org/complaint-process](http://www.accjc.org/complaint-process) for more information.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act requires educational institutions to provide students (or their parents, if the students are under 18 and have provided written consent) access to education records directly related to the student. An opportunity is provided for a hearing to challenge the contents of the records.

The College is required to obtain the written consent of the student before releasing personally identifiable information about them from records to other than a specified list of persons and agencies (see last paragraph). These rights extend to present students and to former students of the College as of September 1975.

Education records generally include material related to admissions, enrollment in classes, grades and related academic information. These records are available to school officials who have legitimate educational interest. School officials may include individuals contracted to perform services for the college.

Such records will be made available for inspection and review by presently and formerly enrolled students following completion and filing of a request form with the Records Officer. All attempts to provide records will be made immediately, but in no instance will the waiting period be more than fifteen (15) working days.

In case of a dispute concerning contents of the records, procedures have been established (Student Grievance Procedure) for a hearing, and the President of the College, or her designee, will make the final decision as to action to be taken.

The act provides that the College may release certain types of information (directory information). To withhold disclosure, written notification must be received in the Office of Admissions and Records prior to the first day of the quarter the student is attending. Forms requesting the withholding of directory information are available in Admissions and Records. Lake Tahoe Community College assumes that failure on the part of any student to specifically request the withholding of categories of "Directory Information" indicates individual approval for disclosure.

Directory Information could include student name, city of residence, mailing address, e-mail address, date and place of birth, major field of study, participation in recognized activities and sports, dates of attendance, degrees and awards received, the most recent previous educational institution attended, height and weight of members of athletic teams, and likenesses (such as photographs or video).

A copy of Board Regulation 3.22 will be available for inspection in the Admissions and Records Office during normal working hours. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures to comply with FERPA requirements. Students with questions or concerns about FERPA and privacy of educational records may also contact the Director of Admissions & Records for further information.

### **CONFIDENTIALITY OF SOCIAL SECURITY NUMBERS**

Student social security numbers are highly confidential and only used for internal administrative purposes. They are not printed on any distributed documents except those required by state or federal law for financial aid, the Internal Revenue Service and/or other state and federally mandated programs.



# Degree Requirements

and

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"Becoming involved on campus has enriched my entire student life. My classes are great. There are so many knowledgeable instructors and the students want to learn."

**Siwatu Wright, 38,**

*LTCC student ambassador and a native of Miami, Fla., Wright is pursuing a degree in psychology with plans to transfer to U.C. Berkeley and pursue a doctorate in psychology. He is a member of the Associated Student Council, the student representative on College Council, a tutor, and a member of the Alpha Gamma Sigma honor society.*

## FYI...

**Earn your bachelor's degree without leaving Tahoe.**

**Students can complete their first two years of course work at LTCC and then finish their degree through numerous universities that offer online programs, such as National University, Chico State, Sacramento State, and Sonoma State universities, and many others.**

**See a counselor in Student Services to learn more and start your academic plan.**

Student Services ext. 231  
Instruction Office ext. 230  
or ext. 225

# Degree Requirements

## Associate in Arts Degrees Available

- |                                       |                               |
|---------------------------------------|-------------------------------|
| Addiction Studies                     | Mathematics                   |
| Anthropology                          | Medical Office Assistant      |
| Art                                   | - Administrative              |
| Business                              | - Clinical                    |
| - Accounting                          | Natural Science               |
| - Finance                             | Physical Education and Health |
| - Management                          | - Exercise Science            |
| - Marketing                           | - Health                      |
| - Small Business Ownership            | Psychology                    |
| - General Business                    | Social Science                |
| - Global Business                     | Sociology                     |
| Computer and Information Sciences     | Spanish                       |
| - Web Development                     | Visual and Performing Arts    |
| Criminal Justice                      | - General                     |
| Culinary Arts                         | - Music                       |
| Early Childhood Education             | - Theatre Arts                |
| English                               | - Art                         |
| Fire Science                          | Wilderness Education          |
| - Firefighting & Emergency Operations | - Climbing                    |
| - Fire Officer                        | - Snow Skills                 |
| Humanities                            | - Water Skills                |
| Liberal Arts                          |                               |
| - Arts and Humanities                 |                               |
| - Social Sciences                     |                               |
| - Mathematics and Science             |                               |

## Associate in Arts for Transfer (AA-T) Degrees Available

Psychology  
Sociology

## Associate in Science for Transfer (AA-T) Degrees Available

Administration of Justice  
Mathematics

### GRADUATION REQUIREMENTS

The Associate Degree is granted under conditions adopted by the Board of Trustees. The following information applies to students who first enroll at LTCC during the 2012-13 academic year. If you began attending before that time, please check the catalog in effect at the time of enrollment for degree requirements (see catalog year for exceptions). Meeting the general education requirements for an associate's degree does not satisfy requirements for a bachelor's degree. See the Transfer Information section of the catalog for more details. Waivers, substitutions, or exceptions to the graduation requirements require approval by the Vice President, Academic Affairs and Student Services.

# Graduation Requirements

A student is eligible for graduation upon satisfactory completion of the following requirements:

✓	Requirement	General Degrees: AA or AS	Transfer Degrees: AA-T or AS-T
	<b>General Education (GE)</b>	Choose a general education pattern and complete the required coursework: <ul style="list-style-type: none"> <li>· LTCC GE* (see page 50)</li> <li>· CSU GE (see page 51)</li> <li>· IGETC (see page 52)</li> </ul> * Liberal Arts major must use CSU or IGETC pattern	Choose a general education pattern and complete the required coursework: <ul style="list-style-type: none"> <li>· CSU GE (see page 51)</li> <li>· IGETC (see page 52)</li> </ul>
	<b>90 Quarter Units</b>	Earn a minimum of 90 units including general education, major, and electives. Unless otherwise stated, courses required for the major may also be used to satisfy GE requirements; however, the units are only counted once towards the 90-unit total. Basic skills and non-degree applicable courses are not counted towards the 90-units.	Earn a minimum of 90 units of <u>CSU transferable</u> coursework including general education, major, and electives. Unless otherwise stated, courses required for the major may also be used to meet GE requirements; however, the units are only counted once towards the 90-units.
	<b>Major</b>	Complete the courses for your major(s) with a "C" (or better) or "P" if taken on a "pass/no pass" basis. See specific requirements under each major beginning on page 57.	Complete the courses for your transfer major(s) with a "C" (or better). See specific requirements under each transfer major beginning on page 57.
	<b>Electives</b>	Take elective courses to bring the total to 90 units. Transferable special topics (designated as 131) and special projects (designated as 231) may be applied to elective units. Non-transferable special topics (designated as 191) may only be applied if the course is degree applicable.	Take elective courses to bring the total to 90 transferable units. CSU-transferable special topics (designated as 131) and special projects (designated as 231) may be applied to elective units.
✓	Requirement	All Degrees	
	<b>2.0 GPA</b>	Earn a cumulative grade point average of at least 2.0 (C).	
	<b>Units in Residence</b>	Take at least 18 units applied to the associate degree at LTCC. The remaining units may be taken at LTCC or other regionally accredited institutions.	
	<b>Pass/No Pass</b>	Apply no more than a maximum of 12 units earned in courses where a grade of "P" (or "CR" prior to 2009) is received toward the course requirements for the associate degree.	
	<b>Minimum Grades</b>	If using the IGETC pattern, all courses must be completed with a grade of "C" or higher. If using the CSU-GE pattern, at least 45 units in Areas A-D must be completed with a grade of "C" or higher. In addition, students must have a minimum grade of "C" in Areas A1, 2, 3, and B4.	
	<b>Competency in Reading, Writing, and Mathematics</b>	Demonstrate competence by achieving a "C" grade or higher in a course listed under Area 1(a) - Composition <u>and</u> by successfully completing one option listed under Area 2, Mathematical Concepts and Quantitative Reasoning of the LTCC GE pattern. Note: Students seeking transfer degrees typically meet this requirement by completing Area A(2) and B(4) of the CSU GE pattern <u>or</u> Area 1 (Group A) and Area 2 of the IGETC GE pattern.	
	<b>Catalog Year</b>	Choose a catalog year. Students can meet graduation requirements using either the current catalog or any catalog in effect when they enrolled at LTCC unless one of these exceptions applies: (1) students may <u>not</u> use a catalog that is older than 5 years, and (2) students who have a full year break in enrollment may <u>not</u> use a catalog in effect during or before the break in enrollment. The catalog year must be indicated in the graduation application.	
	<b>Transcripts</b>	Request official transcripts from any other colleges or universities attended. All official transcripts must be on file in Admissions & Records before applying for graduation. Students should allow four (4) weeks for transcripts from other schools to arrive at LTCC. To qualify for evaluation, transcripts must be from an institution accredited by an accrediting agency recognized by LTCC.	
	<b>Graduation Requirement</b>	Apply for graduation at Student Services, Room A100, by <b>January 31st</b> . To ensure timely completion, requests for credit evaluation should be made at least two full quarters before graduation. Students must be currently enrolled in or have completed at least 9 units at LTCC to request a credit evaluation.	



## EXCLUSIONS AND PETITION RIGHTS

- Meeting associate degree requirements does not necessarily fulfill transfer requirements.
- Students may only apply one degree-applicable English course below ENG 101 toward the associate degree.
- Special Topics (131) courses may be applied to General Education or major requirements upon petition to and approval by the Vice President, Academic Affairs and Student Services.
- When there is no equivalent LTCC course, students may petition to apply specific coursework from other institutions to general education or major requirements.
- Students may also petition to use upper division coursework completed at other institutions to waive specific subject area requirements. The petition should include a letter of faculty support and is subject to approval by the Vice President, Academic Affairs and Student Services. Upper division coursework will not be counted towards the 90-unit requirement for the associate degree.
- Non-transferable special projects (designated as 291) may not be applied as elective units to meet the 90-unit minimum.

## NON-DEGREE APPLICABLE COURSES

These courses do not count toward the 90-unit requirement for the associate's degree:

- CAO 190B, 190C, 190D, 192A, 192B, 192C, 192D, 192E, 192F, 192G, 192H, 192J
- CHM 151
- ENG 151R, 151W, 156A, 156B, 160
- ESL 191, 291
- GES 188, 193, 199A
- MAT 187A, 187B
- and applicable special topic courses.

## BASIC SKILLS COURSES

These courses do not count toward the 90-unit requirement for the associate degree:

- ENG 151R, 151W, 156A, 156B, 160
- ESL 191, 291
- MAT 187A, 187B
- and applicable special topics courses.

Students are limited to 45 units of basic skills courses. A student who shows significant measurable progress toward the development of skills appropriate to enrollment in college-level courses may petition the Vice President, Academic Affairs and Student Services for a waiver to enroll in a maximum of eight (8) additional units of basic skills courses beyond the 45-unit limit. Students enrolled in one or more courses of English as a Second Language (ESL) and students identified by the district as having a disability are exempt from the 45-unit limit.

## COMPETENCY STATEMENT

Lake Tahoe Community College will only confer the associate degree upon students who demonstrate competence in reading and written expression by achieving a "C" grade or higher in the course listed under *Area 1, Section (a) - Composition* of the LTCC General Education pattern. Additionally, students seeking the Associate degree will be required to demonstrate competency in mathematics by completing one of the options listed under *Area 2, Mathematical Concepts and Quantitative Reasoning - Options 1, 2, or 3* of the LTCC

General Education pattern. For students completing Options 2 or 3, a "C" grade or higher in the course(s) must be achieved in order to meet the mathematical competency requirement.

## TRANSFER DEGREES

The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees are guaranteed admission to the CSU system, but not a particular campus or major (ECSS66746-66749). Please see the Transfer Planning section of the catalog or meet with a counselor for more details.

## MULTIPLE MAJORS/DEGREES

Students may earn more than one degree. Each major completed at Lake Tahoe Community College will be listed on the student's transcript record.

## HONORS AT GRADUATION

Honors at graduation will be bestowed on students for all course work accomplished at Lake Tahoe Community College based on the cumulative grade point average attained through the winter quarter prior to graduation in the following manner:

**Graduation with Highest Honors** - Students achieving a 4.0 cumulative average. **Graduation with Honors** - Students achieving a cumulative average of not less than 3.65 and not more than 3.99.





## FAQ's about Transferring

### Which LTCC courses transfer?

Courses with a middle digit of 0-4 will transfer to the California State University system. Course transferability to the University of California is indicated next to each course in the LTCC catalog and schedule. To identify courses that transfer to UNR, please see a counselor for information.

### How many units do I need to transfer?

For UC and CSU systems, students must complete 90 transferable quarter units. Many private universities and out-of-state colleges will accept transfer students with fewer units. For example, students with 36 quarter units and 2.5 GPA are eligible for UNR transfer.

### What is the minimum GPA for transfer?

The minimum GPA needed to transfer to a California State University (CSU) is 2.0 for California residents and 2.4 for out-of-state residents. The minimum GPA needed to transfer to the University of California (UC) is 2.4 for California residents and 2.8 for out-of-state residents. The GPA needed for transfer to private colleges varies. Many majors and UC/CSU's are impacted and will require higher GPAs for admission. Sixteen of the twenty-three CSU's are giving priority admission status to students in their local admissions area. LTCC's local admission CSU is CSU-Sacramento. Please see a counselor for further assistance.

### What is a competitive GPA for transfer?

To be accepted to an impacted program or a very popular campus, the GPA for admission will need to be considerably higher than the minimum required. The GPA will vary each year according to that year's applicant pool.

### What General Education pattern should I complete for transfer?

For students transferring to UC, the IGETC should be followed. For students who are undecided between a UC or CSU, they should follow the IGETC pattern, which is accepted by both systems. For students who are sure they will attend a CSU, they can follow the CSU-GE Breadth pattern. UNR will now accept the IGETC, the CSU-GE Breadth pattern, or UNR's Transfer Core Curriculum. For some majors, such as engineering and science, these GE patterns may not be recommended. In some instances, the GE patterns will not be accepted. Counselors will help you decide whether you should follow one of the GE patterns.

### Where can I find out what classes to take for my transfer major?

Preparation for a major is an important step in transfer planning. Information as to which classes are required for a specific major can be obtained from the transfer institution's college catalog and from articulation agreements. For public institutions in California, articulation agreements between schools are stored on the web at [www.assist.org](http://www.assist.org). Please see a counselor for further information.

## Transfer Planning

Students planning to transfer to a four-year university have a wide variety of options. The California State University with 23 campuses, the University of California with nine campuses, University of Nevada-Reno and over 70 private, independent colleges in California provides a wide range of academic programs, physical and academic environments, and social climates. Lake Tahoe Community College offers the equivalent of the first two years of these four-year college and university programs. Students wishing to pursue any of these educational alternatives should meet with a counselor as early as possible to discuss their educational study plan. Successful transfer planning requires the following steps:

- Selecting an educational/career goal
- Selecting an appropriate major to meet your goal
- Selecting an appropriate college or university
- Developing and completing an appropriate course of study in preparation for transfer
- Completing the application process

All colleges and universities have specific admission requirements and may have special course and unit requirements, as well as minimum grade point averages that must be met prior to transfer.

Four-year colleges and universities require students to complete specific general education requirements as well as major requirements for the baccalaureate degree. Students should work toward completing both general education and lower division major requirements prior to transfer. Lake Tahoe Community College maintains articulation agreements with many colleges that list general education requirements and lower-division major preparation for transfer. All articulation agreements with the CSU and UC schools are stored on the web at [www.assist.org](http://www.assist.org).

Assistance in filling out applications is provided by counselors in the Student Services office.

### GENERAL EDUCATION CERTIFICATION

All California State Universities and UNR accepts a common pattern of General Education (CSU-GE pattern). All UC's, CSU's, and UNR accepts the Intersegmental General Education Transfer Curriculum (IGETC). UNR also accepts the UNR University Core Pattern. LTCC counselors can help you decide which pattern is most appropriate for you to follow. You must request that the Transfer Center certify this completion. All UC's, CSU's, and UNR will honor this certification; that is, they will not require additional courses in lower division GE after transferring.

Note: Completion of the IGETC or CSU-GE may not be your best option depending on your major. See a counselor for further details.

## The University of California

*The University of California has nine campuses offering undergraduate degrees: Berkeley, Davis, Irvine, Los Angeles, Merced, Riverside, San Diego, Santa Barbara, and Santa Cruz.*

### JUNIOR-LEVEL TRANSFER

The vast majority of California Community College transfer students enroll in the University of California with Junior level status. To be eligible for admission with Junior level status, a student must fulfill the following criteria:

1. Complete 60 semester (90 quarter) units of transferable college credit with a GPA of at least 2.4 (2.8 for nonresidents). No more than 14 semester (21 quarter) units may be taken Pass/No Pass.
2. Complete the following course pattern requirements, earning a grade of C or better in each course:
  - Two transferable college courses (3 semester or 4–5 quarter units each) in English composition;
  - One transferable college course (3 semester or 4–5 quarter units) in mathematical concepts and quantitative reasoning;
  - Four transferable college courses (3 semester or 4–5 quarter units each) chosen from at least two of the following subject areas: the arts and humanities, the social and behavioral sciences, and the physical and biological sciences.

**Courses on the IGETC pattern (page 53) will meet these subject requirements for the University of California.**

**NOTE: In very rare instances, a UC might admit a student with less than 90 transferable quarter units. Please see a counselor for more information.**

### GENERAL EDUCATION/BREADTH REQUIREMENTS

Students may fulfill the lower division breadth/general education requirements at a UC campus by completing one of the following two options:

1. The IGETC (Intersegmental General Education Transfer Curriculum) which will fulfill the lower division breadth/general education requirements for all UC and CSU campuses. Use of the IGETC to satisfy lower-division requirements is either not allowed under some circumstances or not recommended for some majors. Consult a counselor regarding these restrictions.
2. The specific lower division breadth/general education requirements of the campus they intend to transfer to.

See individual course descriptions in catalog to determine if a course transfers to UC.

### UC TRANSFER ADMISSION GUARANTEES (TAG)

Lake Tahoe Community College participates in a transfer admission guarantee program with seven UC's: UC-Davis, UC-Santa Barbara, UC-Santa Cruz, UC-Riverside, UC-San Diego, UC-Irvine, and UC-Merced. These programs guarantee admission to the respective schools upon fulfilling the specific requirements of each program. While there are specific conditions that must be met for each of these schools' TAG programs, the following conditions apply to all seven:

- Students can only submit a TAG to one UC.
- TAGs can be submitted for community college students who will complete at least 90 quarter units before enrolling.
- TAGs can be submitted after students have completed at least 45 transferable quarter units.
- To qualify for a TAG, all specific courses required for minimum UC eligibility must be completed by the end of the spring prior to enrolling.
- The minimum grade point average required for a TAG in transferable work varies by school and major. Please see a counselor for more information.
- TAGs are submitted at least one year before a student plans to enroll at the UC.

For more information, please see a counselor in Student Services.

## The California State University

*The California State University system consists of 23 campuses in the state: Bakersfield, California Maritime Academy, Channel Islands, Chico, Dominguez Hills, East Bay, Fresno, Fullerton, Humboldt, Long Beach, Los Angeles, Monterey Bay, Northridge, Pomona, Sacramento, San Bernardino, San Diego, San Francisco, San Jose, San Luis Obispo, San Marcos, Sonoma, and Stanislaus.*

### ADMISSION REQUIREMENTS

If you have completed college units after graduation from high school, you are considered a transfer student.

1. Students who have completed 59 or fewer transferable semester college units (89 quarter units) are considered lower division transfer students. Students are rarely admitted as lower division students.
2. Students who have completed 60 or more transferable semester college units (90 quarter units) are considered upper division transfer students. Note: Most CSUs require 90 transferable quarter units to be considered for admission.
3. Students who completed college units before they graduated from high school or during the summer between high school graduation and CSU enrollment are considered first-time freshmen and must meet those admission requirements.

**LOWER DIVISION TRANSFER**

(Students are rarely admitted as lower division students.)

1. Have a college grade point average of 2.0 or better in all transferable college units completed.
2. Are in good standing at the last college or university attended, i.e., you are eligible to re-enroll.
3. Meet the admission requirements for a first-time freshman or have successfully completed necessary courses to make up the deficiencies you had in high school if you do not complete the 15-unit pattern of college preparatory subjects.
4. Meet the eligibility index required of a freshman.
5. Some campuses may require completion of English composition and general education math.
6. Contact your campus of choice to determine whether there are limits on admission as a lower division transfer.

**UPPER DIVISION TRANSFER**

You are eligible for admission if you:

1. Have a college grade point average of 2.0 or better (2.4 for non-California residents) in all transferable college units completed.
2. Are in good standing at the last college or university attended, i.e., you are eligible to re-enroll.
3. Have completed or will complete prior to transfer at least 45 quarter units of courses equivalent to general education requirements with a grade of "C" or better. The 45 units must include all of the general education requirements in communication in the English language (English composition, oral communication, and critical thinking) and at least one course of at least 3 semester units (4 quarter units) required in college level mathematics. Note: Courses on the IGETC or CSU-GE patterns will meet these requirements for the California State University system.

**Note: 18 of the 23 CSU's give priority admission to transfer students who attended California Community Colleges in their local admission area. LTCC's local admission CSU is CSU-Sacramento. Please see a counselor for more information.**

**ASSOCIATE DEGREES FOR TRANSFER TO CALIFORNIA STATE UNIVERSITY**

California Community Colleges are now offering Associate Degrees for Transfer to the CSU. These may include Associate in Arts (AA-T) or Associate in Science (AS-T) Degrees. These degrees are designed to provide a clear pathway to a CSU major and baccalaureate degree. California Community College students who are awarded an AA-T or AS-T degree are guaranteed admission with Junior standing somewhere in the CSU system and given priority admission consideration to their local CSU campus, or to a program that is deemed similar to their community college major. This priority does not guarantee admission to specific majors or campuses.

Students who have been awarded an AA-T or AS-T degree are able to complete their remaining requirements for the 120 semester unit (180 quarter unit) baccalaureate degree within 60 semester units (90 quarter units) after transfer.

At the time of this catalog printing, LTCC has established the following Associate Degrees for Transfer: AS-T Criminal & Administration of Justice, AS-T Mathematics, AA-T Psychology, and AA-T Sociology. Please meet with a counselor regarding additional transfer degrees created since the catalog printing, which CSU campuses accept each transfer degree, and whether completing a transfer degree will best meet your goals and needs.

To obtain any of the Associate Degrees for Transfer, students must complete the following requirements with a cumulative minimum grade point average of 2.0;

- The AA-T or AS-T major requirements are listed in the "Majors" section of this catalog. These requirements must be completed with a grade of "C" or better.
- The California State University General Education Breadth or the Intersegmental General Educational Transfer Curriculum (IGETC) requirements.
- Any needed transferable electives to reach a total of 90 CSU transferable quarter units.

**University of Nevada, Reno**

Please note that UNR no longer offers California residents the following reduced tuition programs: Good Neighbor policy, and the Western Undergraduate Exchange (WUE). In turn, California residents will pay full out-of-state tuition rates. Transfer applicants with at least 36 quarter units in transferable courses with a cumulative GPA of at least a 2.5 may be accepted for admission. Information regarding UNR's Core Curriculum and major preparation requirements is available on the web at: [www.unr.edu/admissions/information-by-student-type/transfer-students](http://www.unr.edu/admissions/information-by-student-type/transfer-students). Please see a counselor for more information.

**Private, Independent, and Out-of-State Universities**

California's fully-accredited independent colleges and universities provide many options at undergraduate, graduate, and professional levels for students planning to continue their education beyond the community college.

Although admission requirements vary, and are listed in the catalogs of the various universities and colleges, students who transfer to independent colleges and universities are given credit for most, if not all, of their community college work. Virtually all colleges and universities give full credit for general education courses and for most other courses designed by the community college for transfer.

The Transfer Center maintains catalogs and related materials to assist students in their planning for transfer to these universities.

# CREDIT FOR ADVANCED PLACEMENT EXAMINATIONS

Lake Tahoe Community College (LTCC) grants credit toward its associate degrees and IGETC/CSU certification for a score of 3, 4, or 5 on the Advanced Placement Examination. Credit will be awarded as shown in the chart below. Students must complete a minimum of 12 units at LTCC before Advanced Placement credit will be applied. Contact the Counseling Office for more information. **Note: the following grid is only applicable for general education requirements. AP policies for major preparation are decided by each college/university. Students who have earned credit for an AP exam should not take a comparable course because transfer credit will not be granted for both.**

AP SUBJECT	LTCC	CSU GE	IGETC*
Art: History of Art	4 units in Area 3/Fine Arts	4 units in Area C1 <b>or</b> C2	4 units in Area 3A <b>or</b> 3B
Biology	5 units in Area 5/Bio Sci (lab)	6 units in Area B2 (lab)	5 units in Area 5B (lab)
Chemistry	5 units in Area 5/Phy Sci (lab)	6 units in Area B1 (lab)	5 units in Area 5A (lab)
Chinese Language and Culture		4 units in Area C2	4 units in Area 3B <b>and</b> 6
Economics: Macroeconomics	4 units in Area 4/Soc Science	4 units in Area D	4 units in Area 4
Economics: Microeconomics	4 units in Area 4/Soc Science	4 units in Area D	4 units in Area 4
English: English Language	4 units in Area 1/Composition	4 units in Area A2	4 units in Area 1A
English: English Literature	4 units in Area 1/Composition <b>or</b> 4 units in Area 3/Humanities	9 units in Area A2 <b>and</b> C2	4 units in Area 1A <b>or</b> 3B
Environmental Science	5 units in Area 5/Phy Sci (lab)	6 units in Area B1 (lab)	4 units in Area 5A (lab but would still need 5 units 5B)
French: French Language	4 units in Area 3/Humanities	4 units in Area C2	4 units in Area 3B <b>and</b> 6
French: French Literature	4 units in Area 3/Humanities	4 units in Area C2	4 units in Area 3B <b>and</b> 6
German Language	4 units in Area 3/Humanities	4 units in Area C2	4 units in Area 3B <b>and</b> 6
Government and Politics: U.S.	4 units in Area 4/U.S. Studies	4 units in Area D <b>and/or</b> U.S. History and Constitution	4 units in Area 4
Government and Politics: Comparative	4 units in Area 4/U.S. Studies	4 units in Area C2 <b>or</b> D	4 units in Area 4
History: European History	4 units in Area 4/Soc Science	4 units in Area C2 <b>or</b> D	4 units in Area 3B <b>or</b> 4
History: U.S. History	4 units in Area 4/U.S. Studies	4 units in Area C2 <b>or</b> D <b>and</b> U.S. History and Constitution	4 units in Area 3B <b>or</b> 4
History: World History	4 units in Area 4/Soc. Science	4 units in Area C2 <b>or</b> D	4 units in Area 3B <b>or</b> 4
Human Geography	4 units in Area 4/Soc. Science	4 units in Area D	4 units in Area 4
Italian Language and Culture	4 units in Area 3/Humanities	4 units in Area C2	4 units in Area 3B <b>and</b> 6
Japanese Language and Culture	4 units in Area 3/Humanities	4 units in Area C2	4 units in Area 3B <b>and</b> 6
Latin: Vergil	4 units in Area 3/Humanities	4 units in Area C2	4 units in Area 3B <b>and</b> 6
Latin: Latin Literature	4 units in Area 3/Humanities	4 units in Area C2	4 units in Area 3B <b>and</b> 6
Mathematics: Calculus AB	4 units in Area 2	4 units in Area B4	4 units in Area 2
Mathematics: Calculus BC	4 units in Area 2	4 units in Area B4	4 units in Area 2
Music Theory	4 units in Area 3/Fine Arts	4 units in Area C1 if taken prior to Fall 09	
Physics B	5 units in Area 5/Phy Sci (lab)	6 units in Area B1 (lab)	5 units in Area 5A (lab)
Physics C (mechanics)	5 units in Area 5/Phy Sci (lab)	6 units in Area B1 (lab)	4 units in Area 5A (lab but would still need 5 units 5B)
Physics C (electricity and magnetism)	5 units in Area 5/Phy Sci (lab)	4 units in Area B1 (lab)	4 units in Area 5A (lab but would still need 5 units 5B)
Psychology	4 units in Area 4/Soc Science	4 units in Area D	4 units in Area 4
Spanish: Spanish Language	5 units in Area 3/Humanities	4 units in Area C2	4 units in Area 3B <b>and</b> 6
Spanish: Spanish Literature	5 units in Area 3/Humanities	4 units in Area C2	4 units in Area 3B <b>and</b> 6
Statistics	4 units in Area 2	4 units in Area B4	4 units in Area 2

\*Please Note: UC unit limits may apply; see a counselor for more information.



ASSOCIATE DEGREE GENERAL EDUCATION CURRICULUM

Lake Tahoe Community College 2012-2013

The following requirements are for the General Education of the Associate Degree. **Information on this sheet applies to students who began at LTCC during the 12-13 academic year.** If you began before that time, check the catalog in effect at the time of enrollment for degree requirements. Meeting the General Education requirements for an Associate degree does NOT satisfy requirements for a bachelor's degree. See *Transfer Information* in the catalog for more details. *Waivers, substitutions, or exceptions must be approved by the Vice President, Academic Affairs and Student Services of the College.* **Students must earn a minimum of 90 units, to include general education, a major or concentration, and electives.**

✓	REQUIREMENTS	Course(s)	Units	Grade	Planned
<input type="checkbox"/>	<p><b>AREA 1: English Communication</b></p> <p><input type="checkbox"/> <b>a. Composition</b> (1 course, minimum 4 units, completed with grade of "C" or higher) ENG 101</p> <p><input type="checkbox"/> <b>b. Communication</b> (1 course, minimum 4 units) ANT <b>108</b>, BSN 105, COM 122, ENG 102, 103; PHI 104; SPE 101, <b>102</b>, 104</p>				
<input type="checkbox"/>	<p><b>AREA 2: Mathematical Concepts and Quantitative Reasoning (courses must be completed with a grade of "C" or higher)</b> (choose 1 option)</p> <p><input type="checkbox"/> Option 1: Assessment score above MAT 154A or 154AA</p> <p><input type="checkbox"/> Option 2: MAT 152B or 152BB (can be satisfied through the assessment process), <i>and</i> MAT 153</p> <p><input type="checkbox"/> Option 3: (1 course) MAT 154A, 154AA, 102, 103A, 103B, 104, 105, 106, 107, 109, 118, 201</p>				
<input type="checkbox"/>	<p><b>AREA 3: Fine Arts and Humanities</b> (2 courses, 8 total units; <i>1 course from Fine Arts, 1 from Humanities</i>)</p> <p><input type="checkbox"/> <b>a. Fine Arts</b> - ANT 106; ART 101, 102, 103, 104, 105, 106, <b>107</b>, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 141, 142, 143, 201, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219A, 219B, 220, 221, 223, 233, 234, 239, 242; MUS 101, 102, 103, 104B, 104C, 104D, 104E, 104F; THE 101, 104A, 105, 106A, 106B, 106C, 108, 112A, 112B, 112C, 114, 126, 214</p> <p><input type="checkbox"/> <b>b. Humanities</b> - ENG 102, <b>107</b>, 108, 113, 200, 201, 202, 205, 206, 207, 208A, 209, 212, 213, 214, 215, 216, 217, 218, 221; ETH <b>201</b>; FRE 101, 102, 103; GER 101, 102, 103; HUM 101, 102, 103, 105; ITA 101, 102, 103; JPN 101, 102, 103, 201, 202, 203; LAT 101, 102, 103; PHI 101, 103A, 103B, 205, 210, 218; REL 101, 102, <b>103</b>, 104, <b>105</b>, 107; SNL 101, 102, 103, 201, 202, 203; SPA 101,102, 103, <b>110</b>, 201, 202, 203, 210, 211, 212</p>				
<input type="checkbox"/>	<p><b>AREA 4: Social Sciences</b> (minimum 8 units; 1 course from Social Science, 1 from US Studies)</p> <p><input type="checkbox"/> <b>a. Social Science</b> - ANT 101, <b>102</b>, 104, 106, <b>107</b>, <b>108</b>, 110; BSN 100, <b>215</b>; COM 122; CRJ 101; ECE 102, 103; ECO 101, 102; ETH <b>201</b>, <b>202A</b>, <b>202B</b>, <b>202C</b>, <b>203A</b>, <b>203B</b>, <b>203C</b>; GEG <b>102</b>, <b>103</b>, 105, 106, 114; HIS 101, 102, 103; POL 107; PSY 101, 102, 103, 104, 107, 108, 202, 210, 211; SNL <b>108</b>; SOC 101, 102, 103,104, 106, <b>107</b>, <b>111</b>, <b>114</b></p> <p><input type="checkbox"/> <b>b. U.S. Studies</b> - ETH <b>202B</b>, <b>202C</b>; HIS 104, 105, <b>109</b>, <b>110</b>, 111, 112, 113; POL 101</p>				
<input type="checkbox"/>	<p><b>AREA 5: Physical and Biological Sciences</b> (at least 2 courses; <i>1 from Physical Science, 1 from Biological Science; 1 course must be a lab--labs are underlined</i>)</p> <p><input type="checkbox"/> <b>a. Physical Science:</b> CHM <u>100</u>, <u>101</u>, <u>102</u>, <u>103</u>, <u>116</u>, <u>117</u>, <u>201</u>, <u>202</u>; GEG <u>101</u>, 105, 108, 113, 115; GEL 101, <u>102</u>, <u>103</u>, <u>108</u>, 110; PHS <u>102</u>, 111, 116; PHY <u>104</u>, <u>105</u>, <u>106</u>, <u>107</u>, <u>108</u>, <u>207</u>, <u>208</u></p> <p><input type="checkbox"/> <b>b. Biological Science:</b> ANT 103; BIO <u>101</u>, <u>102</u>, <u>103</u>, <u>110</u>, <u>111</u>, <u>115</u>, <u>149</u>, <u>201</u>, <u>203</u>, <u>204</u>, <u>205</u>, <u>210</u>, <u>212</u>; EVS 101; PSY 210</p>				
<input type="checkbox"/>	<p><b>AREA 6: Lifelong Understanding and Self-Development</b> (minimum 4 units)</p> <p>COU 108, 123; ECE 102; PEH 100, 101, 102, PET 100; PHI 205; PSY 101, 102, 103, 106, 107, 108, 111, 113; SOC 102, <b>107</b>, <b>111</b>, <b>114</b></p> <p><i>(Note: PET 101 can be combined with any DAN, PED, PEF, PEH 143A or approved WLD courses to meet 4 unit requirement - please see a counselor a for list of WLD courses approved for Area 6.)</i></p>				
<input type="checkbox"/>	<p><b>AREA 7: Cultural Pluralism</b> (1 course, minimum 4 units)</p> <p>ANT 102, 107, 108; ART 107; BSN 215; CUL 202; ECE 126; ENG 107; ETH 100, 201, 202A, 202B, 202C, 203A, 203B, 203C; GEG 102, 103; HIS 109, 110; REL 103, 105; SNL 108; SOC 107, 111, 114; SPA 110; SPE 102</p> <p><i>(NOTE: bolded courses from above may be double counted in this area)</i></p>				

Total Units \_\_\_\_\_

**CALIFORNIA STATE UNIVERSITY  
GENERAL EDUCATION CURRICULUM  
2012-2013**

The CSU system allows students to complete lower-division general education requirements by following the pattern below. At least 45 units in Areas A-D must be completed with minimum grade of "C." In addition, students must have a minimum grade of "C" in Areas A1,2,3 and B4. Students must request **general education certification** from the Transfer Center prior to transferring.

✓	REQUIREMENTS	Course(s)	Units	Grade	Planned
<input type="checkbox"/>	<b>AREA A - Communication in the English Language and Critical Thinking</b> (minimum 12 units) <b>1. Oral Communication</b> (minimum 3 units) SPE 101, 104 <b>2. Written Communication</b> (minimum 3 units) ENG 101 <b>3. Critical Thinking</b> (minimum 3 units) ENG 102, 103; PHI 104				
<input type="checkbox"/>	<b>AREA B - Physical Universe and Its Life Forms</b> (minimum 13 units) <i>One <u>lab</u> course must be selected. Note: Lab courses are underlined in this section.</i> <b>1. Physical Universe</b> (minimum 4 units) CHM <u>100</u> , <u>101</u> , <u>102</u> , <u>103</u> , <u>116</u> , <u>117</u> , <u>201</u> , <u>202</u> ; GEG <u>101</u> , 108, 113, 115; GEL 101, <u>102</u> , <u>103</u> , 108, 110; PHS 102, 111, 116; PHY <u>104</u> , <u>105</u> , <u>106</u> , <u>107</u> , <u>108</u> , <u>207</u> , <u>208</u> <b>2. Life Forms</b> (minimum 4 units) ANT 103; BIO <u>101</u> , <u>102</u> , <u>103</u> , <u>110</u> , <u>111</u> , <u>115</u> , <u>149</u> , <u>201</u> , <u>203</u> , <u>204</u> , <u>205</u> , <u>210</u> , <u>212</u> ; PSY 210 <b>4. Mathematical Concepts</b> (minimum 4 units) MAT 102, 103A, 103B, 104, 105, 106, 107, 109, 118, 201, 202, 203, 204				
<input type="checkbox"/>	<b>AREA C - Arts, Literature, Philosophy and Foreign Languages</b> <i>3 courses; with at least 1 from Arts and 1 from Humanities (minimum 12 units)</i> <b>1. Arts</b> (minimum 4 units) - <b>NOTE: underlined courses are 3 units.</b> ART 101, 102, 103, <u>104</u> , <u>105</u> , 106, 107, <u>111</u> , <u>112</u> , <u>113</u> , <u>114</u> , <u>115</u> , <u>116</u> , <u>117</u> , <u>118</u> , 119, 141, <u>210</u> , 211, 212, <u>213</u> , <u>214</u> , 217, 218, 220, <u>221</u> ; ENG 218; MUS 101, 102, 103, 104B; 104C, 104D, 104E, 104F; THE 101, 104A, 105, 106A, 106B, 106C, 108, 112A, 112B, 112C, <u>126</u> <b>2. Humanities</b> (minimum 4 units) ANT 107; ENG 102, 107, 108, 113, 200, 201, 202, 205, 206, 207, 208A, 212, 213, 214, 215, 216, 217, 221; ETH 201, 202A, 202B, 202C, 203A, 203B, 203C; FRE 101, 102, 103; GER 101, 102, 103; HIS 101, 102, 103, 109, 110, <b>111</b> , <b>112</b> , <b>113</b> , 127A, 127B, 127C; HUM 101, 102, 103, 105; ITA 101, 102, 103; JPN 101, 102, 103, 201, 202, 203; LAT 101, 102, 103; PHI 101, 102, 103A, 103B, 205, 210, 218; REL 101, 102, 103, 104, 105, 107; SNL 101, 102, 103, 108, 201, 202, 203; SPA 101, 102, 103, 110, 201, 202, 203, 210, 211, 212				
<input type="checkbox"/>	<b>AREA D - Social, Political, and Economic Institutions and Behavior; Historical Background</b> <i>Courses must be selected from at least 2 subjects. (minimum 12 units)</i> ANT 101, 102, 104, 106, 107, 108 BSN 100 COM 122 CRJ 101 ECE 102,103 ECO 101, 102 ETH 201, 202A, 202B, 202C, 203A, 203B, 203C GEG 102, 103, 106, 114 HIS 101, 102, 103, 104, 105, 109, 110, <b>111</b> , <b>112</b> , <b>113</b> , 127A, 127B, 127C POL <b>101</b> , 107 PSY 101, 102, 103, 104, 108, 202, 211 REL 104 SOC 101, 102, 103, 104, 106, 107, 111, 114 SPE 102				
<input type="checkbox"/>	<b>AREA E - Lifelong Understanding and Self-Development</b> (minimum 4 units with no more than 2 units of DAN, PED, PEF, PEH 143A, & WLD - See counselor in Student Services for a course list of approved DAN, PED, PEF & WLD courses) COU 108; ECE 102; PEH 100, 101, 102; PET 100, 101; PSY 101, 102, 103, 106, 107, 108, 111, 113; SOC 102, 114				
<input type="checkbox"/>	<b>US History, Constitution and American Ideals</b> <b>CSU Graduation Requirement</b> (minimum 8 units) <i><b>Bolded</b> courses in Areas C and D double count in this area only.</i> POL 101 and one of the following: HIS 111, 112, 113				

**Total Units** \_\_\_\_\_

**INTERSEGMENTAL GENERAL EDUCATION TRANSFER CURRICULUM (IGETC)  
For Transfer to CSU and UC  
2012-2013**

Please consult with a counselor before planning your transfer curriculum. Students must request **general education certification** from the Transfer Center prior to transferring. All grades must be "C" or higher.

✓	REQUIREMENTS	Course(s)	Units	Grade	Planned
<input type="checkbox"/>	<b>AREA 1 - English Communication</b> CSU: Completion of Group A, B and C - 3 courses UC: Completion of Group A and B - 2 courses				
<input type="checkbox"/>	<b>Group A -English Composition</b> (1 course, minimum 4 units) ENG 101				
<input type="checkbox"/>	<b>Group B -Critical Thinking/English Composition</b> (1 course, minimum 4 units) ENG 103				
<input type="checkbox"/>	<b>Group C -Oral Communication</b> (CSU requirement only; 1 course, 4 units) SPE 101, 104				
<input type="checkbox"/>	<b>AREA 2 - Mathematical Concepts and Quantitative Reasoning</b> (1 course) MAT 103A, 103B, 105, 106, 107, 118, 201, 202, 203, 204				
<input type="checkbox"/>	<b>AREA 3 - Arts and Humanities</b> (at least 3 courses, minimum 12 units - with 1 from the Arts, 1 from Humanities) <b>A. Arts</b> (minimum 4 units) ART 101, 102, 103, 106, 107, 141; ENG 218; MUS 101, 102, 103, 104A, 104B, 104C, 104D, 104E, 104F; THE 101, 104A, 105, 112A, 112B, 112C <b>B. Humanities</b> (minimum 4 units) ANT 107; ENG 102, 107, 108, 113, 200, 201, 202, 205, 206, 212, 213, 214, 215, 216, 217, 221; ETH 201, 202A, 202B, 202C, 203A, 203B, 203C; HIS 101, 102, 103, 109, 110, <b>111, 112, 113</b> ; HUM 101, 102, 103, 105; JPN 201, 202, 203; PHI 101, 102, 103A, 103B, 205, 210, 218; REL 101, 102, 103, 104, 105, 107; SNL 108, 201, 202, 203; SPA 110, 201, 202, 203, 210, 211, 212				
<input type="checkbox"/>	<b>AREA 4 - Social and Behavioral Sciences</b> (at least 3 courses, minimum 12 units, from at least 2 subjects) ANT 101, 102, 104, 107, 108; COM 122; ECE 102; ECO 101, 102; ETH 201, 202A, 202B, 202C, 203A, 203B, 203C; GEG 102, 103, 106, 114; HIS 101, 102, 103, 104, 105, 109, 110, <b>111, 112, 113</b> ; POL 101, 107; PSY 101, 102, 103, 104, 107, 202, 210, 211; SOC 101, 102, 103, 106, 107, 111, 114				
<input type="checkbox"/>	<b>AREA 5 - Physical and Biological Sciences</b> (at least 2 courses, minimum 9 units; with 1 from Physical Science, 1 from Biological Science; at least 1 must include a <u>lab</u> ) <b>A. Physical Science</b> CHM <u>100, 101, 102, 103, 116, 117, 201, 202</u> ; GEG <u>101, 113, 115</u> ; GEL <u>101,102, 103, 108, 110</u> ; PHS 102, 111, 116; PHY <u>104*, 105*, 106*, 107*, 108*, 207*, 208*</u> <b>B. Biological Science</b> ANT 103; BIO <u>101, 102, 103, 110, 111, 149, 201, 203, 204, 205, 210, 211</u>				
<input type="checkbox"/>	<b>AREA 6 - Language other than English (UC requirement only).</b> This requirement may be fulfilled by completion of two years of foreign language in high school with a grade of C or better, or equivalent proficiency demonstrated by college courses or performance on tests, such as earning a minimum score of 550 on an appropriate College Board Achievement Test in a foreign language or a score of 3 or higher on the Foreign Language Advanced Placement Test. (Note: Course must be completed through the 102 level or higher in order to satisfy UC language requirement) FRE 102; GER 102; ITA 102; JPN 102; LAT 102; SNL 102; SPA 102 (or more advanced level course)				
<input type="checkbox"/>	<b>CSU Requirement in U.S. History, Constitution and American Ideals</b> (Not part of IGETC, may be completed prior to transfer) (minimum 8 units) <b>NOTE - Bolded courses in Areas 3B and 4 double count in this area only.</b> POL 101 <b>and</b> one course from HIS 111, 112, 113  * Courses marked with an asterisk indicate that transfer credit may be limited. Please consult with a counselor for additional information.				

**Total Units** \_\_\_\_\_



**Lake Tahoe Basin Fire Academy Graduates**  
2011



# Majors & Certificates

**Academic Course Codes** ..... 56

**Majors**

Addiction Studies ..... 57

Anthropology ..... 58

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Business

    Accounting ..... 61

    Finance ..... 61

    Management ..... 61

    Marketing ..... 61

    Small Business Ownership ..... 61

    General Business ..... 61

    Global Business ..... 61

Computer and Information Sciences - Web Development ..... 62

Criminal & Administration of Justice

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    Transfer Degree ..... 63

Culinary Arts ..... 64

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English ..... 66

Fire Science

    Firefighting & Emergency Operations ..... 67

    Fire Officer ..... 67

Humanities ..... 68

Liberal Arts

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    Social Sciences ..... 70

    Mathematics and Science ..... 71

Mathematics

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    Clinical ..... 74

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Psychology

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    Transfer Degree ..... 77

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Sociology

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    Transfer Degree ..... 79

Spanish ..... 80

Visual and Performing Arts

    General ..... 82

    Music ..... 83

    Theatre Arts ..... 83

    Art ..... 84

Wilderness Education

    Climbing ..... 85

    Snow Skills ..... 85

    Water Skills ..... 85

**Certificates**

Addiction Studies ..... 86

Art ..... 87

Business

    Accounting Technician ..... 87

    Small Business Ownership ..... 87

Computer Applications ..... 88

Computer and Information Sciences - Web Development ..... 88

Criminal & Administration of Justice ..... 88

Culinary Arts

    Foundations of Cooking ..... 89

    Foundations of Baking and Pastry ..... 89

    Global Cuisine ..... 89

    Wine Studies ..... 90

    Vegetarian Cuisine ..... 90

Early Childhood Education ..... 90

Fire Science

    Firefighting & Emergency Operations ..... 91

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Medical Office Assistant: Clinical ..... 92

Photography ..... 93

Spanish ..... 93

Wilderness Education

    Climbing ..... 95

    Snow Skills ..... 95

    Water Skills ..... 95

**Non-Credit Certificate of Completion: ESL Proficiency** ..... 95

**Short-Term Departmental Certificates**

Applied Anthropology ..... 99

Certified Phlebotomy Technician I ..... 96

Culinary Arts ..... 96

Dental Assisting ..... 97

Emergency Medical Technician ..... 97

Medical Office Assistant ..... 97

Nursing Assistant ..... 97

Personal Trainer Certification ..... 97

Photography/Digital Photography ..... 98

Physical Therapy Aide ..... 97

Professional Bookkeeper ..... 98



"I had heard such positive reviews from people who had gone through the Lake Tahoe Basin Fire Academy. You see it in the pride of the instructors from the local agencies. They have a dedication and drive to pass on everything they've learned."

**Kevin Schlange, 24,** a cadet in the Lake Tahoe Basin Fire Academy, has been interested in fire fighting since he was a child. After pursuing a career in minor league baseball, Schlange went back to school and graduated in 2010 from UNR with a bachelor's degree in general studies and communications. Volunteering with the Eastern Alpine Fire/Rescue Department and working for the Bureau of Land Management in wildland fire fighting clarified Schlange's childhood career wish. He will graduate from the Lake Tahoe Basin Fire Academy in June 2012.

## FYI...

**Lake Tahoe  
Community College  
offers 42 different  
associate degrees  
and 24 certificates.**

Student Services	ext. 231
Instruction Office Vice President, Academic Affairs	ext. 214
Humanities & Social Sciences	ext. 230
Science & Business	ext. 225
Career & Technical Education	ext. 583
General Information	ext. 373

# Academic Course Codes

ANT	Anthropology	HRM	Hotel and Restaurant Management
ART	Art	HUM	Humanities
BIO	Biology	ITA	Italian
BSN	Business*	JPN	Japanese
CAO	Computer Applications	MAT	Mathematics
CHM	Chemistry	MOA	Medical Office Assistant*
CHN	Chinese	MUS	Music
CIS	Computer and Information Sciences*	PHI	Philosophy
COM	Communications	PED	Physical Education
CNT	Construction Trades	PEF	Physical Education-Fitness
COU	Counseling	PEH	Physical Education-Health
CRJ	Criminal & Administration of Justice*	PET	Physical Education-Theory
CUL	Culinary Arts*	PHS	Physical Science
DAN	Dance	PHY	Physics
DMA	Digital Media Arts	PLS	Polish
ECE	Early Childhood Education*	POL	Political Science
ECO	Economics	POR	Portuguese
EDU	Education	PSY	Psychology
ENG	English	REC	Recreation
ESL	English as a Second Language	REL	Religion
ETH	Ethnic Studies	RES	Real Estate
EVS	Environmental Science	RUS	Russian
FIR	Fire Science*	SNL	Sign Language
FOR	Forestry	SOC	Sociology
FRE	French	SPA	Spanish
GES	General Studies	SPE	Speech
GEG	Geography	THE	Theatre Arts
GEL	Geology	WLD	Wilderness Education
GER	German	WKX	Work Experience
GSE	Green Sustainable Education		
HEA	Allied Health		
HIS	History		
HOR	Horticulture		

\* Areas where an Occupational Associate Degree and/or Certificate of Achievement are given.

# Addiction Studies

The Addiction Studies degree is designed to prepare students for entry-level employment in alcohol and drug treatment programs and to provide continuing education for health care and human services professionals. The curriculum provides a broad base of knowledge regarding approaches to drug education and prevention, treatment issues, counseling skills, ethical issues, and practical knowledge about drugs and their effects. Students will gain basic competencies in counseling, case management, record keeping, and treatment planning. The Addiction Studies program includes core courses in psychology, sociology, and counseling in order to provide students with a broad understanding of the roots of addiction. When combined with nine units of field experience, the Addiction Studies program meets the education requirements established by the California Association of Alcoholism and Drug Abuse Counselors (CAADAC) and the California Association of Alcohol and Drug Educators (CAADE).

## *Student Learning Outcomes for this major are:*

- Correctly define and explain abuse, addiction and dependency as key concepts in the discipline.
- Explain the interaction between genetic, biological, psychological, and environmental factors in the causes of substance misuse problems.
- Describe the role of family dynamics in addiction and recovery and identify the characteristics of codependency within a family system;
- Describe the legal and ethical issues of chemical dependency counseling.
- Demonstrate effective counseling and group leadership skills.
- Appreciate multiculturalism as it relates to the field of addiction counseling.
- Apply principles of effective oral and written communication skills with clients, their families, and colleagues.

## A. GENERAL EDUCATION REQUIREMENTS

(See pages 45-46 for details).

## B. REQUIRED COURSES

40 units distributed as follows:

### 1. 8 units from:

COU 109	Introduction to Counseling
PSY 101	General Psychology
PSY 202	Abnormal Psychology
SOC 101	Introduction to Sociology

### 2. All courses from the following:

COU 120	Introduction to Alcohol and Drug Studies
COU 121	The Physical, Chemical, and Behavioral Effects of Alcohol and Drugs

COU 122	Rehabilitation and Recovery from Alcohol and Drug Abuse
COU 123	Alcohol and Drug Prevention and Education
COU 124	Group Leadership and Process
COU 125	Counseling the Family of Addicted Persons
COU 126	Intervention and Referral Techniques
COU 127	Dual Disorders and Mental Health Issues

## C. ELECTIVE UNITS to bring the total to 90.

**NOTE:** Students wishing to meet CAADAC certification must complete 9 units of field experience in Addiction Studies (COU 134). Prerequisites for COU 134 include COU 109, COU 120 or COU 121, COU 122, COU 124 and COU 126.



# Anthropology

The Anthropology degree provides students with an introduction to the four fields of anthropology - cultural, physical/biological, archaeology, and anthropological linguistics - with an emphasis on the applications of the discipline to contexts of everyday life. Anthropology is a very relevant degree as it offers students a perspective of understanding humans from the past and the present. Many employers are interested in the critical thinking and analytical research skills offered by Anthropology. The Anthropology degree offers students major preparation for transfer to a four-year institution.

## Student Learning Outcomes for this major are:

- Have an understanding of the four fields of anthropology.
- Understand, appreciate, and apply scientific methods of anthropological research and analysis.
- Recognize the significance of the comparative, evolutionary, and relativistic approaches in anthropology.
- Develop an appreciation of the diversity of the human species.
- Understand and appreciate cultural diversity and human variation.
- Apply anthropological methods of critical thinking, reflexivity, and cultural awareness in everyday life.

## A. GENERAL EDUCATION REQUIREMENTS

(See pages 45-46 for details).

## B. REQUIRED COURSES

36 units distributed as follows:

### 1. All courses from the following:

ANT 101	Introduction to Archaeology
ANT 102	Cultural Anthropology
ANT 103	Physical/Biological Anthropology
ANT 108	Introduction to Language and Culture

### 2. 20 units from the following:

(8 units of which must be from ANT)

ANT 104	Area Studies in Cultural Anthropology
ANT 105	Beginning Field Archaeology
ANT 106	Visual Anthropology
ANT 107	Magic, Witchcraft, and Religion
ANT 110	Applied Anthropology
ANT 131	Special Topics
BIO 101	Principles of Biology I
BIO 149	Ecology
CUL 202	Global Cuisine
ENG 107	Cross-Cultural Literature
ENG 108	Women in Literature
GEG 102	Human Geography
GEG 103	World Regional Geography
CIS 135A/GEG 134	Introduction to Geographic Information Systems
CIS 135B/GEG 135	Intermediate Geographic Information Systems
PHI 101	Introduction to Philosophy
SNL 108	American Deaf Culture I
SOC 101	Introduction to Sociology
SOC 103	Social Problems
SOC 104	Deviance
SOC 107	Race and Ethnic Relations
SOC 111	Sociology of Popular Culture
SOC 114	Gender
SPE 102	Intercultural Communication

### Any of the following courses (maximum 5 units):

CHN 141	Conversational Mandarin Chinese I
CHN 142	Conversational Mandarin Chinese II
FRE 101	Elementary French I
FRE 102	Elementary French II
FRE 103	Elementary French III
FRE 141	Conversational French I
FRE 142	Conversational French II

FRE 143	Conversational French III
FRE 251	Intermediate Conversational French I
FRE 252	Intermediate Conversational French II
FRE 253	Intermediate Conversational French III
GER 101	Elementary German I
GER 102	Elementary German II
GER 103	Elementary German III
GER 141	Conversational German I
GER 142	Conversational German II
GER 143	Conversational German III
GER 251	Intermediate Conversational German I
GER 252	Intermediate Conversational German II
GER 253	Intermediate Conversational German III
ITA 101	Elementary Italian I
ITA 102	Elementary Italian II
ITA 103	Elementary Italian III
ITA 141	Conversational Italian I
ITA 142	Conversational Italian II
ITA 143	Conversational Italian III
ITA 251	Intermediate Conversational Italian I
ITA 252	Intermediate Conversational Italian II
ITA 253	Intermediate Conversational Italian III
JPN 101	Elementary Japanese I
JPN 102	Elementary Japanese II
JPN 103	Elementary Japanese III
JPN 141	Conversational Japanese I
JPN 142	Conversational Japanese II
JPN 143	Conversational Japanese III
JPN 201	Intermediate Japanese I
JPN 202	Intermediate Japanese II
JPN 203	Intermediate Japanese III
PLS 151	Conversational Polish I
PLS 152	Conversational Polish II
PLS 153	Conversational Polish III
POR 141	Conversational Portuguese I
POR 142	Conversational Portuguese II
POR 143	Conversational Portuguese III
RUS 141	Conversational Russian I
RUS 142	Conversational Russian II
RUS 143	Conversational Russian III
SNL 101	Sign Language: American Sign Language - Elementary I
SNL 102	Sign Language: American Sign Language - Elementary II
SNL 103	Sign Language: American Sign Language - Elementary III



# Anthropology cont.

- SNL 106 Fingerspelling I
- SNL 120A Conversational American Sign Language I
- SNL 120B Conversational American Sign Language II
- SNL 201 Sign Language: American Sign Language - Intermediate I
- SNL 202 Sign Language: American Sign Language - Intermediate II
- SNL 203 Sign Language: American Sign Language - Intermediate III
- SPA 101 Elementary Spanish I
- SPA 102 Elementary Spanish II
- SPA 103 Elementary Spanish III
- SPA 105 Intermediate Spanish Oral Proficiency
- SPA 110 Hispanic Civilization and Culture
- SPA 141 Conversational Spanish I
- SPA 142 Conversational Spanish II
- SPA 143 Conversational Spanish III
- SPA 155 Bi-cultural Conversation
- SPA 180A Spanish for the Medical/Dental Profession I
- SPA 180B Spanish for the Medical/Dental Profession II
- SPA 201 Intermediate Spanish I
- SPA 202 Intermediate Spanish II
- SPA 203 Intermediate Spanish III
- SPA 210 Advanced Spanish Grammar and Composition I
- SPA 211 Advanced Spanish Grammar and Composition II
- SPA 212 Introduction to Spanish Literature



- SPA-ISSI 121A ISSI: Low Beginning
- SPA-ISSI 121B ISSI: Beginning
- SPA-ISSI 121D ISSI: High Beginning
- SPA-ISSI 122A ISSI: Low Intermediate
- SPA-ISSI 122B ISSI: Intermediate
- SPA-ISSI 122D ISSI: High Intermediate
- SPA-ISSI 123A ISSI: Low Advanced
- SPA-ISSI 123B ISSI: Advanced
- SPA-ISSI 123D ISSI: High Advanced
- SPA-ISSI 124 ISSI: Low Superior
- SPA-ISSI 124A ISSI: Superior
- SPA-ISSI 125A ISSI: Low Beginning Medical Spanish Core Class

**C. ELECTIVE UNITS to bring the total to 90.**



# Art

The Art degree is designed to provide a balanced foundation in both studio art and art history. Its curriculum is focused to meet the needs of art students who are initially developing skill and concepts as well as those experienced students who seek further development. The Art department is committed to a structured environment in which faculty and students work closely together in an atmosphere which is responsive, supportive, and facilitates experimentation.

### *Student Learning Outcomes for this major are:*

- Explain the history of Western art and its cultural significance and the role that art has had in shaping our lives and aesthetics.
- Demonstrate practical knowledge of how to develop an artist's portfolio and conduct business as a professional artist.
- Apply the basic principles of observational drawing and how to develop illusionary spatial constructions.
- Apply knowledge of human anatomy in the construction of figurative works of art.
- Apply the principles and concepts of design;
- Demonstrate knowledge of the science of color perception and how it can be utilized in the creation of works of art.
- Have a knowledge of art materials and an applied experience in the technical means used to formulate and construct visual images.

## A. GENERAL EDUCATION REQUIREMENTS

(See pages 45-46 for details).

## B. REQUIRED COURSES

41.5 units distributed as follows:

### 1. All courses from the following:

ART 101	Art History: Prehistoric - Islamic
ART 102	Art History: Medieval Europe - Renaissance
ART 103	Art History: Baroque - Contemporary
ART 118	Color
ART 122	Art Exhibit Production
ART 228	Developing a Portfolio

### 2. 6 units from:

ART 114	Beginning Drawing from Observation
ART 115	Drawing: Wet Media
ART 116	Drawing: Concept and Image
ART 117	Landscape Drawing
ART 214	Advanced Drawing from Observation
ART 215	Advanced Drawing: Wet Media
ART 216	Advanced Drawing: Concept and Image
ART 224	Portraiture

### 3. 3 units from:

ART 111	Two-Dimensional Design
ART 112	Two- and Three-Dimensional Design
ART 113	Three-Dimensional Design

### 4. 3 units from:

ART 213	Beginning Figure Drawing
ART 223	Intermediate Figure Drawing
ART 233	Advanced Figure Drawing

### 5. Minimum of 12 total units from any four of the five areas:

a.	ART 210	Watercolor Painting
	ART 211	Painting I
	ART 212	Painting II
	ART 234	Figure Painting
	ART 240	Painting: Narrative and Symbolism
b.	ART 221	Printmaking
c.	ART 201	Beginning Sculpture
	ART 217	Sculpture: Modeling and Casting
	ART 218	Sculpture: Modeling and Carving
	ART 219A	Metal Sculpture I
	ART 219B	Metal Sculpture II

	ART 220	Figure Sculpture
	ART 236	Beginning Bronze Casting
	ART 237	Intermediate Bronze Casting
	ART 238	Advanced Bronze Casting
d.	ART 146	Digital Photography I
	ART 148	Digital Photography II
	ART 244	Color Photography
	ART 247	Portrait Photography
	ART 248	Commercial Photography
	ART 249	Art Concepts for Graphic Design
e.	ART 120	Intermediate Ceramics
	ART 239	Advanced Ceramics

## C. ELECTIVE UNITS to bring the total to 90.



# Business

The Business degree provides students with an introduction to the major components of a business organization in our global environment. The areas of concentration covered by the degree are accounting, finance, management, marketing, small business ownership, general business, and global business. Students pursuing this degree will also have the option of exploring such diverse fields as economics, business law, ethics, entrepreneurship, human resources, E-business, professional communication, and technology.

### *Student Learning Outcomes for this major are:*

- Apply critical and analytical thought in diverse business situations.
- Identify the basic principles of the disciplines which comprise the major.
- Identify and apply basic financial analysis tools and critical business skills needed to plan and manage strategic activities.
- Identify the key factors contributing to the complexity of the global business environment and its relationship with various political, social, cultural, and technological influences.

## A. GENERAL EDUCATION REQUIREMENTS

(See pages 45-46 for details).

## B. CORE COURSES FOR THE ASSOCIATE DEGREE IN BUSINESS:

*The following core courses are required of all Business degree students.*

### 36 units distributed as follows:

BSN 100	Introduction to Business
BSN 101A	Business Law: Introduction to Law and Business Transactions
BSN 104	Business Communications
BSN 105	Professional Communication
BSN 110A	Principles of Accounting I
BSN 110B	Principles of Accounting II
BSN 110C	Principles of Accounting III
CAO 121	Spreadsheet Applications in Business

### *NOTE: Student must choose to take either:*

ECO 101	Principles of Economics (Macro) <i>or</i>
ECO 102	Principles of Economics (Micro)

## AREAS OF CONCENTRATION:

In addition to the required core courses listed above, students seeking a Business degree should select an area of concentration from the following 7 areas:

### 1. AREA OF CONCENTRATION - ACCOUNTING

#### 8 units distributed as follows:

BSN 111	Computerized Accounting
BSN 115	Business Finance

TOTAL UNITS IN MAJOR (INCLUDING CORE) = 44

### 2. AREA OF CONCENTRATION - FINANCE

#### 12 units distributed as follows:

BSN 115	Business Finance
BSN 117	Personal Finance
BSN 118	Principles of Investments

TOTAL UNITS IN MAJOR (INCLUDING CORE) = 48

### 3. AREA OF CONCENTRATION - MANAGEMENT

#### 12 units distributed as follows:

BSN 120	Human Resource Management
BSN 122	Organizational Behavior
BSN 125	Business Management

TOTAL UNITS IN MAJOR (INCLUDING CORE) = 48

### 4. AREA OF CONCENTRATION - MARKETING

#### 12 units distributed as follows:

BSN 125	Business Management
BSN 135	Principles of Marketing
BSN 136	Advertising

TOTAL UNITS IN MAJOR (INCLUDING CORE) = 48

### 5. AREA OF CONCENTRATION - SMALL BUSINESS OWNERSHIP

#### 12 units distributed as follows:

BSN 125	Business Management
BSN 135	Principles of Marketing
BSN 210	Entrepreneurship

TOTAL UNITS IN MAJOR (INCLUDING CORE) = 48

### 6. AREA OF CONCENTRATION - GENERAL BUSINESS

#### 12-13 units selected from the following:

BSN 101B	Business Law: Introduction to the Legal Environment of Business
BSN 111	Computerized Accounting
BSN 115	Business Finance
BSN 190	Business Math
MAT 201	Elementary Statistics

#### *NOTE: Student may choose to take either:*

ECO 101	Principles of Economics (Macro) <i>or</i>
ECO 102	Principles of Economics (Micro)

*(cannot duplicate core course)*

TOTAL UNITS IN MAJOR (INCLUDING CORE) = 48-49

### 7. AREA OF CONCENTRATION - GLOBAL BUSINESS

#### 10 units distributed as follows:

BSN 115	Business Finance
BSN 215	Global Business
BSN 251	Introduction to Online Marketing

TOTAL UNITS IN MAJOR (INCLUDING CORE) = 46

## C. ELECTIVE UNITS to bring the total to 90.



# Computer and Information Sciences

The Web Development degree is designed to prepare students to begin developing web sites as a professional. The curriculum provides a balanced foundation of all aspects of web development. Students will gain basic competencies in web authoring software, web graphics, web animation, HTML, client-side scripting, server-side scripting, and database connectivity. There is emphasis on understanding and practicing the entire web development process, from start to finish.

## *Student Learning Outcomes for this major are:*

- Use authoring software to develop and manage a web site.
- Use graphics software to design web page layout and to produce and optimize graphics for the web.
- Use software to produce animation/video for the web.
- Write and interpret HTML code.
- Write, interpret, and apply client-side scripting.
- Write, interpret, and apply server-side scripting; and
- Develop data-driven web pages.

## **A. GENERAL EDUCATION REQUIREMENTS**

(See pages 45-46 for details).

## **B. REQUIRED COURSES**

30-31 units distributed as follows:

### 1. All courses from the following:

CIS 100	Web Publishing Using Authoring Software
CIS 101	Graphics for the Web
CIS 102	Animation for the Web
CIS 112	Web Publishing Using HTML and CSS

CIS 113	Client-Side Scripting for the Web
CIS 114	Data-Driven Web Sites
CIS 115	Current Technologies in Web Development

### 2. One course (3-4 units) from the following:

ART 111	Two-Dimensional Design
ART 112	Two- & Three-Dimensional Design
DMA 121	Artistic Concepts for the Web

## **C. ELECTIVE UNITS to bring the total to 90.**





# Criminal & Administration of Justice

Criminal & Administration of Justice is the study of the causes, consequences and control of crime. The program leading to the Criminal Justice Associate of Art (AA) and the Administration of Justice Associate of Science for Transfer (AS-T) degree is designed to acquaint pre-service and in-service students with the principles and practices of criminal justice systems in America. Although the program's curriculum allows for the development of depth in one of the subject's major systems (i.e., law enforcement, juvenile justice, courts or corrections), the objective of this program is to familiarize students with concepts in all of the above areas.

The Criminal & Administration of Justice program is both academic and professional in that it is an interdisciplinary approach to relating intellectual issues and practitioner perspectives to the challenge of crime in a free society. Consequently, the program provides preparation for employment with a related agency and/or transfer to a four-year college or university.

Students completing the Criminal & Administration of Justice program will be prepared to work in a variety of positions such as municipal police officers, county deputy sheriffs, probation or correctional officers, game wardens, state park officers, and private security officers.

**Student Learning Outcomes for this major are:**

- Analyze the historical perspective, cultural evolution, and the origin of criminal law.
- Describe the steps of the legal process, including pre-arrest, arrest through trial, sentencing, appeal and correctional procedures.
- Evaluate the influences and consequences of crime, including social and psychological factors.
- Recognize the influence of multicultural factors as they relate to the criminal justice system.
- Describe the importance of professional ethics in the major areas of the criminal justice system.
- Acquire the skills and knowledge necessary for obtaining employment in a variety of areas, including the court system, law enforcement, and corrections/community supervision.

## Associate Degree



## Transfer Degree

The Administration of Justice AS-T Degree is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus, but not to a particular campus or major. Students completing the AS-T degree in Administration of Justice will be able to transfer to the California State University system and be prepared to study in areas such as Criminal Justice, Law Enforcement, Correctional Administration, Social Science, and Pre-Law. More information can be found on page 49. Students are strongly encouraged to see a counselor if considering this transfer option.

To obtain the AS-T degree, students must complete the following requirements with a minimum cumulative grade point average (GPA) of 2.0:

- The AS-T major requirements below, completed with a grade of "C" or better.
- The California State University General Education – Breadth (CSU-GE) or the Intersegmental General Education Transfer Curriculum (IGETC) requirements.
- Any needed transferable electives to reach a total of 90 CSU transferable quarter units.

**A. GENERAL EDUCATION REQUIREMENTS**

(See pages 45-46 for details).

**B. REQUIRED COURSES**

28-29 units distributed as follows:

1. **8 units distributed as follows:**
  - CRJ 101 Introduction to Criminal Justice
  - CRJ 102 Criminal Law
2. **12 units from the following:**
  - CRJ 103 Introduction to Evidence
  - CRJ 104 Criminal Procedures
  - CRJ 105 Cultural Diversity in Criminal Justice
  - CRJ 108 Juvenile Law and Procedures
  - CRJ 110 Introduction to Corrections
  - CRJ 112 Introduction to Investigation
3. **8-9 units from the following:**
  - SOC 101 Introduction to Sociology
  - PSY 101 Introduction to Psychology
  - MAT 201 Elementary Statistics

**C. ELECTIVE UNITS to bring the total to 90.**

**A. GENERAL EDUCATION REQUIREMENTS**

(See pages 45-46 for details).

**B. REQUIRED COURSES**

28-29 units distributed as follows:

1. **8 units distributed as follows:**
  - CRJ 101 Introduction to Criminal Justice
  - CRJ 102 Criminal Law
2. **12 units from the following:**
  - CRJ 103 Introduction to Evidence
  - CRJ 104 Criminal Procedures
  - CRJ 105 Cultural Diversity in Criminal Justice
  - CRJ 108 Juvenile Law and Procedures
  - CRJ 110 Introduction to Corrections
  - CRJ 112 Introduction to Investigation
3. **8-9 units from the following:**
  - SOC 101 Introduction to Sociology
  - PSY 101 Introduction to Psychology
  - MAT 201 Elementary Statistics

**C. ELECTIVE UNITS to bring the total to 90.**

# Culinary Arts

The Associate degree in Culinary Arts can be accomplished through the completion of both the Foundations of Cooking and the Foundations of Baking and Pastry certificates of achievement and general education requirements plus the requisite number of electives.

## Student Learning Outcomes for this major are:

- Utilize a knife to fabricate a variety of food products for the purpose of preparing the foods for cooking and consumption.
- Prepare soups, salads, meats, grains, vegetables, and potatoes.
- Practice the principles of sanitation and food safety to prevent the spread of food-borne illness.
- Identify and apply the various stages of bread-baking.

## A. GENERAL EDUCATION REQUIREMENTS

(See pages 45-46 for details).

## B. REQUIRED COURSES

### 1. 26 units distributed as follows:

CUL 101	Introduction to the Culinary Arts Profession
CUL 102	Principles and Practices of Basic Food Preparation
CUL 103	Food Sanitation and Safety
CUL 104	Principles and Practices of Baking and Pastry Arts
CUL 106	Principles and Practices of Intermediate Food Preparation
CUL 114	Principles and Practices of Intermediate Baking and Pastry Arts
CUL 164A	Vegetarian Cuisine
CUL 165	A Passion for Chocolate
CUL 168A	Cake Decorating I
CUL 172D	French Regional Cuisine
CUL 172F	The Food and Cooking of China

### 2. 3.25 units of specified electives distributed as follows:

#### a. 1.25 units from the following:

CUL 120	Introduction to Wine
CUL 162A	Simply Appetizers
CUL 162B	Cooking of the Fall: Soups, Stews, and Chilies
CUL 162C	Soups for All Seasons
CUL 162D	The Art of Slow Cooking
CUL 169A	The Fine Art of Sushi Making I
CUL 169B	The Fine Art of Sushi Making II
CUL 169C	Exploring the World of Pizza
CUL 171	The Art and Science of Sauces and Saucemaking
CUL 172A	Middle Eastern Cuisine
CUL 172B	The Cuisine of India
CUL 172C	Mexican Regional Cuisine
CUL 226	Food and Wine



#### b. 2 units from the following:

CUL 163A	Home Comfort Desserts
CUL 163B	High Altitude and Experimental Baking
CUL 163C	Restaurant-Style Desserts
CUL 163D	The Art of Baking Bread
CUL 163E	Making a Gingerbread House
CUL 163F	Cookie Mastery
CUL 163G	Breakfast Breads and Pastries
CUL 163H	International Breads, Pastries, Candies, and Desserts
CUL 163J	Cakes, Tortes, Fillings, and Icings
CUL 163K	The Essential Flatbreads: Naan, Injera, Tortillas, and More
CUL 163L	Pies, Tart, and Galettes
CUL 163M	Frozen Specialties: Ice Creams, Gelato, Sorbet, Ices, and Frozen Desserts
CUL 166	Summer Foods: Salads, Cold Soups, Grilling, and Fruit Desserts
CUL 172E	Italian Regional Cuisine
CUL 172G	Contrasts in Flavor: Vietnamese and Thai Cooking

**TOTAL UNITS IN MAJOR (including required courses) = 29.25**

## C. ELECTIVE UNITS to bring the total to 90.

# Early Childhood Education

The Early Childhood Education degree is designed to provide students with the knowledge and instruction that will promote their understanding of the child's development from birth through age eight. Classes will prepare students to understand and successfully interact with children, and to enter a variety of professions serving children and their families. Many of the instructors in this program currently manage their own schools, therefore providing practical information and experience as well as teaching an excellent theoretical basis. Experience in the field is required through coursework to provide a solid and thorough educational experience.

The ECE program offers coursework required by the State of California Department of Social Services and for licensing by the Commission on Teacher Credentialing for the Child Development Permit. See box to the right for the specific coursework and requirements.

### *Student Learning Outcomes for this major are:*

- Evaluate the needs, the characteristics, and the multiple influences on development of children birth to age eight as related to high quality care and education of young children.
- Design, implement, and evaluate environments and activities that support positive, developmental play and learning outcomes for all children.
- Apply effective guidance and interaction strategies that support all children's social learning, identity, and self-confidence.
- Develop strategies that promote partnerships between programs, teachers, families, and their communities.
- Demonstrate ethical standards and professional behaviors that deepen understanding, knowledge, and commitment to the early childhood profession.

## A. GENERAL EDUCATION REQUIREMENTS

(See pages 45-46 for details).

## B. REQUIRED COURSES

40 units distributed as follows:

### 1. All courses from the following:

ECE 100	Health, Safety and Nutrition for Young Children
ECE 101	Introduction to Early Childhood Education
ECE 102/PSY 102	Child and Adolescent Development
ECE 103	Child, Family and Community
ECE 110	Curriculum Development in Early Childhood Education Programs
ECE 124	Observation and Assessment
ECE 126	Teaching in a Diverse Society
ECE 202	Practicum in Early Childhood Programs - Field Experience

### 2. Two courses from the following:

ECE 109	Children's Literature
ECE 120	Creative Experiences for Young Children
ECE 121	Math and Science Experiences for Young Children
ECE 125	Positive Child Guidance
ECE 127	Infants and Toddlers: Development and Care
ECE128	Principles of Supervision
ECE 129	The Exceptional Child
ECE 203	Administration and Supervision of Early Childhood Programs
ECE 204	Advanced Administration and Supervision of Early Childhood Programs

## C. ELECTIVE UNITS to bring the total to 90.

## Early Childhood Education

Classes offered at LTCC meeting California State Licensing and Child Development Permit requirements  
(All units listed are quarter units):

### California State Licensing:

**Aide** - requires any 9 units of ECE

**Teacher** - requires 18 ECE units:

ECE/PSY 102

ECE 103

ECE 110

And two of the following curriculum courses:

ECE 109, ECE 120, ECE 121

### Child Development Permit (Educational requirements):

**Assistant** - 9 units of ECE

**Associate Teacher** - 18 ECE units:

ECE/PSY 102

ECE 103

ECE 110

And any two of the following curriculum courses:

ECE 109, 120, or 121

**Teacher** - Core ECE units:

ECE/PSY 102

ECE 103

ECE 110

And any combination of the following to equal 36 units:

ECE 100, 101, 109, 120, 121, 125, 127, 128, 129,

202, 203, and 204, as well as 24 general education units.

**Site Supervisor** - Associate Degree (or 90 units) with 36 units of ECE including:

ECE/PSY 102; ECE 103, ECE 203 and 204

ECE 128

and any curriculum course ECE 109, 110, 120 or 121), as well as 24 general education units.

For more information,  
contact Michelle Sower, (530) 541-4660 x288

# English

The English degree is dedicated to helping students become life-long learners and to fostering the values of rigorous investigation, open-mindedness, collaboration, self-understanding, and respect for knowledge. The Associate Degree in English develops critical thinking skills through the study of persuasive argumentation, creative writing, and critical analysis of literature. Courses offer a varied perspective on the world, guiding students in literary and rhetorical investigation from a number of critical approaches, including sociological, historical, and psychological, among others. In addition to building a passion for literature, the degree will provide students with higher skills in written communication. By mastering the methods of written responses to literature, students will enter a wide variety of careers (including teaching, writing, editing, public relations, marketing, and law) better able to communicate and persuade.

## *Student Learning Outcomes for this major are:*

- Recognize, understand, and apply the rhetorical strategies of argumentation.
- Identify and implement the artistic principles of fiction, poetry, and creative non-fiction.
- Interpret literature in its historical and cultural context.
- Recognize the basic principles, varied approaches, and history of literary criticism.
- Analyze and evaluate creative and argumentative writing through the application of the principles of complex critical analysis.

## A. GENERAL EDUCATION REQUIREMENT

(See pages 45-46 for details).

## B. REQUIRED COURSES

38 units distributed as follows:

### 1. 10 units from:

- ENG 101 Reading and Composition  
ENG 103 Critical Reasoning: Writing the Research Paper

**NOTE: 6 semester units of equivalent coursework also meets this requirement.**

### 2. 4 units from:

- ENG 102 Introduction to Literature  
ENG 205 Introduction to Poetry  
ENG 206 The Short Story

### 3. 4 units from:

- ENG 107 Cross-Cultural Literature  
ENG 108 Women in Literature  
ENG 218 Literature into Film  
ENG 219B Topics in Literature: The Bible as/in Literature  
ENG 219D Topics in Literature: Ernest Hemingway, Life into Art  
ENG 219F Topics in Literature: Virginia Woolf and Dangerous Words  
ENG 219G Topics in Literature: English Romantic Poets: Passion, Nature, Poetry, and the Self  
ENG 219H Topics in Literature: Paris in the Early 1900s, Writers in Exile  
ENG 219J Topics in Literature: Edgar Allan Poe  
ENG 219K Topics in Literature: The Literary Memoir  
ENG 219L Topics in Literature: Travel Writing  
ENG 221 Literature of Nature

### 4. 12 units from:

- ENG 113 Introduction to Shakespeare  
ENG 212 English Literature I: From Beowulf's Monsters to Milton's Paradise  
ENG 213 English Literature II: From Swift's Satire to the Passions of the Romantics  
ENG 214 English Literature III: Victorian Values and Modern Masterpieces

### 5. 4 units from:

- ENG 207 Introduction to Creative Writing  
ENG 208A Creative Writing Workshop: Introduction to the Art of Fiction  
ENG 209 Creative Writing: Poetry  
ENG 211 Creative Nonfiction

### 6. 4 units from:

- a. ENG 200 Masterpieces of the Ancient and Medieval Worlds  
ENG 201 Masterpieces of the Renaissance and Modern World  
ENG 202 Masterpieces of the Modern World  
b. ENG 215 American Literature I: Culture, Rhetoric, and Beauty in Early America  
ENG 216 American Literature II: Fertile Ground for Transcendent Voices  
ENG 217 American Literature III: Reality and Truth in Twentieth Century America

## C. ELECTIVE UNITS to bring the total to 90.





# Fire Science

This is an Accredited Regional Training Program through the California State Fire Marshal and the State Board of Fire Services

## Firefighting & Emergency Operations

(Formerly Fire Science)

The Firefighting and Emergency Operations degree is designed to give students the required knowledge to pursue entry-level municipal or wildland fire service careers. Students will gain a broad working knowledge of the many aspects of fire service organization and operations, proper use of fire equipment, tactics and strategies of fire fighting, specialized job skills, and management techniques. The Firefighting and Emergency Operations program emphasizes critical thinking skills in the examination and analysis of modern fire service issues and the strengthening of effective written and oral communication skills.

This program follows the United States Fire Administration's National Fire Academy, Fire and Emergency Services (FSHE) Higher Education Model.

### *Student Learning Outcomes for this major are:*

- Identify minimum qualifications and entry-level skills for firefighter hiring.
- Analyze, appraise and evaluate fire and emergency incidents and identify components of emergency management and firefighter safety.
- Comprehend laws, regulations, codes and standards that influence fire department operations, and identify regulatory and advisory organizations that create and mandate them, especially in the areas of fire prevention, building codes and ordinances, and firefighter health and safety.
- Analyze the causes of fire, determine extinguishing agents and methods, differentiate the stages of the fire and fire development, and compare methods of heat transfer.
- Identify and describe common types of building construction and conditions associated with structural collapse and firefighter safety.
- Differentiate between fire detection and fire suppression systems.

◆◆◆

### **A. GENERAL EDUCATION REQUIREMENT**

(See pages 45-46 for details).

### **B. REQUIRED COURSES**

31.5 – 32.5 units distributed as follows:

#### 1. All courses from the following:

FIR 101	Fire Protection Organization
FIR 102	Fundamentals of Fire Prevention
FIR 103	Fire Protection Equipment and Systems
FIR 104	Building Construction for Fire Protection
FIR 105	Fire Behavior and Combustion
FIR 106	Principles of Fire and Emergency Services Safety & Survival

#### 2. Choose a minimum of 7.5 units from:

FIR 153	Fire Hydraulics
FIR 167	Wildland Fire Safety & Hand Crew Operations
HEA 141	Emergency Medical Technician I

### **C. ELECTIVE UNITS to bring the total to 90.**

## Fire Officer

The Fire Officer degree prepares students for supervisory-level careers in the fire service. Coursework includes Fireground Command and Tactics, Personnel Management, Instructional Techniques, Fire Prevention, and Fire Origin and Cause Determination.

Students successfully completing the necessary coursework and meeting additional industry-specific requirements are eligible for California State Fire Marshal certification as a Fire Officer. All courses must be completed with a grade of C or better.

This program follows the United States Fire Administration's National Fire Academy - Fire and Emergency Services Higher Education (FESHE) Model and meets the components of the National Fire Protection's (NFPA) Professional Qualifications Standard 1021 for Company Officers as adopted by the California State Fire Marshal and the State Board of Fire Services.

Note: It is recommended that students participating in these courses have previously completed FIR 101, FIR 102, FIR 103, FIR 104, FIR 105, and FIR 106 or have experience as a volunteer or full-time firefighter. In order to be certified by the State Board of Fire Services as a Fire Officer, students must have two years experience as a full-time firefighter or four years experience as a volunteer.

### *Student Learning Outcomes for this major are:*

- Analyze and assess causes of firefighter fatalities and injuries and safety measures to protect personnel.
- Define operational priorities for a major incident involving hazardous materials.
- Identify and describe the three major elements of wildland fire behavior; fuel, weather and topography and describe how they influence fire behavior.
- Analyze the relationship between fire prevention efforts and resulting reduction of life and property loss in the United States.
- Analyze burn patterns and apply techniques utilized to determine fire origin.
- Identify and describe the reporting relationships within the Incident Command System.

◆◆◆

### **A. GENERAL EDUCATION REQUIREMENT**

(See pages 45-46 for details).

### **B. REQUIRED COURSES**

33.75 units distributed as follows:

#### 1. All courses from the following:

FIR 171A:	Fire Command 1A
FIR 171B:	Fire Command 1B
FIR 171C:	Fire Command 1C
FIR 172A:	Training Instructor 1A
FIR 172B:	Training Instructor 1B
FIR 172C:	Training Instructor 1C
FIR 173A:	Fire Investigation 1A
FIR 174A:	Fire Management 1A
FIR 175A:	Fire Prevention 1A
FIR 175B:	Fire Prevention 1B
FIR 176:	Intermediate Incident Command System

### **C. ELECTIVE UNITS to bring the total to 90.**

# Humanities

The Humanities degree is designed to provide an opportunity for study in several areas of Western civilization. The Humanities major is broad-based, allowing students to take courses in several fields - including literature and philosophy; the history of art, music, or theatre; languages; and the all-inclusive humanities courses. The relationship of Western ideas and thought between the various fields of study is encouraged. Courses will also strengthen oral and written communication skills.

### *Student Learning Outcomes for this major are:*

- Acquire a broadly-based view of Western cultural achievements;
- Recognize the historical importance of and relationships between various cultural areas.
- Recognize and understand individual works of art, music, drama, and literature in terms of the appropriate style or time.
- Place contributions by writers, composers, and artists within a historical time period.
- Recognize influences and create connections between the various arts, literature, and philosophy.
- Understand major developments in Western history and their influence on the arts, philosophy, and literature.
- Apply acquired foreign language skills to other areas of learning, as necessary and appropriate.



## A. GENERAL EDUCATION REQUIREMENTS

(See pages 45-46 for details).

## B. REQUIRED COURSES

32-34 units distributed as follows:

### 1. History/Humanities, two courses from (a) or (b); both courses must be in the same sequence.

- |    |          |  |
|----|----------|--|
| a. | HIS 101  | History of Western Civilization I                                |
|    | HIS 102  | History of Western Civilization II                               |
|    | HIS 103  | History of Western Civilization III                              |
|    | HIS 127A | The History of World Civilizations from Pre-history to 1000 C.E. |
|    | HIS 127B | The History of World Civilizations from 1000 to 1800 C.E.        |
|    | HIS 127C | The History of World Civilizations from 1750 C.E. to the Present |
| b. | HUM 101  | Ancient Western World  |
|    | HUM 102  | The Middle Ages, Renaissance, and Baroque Eras                   |
|    | HUM 103  | The Modern World   |

Select 6 courses with a maximum of 2 from any one area:

### 2. Philosophy and Religion:

- |          |  |
|----------|--|
| PHI 101  | Introduction to Philosophy             |
| PHI 103A | History of Western Philosophy - Early  |
| PHI 103B | History of Western Philosophy - Modern |
| PHI 205  | Contemporary Moral Issues              |
| PHI 210  | Existentialism                         |
| REL 101  | Old Testament                          |
| REL 102  | New Testament                          |
| REL 103  | World Religions                        |
| REL 104  | Introduction to Religious Studies      |
| REL 105  | Eastern Religious Traditions           |
| REL 107  | The Principle Teachings of Buddhism    |

### 3. Literature:

- |         |                            |
|---------|----------------------------|
| ENG 102 | Introduction to Literature |
| ENG 107 | Cross-cultural Literature  |
| ENG 108 | Women in Literature        |

- |         |   |
|---------|---|
| ENG 113 | Introduction to Shakespeare   |
| ENG 200 | Masterpieces of the Ancient and Medieval Worlds                             |
| ENG 201 | Masterpieces of the Renaissance and Modern World                            |
| ENG 202 | Masterpieces of the Modern World  |
| ENG 205 | Introduction to Poetry  |
| ENG 206 | The Short Story   |
| ENG 212 | English Literature I: From Beowulf's Monsters to Milton's Paradise          |
| ENG 213 | English Literature II: From Swift's Satire to the Passions of the Romantics |
| ENG 214 | English Literature III: Victorian Values and Modern Masterpieces            |
| ENG 215 | American Literature I: Culture, Rhetoric, and Beauty in Early America       |
| ENG 216 | American Literature II: Fertile Ground for Transcendent Voices              |
| ENG 217 | American Literature III: Reality and Truth in Twentieth Century America     |
| HUM 105 | Mythology   |

### 4. Music and Theatre:

- |          |                                     |
|----------|-------------------------------------|
| MUS 101  | Music Listening and Appreciation    |
| MUS 102  | Survey of Music History I           |
| MUS 103  | Survey of Music History II          |
| THE 112A | History of Film: Beginnings to 1945 |
| THE 112B | History of Film: 1945 to 1965       |
| THE 112C | History of Film: 1965 to Present    |

### 5. Art:

- |         |  |
|---------|--|
| ART 101 | Art History: Prehistoric - Islamic         |
| ART 102 | Art History: Medieval Europe - Renaissance |
| ART 103 | Art History: Baroque - Contemporary        |
| ART 106 | Artists' Lives                             |
| ART 107 | Art of the Americas                        |
| ART 141 | The History of Photography                 |

### 6. World Languages, two courses from any one language:

- |         |  |
|---------|--|
| FRE 102 | Elementary French II                                     |
| FRE 103 | Elementary French III                                    |
| GER 102 | Elementary German II                                     |
| GER 103 | Elementary German III                                    |
| ITA 102 | Elementary Italian II                                    |
| ITA 103 | Elementary Italian III                                   |
| JPN 102 | Elementary Japanese II                                   |
| JPN 103 | Elementary Japanese III                                  |
| JPN 201 | Intermediate Japanese I                                  |
| JPN 202 | Intermediate Japanese II                                 |
| JPN 203 | Intermediate Japanese III                                |
| SNL 102 | Sign Language: American Sign Language - Elementary II    |
| SNL 103 | Sign Language: American Sign Language - Elementary III   |
| SNL 201 | Sign Language: American Sign Language - Intermediate I   |
| SNL 202 | Sign Language: American Sign Language - Intermediate II  |
| SNL 203 | Sign Language: American Sign Language - Intermediate III |
| SPA 102 | Elementary Spanish II                                    |
| SPA 103 | Elementary Spanish III                                   |
| SPA 201 | Intermediate Spanish I                                   |
| SPA 202 | Intermediate Spanish II                                  |
| SPA 203 | Intermediate Spanish III                                 |
| SPA 212 | Introduction to Spanish Literature                       |

## C. ELECTIVE UNITS to bring the total to 90.

# Liberal Arts

The Liberal Arts degree is designed for students who desire the benefits of fulfilling the general education requirements for transfer and the opportunity to pursue a specific area of emphasis.

## **Student Learning Outcomes for this major are:**

- Demonstrate a solid foundation in oral and written communication and mathematics.
- Develop a broad understanding and awareness of the nature of living things and the physical environment.
- Recognize the broad spectrum of achievement and theory in the arts, the culture, and society.
- Enhance the ability to adapt, respond, and grow in a changing world.
- Gain in-depth knowledge in one of the following areas of emphasis: Arts and Humanities, Social Sciences, or Mathematics and Science.

## **A. GENERAL EDUCATION REQUIREMENTS**

### **Complete one of the following general education patterns:**

1. The Intersegmental General Education Transfer Curriculum (IGETC) with a grade of "C" or better in all courses.
2. The California State University General Education Breadth pattern. NOTE: at least 45 units must be completed with a minimum grade of "C". In addition, students must have a minimum of "C" in areas A1, A2, A3 & B4.

## **B. AREA OF EMPHASIS:**

Students must complete 27 transferable units in one of the following areas of emphasis: Arts and Humanities, Social Sciences, or Mathematics and Science.

### **1. ARTS AND HUMANITIES EMPHASIS**

The Arts and Humanities area of emphasis is an interdisciplinary option for students who desire a broad study in disciplines that include Art, English, Humanities, Music, Languages, Philosophy, and Theatre. The Arts and Humanities area of emphasis will help students prepare for transfer to a university in potential majors such as fine arts, English, linguistics, theatre, art history, philosophy, and related fields. Courses completed to satisfy the area of emphasis requirements below may also count toward satisfying university transfer general education requirements. Students are advised to consult with a counselor to develop an education plan that is appropriate to accomplish their academic goals.

**Select a minimum of 27 units, with at least one course from the Arts and one course from the Humanities:**

#### **Arts:**

<b>Art</b>	
ART 101	Art History: Prehistoric - Islamic
ART 102	Art History: Medieval Europe - Renaissance
ART 103	Art History: Baroque - Contemporary
ART 104	Discovering and Developing Creative Imagination I
ART 105	Discovering and Developing Creative Imagination II
ART 106	Artists' Lives
ART 107	Art of the Americas
ART 111	Two-Dimensional Design
ART 112	Two- and Three-Dimensional Design
ART 113	Three-Dimensional Design
ART 114	Beginning Drawing from Observation

ART 115	Drawing: Wet Media
ART 116	Drawing: Concept and Image
ART 117	Landscape Drawing
ART 118	Color
ART 141	The History of Photography
ART 210	Watercolor Painting
ART 211	Painting I
ART 212	Painting II
ART 213	Beginning Life Drawing
ART 214	Advanced Drawing from Observation
ART 217	Sculpture: Modeling and Casting
ART 218	Sculpture: Modeling and Carving
ART 219A	Metal Sculpture I
ART 219B	Metal Sculpture II
ART 220	Figure Sculpture
ART 221	Printmaking

#### **English**

ENG 218	Literature Into Film
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#### **Music**

MUS 101	Music Listening and Appreciation
MUS 102	Survey of Music History I
MUS 103	Survey of Music History II
MUS 104A	History of Musical Theatre
MUS 104B	History of Rock Music
MUS 104C	Music of the World

#### **Theatre**

THE 101	Introduction to Theatre
THE 104A	History of Musical Theatre
THE 105	Introduction to Acting
THE 106A	Fundamentals of Acting: Voice/Dialects
THE 106B	Fundamentals of Acting: Movement
THE 106C	Fundamentals of Acting: Styles
THE 108	Improvisational Theatre
THE 112A	History of Film: Beginnings to 1945
THE 112B	History of Film: 1945 to 1965
THE 112C	History of Film: 1965 to Present
THE 126	Musical Theatre Techniques
THE 128A/B/C/D	Production Techniques

#### **Humanities:**

##### **Anthropology**

ANT 107	Magic, Witchcraft, and Religion
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##### **English**

ENG 102	Introduction to Literature
ENG 107	Cross-Cultural Literature
ENG 108	Women in Literature
ENG 113	Introduction to Shakespeare
ENG 200	Masterpieces of the Ancient and Medieval Worlds
ENG 201	Masterpieces of the Renaissance and Modern World
ENG 202	Masterpieces of the Modern World
ENG 205	Introduction to Poetry
ENG 206	The Short Story
ENG 207	Introduction to Creative Writing
ENG 208A	Creative Writing Workshop: Introduction to the Art of Fiction

# Liberal Arts cont.

ENG 212	English Literature I: From Beowulf's Monsters to Milton's Paradise
ENG 213	English Literature II: From Swift's Satire to the Passions of the Romantics
ENG 214	English Literature III: Victorian Values and Modern Masterpieces
ENG 215	American Literature I: Culture, Rhetoric, and Beauty in Early America
ENG 216	American Literature II: Fertile Ground for Transcendent Voices
ENG 217	American Literature III: Reality and Truth in Twentieth Century America
ENG 221	Literature of Nature

## Ethnic Studies

ETH 201	Mexican-American Culture
ETH 202A	Mexican-American History: Pre-Columbian to 1848
ETH 202B	Mexican-American History: 1848 to 1960
ETH 202C	Mexican-American History: 1960 to Present
ETH 203A	History of Mexico: Pre-Columbian to 1821
ETH 203B	History of Mexico: 1821 to 1910
ETH 203C	History of Mexico: 1910 to Present

## World Languages

FRE 101	Elementary French I
FRE 102	Elementary French II
FRE 103	Elementary French III
GER 101	Elementary German I
GER 102	Elementary German II
GER 103	Elementary German III
ITA 101	Elementary Italian I
ITA 102	Elementary Italian II
ITA 103	Elementary Italian III
JPN 101	Elementary Japanese I
JPN 102	Elementary Japanese II
JPN 103	Elementary Japanese III
JPN 201	Intermediate Japanese I
JPN 202	Intermediate Japanese II
JPN 203	Intermediate Japanese III
SNL 101	Elementary American Sign Language I
SNL 102	Elementary American Sign Language II
SNL 103	Elementary American Sign Language III
SNL108	American Deaf Culture I
SNL 201	Intermediate American Sign Language I
SNL 202	Intermediate American Sign Language II
SNL 203	Intermediate American Sign Language III
SPA 101	Elementary Spanish I
SPA 102	Elementary Spanish II
SPA 103	Elementary Spanish III
SPA 110	Hispanic Civilization and Culture
SPA 201	Intermediate Spanish I
SPA 202	Intermediate Spanish II
SPA 203	Intermediate Spanish III
SPA 210	Advanced Spanish Grammar and Composition I
SPA 211	Advanced Spanish Grammar and Composition II
SPA 212	Introduction to Spanish Literature

## History

HIS 101	History of Western Civilization I
HIS 102	History of Western Civilization II
HIS 103	History of Western Civilization III
HIS 109	Women in American History
HIS 110	Minority and Multicultural History of the United States
HIS 111	History of the United States from the Colonial Period through the 18th Century
HIS 112	History of the United States in the 19th Century
HIS 113	History of the United States in the 20th Century
HIS 127A	The History of World Civilizations from Pre-history to 1000 C.E.
HIS 127B	The History of World Civilizations from 1000 to 1800 C.E.
HIS 127C	The History of World Civilizations from 1750 C.E. to the Present

## Humanities

HUM 101	Ancient Western World
HUM 102	The Middle Ages, Renaissance, and Baroque Eras
HUM 103	The Modern World
HUM 105	Mythology

## Philosophy

PHI 101	Introduction to Philosophy
PHI 103A	History of Western Philosophy – Early
PHI 103B	History of Western Philosophy – Modern
PHI 205	Contemporary Moral Issues
PHI 210	Existentialism
PHI 218	Philosophy of Religion

## Religion

REL 101	Old Testament
REL 102	New Testament
REL 103	World Religions
REL 104	Introduction to Religious Studies
REL 105	Eastern Religious Traditions
REL 107	The Principle Teachings of Buddhism

## 2. SOCIAL SCIENCES EMPHASIS

The Social Sciences area of emphasis is an interdisciplinary option for students who desire a broad study in the social science disciplines that includes Criminal Justice, Anthropology, Early Childhood Education, Economics, History, Political Science, Psychology, and Sociology. The Social Sciences area of emphasis will help students prepare for transfer to a university in potential majors such as anthropology, sociology, history, business, economics, psychology, political science, and related fields. Courses completed to satisfy the area of emphasis requirements below may also count toward satisfying university transfer general education requirements. Students are advised to consult with a counselor to develop an education plan that is appropriate to accomplish their academic goals.

Select a minimum of 27 units from at least 2 of the following disciplines:

### Anthropology

ANT 101	Introduction to Archaeology
ANT 102	Cultural Anthropology
ANT 104	Area Studies in Cultural Anthropology
ANT 107	Magic, Witchcraft, and Religion
ANT 108	Introduction to Language and Culture



# Liberal Arts cont.

**Business**

BSN 100 Introduction to Business

**Communications**

COM 122 Mass Media and Society

**Criminal Justice**

CRJ 101 Introduction to Criminal Justice

**Early Childhood Education**

ECE 102 Child and Adolescent Development

ECE 103 Child, Family, and Community

**Economics**

ECO 101 Principles of Economics (Macro)

ECO 102 Principles of Economics (Micro)

**Ethnic Studies**

ETH 201 Mexican-American Culture

ETH 202A Mexican-American History: Pre-Columbian to 1848

ETH 202B Mexican-American History: 1848 to 1960

ETH 202C Mexican-American History: 1960 to Present

ETH 203A History of Mexico: Pre-Columbian to 1821

ETH 203B History of Mexico: 1821 to 1910

ETH 203C History of Mexico: 1910 to Present

**Geography**

GEG 102 Human Geography

GEG 103 World Regional Geography

GEG 106 California Geography

GEG 114 Economic Geography

**History**

HIS 101 History of Western Civilization I

HIS 102 History of Western Civilization II

HIS 103 History of Western Civilization III

HIS 104 Early California History

HIS 105 Modern California History

HIS 109 Women in American History

HIS 110 Minority and Multicultural History of the United States

HIS 111 History of the United States from the Colonial Period through the 18th Century

HIS 112 History of the United States in the 19th Century

HIS 113 History of the United States in the 20th Century

HIS 127A The History of World Civilizations from Pre-history to 1000 C.E.

HIS 127B The History of World Civilizations from 1000 to 1800 C.E.

HIS 127C The History of World Civilizations from 1750 C.E. to the Present

**Political Science**

POL 101 United States Government

POL 107 Political Theory

**Psychology**

PSY 101 General Psychology

PSY 102 Child and Adolescent Development

PSY 103 Adult Development

PSY 104 Social Psychology

PSY 108 Health Psychology

PSY 202 Abnormal Psychology

PSY 211 Research Methods and Design

**Religion**

REL 104 Introduction to Religious Studies

**Sociology**

SOC 101 Introduction to Sociology

SOC 102 Marriage, Families, and Intimate Relationships

SOC 103 Social Problems

SOC 104 Deviance

SOC 106 Crime and Society

SOC 107 Race and Ethnic Relations

SOC 111 Sociology of Popular Culture

SOC 114 Gender

**Speech**

SPE 102 Intercultural Communications

### 3. MATHEMATICS AND SCIENCE EMPHASIS

The Mathematics and Science area of emphasis is an interdisciplinary option for students who desire a broad study in the natural science disciplines that include Anthropology, Astronomy, Biology, Chemistry, Geology, Physical Science, Physics and Math. The Mathematics and Science area of emphasis will help students prepare for transfer to a university in potential majors such as math, the biological sciences, the physical sciences, and related fields. Courses completed to satisfy the area of emphasis requirements below may also count toward satisfying university transfer general education requirements. Students are advised to consult with a counselor to develop an education plan that is appropriate to accomplish their academic goals.

**Select a minimum of 27 units, with at least one course from Math, one course from Physical Sciences, and one course from the Biological Sciences:**

**Mathematics (minimum 1 course):**

**Math**

MAT 102 Survey of Mathematical Ideas

MAT 103A College Algebra (Part I)

MAT 103B College Algebra (Part II)

MAT 104 College Trigonometry

MAT 105 Calculus and Analytic Geometry (Part I)

MAT 106 Calculus and Analytic Geometry (Part II)

MAT 107 Calculus and Analytic Geometry (Part III)

MAT 109 Mathematics for Elementary Education

MAT 118 Calculus for Business and Social Sciences

MAT 201 Elementary Statistics

MAT 202 Calculus and Analytic Geometry (Part IV)

MAT 203 Linear Algebra

MAT 204 Differential Equations

# Liberal Arts cont.

## Physical Sciences (minimum 1 course):

### Chemistry

CHM 100	Introduction to General Chemistry
CHM 101	General Chemistry I
CHM 102	General Chemistry II
CHM 103	General Chemistry III
CHM 116	Introduction to Organic Chemistry
CHM 117	Introduction to Biological Chemistry
CHM 201	Fundamentals of Organic Chemistry I
CHM 202	Fundamentals of Organic Chemistry II

### Geography

GEG 101	Physical Geography
GEG 108	Water Resources
GEG 113	Meteorology
GEG 115	Extreme Weather and Climate Change

### Geology

GEL 101	Geology of California
GEL 102	Physical Geology
GEL 103	History of the Earth and its Life
GEL 108	Environmental Geology
GEL 110	Geology of the National Parks and Monuments

### Physical Science

PHS 111	Astronomy
PHS 116	Oceanography

### Physics

PHY 104	General Physics I
PHY 105	General Physics II
PHY 106	General Physics III
PHY 107	General Physics (Calculus) – Mechanics
PHY 108	General Physics (Calculus) – Waves, Thermodynamics, and Light
PHY 207	General Physics (Calculus) – Electricity and Magnetism
PHY 208	General Physics (Calculus) – Modern Physics

## Biological Sciences (minimum 1 course)

### Anthropology

ANT 103	Physical/Biological Anthropology
---------	----------------------------------

### Biological Sciences

BIO 101	Principles of Biology I
BIO 102	Principles of Biology II
BIO 103	Principles of Biology III
BIO 110	Introduction to Cell and Molecular Biology
BIO 111	Introduction to Plant and Animal Biology
BIO 115	Forensics
BIO 149	Ecology
BIO 201	Botany
BIO 203	Human Anatomy and Physiology I
BIO 204	Human Anatomy and Physiology II
BIO 205	Human Anatomy and Physiology III
BIO 210	Microbiology
BIO 212	Zoology

### Psychology

PSY 210	Introduction to Biological Psychology
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## C. ELECTIVE UNITS to bring the total to 90.



# Mathematics

The role of mathematics is vital and growing, providing solutions to problems in a wide range of sciences: social, biological, physical, behavioral, and management. The program leading to the AA and the AS-T degrees provides students with the foundation necessary for understanding and expressing ideas in science, engineering, and human affairs. Mathematics is integrally related to computer science and statistics, which have proven invaluable to advancing research and modern industrial technology.

## *Student Learning Outcomes for this major are:*

- Engage in logical and critical thinking.
- Read technical information.
- Demonstrate the solution to problems by translating written language into mathematical statements, interpreting information, sketching relevant diagrams, analyzing given information, formulating appropriate math statements, and checking and verifying results.

## Associate Degree



### A. GENERAL EDUCATION REQUIREMENTS

(See pages 45-46 for details).

### B. REQUIRED COURSES

34 units distributed as follows:

#### 1. All courses from the following:

MAT 105	Calculus and Analytic Geometry (Part I)
MAT 106	Calculus and Analytic Geometry (Part II)
MAT 107	Calculus and Analytic Geometry (Part III)
MAT 202	Calculus and Analytic Geometry (Part IV)

#### 2. Two courses from the following:

MAT 201	Elementary Statistics
MAT 203	Linear Algebra
MAT 204	Differential Equations

#### 3. One course from the following:

CIS 120A	Computer Programming I
CIS 120B	Computer Programming II
CIS 120C	Computer Programming III

### C. ELECTIVE UNITS to bring the total to 90.

## Transfer Degree

The Mathematics AS-T degree is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus, but not to a particular campus or major. More information can be found on page 49. Students are strongly encouraged to see a counselor if considering this transfer option.

To obtain the AS-T degree, students must complete the following requirements with a minimum cumulative grade point average (GPA) of 2.0:

- The Math AS-T major requirements below. These requirements must be completed with a grade of "C" or better.
- The California State University General Education – Breadth (CSUGE) or the Intersegmental General Education Transfer Curriculum (IGETC) requirements.
- Any needed transferable electives to reach a total of 90 CSU transferable quarter units.

### A. GENERAL EDUCATION REQUIREMENTS

(See pages 45-46 for details).

### B. REQUIRED COURSES

29-30 units distributed as follows:

#### 1. All courses from the following:

MAT 105	Calculus and Analytic Geometry (Part I)
MAT 106	Calculus and Analytic Geometry (Part II)
MAT 107	Calculus and Analytic Geometry (Part III)
MAT 202	Calculus and Analytic Geometry (Part IV)

#### 2. Two courses from the following:

MAT 203	Linear Algebra
MAT 204	Differential Equations
CIS 120A	Computer Programming I
CIS 120B	Computer Programming II

### C. ELECTIVE UNITS to bring the total to 90.

# Medical Office Assistant

## Administrative

The Medical Office Assistant: Administrative degree is designed to provide students with essential knowledge and skills to assume responsible administrative positions in medical offices. The core curriculum in the Medical Office Assistant: Administrative program focuses on the effective use of medical terminology and the mechanics of medical coding and billing procedures. Additional courses emphasize contemporary medical office technology skills such as effective computer files management, data entry, and word processing. Students will develop solid skills in bookkeeping/accounting, math, and oral communication as well as an in depth understanding and appreciation of ethical issues related to employment in a medical office.

### Student Learning Outcomes for this major are:

- Demonstrate effective use of advanced medical terminology.
- Identify, evaluate, and appropriately apply principles of medical office administration and demonstrate competency in performing administrative clerical duties.
- Demonstrate accuracy in common medical insurance billing and coding procedures to ensure proper reimbursement.



### A. GENERAL EDUCATION REQUIREMENTS

(See pages 45-46 for details).

### B. REQUIRED COURSES

33.75 units distributed as follows:

#### 1. All courses from the following:

HEA 149	Introduction to Medical Ethics and Law
MOA 235	Introduction to Administrative Medical Assisting
MOA 236	Basic Principles of Medical Coding
MOA 237	Medical Insurance Billing
MOA 238	Medical Terminology, Part 1
MOA 240	Medical Terminology, Part 2

#### 2. 10 units distributed as follows:

CAO 120	Word Processing
CAO 157A	Introduction to Microsoft Outlook
BSN 104	Business Communications

#### 3. 4 units from the following:

BSN110A	Principles of Accounting
BSN 152A	Fundamentals of Bookkeeping I
BSN 105	Professional Communication
SPE 102	Intercultural Communications
SPE 104	Speech Communication

### C. ELECTIVE UNITS to bring the total to 90.

## Clinical

The Medical Office Assistant: Clinical degree is designed to give students the required knowledge and skills to pursue entry-level, "back office" careers in medical offices. The core curriculum in the Medical Office Assistant: Clinical program focuses on the development of clinical competencies designed to effectively assist physicians in the diagnosis and treatment of patients. Students gain skills in patient assessment, taking and charting of medical history and vital signs, basic phlebotomy and injection procedures, administration of medication, assisting with minor office surgery, as well as a number of specialized patient care procedures. The program emphasizes the effective use of medical terminology and the basics of human anatomy and physiology. Additional courses highlight patient safety and the ethical issues related to employment in a medical office. Students will develop solid skills in bookkeeping/accounting, math, and oral communication.

### Student Learning Outcomes for this major are:

- Demonstrate effective use of advanced medical terminology.
- Perform all clinical duties associated with assisting a physician in the diagnosis and treatment of patients in a medical office setting.
- Demonstrate professional behaviors and attitudes consistent with the delivery of safe, ethical, legal, and compassionate patient care.



### A. GENERAL EDUCATION REQUIREMENTS

(See pages 45-46 for details).

### B. REQUIRED COURSES

29-31.25 units distributed as follows:

#### 1. 21 units distributed as follows:

HEA 149	Introduction to Medical Ethics and Law
MOA 133	Work Experience-Internship ( <i>minimum 1 unit</i> )
MOA 228	Clinical Techniques I
MOA 229	Clinical Techniques II
MOA 230	Clinical Techniques III
MOA 235	Introduction to Administrative Medical Assisting
MOA 238	Medical Terminology, Part 1
MOA 240	Medical Terminology, Part 2

#### 2. A minimum of 8 units from the following:

HEA 106	Emergency Response
HEA 141	Emergency Medical Technician I
HEA 144A/B	Certified Phlebotomy Technician I
HEA 145	Nursing Assistant Training Program
BIO 120	Introduction to Human Anatomy & Physiology
COU 120	Introduction to Alcohol & Drug Studies
COU 121	Physical, Chemical, and Behavioral Effects of Alcohol & Drugs
PSY 101	General Psychology
PSY 108	Health Psychology
BSN 105	Professional Communication
SPE 102	Intercultural Communications
SPE 104	Speech Communication

### C. ELECTIVE UNITS to bring the total to 90.



# Natural Science

The Natural Science degree provides students with an introduction to the nature of living things, our physical environment, matter, energy, and their interactions. The core areas covered by the degree are biology, chemistry, geology, geography, mathematics, and physics. Additionally, students pursuing this major have the option of exploring such diverse fields as environmental science, physical science, and psychology. Many of the courses emphasize exploration and study Lake Tahoe and the surrounding areas, a natural lab of outstanding beauty and richness.

## Student Learning Outcomes for this major are:

- Apply the scientific method to analyze science-related organisms, structures, processes, and issues on a local, regional, national, and global level.
- Illustrate and convey how the particulate nature of matter corresponds to the microscopic and macroscopic properties of substances.
- Dissect, model, and communicate the complexity of the natural environment into its component interconnected systems.

## A. GENERAL EDUCATION REQUIREMENTS

(See pages 45-46 for details).

## B. REQUIRED COURSES

30.5-39.5 units distributed as follows:

### 1. Three courses (minimum 15 units) selected from:

*(Courses under this section cannot be double-counted for Area B.3.)*

BIO 101	Principles of Biology I
BIO 102	Principles of Biology II
BIO 103	Principles of Biology III
CHM 101	General Chemistry I
CHM 102	General Chemistry II
CHM 103	General Chemistry III
GEG 101	Physical Geography
GEL 102	Physical Geology
GEL 103	History of the Earth and Its Life
PHY 104	General Physics I
PHY 105	General Physics II
PHY 106	General Physics III
PHY 107	General Physics (Calculus) - Mechanics
PHY 108	General Physics (Calculus) - Waves, Thermodynamics and Light
PHY 207	General Physics (Calculus) - Electricity and Magnetism
PHY 208	General Physics (Calculus) - Modern Physics

### 2. One course (4-5 units) selected from:

MAT 102	Survey of Mathematical Ideas
MAT 103A	College Algebra (Part I)
MAT 103B	College Algebra (Part II)
MAT 104	College Trigonometry
MAT 105	Calculus and Analytic Geometry (Part I)
MAT 106	Calculus and Analytic Geometry (Part II)
MAT 107	Calculus and Analytic Geometry (Part III)
MAT 118	Calculus for Business and Social Sciences
MAT 201	Elementary Statistics
MAT 202	Calculus and Analytic Geometry (Part IV)
MAT 203	Linear Algebra
MAT 204	Differential Equations

### 3. Three courses (11.5-17.25 units) selected from:

*(Courses under this section cannot be double-counted for Area B.1.)*

ANT 103	Physical/Biological Anthropology
BIO 101	Principles of Biology I
BIO 102	Principles of Biology II
BIO 103	Principles of Biology III
BIO 110	Introduction to Cell and Molecular Biology
<i>(May not be taken as an elective, if BIO 101 has been taken for credit)</i>	
BIO 111	Introduction to Plant and Animal Biology
<i>(May not be taken as an elective, if BIO 102 has been taken for credit)</i>	
BIO 115	Forensics

BIO 121	Musculoskeletal Anatomy
BIO 149	Ecology
BIO 201	Botany
BIO 203	Human Anatomy and Physiology I
BIO 204	Human Anatomy and Physiology II
BIO 205	Human Anatomy and Physiology III
BIO 210	Microbiology
BIO 212	Zoology
CHM 100	Introduction to General Chemistry
CHM 101	General Chemistry I
CHM 102	General Chemistry II
CHM 103	General Chemistry III
CHM 116	Introduction to Organic Chemistry
CHM 117	Introduction to Biological Chemistry
CHM 201	Fundamentals of Organic Chemistry I
CHM 202	Fundamentals of Organic Chemistry II
EVS 101	Environmental Science
GEG 101	Physical Geography
GEG 105	Conservation of Natural Resources
GEG 108	Water Resources
GEG 113	Meteorology
GEG 115	Extreme Weather and Climate Change
CIS 135A/GEG 134	Introduction to Geographic Information Systems
GEL 101	Geology of California
GEL 102	Physical Geology
GEL 103	History of the Earth and Its Life
GEL 108	Environmental Geology
GEL 110	Geology of the National Parks and Monuments
PHS 102	Survey of Concepts in Chemistry and Physics
PHS 111	Astronomy
PHS 116	Oceanography
PHY 104	General Physics I
PHY 105	General Physics II
PHY 106	General Physics III
PHY 107	General Physics (Calculus) - Mechanics
PHY 108	General Physics (Calculus) - Waves, Thermodynamics, and Light
PHY 207	General Physics (Calculus) - Electricity and Magnetism
PHY 208	General Physics (Calculus) - Modern Physics
PSY 210	Introduction to Biological Psychology

## C. ELECTIVE UNITS to bring the total to 90.

# Physical Education & Health

This major replaces the former Health, Physical Education and Dance major.

## Student Learning Outcomes for this major are:

- Describe foundational physiological, nutritional, health, and wellness principles.
- Apply the principles and practices that promote lifelong physical fitness and wellness.
- Critically analyze exercise, health, or wellness literature.



## A. GENERAL EDUCATION REQUIREMENT

(See pages 45-46 for details).

## B. CORE COURSES FOR THE ASSOCIATE DEGREE IN PHYSICAL EDUCATION AND HEALTH:

The following core courses are required of all Physical Education and Health students:

**REQUIRED COURSES: 28 units distributed as follows:**

BIO 101 Principles of Biology I

or

BIO 110 Introduction to Cell and Molecular Biology

BIO 203 Human Anatomy and Physiology I

BIO 204 Human Anatomy and Physiology II

BIO 205 Human Anatomy and Physiology III

PEH 100 Personal Health and Wellness

PET 100 Introduction to Exercise Science



## AREAS OF CONCENTRATION

In addition to the required core courses listed above, students seeking a Physical Education and Health degree should select an area of concentration from the following two areas:

### 1. AREA OF CONCENTRATION - EXERCISE SCIENCE

**REQUIRED COURSES: 11 units distributed as follows:**

PEH 102 Nutrition for Fitness and Sport

PET 101 Exercise Program Design

PET 102 Care and Prevention of Athletic Injuries

PET 103 Fitness Assessment

WKX 102 Internship-General Work Experience

(minimum 1 unit)

TOTAL UNITS IN MAJOR (INCLUDING CORE) = 39

### 2. AREA OF CONCENTRATION - HEALTH

**REQUIRED COURSES: 10.25 units distributed as follows:**

PEH 101 Nutrition

PEH 143A Stress Reduction and Meditation Techniques

PSY 106 Human Sexuality

WKX 102 Internship-General Work Experience

(minimum 1 unit)

TOTAL UNITS IN MAJOR (INCLUDING CORE) = 38.25

## C. ELECTIVE UNITS to bring the total to 90.



# Psychology

The program leading to the AA and AA-T degrees is designed to provide students with general background knowledge in the field of psychology. In addition, students will gain a broader understanding of human behavior from various theoretical perspectives. As much as possible, the student should choose the general education requirements to match the requirements of the specific psychology program of the college or university into which he/she wishes to transfer. If the student has not chosen his/her transfer college or university, then he/she should use the electives list below as recommendations for the courses most likely to meet both the general education requirements at LTCC and the psychology requirements at the selected college or university.

## Student Learning Outcomes for these majors are:

- Demonstrate familiarity with major concepts, theoretical perspectives, empirical findings, and historical trends.
- Explain different research methods used by psychologists and demonstrate knowledge of when to apply these methods and their strengths and limitations.
- Apply psychological principles to the analysis of personal, social, and organizational issues.
- Demonstrate awareness of the complexity of sociocultural diversity and its impact on psychological processes.

## Associate Degree

### A. GENERAL EDUCATION REQUIREMENTS

(See pages 45-46 for details).

### B. REQUIRED COURSES

31 units distributed as follows:

#### 1. All courses from the following:

BIO 101	Principles of Biology I
<i>or</i>	
BIO 110	Introduction to Cell and Molecular Biology
MAT 201	Elementary Statistics
PSY 101	General Psychology
PSY 211	Research Methods and Design

#### 2. 12 units from the following:

ANT 102	Cultural Anthropology
ANT 103	Physical/Biological Anthropology
BIO 204	Human Anatomy and Physiology II
CAO 155	Introduction to Database Management
COU 120	Introduction to Alcohol and Drug Studies
COU 124	Group Leadership and Process
ECE 102/PSY 102	Child and Adolescent Development
ENG 103	Critical Reasoning: Writing the Research Paper
HIS 110	Minority and Multicultural History of the United States
PHI 104	Critical Thinking
PSY 102/ECE 102	Child and Adolescent Development
PSY 103	Adult Development
PSY 104	Social Psychology
PSY 106	Human Sexuality
PSY 107	Theories of Personality
PSY 108	Health Psychology
PSY 111	Psychology of Personal Growth
PSY 113	Psychology of Human Relations
PSY 202	Abnormal Psychology
PSY 210	Introduction to Biological Psychology
SOC 101	Introduction to Sociology
SOC 114	Gender

**NOTE:** The student should see a counselor before choosing his/her electives. Some colleges and universities require physiological electives; others require computer use or critical thinking. Careful selection of the electives is essential, if he/she wants to transfer from LTCC directly into a psychology program at the college or university of his/her choice.

### C. ELECTIVE UNITS to bring the total to 90.

## Transfer Degree

The Psychology AA-T is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus, but not to a particular campus or major. More information can be found on page 49. Students are strongly encouraged to see a counselor if considering this transfer option.

To obtain the Associate of Arts degree in Psychology for transfer, students must complete the following requirements with a cumulative minimum grade point average of 2.0;

- The psychology AA-T major requirements below. These requirements must be completed with a grade of "C" or better.
- The California State University General Education – Breadth (CSU-GE) or the Intersegmental General Education Transfer Curriculum (IGETC) requirements.
- Any needed transferable electives to reach a total of 90 CSU transferable quarter units.

### A. GENERAL EDUCATION REQUIREMENTS

(See pages 45-46 for details).

### B. REQUIRED COURSES

26-27 units distributed as follows

#### 1. All courses from the following:

PSY 101	General Psychology
PSY 211	Research Methods and Design
MAT 201	Elementary Statistics

#### 2. Select one from the following:

PSY 210	Introduction to Biological Psychology
BIO 101	Principles of Biology

#### 3. Select two from the following: (may not be double counted in 2. above)

PSY 210	Introduction to Biological Psychology
BIO 101	Principles of Biology
PSY 102	Child and Adolescent Development
PSY 103	Adult Development
PSY 104	Social Psychology

#### 4. Select one from the following: (may not be double counted in 3. above)

PSY 102	Child and Adolescent Development
PSY 103	Adult Development
PSY 104	Social Psychology
PSY 106	Human Sexuality
PSY 107	Theories of Personality
PSY 108	Health Psychology
PSY 111	Psychology of Personal Growth
PSY 113	Psychology of Human Relations
PSY 202	Abnormal Psychology
PSY 210	Introduction to Biological Psychology

### C. ELECTIVE UNITS to bring the total to 90.

# Social Science

The Social Science degree provides students with an understanding of human behavior, mental processes, and social institutions that are important in contemporary society. The degree provides skills that are valuable in a wide range of careers including business, government, social services, and education. The degree offers students a foundational understanding of the social sciences.

## Student Learning Outcomes for this major are:

- Apply critical thinking skills to major social, historical, political, and psychological issues.
- Develop an open-mindedness to various social, historical, political, and psychological perspectives and opinions, as well as a tolerance for ambiguity.
- Apply research methods and theories to major social science issues.
- Develop an appreciation and understanding for human diversity.

## A. GENERAL EDUCATION REQUIREMENTS

(See pages 45-46 for details).

## B. REQUIRED COURSES

28 units distributed as follows:

### 1. 4 units from:

PSY 101	General Psychology
PSY 102/ECE 102	Child and Adolescent Development
PSY 103	Adult Development

### 2. 4 units from:

HIS 101	History of Western Civilization I
HIS 102	History of Western Civilization II
HIS 103	History of Western Civilization III
HIS 111	History of the United States from the Colonial Period through the 18th Century
HIS 112	History of the United States in the 19th Century
HIS 113	History of the United States in the 20th Century
HIS 127A	The History of World Civilizations from Pre-history to 1000 C.E.
HIS 127B	The History of World Civilizations from 1000 to 1800 C.E.
HIS 127C	The History of World Civilizations from 1750 C.E. to the Present
POL 101	United States Government

### 3. 4 units from:

ANT 102	Cultural Anthropology
SOC 101	Introduction to Sociology

### 4. 16 units from the following:

(Courses under this section cannot be double-counted for Requirements B.1., B.2., and B.3.)

ANT 101	Introduction to Archaeology
ANT 102	Cultural Anthropology
ANT 104	Area Studies in Cultural Anthropology
ANT 106	Visual Anthropology
ANT 107	Magic, Witchcraft, and Religion
ANT 108	Introduction to Language and Culture
BSN 100	Introduction to Business
BSN 101A	Business Law: Introduction to Law and Business Transactions
BSN 101B	Business Law: Introduction to the Legal Environment of Business
BSN 120	Human Resource Management
BSN 125	Business Management
COU 120	Introduction to Alcohol and Drug Studies
CRJ 101	Introduction to Criminal Justice
CRJ 102	Criminal Law

CRJ 105	Cultural Diversity in Criminal Justice
ECE 101	Introduction to Early Childhood Education
ECE 102	Child and Adolescent Development
ECE 103	Child, Family and Community
ECO 101	Principles of Economics (Macro)
ECO 102	Principles of Economics (Micro)
GEG 102	Human Geography
GEG 103	World Regional Geography
GEG 106	California Geography
GEG 114	Economic Geography
HIS 101	History of Western Civilization I
HIS 102	History of Western Civilization II
HIS 103	History of Western Civilization III
HIS 104	Early California History
HIS 105	Modern California History
HIS 109	Women in American History
HIS 110	Minority and Multicultural History of the United States
POL 101	United States Government
PSY 101	General Psychology
PSY 102	Child and Adolescent Development
PSY 103	Adult Development
PSY 104	Social Psychology
PSY 107	Theories of Personality
PSY 113	Psychology of Human Relations
SOC 101	Introduction to Sociology
SOC 102	Marriage, Families, and Intimate Relationships
SOC 103	Social Problems
SOC 104	Deviance
SOC 106	Crime and Society
SOC 107	Race and Ethnic Relations
SOC 114	Gender

## C. ELECTIVE UNITS to bring the total to 90.



# Sociology

The program leading to the AA & AA-T degrees offers a comprehensive approach to studying the social aspects of the human world, including attention to the small-scale (micro) and global (macro) perspectives of understanding humanity. With applications to contemporary society, including business, criminal justice, healthcare, international relations and politics, a student majoring in Sociology will be prepared for further work and study in the contemporary and changing world.

## *Student Learning Outcomes for this major are:*

- Apply scientific methods of sociological research and analysis.
- Comprehend the major theoretical approaches of sociology, including conflict, functionalist, symbolic interactionist, and feminist versions.
- Develop knowledge of the interrelationships of individuals, social groups, institutions, and society.
- Consider and apply methods of sociological critical thinking, including principles of the sociological imagination.
- Appreciate the value of social diversity.

## Associate Degree

### A. GENERAL EDUCATION REQUIREMENTS

(See pages 45-46 for details).

### B. REQUIRED COURSES

36 units distributed as follows:

#### 1. All courses from the following:

SOC 101	Introduction to Sociology
SOC 103	Social Problems
SOC 106	Crime and Society

#### 2. 4 units from the following:

SOC 102	Marriage, Families, and Intimate Relationships
SOC 104	Deviance
SOC 107	Race and Ethnic Relations
SOC 114	Gender

#### 3. 20 units from the following:

*(8 units of which must be from SOC and cannot be double-counted for Requirements B.1. and B.2.)*

ANT 102	Cultural Anthropology
ANT 106	Visual Anthropology
ANT 108	Introduction to Language and Culture
ANT 110	Applied Anthropology
ANT 131	Special Topics
COM 122	Mass Media and Society
COU 124	Group Leadership and Process
ECE 103	Child, Family, and Community
GEG 102	Human Geography
GEG 103	World Regional Geography
MAT 201	Elementary Statistics
PHI 101	Introduction to Philosophy
PHI 104	Critical Thinking
POL 107	Political Theory
PSY 104	Social Psychology
SOC 102	Marriage, Families, and Intimate Relationships
SOC 104	Deviance
SOC 107	Race and Ethnic Relations
SOC 111	Sociology of Popular Culture
SOC 114	Gender
SOC 131	Special Topics

### C. ELECTIVE UNITS to bring the total to 90.

## Transfer Degree

The Sociology Associate of Art for Transfer (AA-T) degree is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing this degree are guaranteed admission to the CSU system, but not to a particular campus or major.

To obtain the AA-T degree, students must complete the following requirements with a minimum cumulative grade point average (GPA) of 2.0. More information can be found on page 49.

- The Sociology AA-T major requirements below. These requirements must be completed with a grade of "C" or better.

- The California State University General Education – Breadth (CSU-GE) or the Intersegmental General Education Transfer Curriculum (IGETC) requirements.

- Any needed transferable electives to reach a total of 90 CSU transferable quarter units.

### A. GENERAL EDUCATION REQUIREMENTS

(See pages 45-46 for details).

### B. REQUIRED COURSES

29-30 units distributed as follows

#### 1. All courses from the following:

SOC 101	Introduction to Sociology (4.0 units)
---------	---------------------------------------

#### 2. 9-10 units from the following:

SOC 103	Social Problems
MAT 201	Elementary Statistics
PSY 211	Research Methods and Design

#### 3. 8 units from the following (may not be double counted in 2. above)

SOC 103	Social Problems
SOC 102	Marriage, Families, & Intimate Relationships
SOC 106	Crime and Society
SOC 107	Race and Ethnic Relations
SOC 114	Gender
PSY 104	Social Psychology

#### 4. 8 units from the following (may not be double counted in 2. or 3. above)

SOC 102	Marriage, Families, & Intimate Relationships
SOC 103	Social Problems
SOC 104	Deviance
SOC 106	Crime and Society
SOC 107	Race and Ethnic Relations
SOC 111	Sociology of Popular Culture
SOC 114	Gender
PSY 101	General Psychology
PSY 104	Social Psychology
ANT 102	Cultural Anthropology

### C. ELECTIVE UNITS to bring the total to 90.

# Spanish

The Spanish degree is designed to give students a basic understanding of the Spanish language and to facilitate and promote placement of intermediate proficiency-level Spanish speakers into California's bilingual workplace. Students will gain a broad-based appreciation of the culture, history, literature, and art of Spanish-speaking countries. Students will complete course work leading to a proficiency in reading, writing, speaking, and listening skills at the intermediate level according to the American Council on Teaching of Foreign Languages (ACTFL) Proficiency Guidelines. The importance of study abroad will be shared with students.

## Student Learning Outcomes for this major are:

- Communicate effectively in the four modalities of listening, reading, writing, and speaking in the indicative and subjunctive tenses with reference to the past, present, and future.
- Demonstrate appreciation, understanding, and awareness of different Spanish-speaking cultures, peoples, values, and traditions.
- Recognize and internalize the importance of being able to communicate with native Spanish speakers in social, educational, and business settings.

## A. GENERAL EDUCATION REQUIREMENTS

(See pages 45-46 for details).

## B. REQUIRED COURSES

39-41 units distributed as follows:

**NOTE:** Six courses from the following list, 30 units total. Any units over the 30 units required from this section may be applied towards the 9-11 units required in the Recommended and/or Suggested Courses section below.

**AP Credit:** If a student receives a 3 or higher on the AP Spanish Language exam or a 3 or higher on the AP Spanish Literature exam, the student can petition to receive 5 units for a particular class in area B.1. and 3 units of elective credit in area B.2. for each exam.

1. SPA 101 Elementary Spanish I  
SPA 102 Elementary Spanish II  
SPA 103 Elementary Spanish III  
SPA 201 Intermediate Spanish I  
SPA 202 Intermediate Spanish II  
SPA 203 Intermediate Spanish III  
SPA 210 Advanced Spanish Grammar and Composition I  
SPA 211 Advanced Spanish Grammar and Composition II  
SPA 212 Introduction to Spanish Literature

**NOTE:** Students should be advised that the above required courses, taken out of sequence or taken by challenge exam, **may not** be transferable. Students should contact the four-year schools to which they plan to transfer.

### 2. 9 - 11 units minimum from the following:

At least 3 units must be completed from the Recommended Courses: **Section a.** The remaining units may be completed from the Recommended and/or Suggested Courses: **Sections a, b, or c.**

#### a. Recommended courses:

- |          |   |
|----------|---|
| SPA 101  | Elementary Spanish I                              |
| SPA 102  | Elementary Spanish II                             |
| SPA 103  | Elementary Spanish III                            |
| SPA 105  | Intermediate Spanish Oral Proficiency             |
| SPA 110  | Hispanic Civilization and Culture                 |
| SPA 141  | Conversational Spanish I                          |
| SPA 142  | Conversational Spanish II                         |
| SPA 143  | Conversational Spanish III                        |
| SPA 155  | Bi-Cultural Conversation                          |
| SPA 157A | Conversation Expanded Experience - Low Beginning  |
| SPA 157B | Conversation Expanded Experience - Beginning      |
| SPA 157C | Conversation Expanded Experience - High Beginning |

- |   |  |
|---|--|
| SPA 157D  | Conversation Expanded Experience - Low Intermediate  |
| SPA 157E  | Conversation Expanded Experience - Intermediate      |
| SPA 157F  | Conversation Expanded Experience - High Intermediate |
| SPA 157G  | Conversation Expanded Experience - Low Advanced      |
| SPA 157H  | Conversation Expanded Experience - Advanced          |
| SPA 157J  | Conversation Expanded Experience - High Advanced     |
| SPA 170A  | Elementary Spanish for the Professions I**           |
| SPA 170B  | Elementary Spanish for the Professions II**          |
| SPA 170C  | Elementary Spanish for the Professions III**         |
| SPA 171A  | Intermediate Spanish for the Professions I**         |
| SPA 171B  | Intermediate Spanish for the Professions II**        |
| SPA 171C  | Intermediate Spanish for the Professions III**       |
| SPA 172A  | Advanced Spanish for the Professions I**             |
| SPA 172B  | Advanced Spanish for the Professions II**            |
| SPA 172C  | Advanced Spanish for the Professions III**           |
| <b>**A maximum of 3 units from the courses in the 170 series may be used toward the degree.</b> |  |
| SPA 180A  | Spanish for the Medical/Dental Profession I          |
| SPA 180B  | Spanish for the Medical/Dental Profession II         |
| SPA 193A  | Spanish for the Teaching Profession I                |
| SPA 193B  | Spanish for the Teaching Profession II               |
| SPA 201   | Intermediate Spanish                                 |
| SPA 202   | Intermediate Spanish                                 |
| SPA 203   | Intermediate Spanish                                 |
| SPA 210   | Advanced Spanish Grammar and Composition I           |
| SPA 211   | Advanced Spanish Grammar and Composition II          |
| SPA 212   | Introduction to Spanish Literature                   |

**NOTE:** Students should be advised that the above required courses, taken out of sequence or taken by challenge exam, **may not** be transferable. Students should contact the four-year schools to which they plan to transfer.

### b. Students may take Intensive Spanish Summer Institute (ISSI) courses up to 3.5 units. **NOTE:** The same ISSI courses may not be counted twice to meet the 3.5 unit total.

- |          |                         |
|----------|-------------------------|
| SPA 121A | ISSI: Low Beginning     |
| SPA 121B | ISSI: Beginning         |
| SPA 121D | ISSI: High Beginning    |
| SPA 122A | ISSI: Low Intermediate  |
| SPA 122B | ISSI: Intermediate      |
| SPA 122D | ISSI: High Intermediate |
| SPA 123A | ISSI: Low Advanced      |
| SPA 123B | ISSI: Advanced          |
| SPA 123D | ISSI: High Advanced     |

# Spanish cont.

SPA 124	ISSI: Low Superior
SPA 124A	ISSI: Superior
SPA 125A	ISSI: Low Beginning Medical Spanish Core Class

## ISSI MINI-COURSES

SPA 154A	ISSI: Reinforcing Grammatical Concepts and Structures - Level 1
SPA 154B	ISSI: Reinforcing Grammatical Concepts and Structures - Level 2
SPA 154C	ISSI: Communicative Conversational Spanish Vocabulary - Beginning Level
SPA 154E	ISSI: Simultaneous Bilingual Translation Techniques - High Intermediate to Superior Level
SPA 154F	ISSI: Spanish Slang, Jargon and Street Language
SPA 154G	ISSI: Using Traditional and Contemporary Latino Music as a Language Acquisition Tool
SPA 154J	ISSI: Magic, Superstition, and Cultural Traditions of Latin America
SPA 154K	ISSI: An Overview of Latino Dance
SPA 154L	ISSI: Arts and Crafts for the Bilingual/Multicultural Classroom
SPA 154M	ISSI: Reinforcing Grammatical Concepts and Structures - Low Beginning
SPA 154N	ISSI: An Overview of Afro-Cuban Dance
SPA 154P	ISSI: Conversational Scenarios I: High Beginning and Low Intermediate
SPA 154Q	ISSI: Conversational Scenarios II: Intermediate and High Intermediate
SPA 154R	ISSI: Increase Spanish Proficiency Through Interactive Stories
SPA 156A	ISSI: Small Group Conversation - Low Beginning
SPA 156AA	ISSI: Small Group Conversation - Beginning
SPA 156B	ISSI: Small Group Conversation - High Beginning
SPA 156C	ISSI: Small Group Conversation - Low Intermediate
SPA 156CC	ISSI: Small Group Conversation - Intermediate
SPA 156D	ISSI: Small Group Conversation - High Intermediate
SPA 156E	ISSI: Small Group Conversation - Low Advanced
SPA 156EE	ISSI: Small Group Conversation - Advanced
SPA 156F	ISSI: Small Group Conversation - High Advanced
SPA 156FF	ISSI: Small Group Conversation - Low Superior
SPA 156G	ISSI: Small Group Conversation - Superior
SPA 156GG	ISSI: Small Group Conversation - High Superior
SPA 160A	ISSI: Introduction to CALL - Low Beginning
SPA 160AA	ISSI: Introduction to CALL - Beginning
SPA 160B	ISSI: Introduction to CALL - High Beginning
SPA 160C	ISSI: Introduction to CALL - Low Intermediate
SPA 160CC	ISSI: Introduction to CALL - Intermediate
SPA 160D	ISSI: Introduction to CALL - High Intermediate
SPA 160E	ISSI: Introduction to CALL - Low Advanced
SPA 160EE	ISSI: Introduction to CALL - Advanced
SPA 160F	ISSI: Introduction to CALL - High Advanced
SPA 160FF	ISSI: Introduction to CALL - Low Superior

SPA 160G	ISSI: Introduction to CALL - Superior
SPA 160GG	ISSI: Introduction to CALL - High Superior
SPA 160H	ISSI: Multi-Level CALL (PC)
SPA 181A	ISSI: Spanish for the Medical Profession - Low Beginning to Intermediate
SPA 181D	ISSI: Spanish for the Medical Profession - High Intermediate to High Superior
SPA 182	ISSI: Comparative Grammar: Low Beginning
SPA 183A	ISSI: Breaking Out of Beginner's Spanish
SPA 184A	ISSI: Comparative Grammar: Beginning to Intermediate
SPA 185A	ISSI: Comparative Grammar: High Intermediate to Superior
SPA 186A	ISSI: Comparative Grammar: The Subjunctive Mood for Low Advanced to Advanced Levels
SPA 186B	ISSI: Comparative Grammar: The Subjunctive Mood for High Advanced to Superior Levels
SPA 187	ISSI: Hispanics in Hollywood
SPA 188	ISSI: Authentic Spanish Pronunciation
SPA 189	ISSI: Language and Culture Through Zumba
SPA 195A	ISSI: Spanish for the Teaching Profession: Low Beginning to Intermediate
SPA 195D	ISSI: Spanish for the Teaching Profession: High Intermediate to High Superior
SPA 199A	ISSI: Spanish Communicative Interactive Conversation Course (SCICC): The Difficult Trip: Beginning Levels
SPA 199D	ISSI: Spanish Communicative Interactive Conversation Course (SCICC): The Difficult Trip: Intermediate Levels
SPA 199H	ISSI: Spanish Communicative Interactive Conversation Course (SCICC): The Difficult Trip: Advanced Levels

### c. Suggested courses:

ANT 101	Introduction to Archeology
ART 107	Art of the Americas
ENG 107	Cross-Cultural Literature
ETH 100	Current Latino Issues
ETH 201	Mexican-American Culture
ETH 202A	Mexican-American History: Pre-Columbian to 1848
ETH 202B	Mexican-American History: 1848 to 1960
ETH 202C	Mexican-American History: 1960 to Present
ETH 203A	History of Mexico: Pre-Columbian to 1821
ETH 203B	History of Mexico: 1821 to 1910
ETH 203C	History of Mexico: 1910 to Present
HIS 104	Early California History
HIS 110	Minority and Multicultural History of the United States
SPE 102	Intercultural Communications

### C. ELECTIVE UNITS to bring the total to 90.

# Visual and Performing Arts

The Fine Arts program is designed to provide an introduction to Visual Art, Music and Theatre Arts and to allow for emphasis in any of those areas. All three programs are designed so students receive individual attention. The Art department provides studio facilities in most areas, as well as providing art history instruction. The Music department offers theory, history and appreciation courses and has instruction in voice and piano. The Theatre Arts department has many opportunities for student involvement in theater production and acting. All three departments actively encourage involvement in and are part of community art, music and drama activities.

## A. GENERAL EDUCATION REQUIREMENTS

(See pages 45-46 for details).

## B. REQUIRED COURSES

For the Fine Arts major, you may pick an emphasis of either General, Theatre Arts, Music or Art. If you wish to pursue Art as a major see page 60. Repeatable classes may only count once for major requirements. You may use repeated classes as electives.

### 1. AREA OF CONCENTRATION - GENERAL

#### *Student Learning Outcomes for this major are:*

- Demonstrate artistic expression through fundamental skills in Art, Music, Dance, and Theatre.
- Define a selected Visual and Performing Arts vocabulary.
- Analyze aspects of the Visual and Performing Arts and their significance in relation to a social and/or cultural context.

#### **34-39.5 units distributed as follows:**

##### **a. 8 units from:**

ART 101	Art History: Prehistoric - Islamic
ART 102	Art History: Medieval Europe - Renaissance
ART 103	Art History: Baroque - Contemporary
ART 106	Artists' Lives
ART 107	Art of the Americas
ART 141	The History of Photography

##### **b. 4 units from:**

MUS 104B	History of Rock Music
MUS 104C	Music of the World
MUS 104D	Music of Latin America
MUS 104E	The Beatles
MUS 104F	History of Jazz
THE 101	Introduction to Theatre
THE 104A	History of Musical Theatre
THE 112A	History of Film: Beginnings to 1945
THE 112B	History of Film: 1945 to 1965
THE 112C	History of Film: 1965 to Present

##### **c. 4 units from:**

THE 105	Introduction to Acting
THE 106A	Fundamentals of Acting: Voice/Dialects
THE 106B	Fundamentals of Acting: Movement
THE 106C	Fundamentals of Acting: Styles
THE 108	Improvisational Theatre
THE 109	Children's Theatre
THE 122	Collaborative Workshop
THE 126	Musical Theatre Techniques
THE 128A/B/C/D	Production Techniques
THE 129	Stagecraft
THE 130	Stage Lighting
THE 208	Advanced Improvisation
THE 228A/B/C/D	Advanced Production Techniques

##### **d. 8 -9.5 units from:**

MUS 101	Music Listening and Appreciation
MUS 102	Survey of Music History I
MUS 103	Survey of Music History II
MUS 111	Basic Music Theory I
MUS 112	Basic Music Theory II
MUS 113	Basic Music Theory III

##### **e. 4-6 units from:**

DAN 101, 102A, 102B, 102D, 103A, 103B, 104A, 104B, 105A, 105B, 105D, 106, 107A, 107B, 108, 109A, 109B, 110A, 110B, 111, 112A, 112B, 113, 114A, 114B, 114C, 115A, 115B, 116A, 116B, 118A, 119, 120A, 120B, 121, 122, 123, 124A, 141, 142

##### **f. 6-8 units from:**

*(Courses under this section cannot be double-counted for Area B.1.a, B.1.b., B.1.c., B.1.d., and B.1.e.)*

ART 106, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 122, 128, 135A, 135B, 135C, 141, 142, 143, 145A, 145B, 146, 147, 201, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219A, 219B, 220, 221, 223, 224, 228, 233, 234, 235, 236, 237, 238, 239, 240, 242, 244, 247, 248, 249

DAN 101, 102A, 102B, 103A, 103B, 104A, 104B, 105A, 105B, 105D, 106, 107A, 107B, 108, 109A, 109B, 110A, 110B, 111, 112A, 112B, 113, 114A, 114B, 115A, 115B, 116A, 116B, 118A, 119, 120A, 120B, 121, 122, 123, 124A, 141, 142

MUS 101, 102, 103, 104B, 104C, 104D, 104E, 104F, 111, 112, 113, 118A, 123, 124, 125A, 125B, 126A, 126B, 126C, 126D, 126E, 126F, 127A, 127B, 128A, 128B, 130A, 130B, 130C, 133A, 133B, 133C, 134A, 134B, 134D, 135, 136, 137, 141A, 141B, 141C, 147, 149, 201, 202, 203, 209, 210, 246, 247, 248A, 248B, 248L

THE 101, 104A, 105, 106A, 106B, 106C, 107, 108, 109, 110, 111A, 111B, 111C, 111D, 111E, 111F, 111G, 111H, 111J, 111K, 111L, 111M, 111N, 111P, 111Q, 111R, 111S, 111T, 111U, 112A, 112B, 112C, 114, 115, 118, 122, 126, 127, 128A, 128B, 128C, 128D, 129, 130, 208, 214, 228A, 228B, 228C, 228D



# Visual and Performing Arts cont.

## 2. AREA OF CONCENTRATION - MUSIC

### *Student Learning Outcomes for this major are:*

- Define a selected musical vocabulary.
- Identify, analyze, and explain elements of a musical performance by applying critical criteria.
- Articulate the basic fundamentals of music theory and music history.
- Demonstrate appropriate technical and musical skills in their major instrument.

### 24-32 units distributed as follows:

#### a. 8-12 units from:

MUS 101	Music Listening and Appreciation
MUS 102	Survey of Music History I
MUS 103	Survey of Music History II

#### b. 8-12 units from:

MUS 111	Basic Music Theory I
MUS 112	Basic Music Theory II
MUS 113	Basic Music Theory III
MUS 123	Beginning Voice
MUS 124	Intermediate Voice
MUS 128A	Beginning Electric Bass
MUS 128B	Intermediate Electric Bass
MUS 133C	Beginning Keyboard Skills III
MUS 134A	Intermediate Keyboard Skills I
MUS 134B	Intermediate Keyboard Skills II
MUS 134D	Intermediate Jazz Piano
MUS 137	Advanced Guitar
MUS 141A	College Chorus (A)
MUS 141B	College Chorus (B)
MUS 141C	College Chorus (C)
MUS 201	Music Theatre Production I (Principals)
MUS 202	Music Theatre Production II (Chorus)
MUS 203	Music Theatre Production III (Instrumental)
MUS 246	Instrumental Chamber Ensemble

#### c. 4 units from:

ART 101	Art History: Prehistoric - Islamic
ART 102	Art History: Medieval Europe - Renaissance
ART 103	Art History: Baroque - Contemporary
ART 106	Artists' Lives
ART 107	Art of the Americas

#### d. 4 units from:

MUS 104B	History of Rock Music
MUS 104C	Music of the World
MUS 104D	Music of Latin America
MUS 104E	The Beatles
MUS 104F	History of Jazz
THE 101	Introduction to Theatre
THE 104A	History of Musical Theatre
THE 105	Introduction to Acting
THE 112A	History of Film: Beginnings to 1945
THE 112B	History of Film: 1945 to 1965
THE 112C	History of Film: 1965 to Present

## 3. AREA OF CONCENTRATION - THEATRE ARTS

The Associate Degree in Visual and Performing Arts with a Theatre Arts emphasis serves two main purposes; to form intelligent theatre goers as part of a liberal arts education, and to provide a lower division foundation for transfer students who wish to pursue theatre at a higher educational or professional level. Theatre department productions provide students with a variety of opportunities for performance work to improve skills as well as enhancing cultural awareness and sharing in the collaborative artistic experience. In the area of transfer, students have the opportunities for lower division curriculum with practicum, theory and academic courses in all areas of theatre.

### *Student Learning Outcomes for this major are:*

- Analyze scripts with regard to dramatic structure, character or technical elements.
- Demonstrate a firm foundation in the fundamental skills of acting, technical theatre, or writing for the stage or film
- Identify, analyze, and evaluate elements of a theatrical production within a relevant and historical context by applying critical criteria

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### 23-32.75 units distributed as follows:

#### a. 8-12 units from:

MUS 104B	History of Rock Music
MUS 104C	Music of the World
MUS 104D	Music of Latin America
MUS 104E	The Beatles
MUS 104F	History of Jazz
THE 101	Introduction to Theatre
THE 104A	History of Musical Theatre
THE 110	A Survey of Live Theatre
THE 112A	History of Film: Beginning to 1945
THE 112B	History of Film: 1945 to 1965
THE 112C	History of Film: 1965 to Present

#### b. 8-12 units from:

THE 105	Introduction to Acting
THE 106A	Fundamentals of Acting: Voice/Dialects
THE 106B	Fundamentals of Acting: Movement
THE 106C	Fundamentals of Acting: Styles
THE 107	Actor's Workshop
THE 108	Improvisational Theatre
THE 109	Children's Theatre
THE 114	Introduction to Screenwriting
THE 115	Introduction to Playwriting
THE 118	Theatrical Design



# Visual and Performing Arts cont.

THE 122	Collaborative Workshop
THE 126	Musical Theatre Techniques
THE 128A/B/C/D	Production Techniques
THE 129	Stagecraft
THE 130	Stage Lighting
THE 208	Advanced Improvisation
THE 214	Intermediate Screenwriting
THE 228A/B/C/D	Advanced Production Techniques

**c. 3-4 units from:**

ART 101	Art History: Prehistoric - Islamic
ART 102	Art History: Medieval Europe - Renaissance
ART 103	Art History: Baroque - Contemporary
ART 106	Artists' Lives
ART 107	Art of the Americas
ART 216	Advanced Drawing: Concept and Image

**d. 4-4.75 units from:**

MUS 101	Music Listening and Appreciation
MUS 102	Survey of Music History I
MUS 103	Survey of Music History II
MUS 111	Basic Music Theory I
MUS 112	Basic Music Theory II
MUS 113	Basic Music Theory III

## 4. AREA OF CONCENTRATION - ART

*Student Learning Outcomes for this major are:*

- Explain the history of Western art and its cultural significance and the role that art has had in shaping our lives and aesthetics.
- Understand and apply the basic principles of observational drawing and how to develop illusionary spatial constructions.
- Have a knowledge of art materials and an applied experience in the technical means used to formulate and construct visual images.

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**31-38 units distributed as follows:**

**a. 8-12 units from:**

ART 101	Art History: Prehistoric - Islamic
ART 102	Art History: Medieval Europe - Renaissance
ART 103	Art History: Baroque - Contemporary
ART 106	Artists' Lives
ART 107	Art of the Americas
ART 141	The History of Photography

**b. 3 units from:**

Drawing: ART 114, 115, 116, 117, 213, 214, 215, 216, 223, 224, 233

**c. 3 units from:**

Color and Design: ART 111, 112, 113, 118

**d. 3-4 units from:**

Painting and Printmaking: ART 210, 211, 212, 221, 234, 240

**e. 3-4 units from:**

Sculpture and Ceramics: ART 120, 201, 217, 218, 219A, 219B, 220

**f. 3-4 units from:**

ART 101, 102, 103, 107, 111, 112, 113, 114, 115, 116, 117, 118, 119, 135A, 141, 142, 145A, 145B, 146, 147, 210, 211, 213, 217, 218, 219A, 219B, 220, 221, 224, 234, 240, 244, 247, 248

**g. 4 units from:**

THE 101, 105, 112A, 112B, 112C

**h. 4 units from:**

MUS 101, 102, 103

**C. ELECTIVE UNITS to bring the total to 90.**



# Wilderness Education

The Wilderness Education degree is designed to prepare students to become theoretically and technically competent wilderness specialists who can apply their skills as outdoor leaders to diverse groups and environments in a world with a growing population and finite wilderness resources. The curriculum provides a balanced foundation of all aspects of wilderness education/outdoor recreation. Students will gain basic competencies in outdoor-based activities, wilderness first aid skills, experiential educational theory, group dynamics, leadership theory and skills, and environmental awareness. There is emphasis on the integration of academic work and technical field skills. The completion of the major is appropriate for students who are outdoor-oriented and who seek individual enrichment and growth.

**Student Learning Outcomes for this major are:**

- Identify the many influences that have shaped wilderness education.
- Identify the management protocols for land use on the local, state, and national level.
- Employ a variety of experiential leadership styles to specific settings.
- Assess good judgment and safety in wilderness settings.
- Apply a working vocabulary and a skills-based knowledge in field-specific topics.

**A. GENERAL EDUCATION REQUIREMENTS**

(See pages 45-46 for details).

**B. REQUIRED COURSES**

All courses from the following (26.25 units):

GSE 103	Lake Tahoe Issues and Agencies
WLD 100	Foundations of Recreation Land Management
WLD 101	Origins and Directions of Wilderness Education
WLD 104	Fundamentals of Outdoor Leadership
WLD 107B	Wilderness First Responder
WLD 112C	Map, Compass, and GPS
WLD 116	Mountain Weather
WLD 117A	Mountaineering
WLD 118A	Rock Climbing: Beginning
WLD 128B	AIARE Level 1 Avalanche
WLD 133	Occupational Work Experience ( <i>min. 2 units</i> )
WLD 140A	Whitewater Rafting: Beginning
WLD 146A	Sea Kayaking: Beginning

**AREAS OF CONCENTRATION: (Choose one option)**

**1. AREA OF CONCENTRATION - CLIMBING**

A minimum of 4.75 units selected from the following:

WLD 117B	Intermediate Mountaineering
WLD 118B	Rock Climbing: Intermediate
WLD 118C	Introduction to Lead Climbing
WLD 118D	Self-Rescue for Climbers

**TOTAL UNITS (including required courses): 31 units**

**2. AREA OF CONCENTRATION - SNOW SKILLS**

A minimum of 6 units selected from the following:

WLD 125A	Backcountry Skiing
WLD 126A	Backcountry Snowboarding
WLD 126C	Multi-day Ski/Snowboard Touring
WLD 127A	Winter Survival
WLD 128C	AIARE Level 2 Avalanche

**TOTAL UNITS (including required courses): 32.25 units**

**3. AREA OF CONCENTRATION - WATER SKILLS**

All of the following:

WLD 140C	Whitewater Guide School
WLD 146B	Sea Kayaking: Camping
WLD 146C	Multi-Day Sea Kayaking
WLD 146E	Kayaking Lake Tahoe's Water Trail

**TOTAL UNITS (including required courses): 33.75 units**

**C. ELECTIVE UNITS to bring the total to 90**



# Certificates

A Certificate of Achievement is an acknowledgement by Lake Tahoe Community College that the student has completed a prescribed course of study principally in a vocational or technical field. Certificates are designed to enhance the employment opportunities of students. Specifically, the coursework associated with certificates of achievement is developed with a two-fold purpose.

1. To provide students with the skills and knowledge to gain initial employment in a field; and
2. To provide upgraded skills and knowledge to students currently employed in a field.

Similar courses completed at other accredited institutions, upon arrival, may be applied toward the certificate. However, a minimum of 12 units of coursework for a certificate must be taken at Lake Tahoe Community College. Variations from this requirement may be granted by petition to the Vice President, Academic Affairs and Student Services. Units earned in obtaining a Certificate of Achievement may be applied toward the 90 units required for an Associate degree.

Requests for evaluations for certificates should be made at the Student Services Office, Room A100, at least one full quarter before expected completion of course requirements. Students must be currently enrolled in or have completed at least 9 units at LTCC to be eligible for an evaluation. Students must have an overall minimum "C" (2.0) grade average to petition for an evaluation. If the work to be evaluated includes courses from other schools, all official transcripts must be on file in the Admissions and Records Office prior to requesting the evaluation.

Required courses for certificates must be completed with a "C" or better or "P" if taken on a "Pass/No Pass" basis. Students should allow four (4) weeks for transcripts from other schools to arrive at LTCC. After the end of the academic year in which the coursework was completed, certificates may take 4-8 weeks for printing, processing, and mailing. Students who receive a certificate will have their names printed in the commencement program if the student submits a request for credit evaluation by January 31st of the graduation year and has completed necessary certificate requirements.

Students may elect to meet the certificate requirements using either the 2012-2013 catalog or any catalog in effect when they enrolled at Lake Tahoe Community College.

EXCEPTIONS: (1) Students may not use a catalog that is older than 5 years and (2) Students who have a full year break in enrollment may not use a catalog in effect during or before the break in enrollment. The choice of catalog year must be indicated in the Request for Credit Evaluation.

A maximum of 4 units earned in courses where a grade of "P" is received may be used toward the course requirements for certificates.

Lake Tahoe Community College grants a Certificate of Achievement in the following subject areas:

## ADDICTION STUDIES

The Addiction Studies certificate is designed to prepare students for entry-level employment in alcohol and drug treatment programs and to provide continuing education for health care and human services professionals. The curriculum provides a broad base of knowledge regarding approaches to drug education and prevention, treatment issues, counseling skills, ethical issues, and practical knowledge about drugs and their effects. Students will gain basic competencies in counseling, case management, record keeping, and treatment planning. The Addiction Studies program includes core courses in psychology, sociology, and counseling in order to provide students with a broad understanding of the roots of addiction. When combined with nine units of field experience, the Addiction Studies program meets the education requirements established by the California Association of Alcoholism and Drug Abuse Counselors (CAADAC) and the California Association of Alcohol and Drug Educators (CAADE).

### *Student Learning Outcomes for this certificate are:*

- Correctly define and explain abuse, addiction and dependency as key concepts in the discipline.
- Explain the interaction between genetic, biological, psychological, and environmental factors in the causes of substance misuse problems.
- Describe the role of family dynamics on addiction and recovery and identify the characteristics of codependency within a family system;
- Describe the legal and ethical issues of chemical dependency counseling.
- Demonstrate effective counseling and group leadership skills;
- Appreciate multiculturalism as it relates to the field of addiction counseling.
- Apply principles of effective oral and written communication skills with clients, their families, and colleagues.



### A. REQUIRED COURSES

#### 40 units distributed as follows:

##### 1. 8 units from:

COU 109	Introduction to Counseling
PSY 101	General Psychology
PSY 202	Abnormal Psychology
SOC 101	Introduction to Sociology

##### 2. All courses from the following:

COU 120	Introduction to Alcohol and Drug Studies
COU 121	The Physical, Chemical, and Behavioral Effects of Alcohol and Drugs
COU 122	Rehabilitation and Recovery from Alcohol and Drug Abuse
COU 123	Alcohol and Drug Prevention and Education
COU 124	Group Leadership and Process
COU 125	Counseling the Family of Addicted Persons
COU 126	Intervention and Referral Techniques
COU 127	Dual Disorders and Mental Health Issues

**NOTE:** Students wishing to meet CAADAC certification must complete 9 units of field experience in Addiction Studies (COU 134). Pre-requisites for COU 134 include COU 109, COU 120 or COU 121, COU 122, COU 124 and COU 126.



## ART

A certificate in Art is designed to provide a body of historical, conceptual and technical experiences which will prepare a developing artist for career opportunities in the field of fine arts, commercial art, gallery and museum operations, and art media retail business. Technical positions in art sculpture foundry, medical illustration, and related areas are additional options.

### *Student Learning Outcomes for this certificate are:*

- Explain the history of Western art and its cultural significance and the role that art has had in shaping our lives and aesthetics.
- Demonstrate practical knowledge of how to develop an artist's portfolio and conduct business as a professional artist.
- Apply basic principles of observational drawing and how to develop illusionary spatial constructions.
- Apply knowledge of human anatomy in the construction of figurative works of art.
- Apply the principles and concepts of design;
- Demonstrate knowledge of the science of color perception and how it can be utilized in the creation of works of art.
- Have a knowledge of art materials and an applied experience in the technical means used to formulate and construct visual images.

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### A. REQUIRED COURSES:

#### 41.5 units distributed as follows:

##### 1. All courses from the following:

ART 101	Art History: Prehistoric - Islamic
ART 102	Art History: Medieval Europe - Renaissance
ART 103	Art History: Baroque - Contemporary
ART 118	Color
ART 122	Art Exhibition Production
ART 228	Developing a Portfolio

##### 2. 6 units from:

ART 114	Beginning Drawing from Observation
ART 115	Drawing: Wet Media
ART 116	Drawing: Concept and Image
ART 117	Landscape Drawing
ART 214	Advanced Drawing from Observation
ART 215	Advanced Drawing: Wet Media
ART 216	Advanced Drawing: Concept and Image
ART 224	Portraiture

##### 3. 3 units from:

ART 111	Two-Dimensional Design
ART 112	Two- and Three-Dimensional Design
ART 113	Three-Dimensional Design

##### 4. 3 units from:

ART 213	Beginning Figure Drawing
ART 223	Intermediate Figure Drawing
ART 233	Advanced Figure Drawing

##### 5. Minimum of 12 total units from any four of the five areas:

a.	ART 210	Watercolor Painting
	ART 211	Painting I
	ART 212	Painting II
	ART 234	Figure Painting
	ART 240	Painting: Narrative and Symbolism
b.	ART 221	Printmaking
c.	ART 201	Beginning Sculpture
	ART 217	Sculpture: Modeling and Casting
	ART 218	Sculpture: Modeling and Carving
	ART 219A	Metal Sculpture
	ART 219B	Metal Sculpture II
	ART 220	Figure Sculpture

	ART 236	Beginning Metal Casting
	ART 237	Intermediate Metal Casting
	ART 238	Advanced Metal Casting
d.	ART 146	Digital Photography I
	ART 148	Digital Photography II
	ART 244	Color Photography
	ART 247	Portrait Photography
	ART 248	Commercial Photography
	ART 249	Art Concepts for Graphic Design
e.	ART 120	Intermediate Ceramics
	ART 239	Advanced Ceramics

## BUSINESS

Certificates of Achievement in business are available in the following areas: accounting technician and small business ownership. These certificates provide students with short-term career training for entry-level employment in a variety of business fields.

### *Student Learning Outcomes for this certificate are:*

- Apply critical and analytical thought in diverse business situations.
- Identify the basic principles of the disciplines which comprise the certificate.
- Identify and apply basic financial analysis tools and critical business skills needed to plan and manage strategic activities.
- Identify the key factors contributing to the complexity of the global business environment and its relationship with various political, social, cultural, and technological influences.

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### A. REQUIRED COURSES

#### 1. ACCOUNTING TECHNICIAN

##### 31 units distributed as follows:

BSN 100	Introduction to Business
BSN 104	Business Communications
<b>NOTE: Student must choose to take either:</b>	
BSN 111	Computerized Accounting
	<i>or</i>
BSN 155A	QuickBooks <i>and</i>
BSN 155B	Advanced QuickBooks
BSN 190	Business Math
CAO 121	Spreadsheet Applications in Business
BSN 158A	Electronic Calculator: Beginning
BSN 158B	Electronic Calculator: Intermediate
BSN 158C	Electronic Calculator: Advanced
<b>NOTE: Student must choose to take either:</b>	
BSN 110A	Principles of Accounting I <i>and</i>
BSN 110B	Principles of Accounting II
	<i>or</i>
BSN 152A	Fundamentals of Bookkeeping I <i>and</i>
BSN 152B	Fundamentals of Bookkeeping II

#### 2. SMALL BUSINESS OWNERSHIP

##### 32 units distributed as follows:

BSN 100	Introduction to Business
BSN 104	Business Communications
BSN 125	Business Management
BSN 135	Principles of Marketing
BSN 190	Business Math
BSN 210	Entrepreneurship
CAO 121	Spreadsheet Applications in Business
<b>NOTE: Student must choose to take either:</b>	
BSN 110A	Principles of Accounting I <i>or</i>
BSN 152A	Fundamentals of Bookkeeping I

## COMPUTER APPLICATIONS

The Computer Applications Certificate provides students with knowledge of the most commonly used computer software in business, including word processing, spreadsheet, database management, graphics, and presentation software. The certificate prepares students for entry-level positions in a variety of areas involving computer applications software as a necessary tool, such as in administrative support, office management, and computer software support.

### *Student Learning Outcomes for this certificate are:*

- Evaluate and use appropriate computer software tools in an office environment.
- Apply problem-solving techniques using computer applications software.
- Analyze, design, and produce documents, spreadsheets, databases, and presentation slides for business applications.

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### A. REQUIRED COURSES

#### 33 units distributed as follows:

##### 1. All courses from the following (21 units):

CAO 110	Microcomputer Applications
CAO 120	Word Processing
CAO 121	Spreadsheet Applications in Business
CAO 122	Relational Database Management
CAO 123	PowerPoint Presentation Software
CAO 152A	Introduction to Windows for the PC

##### 2. 12 units from the following:

CAO 131	Special Topics
CAO 153C	Intermediate Windows for the PC
CAO 154	Introduction to Spreadsheets
CAO 155	Introduction to Database Management
CAO 157A	Introduction to Microsoft Outlook
CAO 164A	Desktop Publishing Using Microsoft Publisher
CAO 164B	Desktop Publishing Using InDesign
CAO 165A	Introduction to Photo Editing Using PhotoShop
CAO 165B	Organizing and Editing Photos Using PhotoShop Elements
CAO 166	Computer Illustration Using Illustrator
CAO 191	Special Topics (degree applicable courses only)

## COMPUTER AND INFORMATION SCIENCES - WEB DEVELOPMENT

The Web Development certificate is designed to prepare students to begin developing web sites as a professional. The curriculum provides a balanced foundation of all aspects of web development. Students will gain basic competencies in web authoring software, web graphics, web animation, HTML, client-side scripting, server-side scripting, and database connectivity. There is emphasis on understanding and practicing the entire web development process, from start to finish.

### *Student Learning Outcomes for this certificate are:*

- Use authoring software to develop and manage a web site.
- Use graphics software to design web page layout and to produce and optimize graphics for the web.
- Use software to produce animation/video for the web.
- Write and interpret HTML code.
- Write, interpret, and apply client-side scripting.
- Write, interpret, and apply server-side scripting.
- Develop data-driven web pages.

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### A. REQUIRED COURSES

#### 30-31 units distributed as follows:

##### 1. All courses from the following:

CIS 100	Web Publishing Using Authoring Software
CIS 101	Graphics for the Web
CIS 102	Animation for the Web
CIS 112	Web Publishing Using HTML and CSS
CIS 113	Client-Side Scripting for the Web
CIS 114	Data-Driven Web Sites
CIS 115	Current Technologies in Web Development

##### 2. 3-4 units from the following:

ART 111	Two-Dimensional Design
ART 112	Two- & Three-Dimensional Design
DMA 121	Artistic Concepts for the Web

## CRIMINAL & ADMINISTRATION OF JUSTICE

Criminal & Administration of Justice is the study of the causes, consequences and control of crime. The program is designed to acquaint pre-service and in-service students with the principles and practices of criminal justice systems in America. Although the program's curriculum allows for the development of depth in one of the subject's major systems (i.e., law enforcement, juvenile justice, courts or corrections), the objective of this certificate is to familiarize students with concepts in all of the above areas. The Criminal & Administration of Justice program is both academic and professional in that it is an interdisciplinary approach to relating intellectual issues and practitioner perspectives to the challenge of crime in a free society. Consequently, the program provides preparation for employment with a related agency.

### *Student Learning Outcomes for this certificate are:*

- Analyze the historical perspective, cultural evolution, and the origin of criminal law.
- Describe the steps of the legal process, including pre-arrest, arrest through trial, sentencing, appeal and correctional procedures.
- Evaluate the influences and consequences of crime, including social and psychological factors.
- Recognize the influence of multicultural factors as they relate to the criminal justice system.
- Describe the importance of professional ethics in the major areas of the criminal justice system.
- Acquire the skills and knowledge necessary for obtaining employment in a variety of areas, including the court system, law enforcement, and corrections/community supervision.

### A. Required Courses

#### 28-29 units distributed as follows:

##### 1. All courses from the following (8 units):

CRJ 101	Introduction to Criminal Justice
CRJ 102	Criminal Law

##### 2. 12 units from the following:

CRJ 103	Introduction to Evidence
CRJ 104	Criminal Procedures
CRJ 105	Cultural Diversity in Criminal Justice
CRJ 108	Juvenile Law and Procedures
CRJ 110	Introduction to Corrections
CRJ 112	Introduction to Investigation

##### 3. 8-9 units from the following:

SOC 101	Introduction to Sociology
PSY 101	Introduction to Psychology
MAT 201	Elementary Statistics

## CULINARY ARTS

These certificates of achievement are designed for those employed or seeking employment in the Culinary Arts as well as for the food enthusiast. They are intended to advance the skills and knowledge acquired through the completion of the Short-Term Departmental Certificate. Each one is designed to provide the student with subject knowledge and skill-set that is focused within an important area of the Culinary Arts. The certificates are industry-related in that they can either lead to employment within the Culinary Arts industry or enhance opportunities and knowledge for those who are currently employed within the industry. They can also be part of a program of advanced study wherein a combination of the Foundations of Cooking and Foundations of Baking and Pastry can lead to a degree in Culinary Arts. For those who are not a part of the Culinary Arts industry, these certificates serve as areas of personal interest or study. In order to complete any of these certificates of achievement, it is necessary to also complete the short-term departmental certificate.

### 1. FOUNDATIONS OF COOKING

*Student Learning Outcomes for this certificate are:*

- Utilize a knife to fabricate a variety of food products for the purpose of preparing the foods for cooking and consumption.
- Prepare soups, salads, meats, grains, vegetables, and potatoes.
- Practice the principles of sanitation and food safety to prevent the spread of food-borne illness.
- Identify and apply the various stages of bread-baking.



#### A. REQUIRED COURSES:

22.5 units distributed as follows:

##### 1. All courses from the following (21 units)

CUL 101	Introduction to the Culinary Arts Profession
CUL 102	Principles and Practices of Basic Food Preparation
CUL 103	Food Sanitation and Safety
CUL 104	Principles and Practices of Baking and Pastry Arts
CUL 106	Principles and Practices of Intermediate Food Preparation
CUL 164A	Vegetarian Cuisine
CUL 172D	French Regional Cuisine
CUL 172F	The Food and Cooking of China

##### 2. Electives (1.25 units):

**Specified Electives: A total of no less than 1.25 units selected from the following:**

CUL 120	Introduction to Wine
CUL 162A	Simply Appetizers
CUL 162B	Cooking of the Fall: Soups, Stews, and Chilies
CUL 162C	Soups for All Seasons
CUL 162D	The Art of Slow Cooking
CUL 169A	The Fine Art of Sushi Making I
CUL 169B	The Fine Art of Sushi Making II
CUL 169C	Exploring the World of Pizza
CUL 171	The Art and Science of Sauces and Saucemaking
CUL 172A	Middle Eastern Cuisine
CUL 172B	The Cuisine of India
CUL 172C	Mexican Regional Cuisine
CUL 172E	Italian Regional Cuisine
CUL 172G	Contrasts in Flavor: Vietnamese and Thai Cooking
CUL 226	Food and Wine

### 2. FOUNDATIONS OF BAKING AND PASTRY

*Student Learning Outcomes for this certificate are:*

- Utilize a knife to fabricate a variety of food products for the purpose of preparing the foods for cooking and consumption.
- Prepare soups, salads, meats, grains, vegetables, and potatoes.
- Practice the principles of sanitation and food safety to prevent the spread of food-borne illness.
- Identify and apply the various stages of bread-baking.
- Produce and evaluate bakery and pastry products.



#### A. REQUIRED COURSES:

20.5 units distributed as follows:

##### 1. All courses from the following (18.5 units)

CUL 101	Introduction to the Culinary Arts Profession
CUL 102	Principles and Practices of Basic Food Preparation
CUL 103	Food Sanitation and Safety
CUL 104	Principles and Practices of Baking and Pastry Arts
CUL 114	Principles and Practices of Intermediate Baking and Pastry Arts
CUL 165	A Passion for Chocolate
CUL 168A	Cake Decorating I

##### 2. Electives (2 units):

**Specified Electives: A total of no less than 2 units selected from the following:**

CUL 163A	Home Comfort Desserts
CUL 163B	High Altitude and Experimental Baking
CUL 163C	Restaurant-Style Desserts
CUL 163D	The Art of Baking Bread
CUL 163E	Making a Gingerbread House
CUL 163F	Cookie Mastery
CUL 163G	Breakfast Breads and Pastries
CUL 163H	International Breads, Pastries, Candies, and Desserts
CUL 163J	Cakes, Tortes, Fillings, and Icings
CUL 163K	The Essential Flatbreads: Naan, Injera, Tortillas, and More
CUL 163L	Pies, Tarts, and Galettes
CUL 163M	Frozen Specialties: Ice Creams, Gelato, Sorbets, Ices, and Frozen Desserts
CUL 166	Summer Foods: Salads, Cold Soups, Grilling, and Fruit Desserts

### 3. GLOBAL CUISINE

*Student Learning Outcomes for this certificate are:*

- Utilize a knife to fabricate a variety of food products for the purpose of preparing the foods for cooking and consumption.
- Cook and prepare foods that are representative of various world cultures.
- Prepare soups, salads, meats, grains, vegetables, and potatoes.
- Practice the principles of sanitation and food safety to prevent the spread of food-borne illness.
- Identify and apply the various stages of bread-baking.

#### A. REQUIRED COURSES

28.75 units distributed as follows:

##### 1. All courses from the following:

CUL 101	Introduction to the Culinary Arts Profession
CUL 102	Principles and Practices of Basic Food Preparation
CUL 103	Food Sanitation and Safety
CUL 104	Principles and Practices of Baking and Pastry Arts
CUL 106	Principles and Practices of Intermediate Food Preparation

CUL 125	Wines of the World
CUL 172A	Middle Eastern Cuisine
CUL 172B	The Cuisine of India
CUL 172C	Mexican Regional Cuisine
CUL 172D	French Regional Cuisine
CUL 172E	Italian Regional Cuisine
CUL 172F	The Food and Cooking of China

**2. Electives (1.5 units):**

**Specified Electives: Choose a minimum of 1.5 units from:**

CUL 163H	International Breads, Pastries, Candies, and Desserts
CUL 163K	The Essential Flatbreads: Naan, Injera, Tortillas, and More
CUL 172G	Contrasts in Flavor: Vietnamese and Thai Cooking
CUL 202	Global Cuisine

**4. WINE STUDIES**

*Student Learning Outcomes for this certificate are:*

- Utilize a knife to fabricate a variety of food products for the purpose of preparing the foods for cooking and consumption.
- Prepare soups, salads, meats, grains, vegetables, and potatoes.
- Practice the principles of sanitation and food safety to prevent the spread of food-borne illness.
- Experience and evaluate the sensory aspects of wine.



**A. REQUIRED COURSES**

**29.5-30 units distributed as follows:**

**1. All courses from the following:**

CUL 101	Introduction to the Culinary Arts Profession
CUL 102	Principles and Practices of Basic Food Preparation
CUL 103	Food Sanitation and Safety
CUL 104	Principles and Practices of Baking and Pastry Arts
	- or -
CUL 106	Principles and Practices of Intermediate Food Preparation
CUL 120	Introduction to Wine
CUL 125	Wines of the World
CUL 128	Wines of California
CUL 226	Food and Wine

**5. VEGETARIAN CUISINE (PENDING APPROVAL)**

*Student Learning Outcomes for this certificate are:*

- Utilize a knife to fabricate a variety of food products for the purpose of preparing the foods for cooking and consumption.
- Prepare soups, salads, meats, grains, vegetables, and potatoes.
- Practice the principles of sanitation and food safety to prevent the spread of food-borne illness.
- Identify and apply the various stages of bread-baking.
- Plan, design, and execute a vegan meal.



**A. REQUIRED COURSES**

**24 units distributed as follows:**

**1. All courses from the following (22 units):**

CUL 101	Introduction to the Culinary Arts Profession
CUL 102	Principles and Practices of Basic Food Preparation
CUL 103	Food Sanitation and Safety
CUL 104	Principles and Practices of Baking and Pastry Arts
CUL 106	Principles and Practices of Intermediate Food Preparation
CUL 164A	Vegetarian Cuisine

CUL 164B	Planning and Preparing a Vegan Banquet
CUL 164C	Vegan Food and Cooking
CUL 164D	Healthy Cooking for a Healthy Diet

**2. Electives (2 units):**

**Specified Electives: A total of no less than 2 units selected from the following:**

CUL 114	Principles and Practices of Intermediate Baking and Pastry Arts
CUL 120	Introduction to Wine
CUL 162C	Soups for All Seasons
CUL 163H	International Breads, Pastries, Candies, and Desserts
CUL 163K	The Essential Flatbreads: Naan, Injera, Tortillas, and More
CUL 172A	Middle Eastern Cuisine
CUL 172B	The Cuisine of India
CUL 172F	The Food and Cooking of China
CUL 172G	Contrasts in Flavor: Vietnamese and Thai Cooking

**EARLY CHILDHOOD EDUCATION**

The Early Childhood Education certificate is designed to prepare students for employment as aides, teachers, directors, and entrepreneurs in preschools, child care centers (including infant/toddler facilities), and family child care programs. Courses are also appropriate for parents, nannies, camp counselors, recreation leaders, elementary teaching assistants, social service and health care practitioners, administrators and others working with young children.

*Student Learning Outcomes for this certificate are:*

- Evaluate the needs, the characteristics, and the multiple influences on development of children birth to age eight as related to high quality care and education of young children.
- Design, implement, and evaluate environments and activities that support positive, developmental play and learning outcomes for all children.
- Apply effective guidance and interaction strategies that support all children's social learning, identity, and self-confidence.
- Develop strategies that promote partnerships between programs, teachers, families, and their communities.
- Demonstrate ethical standards and professional behaviors that deepen understanding, knowledge, and commitment to the early childhood profession.



**A. REQUIRED COURSES:**

**32 units distributed as follows:**

**1. All courses from the following:**

ECE 100	Health, Safety and Nutrition for Young Children
ECE 101	Introduction to Early Childhood Education
ECE 102/PSY 102	Child and Adolescent Development
ECE 103	Child, Family and Community
ECE 110	Curriculum Development in Early Childhood Education Programs
ECE 124	Observation and Assessment
ECE 126	Teaching in a Diverse Society
ECE 202	Practicum in Early Childhood Programs: Field Experience



## FIREFIGHTING & EMERGENCY OPERATIONS (Formerly Fire Science)

**- This is an Accredited Regional Training Program through the California State Fire Marshal and the State Board of Fire Services -**

The Firefighting and Emergency Operations certificate is designed to give students the required knowledge to pursue entry-level municipal or wildland fire service careers. Students will gain a broad working knowledge of the many aspects of fire service organization and operations, proper use of fire equipment, tactics and strategies of fire fighting, specialized job skills, and management techniques. The Firefighting and Emergency Operations program emphasizes critical thinking skills in the examination and analysis of modern fire service issues and the strengthening of effective written and oral communication skills.

This program follows the United States Fire Administration's National Fire Academy, Fire and Emergency Services (FSHE) Higher Education Model.

**Student Learning Outcomes for this certificate are:**

- Identify minimum qualifications and entry-level skills for firefighter hiring.
- Analyze, appraise and evaluate fire and emergency incidents and identify components of emergency management and firefighter safety.
- Comprehend laws, regulations, codes and standards that influence fire department operations, and identify regulatory and advisory organizations that create and mandate them, especially in the areas of fire prevention, building codes and ordinances, and firefighter health and safety.
- Analyze the causes of fire, determine extinguishing agents and methods, differentiate the stages of the fire and fire development, and compare methods of heat transfer.
- Identify and describe common types of building construction and conditions associated with structural collapse and firefighter safety.
- Differentiate between fire detection and fire suppression systems.

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**A. REQUIRED COURSES:**

**33.75 units distributed as follows:**

**1. All courses from the following:**

FIR 171A	Fire Command 1A
FIR 171B	Fire Command 1B
FIR 171C	Fire Command 1C
FIR 172A	Training Instructor 1A
FIR 172B	Training Instructor 1B
FIR 172C	Training Instructor 1C
FIR 173A	Fire Investigation 1A
FIR 174A	Fire Management 1A
FIR 175A	Fire Prevention 1A
FIR 175B	Fire Prevention 1B
FIR 176	Intermediate Incident Command System

## FIRE OFFICER

(PENDING APPROVAL)

**- This is an Accredited Regional Training Program through the California State Fire Marshal and the State Board of Fire Services -**

The Fire Officer Program prepares students for supervisory-level careers in the fire service. Coursework includes Fireground Command and Tactics, Personnel Management, Instructional Techniques, Fire Prevention, and Fire Origin and Cause Determination.

Students successfully completing the necessary coursework and meeting additional industry-specific requirements are eligible for California State Fire Marshal certification as a Fire Officer. All courses must be completed with a grade of C or better.

This program follows the United States Fire Administration's National Fire Academy - Fire and Emergency Services Higher Education (FESHE) Model and meets the components of the National Fire Protection's (NFPA) Professional Qualifications Standard 1021 for Company Officers as adopted by the California State Fire Marshal and the State Board of Fire Services.

Note: It is recommended that students participating in these courses have previously completed FIR 101, FIR 102, FIR 103, FIR 104, FIR 105, and FIR 106 or have experience as a volunteer or full-time firefighter. In order to be certified by the State Board of Fire Services as a Fire Officer, students must have two years experience as a full-time firefighter or four years experience as a volunteer.

**Student Learning Outcomes for this major are:**

- Analyze and assess causes of firefighter fatalities and injuries and safety measures to protect personnel.
- Define operational priorities for a major incident involving hazardous materials.
- Identify and describe the three major elements of wildland fire behavior; fuel, weather and topography and describe how they influence fire behavior.
- Analyze the relationship between fire prevention efforts and resulting reduction of life and property loss in the United States.
- Analyze burn patterns and apply techniques utilized to determine fire origin.
- Identify and describe the reporting relationships within the Incident Command System.

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**A. REQUIRED COURSES**

**33.75 units distributed as follows:**

**1. All courses from the following:**

FIR 171A	Fire Command 1A
FIR 171B	Fire Command 1B
FIR 171C	Fire Command 1C
FIR 172A	Training Instructor 1A
FIR 172B	Training Instructor 1B
FIR 172C	Training Instructor 1C
FIR 173A	Fire Investigation 1A
FIR 174A	Fire Management 1A
FIR 175A	Fire Prevention 1A
FIR 175B	Fire Prevention 1B
FIR 176	Intermediate Incident Command System

## FIREFIGHTER I

**- This is an Accredited Regional Training Program through the California State Fire Marshal and the State Board of Fire Services -**

The Firefighter I Certificate of Achievement is designed to prepare students for careers as entry-level firefighters and emergency medical technicians. The program provides students with the knowledge and skills required to become certified as a Firefighter I by the California Board of Fire Services (CBFS). Students will be academically prepared for certification as a Firefighter I and in order to receive their official certification from CBFS students will need to document one year of volunteer service or six months of paid service as a firefighter in California.

In order to earn the Firefighter I Certificate of Achievement, students must successfully pass the Lake Tahoe Basin Fire Academy (FIR170A, FIR170B, FIR170C) and Emergency Medical Tech I (HEA141). The Lake Tahoe Basin Fire Academy is offered in partnership with Lake Valley Fire Protection District, South Lake Tahoe Fire Department, and Tahoe-Douglas Fire Protection District. The Academy is accredited by the California State Fire Marshal and the State Board of Fire Services. Interested students are advised that the Fire Academy is a physically and academically demanding program.

**Student Learning Outcomes for this certificate are:**

- Define fire department organization and culture, and the expectations of entry-level fire department personnel.
- Demonstrate knowledge of fire department equipment through the selection and application of equipment for given firefighting tasks.
- Analyze and assess firefighter hazards inherent to the profession.
- Communicate effectively through multiple methods of communication including: written, electronic, face to face, and radio transmitted messages.
- Demonstrate knowledge of strategies, tactics and incident command through the selection and implementation of firefighting methods, and the application of the Emergency Command System.
- Demonstrate safe practices by using minimum standard safety procedures.
- Demonstrate the knowledge and skills necessary to become certified as an Emergency Medical Technician-I.

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**A. REQUIRED COURSES:**

**43.5 units distributed as follows:**

**All courses from the following:**

- FIR 170A Lake Tahoe Basin Fire Academy, Part 1
- FIR 170B Lake Tahoe Basin Fire Academy, Part 2
- FIR 170C Lake Tahoe Basin Fire Academy, Part 3
- HEA 141 Emergency Medical Tech I

## MEDICAL OFFICE ASSISTANT: ADMINISTRATIVE

The Medical Office Assistant: Administrative certificate is designed to provide students with essential knowledge and skills to assume responsible administrative positions in medical offices. The core curriculum in the Medical Office Assistant: Administrative program focuses on the effective use of medical terminology and the mechanics of medical coding and billing procedures. Additional courses emphasize contemporary medical office technology skills such as effective computer files management, data entry, and word processing. Students will develop solid skills in bookkeeping/accounting, math, and oral communication as well as an in

depth understanding and appreciation of ethical issues related to employment in a medical office.

**Student Learning Outcomes for this certificate are:**

- Demonstrate effective use of advanced medical terminology.
- Identify, evaluate, and appropriately apply principles of medical office administration and demonstrate competency in performing administrative clerical duties.
- Demonstrate accuracy in common medical insurance billing and coding procedures to ensure proper reimbursement.

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**A. REQUIRED COURSES:**

**33.75 units distributed as follows:**

**1. All courses from the following:**

- HEA 149 Introduction to Medical Ethics and Law
- MOA 235 Introduction to Administrative Medical Assisting
- MOA 236 Basic Principles of Medical Coding
- MOA 237 Medical Insurance Billing
- MOA 238 Medical Terminology, Part 1
- MOA 240 Medical Terminology, Part 2

**2. 10 units distributed as follows:**

- CAO 120 Word Processing
- CAO 157A Introduction to Microsoft Outlook
- BSN 104 Business Communications

**3. 4 units from the following:**

- BSN110A Principles of Accounting
- BSN 152A Fundamentals of Bookkeeping I
- BSN 105 Professional Communication
- SPE 102 Intercultural Communications
- SPE 104 Speech Communication

## MEDICAL OFFICE ASSISTANT: CLINICAL

The Medical Office Assistant: Clinical certificate is designed to give students the required knowledge and skills to pursue entry-level, "back office" careers in medical offices. The core curriculum in the Medical Office Assistant: Clinical program focuses on the development of clinical competencies designed to effectively assist physicians in the diagnosis and treatment of patients. Students gain skills in patient assessment, taking and charting of medical history and vital signs, basic phlebotomy and injection procedures, administration of medication, assisting with minor office surgery, as well as a number of specialized patient care procedures. The program emphasizes the effective use of medical terminology and the basics of human anatomy and physiology. Additional courses highlight patient safety and the ethical issues related to employment in a medical office. Students will develop solid skills in bookkeeping/accounting, math, and oral communication.

**Student Learning Outcomes for this certificate are:**

- Demonstrate effective use of advanced medical terminology.
- Perform all clinical duties associated with assisting a physician in the diagnosis and treatment of patients in a medical office setting.
- Demonstrate professional behaviors and attitudes consistent with the delivery of safe, ethical, legal, and compassionate patient care.

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**A. REQUIRED COURSES**

**29-31.25 units distributed as follows:**

**1. 21 units distributed as follows:**

- HEA 149 Introduction to Medical Ethics and Law
- MOA 133 Work Experience-Internship (minimum 1 unit)
- MOA 228 Clinical Techniques I
- MOA 229 Clinical Techniques II
- MOA 230 Clinical Techniques III

MOA 235	Introduction to Administrative Medical Assisting
MOA 238	Medical Terminology, Part 1
MOA 240	Medical Terminology, Part 2

**2. A minimum of 8 units from the following:**

HEA 106	Emergency Response
HEA 141	Emergency Medical Technician I
HEA 144A/B	Certified Phlebotomy Technician I
HEA 145	Nursing Assistant Training Program
BIO 120	Introduction to Human Anatomy & Physiology
COU 120	Introduction to Alcohol & Drug Studies
COU 121	Physical, Chemical, and Behavioral Effects of Alcohol & Drugs
PSY 101	General Psychology
PSY 108	Health Psychology
BSN 105	Professional Communication
SPE 102	Intercultural Communications
SPE 104	Speech Communication

**PHOTOGRAPHY**

Photography is an exciting field with both artistic and commercial applications. The certificate program incorporates both, and gives the student a solid foundation in a variety of photographic/digital areas. Individuals in the field may work as landscape, portrait or commercial photographers, camera operators in television broadcasting or motion picture studios, or photojournalists with newspapers, magazines, advertising agencies and government agencies.

**Student Learning Outcomes for this certificate are:**

- Apply current photographic/digital processes.
- Manually operate traditional and digital camera formats from 35mm to large format cameras.
- Operate commercial studio equipment.
- Correctly utilize traditional photographic processes and digital applications.
- Be fluent in design and compositional concepts, and be able to apply these to the photographic and digital arts.
- Recognize master photographers and traditional historical processes, as well as alternative processes.
- Assemble a portfolio of work.



**A. REQUIRED COURSES:**

**43.25 units distributed as follows:**

**1. All courses from the following:**

*NOTE: Students must choose to take either:*

ART 111	Two-Dimensional Design <i>or</i>
ART 112	Two- and Three-Dimensional Design
ART 141	The History of Photography
ART 142	Photography I
ART 143	Photography II
ART 146	Digital Photography
ART 228	Developing a Portfolio
ART 242	Photography III
ART 244	Color Photography

**2. Three courses from the following:**

ART 135A	Digital Imaging I
ART 135B	Digital Imaging II
ART 145A	Landscape Photography
ART 147	Photojournalism
ART 148	Digital Photography II
ART 247	Portrait Photography
ART 248	Commercial Photography

**SPANISH**

The Spanish certificate is designed to give students a basic understanding of the Spanish language and to facilitate and promote placement of intermediate proficiency-level Spanish speakers into California's bilingual workplace. Students will gain a broad-based appreciation of the culture, history, literature, and art of Spanish-speaking countries. Students will complete course work leading to a proficiency in reading, writing, speaking, and listening skills at the intermediate level according to the American Council on Teaching of Foreign Languages (ACTFL) Proficiency Guidelines. The importance of study abroad will be shared with students.

**Student Learning Outcomes for this certificate are:**

- Communicate effectively in the four modalities of listening, reading, writing, and speaking in the indicative and subjunctive tenses with reference to the past, present, and future.
- Demonstrate appreciation, understanding, and awareness of different Spanish-speaking cultures, peoples, values, and traditions.
- Recognize and internalize the importance of being able to communicate with native Spanish speakers in social, educational, and business settings.



**A. REQUIRED COURSES:**

**39-41 units distributed as follows:**

**1. Six courses from the following (30 units total):**

*Any units over the 30 units required from this section may be applied toward the 9-11 units listed in Section 2: Elective Courses.*

SPA 101	Elementary Spanish I
SPA 102	Elementary Spanish II
SPA 103	Elementary Spanish III
SPA 201	Intermediate Spanish
SPA 202	Intermediate Spanish
SPA 203	Intermediate Spanish
SPA 210	Advanced Spanish Grammar and Composition I
SPA 211	Advanced Spanish Grammar and Composition II
SPA 212	Introduction to Spanish Literature

**2. ELECTIVE COURSES**

**9-11 units minimum from the following sections:**

*At least 3 units must be completed from the Recommended Courses:*

**Section a.** *The remaining units may be completed from the Recommended and/or Suggested Courses: Sections a, b, or c.*

**a. Recommended courses:**

SPA 101	Elementary Spanish I
SPA 102	Elementary Spanish II
SPA 103	Elementary Spanish III
SPA 105	Intermediate Spanish Oral Proficiency
SPA 110	Hispanic Civilization and Culture
SPA 141	Conversational Spanish I
SPA 142	Conversational Spanish II
SPA 143	Conversational Spanish III
SPA 155	Bi-Cultural Conversation
SPA 157A	Conversation Expanded Experience - Low Beginning
SPA 157B	Conversation Expanded Experience - Beginning
SPA 157C	Conversation Expanded Experience - High Beginning
SPA 157D	Conversation Expanded Experience - Low Intermediate
SPA 157E	Conversation Expanded Experience - Intermediate
SPA 157F	Conversation Expanded Experience - High Intermediate
SPA 157G	Conversation Expanded Experience - Low Advanced

SPA 157H	Conversation Expanded Experience - Advanced
SPA 157J	Conversation Expanded Experience - High Advanced
SPA 170A	Elementary Spanish for the Professions I**
SPA 170B	Elementary Spanish for the Professions II**
SPA 170C	Elementary Spanish for the Professions III**
SPA 171A	Intermediate Spanish for the Professions I**
SPA 171B	Intermediate Spanish for the Professions II**
SPA 171C	Intermediate Spanish for the Professions III**
SPA 172A	Advanced Spanish for the Professions I**
SPA 172B	Advanced Spanish for the Professions II**
SPA 172C	Advanced Spanish for the Professions III**
<i>** A maximum of 3 units from the courses in the 170 series may be used toward the certificate.</i>	
SPA 180A	Spanish for the Medical/Dental Profession I
SPA 180B	Spanish for the Medical/Dental Profession II
SPA 193A	Spanish for the Teaching Profession I
SPA 193B	Spanish for the Teaching Profession II
SPA 201	Intermediate Spanish I
SPA 202	Intermediate Spanish II
SPA 203	Intermediate Spanish III
SPA 210	Advanced Spanish Grammar and Composition I
SPA 211	Advanced Spanish Grammar and Composition II
SPA 212	Introduction to Spanish Literature

**b. Students may take Intensive Spanish Summer Institute (ISSI) courses up to 3.5 units.**

SPA 121A	ISSI: Low Beginning
SPA 121B	ISSI: Beginning
SPA 121D	ISSI: High Beginning
SPA 122A	ISSI: Low Intermediate
SPA 122B	ISSI: Intermediate
SPA 122D	ISSI: High Intermediate
SPA 123A	ISSI: Low Advanced
SPA 123B	ISSI: Advanced
SPA 123D	ISSI: High Advanced
SPA 124	ISSI: Low Superior
SPA 124A	ISSI: Superior
SPA 125A	ISSI: Low Beginning Medical Spanish Core Class

**ISSI MINI-COURSES**

SPA 154A	ISSI: Reinforcing Grammatical Concepts and Structures - Level 1
SPA 154B	ISSI: Reinforcing Grammatical Concepts and Structures - Level 2
SPA 154C	ISSI: Communicative Conversational Spanish Vocabulary - Beginning Level
SPA 154E	ISSI: Simultaneous Bilingual Translation Techniques - High Intermediate to Superior Level
SPA 154F	ISSI: Spanish Slang, Jargon and Street Language
SPA 154G	ISSI: Using Traditional and Contemporary Latino Music as a Language Acquisition Tool
SPA 154J	ISSI: Magic, Superstition, and Cultural Traditions of Latin America
SPA 154K	ISSI: An Overview of Latino Dance
SPA 154L	ISSI: Arts and Crafts for the Bilingual/Multicultural Classroom
SPA 154M	ISSI: Reinforcing Grammatical Concepts and Structures - Low Beginning
SPA 154N	ISSI: An Overview of Afro-Cuban Dance
SPA 154P	ISSI: Conversational Scenarios I: High Beginning and Low Intermediate

SPA 154Q	ISSI: Conversational Scenarios II: Intermediate and High Intermediate
SPA 154R	ISSI: Increase Spanish Proficiency Through Interactive Stories
SPA 156A	ISSI: Small Group Conversation - Low Beginning
SPA 156AA	ISSI: Small Group Conversation - Beginning
SPA 156B	ISSI: Small Group Conversation - High Beginning
SPA 156C	ISSI: Small Group Conversation - Low Intermediate
SPA 156CC	ISSI: Small Group Conversation - Intermediate
SPA 156D	ISSI: Small Group Conversation - High Intermediate
SPA 156E	ISSI: Small Group Conversation - Low Advanced
SPA 156EE	ISSI: Small Group Conversation - Advanced
SPA 156F	ISSI: Small Group Conversation - High Advanced
SPA 156FF	ISSI: Small Group Conversation - Low Superior
SPA 156G	ISSI: Small Group Conversation - Superior
SPA 156GG	ISSI: Small Group Conversation - High Superior
SPA 160A	ISSI: Introduction to CALL - Low Beginning
SPA 160AA	ISSI: Introduction to CALL - Beginning
SPA 160B	ISSI: Introduction to CALL - High Beginning
SPA 160C	ISSI: Introduction to CALL - Low Intermediate
SPA 160CC	ISSI: Introduction to CALL - Intermediate
SPA 160D	ISSI: Introduction to CALL - High Intermediate
SPA 160E	ISSI: Introduction to CALL - Low Advanced
SPA 160EE	ISSI: Introduction to CALL - Advanced
SPA 160F	ISSI: Introduction to CALL - High Advanced
SPA 160FF	ISSI: Introduction to CALL - Low Superior
SPA 160G	ISSI: Introduction to CALL - Superior
SPA 160GG	ISSI: Introduction to CALL - High Superior
SPA 160H	ISSI: Multi-Level CALL (PC)
SPA 181A	ISSI: Spanish for the Medical Profession - Low Beginning to Intermediate
SPA 181D	ISSI: Spanish for the Medical Profession - High Intermediate to High Superior
SPA 182	ISSI: Comparative Grammar: Low Beginning
SPA 183A	ISSI: Breaking Out of Beginner's Spanish
SPA 184A	ISSI: Comparative Grammar: Beginning to Intermediate
SPA 185A	ISSI: Comparative Grammar: High Intermediate to Superior
SPA 186A	ISSI: Comparative Grammar: The Subjunctive Mood for Low Advanced to Advanced Levels
SPA 186B	ISSI: Comparative Grammar: The Subjunctive Mood for High Advanced to Superior Levels
SPA 187	ISSI: Hispanics in Hollywood
SPA 188	ISSI: Authentic Spanish Pronunciation
SPA 188	ISSI: Language and Culture Through Zumba
SPA 195A	ISSI: Spanish for the Teaching Profession: Low Beginning to Intermediate
SPA 195D	ISSI: Spanish for the Teaching Profession: High Intermediate to High Superior
SPA 199A	ISSI: Spanish Communicative Interactive Conversation Course (SCICC): The Difficult Trip: Beginning Levels



SPA 199D	ISSI: Spanish Communicative Interactive Conversation Course (SCICC): The Difficult Trip: Intermediate Levels
SPA 199H	ISSI: Spanish Communicative Interactive Conversation Course (SCICC): The Difficult Trip: Advanced Levels

**c. Suggested courses:**

ANT 101	Introduction to Archeology
ART 107	Art of the Americas
ENG 107	Cross-Cultural Literature
ETH 100	Current Latino Issues
ETH 201	Mexican-American Culture
ETH 202A	Mexican-American History: Pre-Columbian to 1848
ETH 202B	Mexican-American History: 1848 to 1960
ETH 202C	Mexican-American History: 1960 to Present
ETH 203A	History of Mexico: Pre-Columbian to 1821
ETH 203B	History of Mexico: 1821 to 1910
ETH 203C	History of Mexico: 1910 to Present
HIS 104	Early California History
HIS 110	Minority and Multicultural History of the United States
SPE 102	Intercultural Communications

**NOTE:** Students should be advised that the above required courses, taken out of sequence or taken by challenge exam, **may not** be transferable. Students should contact the four-year schools to which they plan to transfer.

## NON-CREDIT CERTIFICATE OF COMPLETION: ESL PROFICIENCY

The noncredit ESL program at LTCC is designed as a series of sequential courses, ranging from Low Beginning through Advanced levels of English proficiency. The sequential curriculum, based upon an integrated set of student learning outcomes, provides instruction through each strand of learning: listening, speaking, reading, and writing.

This certificate of completion will be awarded upon completion of the following noncredit courses:

ESL551	Low Beginning ESL -or- ESL 561: English as a Second Language, Level 1
ESL552	High Beginning ESL -or- ESL 562: English as a Second Language, Level 2
ESL553	Low Intermediate ESL -or- ESL 563: English as a Second Language, Level 3
ESL554	High Intermediate ESL -or- ESL 564: English as a Second Language, Level 4
ESL556	Advanced ESL

## WILDERNESS EDUCATION

The Wilderness Education certificate is designed to prepare students to become theoretically and technically competent wilderness specialists who can apply their skills as outdoor leaders to diverse groups and environments in a world with a growing population and finite wilderness resources. The curriculum provides a balanced foundation of all aspects of wilderness education/outdoor recreation. Students will gain basic competencies in outdoor-based activities, wilderness first aid skills, experiential educational theory, group dynamics, leadership theory and skills, and environmental awareness. There is emphasis on the integration of academic work and technical field skills.

**Student Learning Outcomes for this certificate are:**

- Identify the many influences that have shaped wilderness education.
- Identify the management protocols for land use on the local, state, and national level.
- Employ a variety of experiential leadership styles to specific settings.
- Assess good judgment and safety in wilderness settings.
- Apply a working vocabulary and a skills-based knowledge in field specific topics.

### A. REQUIRED COURSES

**All courses from the following (26.25 units):**

GSE 103	Lake Tahoe Issues and Agencies
WLD 100	Foundations of Recreation Land Management
WLD 101	Origins and Directions of Wilderness Education
WLD 104	Fundamentals of Outdoor Leadership
WLD 107B	Wilderness First Responder
WLD 112C	Map, Compass, and GPS
WLD 116	Mountain Weather
WLD 117A	Mountaineering
WLD 118A	Rock Climbing: Beginning
WLD 128B	AIARE Level 1 Avalanche
WLD 133	Occupational Work Experience (minimum 2 units)
WLD 140A	Whitewater Rafting: Beginning
WLD 146A	Sea Kayaking: Beginning

### AREAS OF CONCENTRATION: (Choose one option)

#### 1. CLIMBING

**A minimum of 4.75 units selected from the following:**

WLD 117B	Intermediate Mountaineering
WLD 118B	Rock Climbing: Intermediate
WLD 118C	Introduction to Lead Climbing
WLD 118D	Self-Rescue for Climbers

**TOTAL UNITS (including required courses): 31 units**

#### 2. SNOW SKILLS

**A minimum of 6 units selected from the following:**

WLD 125A	Backcountry Skiing
WLD 126A	Backcountry Snowboarding
WLD 126C	Multi-day Ski/Snowboard Touring
WLD 127A	Winter Survival
WLD 128C	AIARE Level 2 Avalanche

**TOTAL UNITS (including required courses): 32.25 units**

#### 3. WATER SKILLS

**All of the following:**

WLD 140C	Whitewater Guide School
WLD 146B	Sea Kayaking: Camping
WLD 146C	Multi-day Sea Kayaking
WLD 146E	Kayaking Lake Tahoe's Water Trail

**TOTAL UNITS (including required courses): 33.75 units**

# Short-Term Departmental Certificates

Various departments offer students the opportunity to gain fundamental skills in a career field by completing an intensive course or set of courses. Upon successful completion of one of these programs, the student will receive a department-issued certificate. These programs differ from the college's official certificates of achievement in that they are short-term, cover a more narrow area of study, and are generally not recorded on the student's transcript. These programs are coordinated by the individual departments. Interested students should contact the specific department for further information.

## APPLIED ANTHROPOLOGY

The certificate in Applied Anthropology provides students with the methods, perspectives, and case studies necessary in understanding the applications of anthropology to contemporary settings. The specializations of Applied Anthropology include organizational anthropology (focused on understanding the methods of problem-solving and conflict resolution in complex organizations), medical anthropology (focused on developing insights on the cross-cultural contexts of healing and healthcare), development anthropology (focused on the legacy of economic and cultural systems and the contexts of policy and technological applications of anthropology in field settings), and cultural resource and land management (focused on making connections between archaeology, conservation and land use, and resource policy). For further information about this program, contact the Anthropology department at extension 316.

### Student Learning Outcomes for this certificate are:

- Understand the theoretical approaches of the four fields of anthropology;
- Comprehend the scientific approaches to anthropological research, including research design;
- Develop an understanding of the varied approaches of applied anthropology relevant to each of the four fields; and
- Have the ability to apply theoretical positions to real-world contexts of anthropological research.

### All courses from the following (8 units):

ANT 102	Cultural Anthropology
ANT 110	Applied Anthropology

### 8 units from the following:

ANT 101	Introduction to Archaeology
ANT 103	Physical/Biological Anthropology
ANT 105	Beginning Field Archaeology
ANT 107	Magic, Witchcraft, and Religion
BIO 149	Ecology
BSN 100	Introduction to Business
BSN 215	International Business: Competing in the Global Marketplace
COU 111	Crisis Counseling
GEG 102	Human Geography
GEG 103	World Regional Geography
GEG 134	Introduction to Geographic Information Systems
GEG 135	Intermediate Geographic Information Systems
PEH 100	Personal Health and Wellness
PSY 101	General Psychology
SOC 102	Marriage, Families, and Intimate Relationships
SOC 104	Deviance
SOC 107	Race and Ethnic Relations
SOC 111	Sociology of Popular Culture
SPE 102	Intercultural Communication

## WORK EXPERIENCE

Because Applied Anthropology involves the direct application of anthropology to real-world settings, students are required to complete 2 units in an approved work experience project related to an organizational setting, such as in business and the service industry, healthcare, a local public service, political or environmental agency.

### Required Course (2 units from the following):

WKX 101	General Work Experience
WKX 102	General Work Experience - Internship Discipline Specific Internships

## CERTIFIED PHLEBOTOMY TECHNICIAN I

This short term department certificate is offered in partnership with Barton HealthCare System and prepares students for the California state examination to become "Certified Phlebotomy Technicians, I." The program includes both basic and advanced classroom instruction and is designed for all beginning students and for phlebotomists with less than 1,040 hours of phlebotomy experience. The two-course sequence begins in the summer quarter with HEA144A (Phlebotomy Training, Part 1 – Didactic) and concludes in the fall quarter with HEA144B (Phlebotomy Training, Part 2 - Clinical). Successful certificate completion requires perfect attendance and a final grade of "B" or higher in HEA144A and 50 successful patient venipunctures and 10 successful patient skin punctures (pursuant to CCR, Title 17) in HEA144B. In order to apply for certification, students will be required to provide a certified copy of their high school transcripts or GED, as well as proof of the Hepatitis B series. For further information about this program, contact the Career and Technical Education department at extension 583.

## COMPUTER AND INFORMATION SCIENCES

This short-term departmental certificate in Computer and Information Sciences allows students to pursue multiple Oracle Program certifications. Specifically, completion of this short-term program of study prepares students for examinations leading to Oracle certification in:

- Associate, Java SE 7 Programmer
- Professional, Java SE 7 Programmer

For further information about this program, contact the Computer and Information Sciences department at extension 333.

### All courses from the following (12 units):

CIS 120A	Computer Programming I
CIS 120B	Computer Programming II
CIS 120C	Computer Programming III

## CULINARY ARTS

The short-term certificate in culinary arts is designed to provide opportunities to learn the basic fundamentals of culinary arts. The certificate serves as both a career-readiness certificate leading to either employment within the culinary arts industry or continued study leading to a more advanced certificate or degree in the culinary arts, and as an area of personal interest or study. For further information about this program, contact the Culinary Arts department at extension 334.

### All courses from the following (13.5-14 units):

CUL 101	Introduction to the Culinary Arts Profession
CUL 102	Principles and Practices of Basic Food Preparation
CUL 103	Sanitation and Food Safety
CUL 104	Principles and Practices of Baking and Pastry Arts
-or-	
CUL 106	Practices of Intermediate Food Preparation

## DENTAL ASSISTING

The Dental Assisting program at LTCC consists of three courses. In Dental Assisting and Radiology, Part 1 (HEA 147A), students learn the skills necessary to begin a career as an entry-level, back-office Dental Assistant. In Dental Radiology, Part 2 (HEA 147B), students learn anatomic interpretation, x-ray technique, and radiation safety. This radiology curriculum is approved by the California Board of Dental Examiners. In Dental Radiology, Part 3 (Externship) (HEA 147C), students hone their workplace dental assisting skills and take part in a comprehensive externship placement experience. Upon successful completion of all three courses, students will be awarded a Short-Term Departmental Certificate in Dental Assisting and a Radiation Safety Certificate (required to work in a California dental office). For further information about this program, contact the Career and Technical Education department at extension 583.

## EMERGENCY MEDICAL TECHNICIAN

The Emergency Medical Tech I course (HEA141, one quarter, 8.5-units) prepares students for a career administering first response treatment in emergency situations. Responsibilities include driving an ambulance, removing trapped victims from accident scenes, administering emergency patient care, and recording observation. Clinical experience in an emergency room and ambulance ride-alongs further enhance the learning experience. This course is approved by the El Dorado County EMS Agency and is recognized throughout the State of California. Successful course completion allows students to take the EMT National Registry Exam. For further information about this program, contact the Career and Technical Education department at extension 583.

## MEDICAL OFFICE ASSISTANT

Three short-term departmental certificates have been designed to assist students in obtaining responsible entry-level administrative and clinical positions in medical offices. The ultimate goal of these certificates is to develop competency in communication, critical thinking, and technology applications as required for the delivery of safe, ethical, legal, and compassionate patient care. For further information about this program, contact the Career and Technical Education department at extension 583.

### MEDICAL TERMINOLOGY: (8 units)

MOA 238	Medical Terminology, Part I
MOA 240	Medical Terminology, Part II

### BILLING AND CODING: (8 units)

MOA 236	Basic Principles of Medical Coding
MOA 237	Medical Insurance Billing

### CLINICAL PROCEDURES: (8.25 units)

MOA 228	Clinical Techniques I
MOA 229	Clinical Techniques II
MOA 230	Clinical Techniques III

## NURSING ASSISTANT

The highly successful Nursing Assistant Training Program (HEA145) is a one quarter course (8-units) that prepares students for careers as Certified Nursing Assistants (CNA). CNAs are important members of a health care team and provide patients with the personal care needed in nursing homes, hospitals, and other health-care facilities. Typical patient-care duties include bathing and dressing patients, helping with personal hygiene, taking vital signs, answering call lights, transporting patients, servicing and collecting food trays, and feeding patients when necessary. Upon successful completion of this course, students are eligible to take the California State certifying exam for nursing assistants. For further information about this program, contact the Career and Technical Education department at extension 583.

## PERSONAL TRAINER CERTIFICATION

This short term departmental certificate program provides students with skills and knowledge to prepare them for employment within the fitness industry. The student will gain understanding of physiology of exercise, fitness assessment procedures and methodologies, sports nutrition, treating activity-related injuries, and designing exercise programs. The program includes a hands-on experience with an exercise population. This certification also prepares students for industry standard personal trainer examinations. For further information about this program, contact the Physical Education department at extension 557.

### All courses from the following (15.50 units):

PEH 102	Nutrition for Fitness and Sport
PET 100	Introduction to Exercise Science
PET 101	Exercise Program Design
PET 102	Care and Prevention of Athletic Injuries
PET 103	Fitness Assessment
WKX 102	General Work Experience - Internship ( <i>minimum 1.5 units</i> )

## PHYSICAL THERAPY AIDE

This short-term departmental certificate is offered by the Career & Technical Education and Physical Education departments in collaboration with Barton HealthCare. Two Physical Therapy Aide courses augment two PE courses and students can expect to complete their training in one year. Students will learn how to assess vital signs, identify contraindications of treatment, and apply therapeutic modalities. Both PT Aide courses contain an externship component wherein students are placed in clinical positions to gain relevant on-the-job experience. This intensive training program culminates in a working skill set for Physical Therapy Aide and associated allied health professions. For further information about this program, contact the Career and Technical Education department at extension 583.

### All courses from the following: (12 units)

HEA 119A	Introduction to Physical Therapy Aide
HEA 119B	Advanced Physical Therapy Aide
PET 100	Introduction to Exercise Science
PET 102	Care and Prevention of Athletic Injuries



## PHOTOGRAPHY/DIGITAL PHOTOGRAPHY

Photography/Digital Photography is a dynamic field exploring artistic and commercial applications, as well as digital technology. This short-term departmental certificate program provides photographic and digital experiences that equip the students for a variety of entry-level career applications. The program is designed to prepare the student for entry-level positions in the fields of traditional photography, photojournalism, commercial photography, digital photography, digital imaging, and new digital media. For further information about this program, contact extension 230.

### A. TRADITIONAL PHOTOGRAPHY I: *This program is designed to prepare the student for an entry-level position in the field of Traditional Photography.*

#### All courses from the following (12 units):

ART 141	History of Photography
ART 142	Photography I
ART 143	Photography II

#### 3 units from the following:

ART 111	Two-Dimensional Design
ART 112	Two- and Three-Dimensional Design

**TOTAL UNITS (including required courses) = 15**

### B. TRADITIONAL PHOTOGRAPHY II: *This program is designed to prepare the student for an advanced level position in the field of Traditional Photography.*

#### All courses from the following (8 units):

ART 242	Photography III
ART 244	Color Photography

#### 8 units from the following:

ART 145A	Landscape Photography
ART 147	Photojournalism
ART 247	Portrait Photography

**TOTAL UNITS (including required courses) = 16**

### C. PHOTOJOURNALISM: *This program is designed to prepare the student for an entry-level position in the field of Photojournalism.*

#### All courses from the following (12 units):

ART 142	Photography I
ART 146	Digital Photography I
ART 147	Photojournalism

#### 3 units from the following:

ART 111	Two-Dimensional Design
ART 112	Two- and Three-Dimensional Design

**TOTAL UNITS (including required courses) = 15**

### D. COMMERCIAL PHOTOGRAPHY: *This program is designed to prepare the student for an entry-level position in the field of Commercial Photography.*

#### All courses from the following (12 units):

ART 244	Color Photography
ART 247	Portrait Photography
ART 248	Commercial Photography

#### 4 units from the following:

ART 135A	Digital Imaging I
ART 135B	Digital Imaging II
ART 146	Digital Photography I

#### 3 units from the following:

ART 111	Two-Dimensional Design
ART 112	Two- and Three-Dimensional Design

**TOTAL UNITS (including required courses) = 19**

### E. DIGITAL PHOTOGRAPHY: *This program is designed to prepare the student for an entry-level position in the field of Digital Photography or as a Digital Photo Specialist.*

#### All courses from the following (12 units):

ART 142	Photography I
ART 146	Digital Photography I
ART 148	Digital Photography II

#### 4 units from the following:

ART 135A	Digital Imaging I
ART 135B	Digital Imaging II

#### 3 units from the following:

ART 111	Two-Dimensional Design
ART 112	Two- and Three-Dimensional Design

**TOTAL UNITS (including required courses) = 19**

### F. DIGITAL MEDIA: *This program is designed to prepare the student for an entry-level position in the field of New Digital Media.*

#### All courses from the following (12 units)

ART 135A	Digital Imaging I
ART 135B	Digital Imaging II
ART 135C	Digital Imaging III

#### 3 units from the following:

ART 111	Two-Dimensional Design
ART 112	Two- and Three-Dimensional Design

**TOTAL UNITS (including required courses) = 15**

## PROFESSIONAL BOOKKEEPER

The American Institute of Professional Bookkeepers (AIPB) has established a national professional certification, the Certified Bookkeeper (CB) credential, a professional standard for working bookkeepers. By successfully passing tests that cover six subjects, signing a code of ethics, and demonstrating two years' experience in bookkeeping, students earn the right to put "CB" after their name. The experience requirement may be completed before or after the national examination.

National certification distinguishes students from other bookkeepers because it proves that they have met high national standards and demonstrated the ability to handle all of the books for a small- to medium-sized business. Lake Tahoe Community College offers the following three courses which can be completed in one academic year to help students prepare for this national certification. For further information about this program, contact the Business department at extension 263.

BSN 152A	Fundamentals of Bookkeeping I
BSN 152B	Fundamentals of Bookkeeping II
BSN 152C	Becoming a Certified Bookkeeper







# Course Descriptions

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Chemistry.....	117	General Studies.....	159	Polish.....	197
Chinese.....	119	Geography.....	160	Political Science.....	198
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Construction Trades.....	126	Health (see Allied Health).....	165	Recreation.....	200
Counseling.....	127	History.....	166	Religion.....	202
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Economics.....	145	Mathematics.....	172	Speech.....	217
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“The financial aid process was really smooth. They help you complete your FAFSA form, and make sure you get all the aid you qualify for. I just didn't think I'd qualify for as much as I did.”

**Maeko Bradshaw, 20**

*A full-time student and South Lake Tahoe native, she qualified for the Board of Governor's Fee Waiver program and receives Pell Grants. Bradshaw is working towards her liberal arts associate degree and plans to transfer to San Francisco State to finish her bachelor's degree.*

## FAQ's...

### How many credits are classes worth?

**Credit for classes is measured in units. A unit relates to the amount of time spent in a class. For example, a 4 unit class will meet for 4 hours per week, for 12 weeks. Classes with labs meet for additional hours. Since LTCC is on the quarter system, credit is earned in quarter units (1 quarter unit = 2/3 semester units)**

Admissions and Records	ext. 211
Student Services	ext. 231
Financial Aid	ext. 236

# Course Descriptions

## COURSE NUMBERING SYSTEM

Lake Tahoe Community College offers its courses on the quarter unit system (1-1/2 quarter units = 1 semester unit). The courses in the catalog and published schedules are listed with a subject area abbreviation and three digit number (e.g. ENG 101). The key to subject abbreviations is described on page 56. Of particular note with the three-digit course number is the middle digit. A middle digit of 0-4 indicates that the course transfers to CSU. More information regarding transferability of courses to other colleges and universities is available in Student Services. Students are strongly encouraged to meet with a counselor for transfer planning. Additional transfer information may be found in the course descriptions on pages 101 through 228.

## UC TRANSFERABLE COURSES

Courses that transfer to the University of California System are notated as UC transferable under each courses' description.

- UC transferable courses notated with UC (unit limit) means the UC system considers the course a physical activity course. UC has a limit of 6 quarter units of physical activity courses that they'll accept as transfer units.
- UC transferable courses notated with UC (course limit) means the UC considers this course too similar to another LTCC course to give UC credit for both courses. Please see a counselor for additional clarification.

**NOTE: All credit courses offered at Lake Tahoe Community College apply to the Associate degree and certificate unless listed on page 46, (sections on Non-degree applicable courses and Basic Skills courses). Information regarding transferability of courses to colleges and universities is available in Student Services, and in the course descriptions on pages 101 through 228.**

## UNIT CODE SYSTEM

Below each course title in the catalog description is a unit code designation (e.g., Lecture 4, Lab 3, Units 5) indicating the following:

### Lecture:

Number of lecture hours per week.

### Lab:

Number of laboratory or activity hours per week.

### Units:

Number of units granted for the course.

## SCHEDULED HOURS

While the unit code indicates the number of lecture and lab hours required for each course, the meeting days and times vary by quarter. Please see the quarterly Schedule of Classes for specific details of each section including regular course meetings and TBA requirements.

## REPEATABILITY

Information relating to the repeatability of courses is located at the bottom of each course description.

# ALLIED HEALTH

**THE FOLLOWING COURSES IN THIS SUBJECT AREA MAY BE CHALLENGED: HEA 141 (IN ORDER TO CHALLENGE HEA 141, A STUDENT MUST EITHER BE AN MD, RN OR HAVE HAD PREVIOUS MILITARY MEDICAL HEALTH EXPERIENCE).**

## HEA 106 EMERGENCY MEDICAL RESPONDER

*Lecture 3.5, Lab 1.25, Units 4*

This American Red Cross Emergency Medical Response course provides the student with the knowledge and skills necessary to work as an Emergency Medical Responder (EMR) to help sustain life, reduce pain, and minimize the consequences of injury or sudden illness until more advanced medical help takes over. The course content and activities will prepare participants to make appropriate decisions about the care to provide in a medical emergency. The course content meets or exceeds the 2008 Emergency Medical Services Educational Standards for Emergency Medical Responders and the care steps outlined within this course are consistent with the Guidelines 2010 for First Aid as well as the 2010 Consensus on Science for Cardiopulmonary Resuscitation and Emergency Cardiovascular Care.

*Transfers to CSU*

**REPEATABILITY:** May be repeated 5 times.

## HEA 108 EMERGENCY MEDICAL RESPONDER (REFRESHER)

*Lecture 1.5, Lab .75, Units 1.75*

This course is an update and review of the knowledge and skills pertaining to Emergency Medical Response. This American Red Cross course allows the student to renew his/her current card. A student has a 30-day grace period after the card expires to complete this refresher course. Students need to plan ahead to ensure that they take the refresher course before their card expires. Instruction includes a review of bandaging and splinting skills and current information including CPR. This course includes 24 TBA hours in support of the stated student learning outcomes to allow students to obtain the technical skills and knowledge required to perform pre-hospital basic care as an Emergency Medical Responder.

*Transfers to CSU*

**PREREQUISITE:** Current Emergency Medical Responder (Advanced First Aid) Card (30-day grace period).

**REPEATABILITY:** May be repeated 5 times.

## HEA 119A INTRODUCTION TO PHYSICAL THERAPY AIDE

*Lecture 2.5, Lab 1.25, Units 3*

This course introduces students to the physical therapy and related allied health professions. Students will learn the foundational skills required to work as a Physical Therapy Aide and will develop a solid platform from which further studies in allied health careers can be pursued. Specific topics such as legal and ethical issues, medical terminology, basic anatomy, and human movement will be introduced. Students will also participate in externship experiences as an introduction to the rehabilitation field. In support of the stated student learning outcomes, this course includes 8 TBA hours for a Physical Therapy Aide externship placement.

*Transfers to CSU*

## HEA 119B ADVANCED PHYSICAL THERAPY AIDE

*Lecture 2.5, Lab 1.75, Units 3*

This course builds on the knowledge gained in HEA 119A (Introduction to Physical Therapy Aide) and culminates in a working skill set for the Physical Therapy Aide profession. Students will learn how to assess vital signs, identify contraindications of treatment, and apply therapeutic modalities. Students will also build experience and knowledge in the application of therapeutic exercise and hands-on rehabilitation strategies through coursework and externships. In support of the stated student learning outcomes, this course includes 16 TBA hours for a Physical Therapy Aide externship placement.

*Transfers to CSU*

**PREREQUISITE:** Completion of HEA 119A with a grade of "B" or better.

## HEA 131 SPECIAL TOPICS

*Units 1-4*

This course is designed to meet the needs of students for studies in areas of special interest. Topics and credit will vary from quarter to quarter and will be included under this cover title published in the schedule for the quarter in which the course will be offered.

*Transfers to CSU*

## HEA 132 OCCUPATIONAL WORK EXPERIENCE

*Lecture 0, Lab 0, Units 1-6*

Occupational Work Experience is for students who are employed in jobs related to their educational or occupational goals. This program extends knowledge gained in the classroom to the workplace, helps students identify new and challenging objectives at work, and encourages professional growth and advancement.

*Transfers to CSU*

**COREQUISITE:** Students must be available to work 4 to 40 hours per week for an approved business and must have an application on file each quarter enrolled.

**REPEATABILITY:** May be repeated up to a total of twenty-four (24) units, six units maximum per quarter.

## HEA 133 INTERNSHIP - OCCUPATIONAL WORK EXPERIENCE

*Lecture 0, Lab 0, Units 1-6*

Internship - Occupational Work Experience is a supervised worksite placement the student earns which is related to the student's educational and occupational goals. The program will assist students in acquiring relevant work experience and awareness of career opportunities in their chosen field of study. This course may be repeated for a maximum of 24 units.

*Transfers to CSU*

**COREQUISITE:** Students must be available to volunteer 4 to 24 hours per week (if paid, hours per week increase as outlined in the work experience program) for an approved business and must have an application on file each quarter enrolled.

**REPEATABILITY:** May be repeated up to a total of twenty-four (24) units, six units maximum per quarter.

## HEA 141 EMERGENCY MEDICAL TECH I

*Lecture 7.5, Lab 3, Units 8.5*

This course covers all techniques of emergency medical care including legal, moral, and emotional needs of persons involved in emergency situations. Emphasis will be placed on the evaluation of the ill and injured and appropriate emergency care procedures as required by the State of California, EMS Authority, and El Dorado County for the best quality patient care. This course includes four hours of Automated External Defibrillator (AED) training.

*Transfers to CSU*

**PREREQUISITE:** Current CPR card (either American Heart Association, BLS Healthcare Provider or American Red Cross Professional Rescuer); and Current First Aid, Emergency Response, or Medic First Aid Card.

**REPEATABILITY:** May be repeated up to 5 times.

**HEA 142A EMT REFRESHER (24 HOURS)**

*Lecture 1.5, Lab .5, Units 1.75*

This EMT refresher course runs concurrent with HEA 143 and offers 24 hours of instruction related to the technical skills and knowledge required to perform appropriate pre-hospital basic emergency care. The course consists of classroom instruction and skills review as well as eight TBA hours of supervised clinical time in either the hospital emergency department or with the local ambulance. The content of this course satisfies 24 of the 72 hours of EMS related continuing education required for the National Registry of EMTs and El Dorado County.

*Transfers to CSU*

**PREREQUISITE:** *Current CPR Card (either American Heart Association BLS or American Red Cross Professional Rescuer.) Current EMT-I Certification. Students will be required to present copies of these cards at the first class session.*

**REPEATABILITY:** *May be repeated up to 5 times.*

**HEA 143 REFRESHER – EMERGENCY MEDICAL TECH I**

*Lecture 2.75, Lab 1.25, Units 3.25*

In this refresher course, students will review technical skills and knowledge required to perform the appropriate pre-hospital basic emergency care. The course consists of classroom instruction and skills review as well as eight hours of supervised clinical time in either the hospital emergency department or with the local ambulance. The content of this course satisfies 48 of the 72 hours of EMS related continuing education required for the National Registry of EMTs.

*Transfers to CSU*

**PREREQUISITE:** *(1) Current CPR Card (either American Heart Association BLS or American Red- Cross Professional Rescuer) (2) Current EMT-I Certification. Students will be required to present copies of these cards at the first class session.*

**REPEATABILITY:** *May be repeated unlimited times.*

**HEA 144A PHLEBOTOMY TRAINING - PART 1 (DIDACTIC)**

*Lecture 4.75, Lab 0, Units 4.75*

This course includes both basic and advanced classroom instruction and is designed for all beginning students and for phlebotomists with less than 1,040 hours of phlebotomy experience. Basic instruction topics include universal precautions, infection control, laboratory and equipment safety, basic anatomy and physiology, medical terminology, and blood collection techniques. Advanced instruction topics include biohazards, sources of error in laboratory testing, anatomical site selection and patient preparation, risk factors and complications, problem solving and communication, ethics, and QA in phlebotomy practice. Successful course completion requires perfect attendance and a final grade of "B" or higher. When combined with successful completion of HEA 144B (Phlebotomy Training - Part 2, Clinical), students will be prepared for the California state examination to become a "Certified Phlebotomy Technician I."

*Transfers to CSU*

**ADVISORY:** *In order to be certified as a Phlebotomy Technician I, students will be required to produce an official copy of their high school transcript (or GED) for submission to California Department of Public Health. The specifics of this documentation requirement will be explained at the first class meeting. Students will be required to provide proof of starting the Hepatitis B series.*

**HEA 144B PHLEBOTOMY TRAINING - PART 2 (CLINICAL)**

*Lecture .25, Lab 3.5, Units 1.5*

This course satisfies the practical experience requirement to become a Certified Phlebotomy Technician I in California and is designed for all beginning students and for phlebotomists with less than 1,040 hours of phlebotomy experience. In a clinical setting with access to actual patients, the course will include equipment usage; patient preparation and infection control; blood collection from patients of various ages, stages of health, and weight; post puncture care; blood processing after collection and centrifugation; and disposal of waste and sharps. Successful completion of this course requires perfect attendance, 50 successful patient venipunctures, and 10 successful patient skin punctures pursuant to CCR, Title 17, Section 1034(a) (2). When combined with the successful completion of HEA 144A (Phlebotomy Training - Part 1, Didactic), students will be prepared for the California state examination to become a "Certified Phlebotomy Technician I."

*Transfers to CSU*

**PREREQUISITE:** *HEA 144A (or equivalent) with a grade of "B" or better.*

**ADVISORY:** *Students will be required to provide a certified copy of their high school transcripts or GED, as well as proof of the Hepatitis B series.*

**HEA 145 NURSING ASSISTANT TRAINING PROGRAM**

*Lecture 5, Lab 9, Units 8*

This course is a training program that prepares students for the nursing assistant certifying examination that is approved by the California Department of Public Health. The successful student will be prepared to enter the field of health care in acute and skilled nursing facilities. Emphasis will be on nursing assistant skills necessary to deliver safe patient care and basic restorative services. Additional topics include safety and emergency procedures, infection control, patient rights and independence, communication and interpersonal skills.

*Transfers to CSU*

**COREQUISITE:** *CPR - Level C certification (CPR for the Health Professional).*

**ADVISORY:** *Eligibility for ENG 152.*

**HEA 147A DENTAL ASSISTING AND RADIOLOGY, PART 1**

*Lecture 7, Lab 1, Units 7.25*

This course is the first of a three-part series which provides students with the skills necessary to work in dental offices as entry-level, back office assistants. This course includes basic dental terminology, tooth identification, intra-oral anatomy, four-handed dentistry, sterilization, and asepsis. Successful completion of the entire three-course sequence, to include HEA 147A, HEA 147B, and HEA 147C, will culminate in a Dental Assisting certificate and a California Radiation Safety certificate.

*Transfers to CSU*

**HEA 147B DENTAL RADIOLOGY, PART 2**

*Lecture 7.5, Lab 2, Units 8.25*

This course is the second of a three-part sequence focusing on advanced dental radiological safety procedures, anatomic interpretation, and mounting. Students will receive hands-on experience in perfecting x-ray technique using both the paralleling and bisecting techniques. The radiology curriculum is approved by the California Board of Dental Examiners and successful completion of the entire course sequence, to include HEA 147A, HEA 147B, and HEA 147C, will culminate in a Dental Assisting certificate and a California Radiation Safety certificate.

*Transfers to CSU*

**PREREQUISITE:** *HEA 147A or equivalent work experience.*

**COREQUISITE:** *CPR Card (Basic Life Support for Health Care Providers).*



### HEA 147C DENTAL RADIOLOGY, PART 3 (EXTERNSHIP)

*Lecture 3.5, Lab 6, Units 5.5*

This course is the third part of a three-part course sequence which prepares students for responsible positions as dental assistants. The focus in this course is on acquiring advanced dental assisting skills through externship placement and lab practice. Students will practice and perfect their chairside skills in an actual dentist office and will meet with the instructor on a weekly basis for additional skill practice of advanced procedures. The radiology curriculum is approved by the California Board of Dental Examiners and successful completion of the entire course sequence, to include HEA 147A, HEA 147B, and HEA 147C will culminate in a Dental Assisting certificate and a California Radiation Safety certificate.

*Transfers to CSU*

**PREREQUISITE:** HEA 147B or equivalent work experience.

**COREQUISITE:** CPR Card (Basic Life Support for Health Care Providers).

### HEA 149 INTRODUCTION TO MEDICAL ETHICS AND LAW

*Lecture .75, Lab 0, Units .75*

This course explores ethical and legal issues relating to health care. Topics include access to health care information, confidentiality and informed consent, judicial process related to health information, risk management and quality management, computerized patient records, and health care fraud and abuse. This course provides essential information for persons working in any health care setting.

*Transfers to CSU*

### HEA 191 SPECIAL TOPICS

*Units 1-4*

This course is designed to meet the needs of students for studies in occupational, technical or college preparatory areas of special interest. Topics and credits will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

### HEA 231 SPECIAL PROJECTS

*Units 1-4*

This course is designed for students wishing to pursue a specific topic of study. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

*Transfers to CSU*

### HEA 291 SPECIAL PROJECTS

*Units 1-4*

This course is designed for students wishing to pursue a specific topic of study in occupational, technical or college preparatory areas. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

## ANTHROPOLOGY

### ASSOCIATE DEGREE

A degree is offered in the field of Anthropology. For major requirements, see page 58.

**THE FOLLOWING COURSES IN THIS SUBJECT AREA MAY BE CHALLENGED: ANT 101, 102, 103.**

### ANT 101 INTRODUCTION TO ARCHAEOLOGY

*Lecture 4, Lab 0, Units 4*

This course is an introduction to the theoretical and methodological approaches of archaeology and will expose students to the foundations of prehistoric and historic archaeology. Included in the topical considerations are the basis of human hominid evolution, the evolution of human societies throughout the world, evidence for human cultural behavior and creativity, relationships between material culture and ideology, theories of site exploration, as well as selected case studies in the discipline, such as the origins of agriculture, the formation of the state, and cultural resource management.

*Transfers to CSU, UC*

**ADVISORY:** ENG 101 or equivalent.

### ANT 102 CULTURAL ANTHROPOLOGY

*Lecture 4, Lab 0, Units 4*

This course is an introduction to cultural anthropology. The course investigates specific aspects of culture including kinship, law and politics, religion and myth, gender, social organization, expressive culture and art, and cultural change. In addition to studying case studies from various world cultures, the course will introduce students to relevant anthropological theories, perspectives (cultural relativism) and methods, including fieldwork, participant observation, and ethnographic writing.

*Transfers to CSU, UC*

**ADVISORY:** ENG 101 or equivalent.

### ANT 103 PHYSICAL/BIOLOGICAL ANTHROPOLOGY

*Lecture 4, Lab 0, Units 4*

This course will examine the physical and biological nature of the human species including hominid evolution, genetics and processes of human variation, paleoanthropology, primatology, forms of human adaptation, disease, demography, and forensic anthropology. The course will develop these topics using an evolutionary, scientific, and bio-cultural approach.

*Transfers to CSU, UC*

**ADVISORY:** ENG 101 or equivalent.

### ANT 104 AREA STUDIES IN CULTURAL ANTHROPOLOGY

*Lecture 4, Lab 0, Units 4*

This is a course which focuses on a specialized geographical area of study in cultural anthropology. Students will develop appreciation of a specific cultural group, such as peoples of Papua New Guinea and cultures of Sub-Saharan Africa.

*Transfers to CSU, UC*

**ADVISORY:** ENG 101 or equivalent.

**ANT 105 BEGINNING FIELD ARCHAEOLOGY***Lecture 1, Lab 5, Units 2.75*

This course will introduce students to the scientific methods of excavation and material culture analysis employed by archaeologists. Emphasis will be on specific hands-on understandings of site surveying, excavation, classification and analysis, cataloging, and preservation of various forms of material culture under supervised field and laboratory conditions.

*Transfers to CSU***ADVISORY:** *ENG 101 or equivalent.***ANT 106 VISUAL ANTHROPOLOGY***Lecture 4, Lab 0, Units 4*

This course will study the anthropology of visual communication and visual culture. Specifically the relationships between cultural anthropology and communication theory to space, photography, film, the body, art and aesthetics, museums, the Internet and multi-media will be considered in various cultural contexts. Screenings of ethnographic and documentary films, as well as hands-on use of media technologies, will be incorporated in the course content.

*Transfers to CSU***ADVISORY:** *ENG 101 or equivalent.***ANT 107 MAGIC, WITCHCRAFT, AND RELIGION***Lecture 4, Lab 0, Units 4*

This course is a cross-cultural study of beliefs, practices, and issues related to varied forms of the supernatural. In developing an anthropological appreciation of religion and spirituality, students will be encouraged to understand and analyze the varied forms of the supernatural in examples including shamanism, animism, magic, witchcraft, totemism, forms of ritual and symbolism, as well as comprehend the socio-cultural purposes of these forms. Applications of anthropological theories to case studies of the past and present will complement the course considerations.

*Transfers to CSU, UC***ADVISORY:** *ENG 101 or equivalent.***ANT 108 INTRODUCTION TO LANGUAGE AND CULTURE***Lecture 4, Lab 0, Units 4*

This course will consider the anthropological subfield of language and culture or linguistic anthropology. In this course, students will be exposed to the anthropological theories of language origin, language use, and the specific cultural issues associated with language in cross-cultural contexts. Some specific issues will include the biology of language, non-human language and communication, primate language, the impact of language on worldview (Sapir-Whorf), sociolinguistics, language maps, linguistic nationalism, language and gender, the Internet and communication, linguistic anthropology fieldwork, and the future of language.

*Transfers to CSU, UC***ADVISORY:** *ENG 101 or equivalent.***ANT 110 APPLIED ANTHROPOLOGY***Lecture 4, Lab 0, Units 4*

This course focuses on the use of anthropological theories and perspectives in real-world contexts of practice, problem-solving, and policy making and will provide students with models designed to help understand and solve problems arising as a result of culture change, culture conflict, modernization, and globalization. The major areas of study will include development anthropology and the use of technology in field settings, anthropology and healthcare, anthropology and advocacy, such as in social work contexts, anthropology and law, organizational and business anthropology, and cultural resource management. An applied research project and/or field trips may be required.

*Transfers to CSU, UC***ADVISORY:** *ENG 101 or equivalent.***ANT 131 SPECIAL TOPICS***Units 1-4*

This course is designed to meet the needs of students for studies in areas of special interest. Topics and credit will vary from quarter to quarter and will be included under this cover title published in the schedule for the quarter in which the course will be offered.

*Transfers to CSU***ANT 191 SPECIAL TOPICS***Units 1-4*

This course is designed to meet the needs of students for studies in occupational, technical or college preparatory areas of special interest. Topics and credits will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

**ANT 231 SPECIAL PROJECTS***Units 1-4*

This course is designed for students wishing to pursue a specific topic of study. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

*Transfers to CSU***ANT 291 SPECIAL PROJECTS***Units 1-4*

This course is designed for students wishing to pursue a specific topic of study in occupational, technical or college preparatory areas. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

# ART

## ASSOCIATE DEGREE

A degree is offered in the field of Art and Visual and Performing Arts. For major requirements, see pages 60 and 84.

## CERTIFICATE OF ACHIEVEMENT

A Certificate of Achievement is offered in the field of Art and Photography. For requirements, see pages 87 and 98.

THE FOLLOWING COURSES IN THIS SUBJECT AREA MAY BE CHALLENGED: ART 101, 102, 103.

### ART 101 ART HISTORY: PREHISTORIC - ISLAMIC

*Lecture 4, Lab 0, Units 4*

This course is a historical survey of Western art from prehistoric times through Egyptian, Greek, Roman, and early Christian and Byzantine civilizations.

*Transfers to CSU, UC*

### ART 102 ART HISTORY: MEDIEVAL EUROPE - RENAISSANCE

*Lecture 4, Lab 0, Units 4*

This course is a historical survey of Western art from Medieval Europe through Romanesque, Gothic, and the Renaissance.

*Transfers to CSU, UC*

### ART 103 ART HISTORY: BAROQUE - CONTEMPORARY

*Lecture 4, Lab 0, Units 4*

This course is a historical survey of Western art from the Baroque period through the art of the modern world to the present. Topics will include Neoclassicism, Romanticism, Realism, Impressionism, Twentieth Century "isms" and the growth of American art.

*Transfers to CSU, UC*

### ART 104 DISCOVERING AND DEVELOPING CREATIVE IMAGINATION I

*Lecture 2, Lab 3, Units 3*

This course is an exploration of the creative process including sources of inspiration, and recognizing and developing an idea. This is an introduction to art through dimensional experiments in drawing, design, collage, printmaking, and painting.

*Transfers to CSU, UC*

**REPEATABILITY:** *May be repeated 5 times.*

### ART 105 DISCOVERING AND DEVELOPING CREATIVE IMAGINATION II

*Lecture 2, Lab 3, Units 3*

This course is an exploration of the creative process including sources of inspiration, and recognizing and developing an idea. This is an introduction to art through two- and three-dimensional experiments in drawing, design, ceramics, and sculpture.

*Transfers to CSU, UC*

**REPEATABILITY:** *May be repeated 5 times.*

### ART 106 ARTISTS' LIVES

*Lecture 4, Lab 0, Units 4*

This course is designed to give students a view of the history of Art through specific study of the lives and work of selected great artists of the past and present. The study will focus on the times, events, and personal influences which affected their individual contributions. Some of the artists included in this study will be Leonardo, Michelangelo, Raphael, Titian, Rembrandt, Vermeer, Rodin, Van Gogh, Cezanne, Toulouse-Lautrec, Gauguin, Degas, Picasso, Dali, O'Keeffe and Christo.

*Transfers to CSU, UC*

### ART 107 ART OF THE AMERICAS

*Lecture 4, Lab 0, Units 4*

In this course, students will examine the development of the art of pre-Columbian cultures of South and Central America, Mexico, and North America. This course will emphasize the art of the Inca, Mayan, Aztec, American Indian, and Eskimo cultures. This course will also show how these cultures have affected the work of contemporary American artists.

*Transfers to CSU, UC*

### ART 111 TWO-DIMENSIONAL DESIGN

*Lecture 2, Lab 3, Units 3*

This course will include studio experiments with the formal elements and principles of design. Emphasis is placed on creative problem solving and invention with spatial concepts and techniques as they are applied to two-dimensional design problems.

*Transfers to CSU, UC*

**REPEATABILITY:** *May be repeated 5 times.*

### ART 112 TWO- AND THREE-DIMENSIONAL DESIGN

*Lecture 2, Lab 3, Units 3*

This course will include studio experiments with the formal elements and principles of design along with spatial concepts as they are applied to two-dimensional, relief, and three-dimensional design problems.

*Transfers to CSU, UC*

**REPEATABILITY:** *May be repeated 5 times.*

### ART 114 BEGINNING DRAWING FROM OBSERVATION

*Lecture 2, Lab 3, Units 3*

This course is an introduction to the concepts and techniques of perceptual drawing. Using the subjects of architecture and still life, students will learn to draw with perceptual accuracy the world around them. Linear and aerial perspective will be emphasized both theoretically and experientially in the construction of a three-dimensional illusionary space. Also included will be techniques with graphite, charcoal, conte, pastel, and pen and ink.

*Transfers to CSU, UC*

**REPEATABILITY:** *May be repeated 3 times.*

### ART 115 DRAWING: WET MEDIA

*Lecture 2, Lab 3, Units 3*

This course is designed to explore the concepts and techniques of perceptual drawing using a variety of wet media. Drawing techniques that emphasize wet media such as art markers, pen and ink, ink wash, and watercolor/gouache will be presented. The works of historical and contemporary artists will also be examined.

*Transfers to CSU, UC*

**REPEATABILITY:** *May be repeated 5 times.*

**ART 116 DRAWING: CONCEPT AND IMAGE***Lecture 2, Lab 3, Units 3*

This course involves studio experiments in drawing with an emphasis on visual perception and the development of image concept and expression utilizing traditional subjects. This course will explore drawing techniques with graphite, charcoal, conte, colored pencils, and pastels.

*Transfers to CSU, UC***REPEATABILITY:** *May be repeated 5 times.***ART 117 LANDSCAPE DRAWING***Lecture 2, Lab 3, Units 3*

This course focuses on mastering materials and techniques such as pencil, conte, pen and ink, and pastels in developing compositions based on plein air landscape subjects. The course will also address the unique challenges of drawing on location.

*Transfers to CSU, UC***REPEATABILITY:** *May be repeated 5 times.***ART 118 COLOR***Lecture 2, Lab 3, Units 3*

This is a course in the exploration and understanding of color. The primary focus of this course is not the making of art but the discovery of how and why color affects art and how it influences our understanding of the visual world. This course applies not only to fine art but to all art disciplines and media as well as to areas outside the realm of art. This is a hands-on course in color experiments with colored pigments, paper, and light.

*Transfers to CSU, UC***REPEATABILITY:** *May be repeated 2 times.***ART 119 BEGINNING CERAMICS***Lecture 2, Lab 4, Units 4*

This is an introductory course to the concepts and techniques of the ceramic medium with an emphasis on artistic visual expression. Students will be introduced to the history and theory of both the functional vessel and ceramic sculpture through hands on experimentation and the examination of artworks of historical and contemporary ceramic artists. Experiences in critical analysis, concept design, clay preparation, hand-building methods such as pinch, coil, and slab construction, wheel-throwing techniques, glazing, and a basic knowledge of kilns and the firing process are emphasized.

*Transfers to CSU, UC***REPEATABILITY:** *May be repeated 5 times.***ART 120 INTERMEDIATE CERAMICS***Lecture 2, Lab 4, Units 4*

This course focuses on the development of artistic vision and personal expression through the versatility of the ceramic medium. Course projects will focus on individual expression through the introduction of specialized ceramic concepts and techniques in addition to further developing the concepts and techniques introduced in ART 119, Beginning Ceramics. Experiences emphasized in this course will include critical analysis, concept design, clay preparation, hand-building, wheel-throwing, image transfer techniques, sgraffito, press-molds, high-fire and low-fire glazing applications, and electric kiln operation. The works of historical and contemporary ceramic artists will also be examined.

*Transfers to CSU, UC***PREREQUISITE:** *ART 119 or equivalent.***REPEATABILITY:** *May be repeated 5 times.***ART 122 ART EXHIBIT PRODUCTION***Lecture 1, Lab 1, Units 1.25*

This course provides hands-on experience in the development and production of the college's annual student art exhibition. The course will involve all aspects of staging a group art exhibition including publicity, jurying, installation, and lighting for two- and three-dimensional works of art.

*Transfers to CSU***REPEATABILITY:** *May be repeated 5 times.***ART 128 MATTING AND FRAMING***Lecture .25, Lab .5, Units .5*

This is a studio course designed to train students in the professional methods of matting, framing, hanging, and displaying of drawings, prints, paintings, and photographs. Students will frame a number of works in order to achieve a working knowledge of one aspect of the business of art.

*Transfers to CSU***REPEATABILITY:** *May be repeated 5 times.***ART 131 SPECIAL TOPICS***Units 1-4*

This course is designed to meet the needs of students for studies in areas of special interest. Topics and credit will vary from quarter to quarter and will be included under this cover title published in the schedule for the quarter in which the course will be offered.

*Transfers to CSU***ART 135A DIGITAL IMAGING I***Lecture 3, Lab 3, Units 4*

This course is an introduction to the tools for expressive digital communication using digital imaging software including scanning, manipulating, printing, and web publishing. Students will develop skills for a variety of outputs for both fine art and commercial applications.

*Transfers to CSU***ADVISORY:** *CAO 151 or 152B, with a grade of "C" or better or equivalent.***REPEATABILITY:** *May be repeated 2 times.***ART 135B DIGITAL IMAGING II***Lecture 3, Lab 3, Units 4*

This course is a continued study of creative and expressive tools for digital communication using digital imaging software. It is an intermediate level of digital imaging including scanning, manipulating, editing, printing, and web publishing. Students will increase their proficiency in skills for a variety of outputs for both fine art and commercial applications.

*Transfers to CSU***ADVISORY:** *ART 135A with a grade of "C" or better or equivalent..***REPEATABILITY:** *May be repeated 2 times.***ART 135C DIGITAL IMAGING III***Lecture 3, Lab 3, Units 4*

This course is a continued study of creative and expressive tools for digital communication using current digital imaging software. It is an advanced level course that explores the field of digital imaging including scanning, manipulating, editing, printing, and web publishing. Students will increase their proficiency in skills for a variety of outputs for both fine art and commercial applications.

*Transfers to CSU***ADVISORY:** *ART 135B with a grade of "C" or better or equivalent.***REPEATABILITY:** *May be repeated 2 times.*



**ART 139A RAKU POTTERY WORKSHOP***Lecture 1, Lab 3, Units 2*

This course will focus on the development of pottery forms using the glazing and firing techniques known in Japan as Raku. The history of Raku will be covered as well as the contemporary forms of Raku pottery in the United States. This is a hands-on course with demonstrations including techniques of design, glaze application, and kiln loading and firing. Students will also learn about alternative kilns and firing techniques to produce Raku pottery creations.

*Transfers to CSU, UC***REPEATABILITY:** *May be repeated 5 times.***ART 139C ADVANCED WATERCOLOR PAINTING WORKSHOP***Lecture 1, Lab 3, Units 2*

This course is a continuation of ART 209 and is designed for students who are experienced in watercolor techniques and materials. Emphasis is on painting applications and concepts of the Tahoe landscape developed on location.

*Transfers to CSU, UC***ADVISORY:** *ART 209 or equivalent.***REPEATABILITY:** *May be repeated 5 times.***ART 139D PRINTMAKING TECHNIQUES WITH ETCHING WORKSHOP***Lecture 1, Lab 3, Units 2*

This printmaking workshop will explore the technique of etching. Students will have the opportunity to experiment with a variety of methods and materials using traditional and contemporary techniques.

*Transfers to CSU, UC***REPEATABILITY:** *May be repeated 5 times.***ART 139E SILK PAINTING WORKSHOP***Lecture 1, Lab 3, Units 2*

This course is a hands-on workshop in the concepts and techniques of silk painting. Emphasis will be on experiments in designing and applying silk dyes utilizing a variety of techniques. Students will experience the use of resists, brush techniques, silk stretching, dye mixing, and sequential silk painting methods.

*Transfers to CSU, UC***REPEATABILITY:** *May be repeated 5 times.***ART 139F ACRYLIC PAINTING***Lecture 1, Lab 2, Units 1.75*

This course is a foundation study in the concepts, materials, and techniques of acrylic painting. Studio experiences will emphasize canvas preparation, subject design, composition, color theory, pigment mixing, painting methods, and terminology. Still life, landscape, figurative subjects, and free studies are offered as topics for painting. The study will also examine the styles and works of traditional and contemporary painters.

*Transfers to CSU, UC***REPEATABILITY:** *May be repeated 5 times.***ART 141 THE HISTORY OF PHOTOGRAPHY***Lecture 4, Lab 0, Units 4*

This course will examine the beginnings and historical development of the still photography medium. This perspective will include photography's place in the history of the visual arts from the earliest investigations of the camera obscura to the late 20th century. Students will also learn about master photographers and their work. No lab is included in this course.

*Transfers to CSU, UC***ART 142 PHOTOGRAPHY I***Lecture 3, Lab 3, Units 4*

This course is an introduction to traditional black and white photography, with an emphasis on artistic visual expression. Students will be introduced to the history of photography, the basic principles of the process, different types of cameras and materials, accurate film exposure, visual communication, and portfolio creation. Dark room lab included.

*Transfers to CSU, UC (course limit)***REPEATABILITY:** *May be repeated 2 times.***ART 143 PHOTOGRAPHY II***Lecture 3, Lab 3, Units 4*

This course is a continuation of ART 142 and the broadening of the black and white photographic experience. Advanced darkroom and shooting techniques will be emphasized. This technical knowledge will provide students with the means to express themselves visually through the photographic medium. Traditional photographic darkroom techniques included.

*Transfers to CSU, UC (course limit)***PREREQUISITE:** *ART 142 or equivalent.***REPEATABILITY:** *May be repeated 1 time.***ART 145A LANDSCAPE PHOTOGRAPHY***Lecture 3, Lab 3, Units 4*

This course will provide the student with the opportunity to interpret the natural environment photographically. Continued growth in traditional darkroom procedures, as well as digital processing techniques will be stressed. In addition, emphasis on the seasonal aspects determined by the time of the year the course is offered will be included. Lab is included.

*Transfers to CSU, UC (course limit)***PREREQUISITE:** *ART 142 or 146 or equivalent.***REPEATABILITY:** *May be repeated 3 times.***ART 145B LANDSCAPE PHOTOGRAPHY***Lecture 1-3, Lab 0, Units 1-3*

This course is designed to improve the student's photographic skills in the natural environment. Emphasis will be on composition, correct exposure, and improved knowledge of photo equipment. The subject matter will include various wilderness locations. Topics and credits will vary from quarter to quarter, and will be included under this cover title. No lab is included in this course.

*Transfers to CSU, UC (course limit)***REPEATABILITY:** *May be repeated 5 times.***ART 146 DIGITAL PHOTOGRAPHY I***Lecture 3, Lab 3, Units 4*

This course will examine the fundamental principles of how digital cameras capture light and translate it to pixels. Students will learn how to transfer digital files from the camera to the computer, as well as how to scan images into the computer. Once files are in the computer, students will learn how to manipulate their images in digital imaging software using the Macintosh platform, as well as artistic design tools for building good compositions. In addition, students will learn how to burn images on CD's, as well as print high quality photographic images.

*Transfers to CSU, UC***ADVISORY:** *CAO 152B or equivalent.***REPEATABILITY:** *May be repeated 2 times.*

**ART 147 PHOTOJOURNALISM**

Lecture 3, Lab 3, Units 4

This course is an introduction to photojournalism, and its many applications in printed media, including newspapers and magazines. Students will examine visual communication, and how the photographic image is used to enhance or replace the written word. Emphasis is also placed on more advanced shooting and processing techniques. In addition, study will include the historical context, as well as production of a final portfolio of finished prints.

*Transfers to CSU*

**PREREQUISITE:** ART 142 or 146 with a grade of "C" or better or equivalent.

**REPEATABILITY:** May be repeated 4 times.

**ART 148 DIGITAL PHOTOGRAPHY II**

Lecture 3, Lab 3, Units 4

This course is an intermediate level digital photography course and a continuation of the introduction to digital photography. Students will learn to take an image concept from initial image capture through the final print to be included in a final portfolio. Included will be intermediate level digital photography principles including exposure, photo editing work-flow, printing and color management.

*Transfers to CSU*

**ADVISORY:** ART 146 or equivalent.

**REPEATABILITY:** May be repeated 2 times.

**ART 191 SPECIAL TOPICS**

Units 1-4

This course is designed to meet the needs of students for studies in occupational, technical or college preparatory areas of special interest. Topics and credits will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

**ART 201 BEGINNING SCULPTURE**

Lecture 2, Lab 4, Units 4

This course is an introduction to three-dimensional sculptural forms, techniques, and concepts. Topics will include preliminary sketches, model design, mixed media fabrication techniques, and concepts related to the language of material and object in sculpture. Basic exercises in mold making, carving, soft sculpture, and metal fabrication will be explored.

*Transfers to CSU, UC*

**REPEATABILITY:** May be repeated 5 times.

**ART 206A THE ART OF PARIS I**

Lecture 3.5, Lab 1.5, Units 4

This course is a survey of the great art monuments in Paris and selected sites in the nearby French countryside: the architecture, sculpture, painting, artists' studios, and museums. This study will emphasize an understanding of the role which art has played in shaping our lives and aesthetics through examination of the rich French and European heritage in Paris and Ile de France.

*Transfers to CSU*

**ART 206B THE ART OF ITALY I**

Lecture 3.5, Lab 1.5, Units 4

This field course is a survey of the great art monuments of Italian cities: Rome, Florence, Sienna, Pisa, Venice, and Milan. This study will emphasize the role art has played in shaping our lives and aesthetics by viewing the architecture, sculpture, and painting on location in Italy.

*Transfers to CSU*

**ART 207A THE ART OF PARIS II**

Lecture 6, Lab 3, Units 7

This course is a survey of the great art monuments in Paris and selected sites in the nearby French countryside: the architecture, sculpture, painting, artists' studios, and museums. This study will emphasize an understanding of the role which art has played in shaping our lives and aesthetics through examination of the rich French and European heritage in Paris and Ile de France.

*Transfers to CSU*

**ART 207B THE ART OF ITALY II**

Lecture 6, Lab 3, Units 7

This field course is a survey of the great art monuments of Italian cities: Rome, Florence, Sienna, Pisa, Venice, and Milan. This study will emphasize the role art has played in shaping our lives and aesthetics by viewing the architecture, sculpture, and painting on location in Italy.

*Transfers to CSU*

**ART 208A THE ART OF FRANCE**

Lecture 8, Lab 3, Units 9

This course is a field study and survey of the great art monuments of France: Paris and the Ile de France, Normandy, Brittany, Loire Valley, and Champagne regions. This study will emphasize an understanding of the role art has played in shaping our lives and aesthetics through examination of the rich heritage of French art and culture while living in France.

*Transfers to CSU*

**ART 208B THE ART OF ITALY III**

Lecture 8, Lab 3, Units 9

This field course is a survey of the great art monuments of Italian cities: Rome, Florence, Sienna, Pisa, Venice, and Milan. This study will emphasize the role art has played in shaping our lives and aesthetics by viewing the architecture, sculpture, and painting on location in Italy.

*Transfers to CSU*

**ART 209 INTRODUCTION TO WATERCOLOR PAINTING**

Lecture 1, Lab 2, Units 1.75

This is an introductory course in the materials and techniques of watercolor painting. This course will emphasize methods in color mixing, brushwork, washes, resists and the use of mixed media. The course will emphasize landscape, with many of the classes being conducted on location working directly from nature.

*Transfers to CSU, UC*

**REPEATABILITY:** May be repeated 3 times.

**ART 210 WATERCOLOR PAINTING**

Lecture 2, Lab 3, Units 3

This course will explore the materials and techniques of watercolor painting. Concepts and methods in color mixing, and application, brushwork, resists, and the use of mixed media are included in this study. Experiences with traditional and contemporary subjects are provided.

*Transfers to CSU, UC*

**REPEATABILITY:** May be repeated 5 times.

**ART 211 PAINTING I***Lecture 2, Lab 4, Units 4*

This is an introductory course in the concepts, materials, and techniques of oil painting. Through the use of still life subject matter, topics including pigment mixing and application, color theory, spatial development, pictorial compositions, and painting terminology will be emphasized. The works of historical and contemporary painters will also be examined.

*Transfers to CSU, UC***REPEATABILITY:** *May be repeated 5 times.***ART 212 PAINTING II***Lecture 2, Lab 4, Units 4*

This is an advanced course designed to further explore the concepts, materials, and techniques of oil painting. Through the use of still life subject matter, both perceptual and conceptual approaches to painting will be emphasized. This course will also include the study of historical and contemporary painters.

*Transfers to CSU, UC***PREREQUISITE:** *ART 211 or equivalent.***REPEATABILITY:** *May be repeated 5 times.***ART 213 BEGINNING FIGURE DRAWING***Lecture 2, Lab 3, Units 3*

This course provides an introduction to the development of methods and techniques in drawing the human figure. Emphasis will be on the study of form and structure as it relates to human proportion and anatomy analysis.

*Transfers to CSU, UC***REPEATABILITY:** *May be repeated 5 times.***ART 214 ADVANCED DRAWING FROM OBSERVATION***Lecture 2, Lab 3, Units 3*

This course addresses advanced problems using the concepts and techniques of perceptual drawing. Linear and aerial perspective will be emphasized both theoretically and experientially in the construction of a three-dimensional illusionary space. Architecture and still life will be used as subject matter in advanced drawing problems. Also included will be techniques with graphite, charcoal, conte, and pen and ink. Perspective concepts will also be examined through the study of historical works of art.

*Transfers to CSU, UC***PREREQUISITE:** *ART 114 or equivalent.***REPEATABILITY:** *May be repeated 5 times.***ART 215 ADVANCED DRAWING: WET MEDIA***Lecture 2, Lab 3, Units 3*

This is an advanced course designed to further explore the concepts and techniques of perceptual drawing using a variety of wet media. Drawing techniques that emphasize wet media such as art markers, pen and ink, ink wash, and watercolor/gouache will be presented. The works of historical and contemporary artists will also be examined.

*Transfers to CSU, UC***PREREQUISITE:** *ART 115 or equivalent.***REPEATABILITY:** *May be repeated 5 times.***ART 216 ADVANCED DRAWING: CONCEPT AND IMAGE***Lecture 2, Lab 3, Units 3*

This course involves advanced studio experiments with emphasis on visual perception, image concept, expression, and presentation. Also included will be techniques with graphite, charcoal, conte, colored pencils, and pastels.

*Transfers to CSU, UC***PREREQUISITE:** *ART 116 or equivalent.***REPEATABILITY:** *May be repeated 5 times.***ART 219A METAL SCULPTURE I***Lecture 2, Lab 4, Units 4*

This course is a comprehensive introduction to the concepts and techniques of cast and fabricated metal sculpture with an emphasis on artistic visual expression. Students will be introduced to the history and theory of cast and fabricated metal sculpture through hands on experimentation and the examination of artworks of historical and contemporary metal sculptors. Experiences in steel fabrication such as forging, oxy-acetylene welding and cutting, tungsten inert gas (TIG) welding, and the lost-wax method for bronze and aluminum casting utilizing ceramic shell investment are emphasized.

*Transfers to CSU***ADVISORY:** *ART 201 or equivalent.***REPEATABILITY:** *May be repeated 5 times.***ART 219B METAL SCULPTURE II***Lecture 2, Lab 4, Units 4*

This course is a continuation of metal sculpture concepts and techniques introduced in ART 219A, Metal Sculpture I. The course will focus on the development of personal artistic vision and individual expression through the exploration of specialized metal casting and metal fabrication concepts and techniques. Experiences in steel fabrication, such as specialized hot and cold forging techniques, metal inert gas (MIG), tungsten inert gas (TIG), and arc welding, as well as the lost-wax method for bronze and aluminum casting utilizing specialized investment, mold-making, and multi-layered patina techniques are emphasized. The works of historical and contemporary metal sculptors will also be examined.

*Transfers to CSU***PREREQUISITE:** *ART 219 OR 219A or equivalent with a grade of "C" or better.***REPEATABILITY:** *May be repeated 5 times.***ART 220 FIGURE SCULPTURE***Lecture 2, Lab 4, Units 4*

Figure sculpture involves studio experiments in the design and production of sculpture using the human figure as the subject of all work. The course will emphasize the techniques in sculpting from live models. The materials and methods will include armature design, plastiline and ceramic clays, plaster of Paris, and formed metal.

*Transfers to CSU, UC***REPEATABILITY:** *May be repeated 5 times.***ART 221 PRINTMAKING***Lecture 2, Lab 3, Units 3*

This course involves a studio survey in fine art printmaking. Emphasis will be on historical as well as the technical level of printmaking processes including linocut, embossed relief printing, color collagraph, drypoint, etching, and aquatint.

*Transfers to CSU, UC***REPEATABILITY:** *May be repeated 5 times.*

**ART 223 INTERMEDIATE FIGURE DRAWING***Lecture 2, Lab 3, Units 3*

A continuation of ART 213, Beginning Figure Drawing, this course focuses on the further development of methods and techniques in drawing the human figure. Emphasis will be on the study of form and structure as it relates to human proportion and anatomy analysis.

*Transfers to CSU, UC***PREREQUISITE:** ART 213 or equivalent.**REPEATABILITY:** May be repeated 5 times.**ART 224 PORTRAITURE***Lecture 2, Lab 3, Units 3*

This course will emphasize both an historical and a technical study of anatomy, form, design, and expression of the human head and face. The course will include studies and experiments in applied techniques for two-dimensional media as observed from live models. The materials and techniques explored in this course may include graphite, charcoal, pen and ink, ink wash, and pastel.

*Transfers to CSU, UC***REPEATABILITY:** May be repeated 5 times.**ART 228 DEVELOPING A PORTFOLIO***Lecture 1, Lab 1, Units 1.25*

This course is designed to assist art students in preparing a complete portfolio which would be available for career and advanced study opportunities. The course will include the preparation, development and presentation of a portfolio of original art, photographing art in producing a slide and digital image portfolio, developing an artist's resume and artist's statement. The course also addresses preparing the developing artist for the professional world of art: pricing of artwork, copyright, and an introduction to art galleries.

*Transfers to CSU***REPEATABILITY:** May be repeated 3 times.**ART 231 SPECIAL PROJECTS***Units 1-4*

This course is designed for students wishing to pursue a specific topic of study. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

*Transfers to CSU***ART 233 ADVANCED FIGURE DRAWING***Lecture 2, Lab 3, Units 3*

This course focuses on the advanced problems of figure drawing. Emphasis will be placed on the methods and techniques of drawing the human form in the context of design, composition, and the development of a personal expression.

*Transfers to CSU, UC***PREREQUISITE:** ART 223 with a grade of "C" or better or equivalent.**REPEATABILITY:** May be repeated 5 times.**ART 234 FIGURE PAINTING***Lecture 2, Lab 4, Units 4*

This course focuses on the study of the human body through the medium of oil paint. Emphasis will be placed on observation of historical references, color theory, pigment mixing, paint handling, and rendering of anatomy.

*Transfers to CSU, UC***PREREQUISITE:** ART 211 and ART 213 with a grade of "C" or better or equivalent.**REPEATABILITY:** May be repeated 5 times.**ART 235 ADVANCED SCULPTURE***Lecture 2, Lab 4, Units 4*

This course will focus on developing mastery in producing sculptural forms which emphasize conceptual as well as formal aesthetic issues. Important to this experience will be the encouragement of individual work utilizing a variety of materials and techniques.

*Transfers to CSU, UC***PREREQUISITE:** ART 201 with a grade of "C" or better or equivalent.

Students must have one class from the following: ART 217, 218, 219, 220, 236 with a grade of "C" or better or equivalent.

**REPEATABILITY:** May be repeated 5 times.**ART 239 ADVANCED CERAMICS***Lecture 2, Lab 4, Units 4*

This course is designed for students interested in further developing a personal stylistic expression within the ceramic medium. Expanding on the skills and aesthetics gained in ART 120, Intermediate Ceramics, experiences emphasized in this course include project design research, artistic portfolio development, mold-making techniques, glaze formulation, high-fire gas kiln operation, and further developing personal clay forming techniques.

*Transfers to CSU, UC***PREREQUISITE:** ART 120 or equivalent.**REPEATABILITY:** May be repeated 5 times.**ART 240 PAINTING: NARRATIVE AND SYMBOLISM***Lecture 2, Lab 4, Units 4*

This painting course is designed to develop the artist's imagination and ability to translate concepts into visual images. Contemporary and historical art concepts and interpretations of themes and symbols will be presented. Technical and formal elements of oil painting will be stressed in order to maximize communication of images and meaning.

*Transfers to CSU, UC***PREREQUISITE:** ART 211 or equivalent.**REPEATABILITY:** May be repeated 5 times.**ART 242 PHOTOGRAPHY III***Lecture 3, Lab 3, Units 4*

This course is a continuation of traditional black and white photography, with an emphasis on advanced techniques and disciplines. Students will be encouraged to develop their own personal vision and style for the purpose of creative visual communication. Darkroom lab is included.

*Transfers to CSU, UC***PREREQUISITE:** ART 143 with a grade of "C" or better or equivalent.**REPEATABILITY:** May be repeated 1 time.**ART 244 COLOR PHOTOGRAPHY***Lecture 3, Lab 3, Units 4*

This course is designed to introduce students to color photography. The course includes an historical perspective, basic theories of color, and processing procedures for color film, and digital prints.

*Transfers to CSU***PREREQUISITE:** ART 142 or 146 with a grade of "C" or better or equivalent.**REPEATABILITY:** May be repeated 2 times.



**ART 247 PORTRAIT PHOTOGRAPHY***Lecture 3, Lab 3, Units 4*

This is an intermediate photography course that emphasizes the portrait as subject. Students will develop skills in lighting, subject posing, composition, and exposure. Advanced darkroom techniques, as well as digital processing techniques will be used for achieving the final image.

*Transfers to CSU***PREREQUISITE:** ART 142 or 146 with a grade of "C" or better or equivalent.**REPEATABILITY:** May be repeated 2 times.**ART 248 COMMERCIAL PHOTOGRAPHY***Lecture 3, Lab 3, Units 4*

This is an intermediate photography course that emphasizes the commercial image. Students will explore various areas of commercial photography such as advertising, fashion, glamour, and food. Students will investigate different photographic techniques for various types of photo careers. In addition, students will create a final portfolio of their work.

*Transfers to CSU***PREREQUISITE:** ART 142 or 146 with a grade of "C" or better or equivalent.**REPEATABILITY:** May be repeated 2 times.**ART 249 ART CONCEPTS FOR GRAPHIC DESIGN***Lecture 1.5, Lab 1.5, Units 2*

This is a studio course designed to provide students with art concepts and techniques that are the foundation of graphic design. The course will specifically address technical and conceptual issues relating directly to real-world commercial graphic design.

*Transfers to CSU***REPEATABILITY:** May be repeated 3 times.**ART 253 PLEIN-AIR OIL PAINTING***Lecture 1.25, Lab 2.25, Units 2*

This course is a landscape painting workshop for all skill levels and will emphasize painting the landscape in oil paint out of doors. This course will focus on methods of color mixing, color theory, brushwork, composition, and technical applications of the oil paint medium. The course will also involve the set-up and practice of an efficient system for painting in the outdoors.

**REPEATABILITY:** May be repeated 5 times.**ART 291 SPECIAL PROJECTS***Units 1-4*

This course is designed for students wishing to pursue a specific topic of study in occupational, technical or college preparatory areas. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

**BIOLOGY****ASSOCIATE DEGREE**

A degree is offered in the field of Natural Science. For major requirements, see page 75.

**BIO 101 PRINCIPLES OF BIOLOGY I***Lecture 4, Lab 3, Units 5*

The course will provide a general introduction to organic molecules, cell structure and function, and molecular genetics. Lab topics include microscopy, scientific method, biological molecules, cell structure and function, and genetics. This course is intended for biological science majors but open to all students. This course is a prerequisite for BIO 102 and BIO 103, which must be taken to complete the sequence.

*Transfers to CSU, UC***PREREQUISITE:** MAT 154A OR MAT 154AA with a grade of "C" or better or equivalent.**BIO 102 PRINCIPLES OF BIOLOGY II***Lecture 4, Lab 3, Units 5*

This course is an introduction to the diversity of life on Earth. BIO 101 is a prerequisite. BIO 103 must be taken in addition to this course to complete the biology majors sequence. Topics include: evolution; the five major kingdoms of organisms; survey of structure and diversity in plant, fungi and protist kingdoms; populations, communities, and ecosystems. Laboratory time emphasizes protist, fungi and plant structure and function; ecological structure and processes of ecosystems; and evolution and cladistics.

*Transfers to CSU, UC***PREREQUISITE:** BIO 101 with a grade of "C" or better or equivalent.**BIO 103 PRINCIPLES OF BIOLOGY III***Lecture 4, Lab 3, Units 5*

This course gives an overview of animal diversity, structure, and function, with an emphasis on mammalian anatomy and physiology. It is intended as part of a year-long sequence for science majors, along with BIO 101 (a prerequisite) and BIO 102. Topics include: survey of the diversity of protist and animal kingdoms; introduction to mammalian anatomy and physiology, including digestive, cardiovascular, respiratory, urinary, nervous, musculoskeletal, endocrine, and reproductive systems. Laboratory time focuses on diversity of the animal kingdom and fetal pig dissection with emphasis on the organ systems.

*Transfers to CSU, UC***PREREQUISITE:** BIO 101 with a grade of "C" or better or equivalent.**BIO 110 INTRODUCTION TO CELL AND MOLECULAR BIOLOGY***Lecture 4, Lab 3, Units 5*

This course will describe the biological and chemical principles that apply to all living organisms. Topics covered include scientific method, critical thinking, homeostasis, chemical bonds, photosynthesis, cellular respiration, DNA structure and function, cell division (mitosis and meiosis), genetic theory, and gene function. Laboratory time emphasizes learning proper microscopy techniques and the study of living organisms using hands-on experiments.

*Transfers to CSU, UC*

## BIO 111 INTRODUCTION TO PLANT AND ANIMAL BIOLOGY

Lecture 4, Lab 3, Units 5

This course is intended for non-science majors and gives an overview of the basic diversity of life on earth with focus on organisms, evolution, and biological systems. Topics include, but are not limited to the following: Darwin and origin of species, Earth history and macroevolution, basic systematics, prokaryotes, protists, animal evolution and diversity, including invertebrates and vertebrates, fungi, evolution of plants, major plant groups, plant structure growth and reproduction, the biosphere, basic ecology, communities, population dynamics, animal behavior, and conservation biology. Indoor and field laboratory exercises will illustrate course concepts using local organisms, communities, and ecosystems.

*Transfers to CSU, UC*

## BIO 115 FORENSICS

Lecture 4, Lab 3, Units 5

This course is an introduction to forensic science. Topics covered include volar tissue analysis; an introduction to trace evidence, including hair and fibers; ballistics; forensic entomology, botany and geology; ABO and Rh blood factors and spatter analysis; cellular components, including DNA; human skeletal anatomy and forensic anthropology; forensic odontology, autopsies and facial reconstruction techniques; arson and explosives; and computer forensics. Laboratory exercises will employ the scientific method and teach microscopic and laboratory techniques, as well as proper data collection and analysis. Experiments will correlate with aspects of forensic science and biotechnology discussed in lecture. The laboratory course will culminate in students using their acquired skills to process a mock crime scene.

*Transfers to CSU*

## BIO 120 INTRODUCTION TO HUMAN ANATOMY AND PHYSIOLOGY

Lecture 2, Lab 0, Units 2

This course will provide an introduction to the human body and is designed for anyone wanting to learn more about how their body actually works. Topics covered include the following: the history of medicine, the cell and its organelles, the bones and the muscles of the body, the nervous system, the general and special senses, the endocrine system, the blood and the immune system, the cardiovascular system, the respiratory system, the digestive system, the urinary system, and the reproductive system.

*Transfers to CSU*

## BIO 121 MUSCULOSKELETAL ANATOMY

Lecture 3, Lab 3, Units 4

This course is an anatomical study of the human skeleton and the location and movement of the skeletal muscles. Topics covered include bone tissue, all bones of the skeleton, muscle tissue, muscle terminology, the craniofacial muscles, the major muscles moving the skeleton, and skin. Activities will include working with individual bones, skeletons, models of the upper and lower extremities, and equipment in the physical education department. This course is designed for students interested in physical therapy, massage therapy, physical education, as well as art students interested in the human form (e.g., painting, drawing, portraiture, sculpture.)

*Transfers to CSU*

## BIO 131 SPECIAL TOPICS

Units 1-4.5

This course is designed to meet the needs of students for studies in areas of special interest. Topics and credit will vary from quarter to quarter and will be included under this cover title published in the schedule for the quarter in which the course will be offered.

*Transfers to CSU*

## BIO 140 TREES, ROCKS, AND STARS OF COASTAL REGIONS

Lecture 1, Lab .5, Units 1.25

This field-based course will introduce students to basic ecology and geology of various coastal regions of California, with an introductory astronomy session. The ecology component will address the regional plant communities with a focus on the endemic plants of an area, especially trees. Content will focus on adaptations to environmental features exhibited by plants. The geology component of the course will feature interpretation of the modern and ancient geologic events that formed these regions and basic rock identification. The astronomy component will focus on seasonal constellations and planets, as well as on other available astronomical phenomena that are occurring during the course.

*Transfers to CSU*

## BIO 141A BIRDS OF THE LAKE TAHOE BASIN

Lecture 1, Lab .75, Units 1.25

This course provides an introduction to the science of ornithology as well as an overview of the birds that inhabit the Lake Tahoe basin. The course will cover the major classes of birds, important local species, their characteristics, importance in the ecosystem, and their impacts on humans. Students will observe and identify representative species of birds.

*Transfers to CSU*

## BIO 142 EMT/FIREFIGHTER ANATOMY AND PHYSIOLOGY

Lecture 4, Lab 2, Units 4.5

This course is designed for EMT/Firefighter Academy students preparing for a paramedic training program. The basic anatomy and physiology of all body systems will be covered. Activities include demonstrations utilizing models, torsos, and skeletons, as well as physiological experiments. This course is not appropriate for pre-nursing students.

**ADVISORY:** *Successful completion of EMT/Fire Academy.*

*Transfers to CSU*

## BIO 149 ECOLOGY

Lecture 4, Lab 3, Units 5

This course introduces the basic principles of ecology. It will cover population, community and ecosystem structure and dynamics, and the interaction of organisms with the physical world and with each other. The course includes investigation of local terrestrial and aquatic ecosystems. Laboratory exercises focus on applying the scientific method in the investigation of local ecosystems.

*Transfers to CSU, UC*

**BIO 191 SPECIAL TOPICS***Units 1-4*

This course is designed to meet the needs of students for studies in occupational, technical or college preparatory areas of special interest. Topics and credits will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

**BIO 201 BOTANY***Lecture 4, Lab 3, Units 5*

This course is an introduction to the structure and function of plants. The course will examine how plants grow, reproduce, and respond to environmental stimuli. Topics include the evolution and biology of major groups in the plant kingdom. Laboratory exercises will focus on identification, structure, and function of plants and will be both indoor and field-based.

*Transfers to CSU, UC***BIO 203 HUMAN ANATOMY AND PHYSIOLOGY I***Lecture 4, Lab 3, Units 5*

This is an integrated course covering the fundamental principles of human anatomy and physiology. The course progresses from the cellular and tissue level to the organ level. Structure and function are related through study of histological slides, anatomical models, skeletons, charts, and clinical presentations. Topics include anatomical terms, homeostasis, cells and tissues, integumentary system, skeletal system, nervous tissue, and central nervous system. This course is designed for students entering the fields of nursing, physical therapy, dentistry, pharmacology, athletic training, chiropractic, paramedic, physician assistant, and graduate or medical school.

*Transfers to CSU, UC*

**PREREQUISITE:** BIO 101 or 110 with a grade of "C" or better or equivalent.

**BIO 204 HUMAN ANATOMY AND PHYSIOLOGY II***Lecture 4, Lab 3, Units 5*

This is an integrated course covering the fundamental principles of human anatomy and physiology. Structure and function are related through the study of histological slides, anatomical models and charts, clinical presentations, fresh sheep eye dissection, preserved cat dissection, and sheep and cow body parts. Topics include spinal cord and spinal nerves, autonomic nervous system, endocrine system, special senses, muscular system, blood, immune system, cardiovascular system, and lymphatic system. This course is designed for students entering the fields of nursing, physical therapy, athletic training, chiropractic, paramedic, physician assistant, and graduate or medical school.

*Transfers to CSU, UC*

**PREREQUISITE:** BIO 203 with a grade of "C" or better or equivalent.

**BIO 205 HUMAN ANATOMY AND PHYSIOLOGY III***Lecture 4, Lab 3, Units 5*

This is an integrated course covering the fundamental principles of human anatomy and physiology. Structure and function are related through the study of histological slides, anatomical models and charts, clinical presentations, preserved cat dissection, and sheep and cow parts. Topics include blood vessels and circulation, respiratory system, digestive system, urinary system, and reproductive system. This course is designed for students entering the fields of nursing, physical therapy, athletic training, chiropractic, paramedic, physician assistant, and graduate or medical school.

*Transfers to CSU, UC*

**PREREQUISITE:** BIO 204 with a grade of "C" or better or equivalent.

**BIO 210 MICROBIOLOGY***Lecture 3, Lab 6, Units 5*

This course serves as an introduction to the field of microbiology and includes the study of the form, function, and pathogenicity of microorganisms such as bacteria, protozoa, fungi, helminths, and viruses. The diagnosis, transmission, and control of diseases caused by these microbes are examined. The role of microorganisms in environmental processes, such as water quality control and bioremediation, is also covered. Laboratory emphasis is on specimen handling, pure culture techniques, bacterial growth, staining, and identification.

*Transfers to CSU, UC*

**PREREQUISITE:** BIO 101 or 110 with a grade of "C" or better or equivalent.

**BIO 212 ZOOLOGY***Lecture 4, Lab 3, Units 5*

This course is an introductory survey of vertebrate and invertebrate zoology. Topics include animal ecology, physiology, reproduction, behavior, evolution, classification, and characteristics of the major animal phyla. Emphasis is placed on natural history and diversity of animal morphology.

*Transfers to CSU, UC***BIO 231 SPECIAL PROJECTS***Units 1-4*

This course is designed for students wishing to pursue a specific topic of study. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

*Transfers to CSU***BIO 291 SPECIAL PROJECTS***Units 1-4*

This course is designed for students wishing to pursue a specific topic of study in occupational, technical or college preparatory areas. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

# BUSINESS

## ASSOCIATE DEGREE

A degree is offered in the field of Business, with concentrations in Accounting, Finance, Management, Marketing, Small Business Ownership, General Business, and Global Business. For major requirements, see page 61.

## CERTIFICATE OF ACHIEVEMENT

A Certificate of Achievement is offered in the field of Business, with concentrations in Accounting Technician and Small Business Ownership. For requirements, see page 87.

**THE FOLLOWING COURSES IN THIS SUBJECT AREA MAY BE CHALLENGED: BSN 110A, 110B, 110C, 150, AND 190.**

## BSN 100 INTRODUCTION TO BUSINESS

*Lecture 4, Lab 0, Units 4*

This course provides an overview of the basic functions of business and how they interrelate. Topics to be covered include global business, e-business, entrepreneurship, human resources, marketing, management, logistics, accounting, finance, and investment.

*Transfers to CSU, UC*

## BSN 101A BUSINESS LAW: INTRODUCTION TO LAW AND BUSINESS TRANSACTIONS

*Lecture 4, Lab 0, Units 4*

This course will provide an introduction to the American legal system in a business context. This course introduces the concept of law and discusses its sources and uses as an instrument of social control, dispute settlement, and ethical responsibility. Major emphasis will be placed on torts, crimes, and a full development of contract law.

*Transfers to CSU, UC (course limit)*

## BSN 101B BUSINESS LAW: INTRODUCTION TO THE LEGAL ENVIRONMENT OF BUSINESS

*Lecture 4, Lab 0, Units 4*

This course will provide students with an introduction to the legal system and its impact on businesses. This course will introduce the study of laws pertaining to businesses such as corporations and partnerships, and their formation and function. Topics to be covered include securities and commercial paper, personal and real property transactions, and government regulations.

*Transfers to CSU, UC (course limit)*

## BSN 104 BUSINESS COMMUNICATIONS

*Lecture 4, Lab 0, Units 4*

This course is designed as a general survey of current business communication principles and techniques. Emphasis will be placed on appropriate communication strategies and written correspondence. Students will gain experience in organizing, analyzing, composing, and dictating basic types of letters, memoranda, and communications used in today's business world. The course will also include developing employment resumes and letters. Correct English usage with clear, concise, varied, and meaningful expression will be emphasized.

*Transfers to CSU*

**ADVISORY:** ENG 152 or CAO 180 or equivalent.

## BSN 105 PROFESSIONAL COMMUNICATION

*Lecture 4, Lab 0, Units 4*

This course is designed to prepare students in the fundamentals of business and professional communication. Students will learn about interpersonal, small group communication, and the development and implementation of formal business presentations for various occasions. Interviewing techniques will also be examined and practiced in this course.

*Transfers to CSU*

**ADVISORY:** ENG 152 or equivalent.

## BSN 110A PRINCIPLES OF ACCOUNTING I

*Lecture 4, Lab 0, Units 4*

This course introduces students to the study of accounting as the basis of an information system with emphasis on concepts and assumptions underlying data accumulation for financial reports. Topics will include the general accounting cycle, financial reporting and analysis, merchandising operations and the operating cycle, inventories, and short-term financial assets.

*Transfers to CSU, UC*

## BSN 110B PRINCIPLES OF ACCOUNTING II

*Lecture 4, Lab 0, Units 4*

This course is a continuation of BSN 110A. Students will explore more specific and detailed accounting activities as a basis of an information system with emphasis on concepts and assumptions underlying data accumulation for financial reports. Topics will include current liabilities, the Time Value of Money (TVOM) concept, internal control, long-term assets, contributed capital, long-term liabilities, the corporate Income Statement, the Statement of Cash Flows, investments, and financial performance measurement.

*Transfers to CSU, UC*

**PREREQUISITE:** BSN 110A with a grade of "C" or better or equivalent.

## BSN 110C PRINCIPLES OF ACCOUNTING III

*Lecture 4, Lab 0, Units 4*

This course is a continuation of BSN 110B. The course introduces students to a full range of innovative managerial systems in which managers must make critical decisions about product quality, customer service, and long-term business relationships. The course addresses the application of appropriate techniques and concepts in processing historical and projected financial and qualitative data to assist managerial planning, controlling, and decision-making. Selected topics will include cost concepts and allocations, product costing, cost behavior, standard costing and variance analysis, budgeting, and responsibility accounting.

*Transfers to CSU, UC*

**PREREQUISITE:** BSN 110B with a grade of "C" or better or equivalent.

## BSN 111 COMPUTERIZED ACCOUNTING

*Lecture 4, Lab 0, Units 4*

This course is an introduction to the use of microcomputers for processing accounting information such as invoices, accounts receivable, and accounts payable as well as a general ledger system. It will show how the computer stores, maintains, and processes information and prints required accounting reports.

*Transfers to CSU*

**ADVISORY:** BSN 110A or equivalent.

**BSN 115 BUSINESS FINANCE***Lecture 4, Lab 0, Units 4*

This course is an introduction to financial management. Special emphasis is placed on developing the tools necessary for a manager to make financial decisions for a corporation. Topics covered include financial analysis, financial forecasting and planning, operating and financial leverage, working capital management, financing decisions, and cost of capital decisions. Students should have substantial experience in Excel software applications.

*Transfers to CSU***ADVISORY:** CAO 121 or equivalent and BSN 110B or equivalent.**BSN 117 PERSONAL FINANCE***Lecture 4, Lab 0, Units 4*

This course is designed to expose students to basic personal financial concepts and principles, and the tools necessary to effectively analyze and interpret critical financial and non-financial elements of their lives. The course is intended to assist students in the development of an effective and relevant Personal Financial Plan through the application of proposed techniques in budgeting, money management, risk assessment, and retirement planning. Students should have experience in Excel software applications.

*Transfers to CSU***ADVISORY:** CAO 121 or CAO 154 or equivalent and BSN 110B or equivalent.**BSN 118 PRINCIPLES OF INVESTMENTS***Lecture 4, Lab 0, Units 4*

This course introduces students to the language, concepts, vehicles, and strategies of investing that are critical to becoming conversant with the many aspects of investing. Students will then be better prepared to make informed decisions in the highly dynamic investment environment whether those decisions are for personal or professional purposes. By understanding and effectively applying the fundamentals of investing, through the use of a computer simulation software program, students will develop, implement, and monitor their investment portfolio plans and strategies. Such exposure to the fundamentals of investing should allow students to respond effectively to those changes in the investment environment and to achieve their goals. Students should have experience in Excel software applications.

*Transfers to CSU***ADVISORY:** CAO 121 or CAO 154 or equivalent and BSN 110B or equivalent.**BSN 120 HUMAN RESOURCE MANAGEMENT***Lecture 4, Lab 0, Units 4*

This course surveys human resource management issues and skills needed for effective performance by managers and employees. The focus of the course is on methods of recruiting, hiring, training, evaluating, rewarding, and disciplining employees. Analysis of these areas is designed to attract and retain the best possible workforce in an organization.

*Transfers to CSU***BSN 122 ORGANIZATIONAL BEHAVIOR***Lecture 4, Lab 0, Units 4*

This course explores the application of behavioral science to the workings of business organizations. Students will learn the importance of developing sensitivity to other people and gain a realization of how their own attitudes and behavior play a role in their work lives. The areas of leadership, morale, personal efficiency, personality, motivational philosophies, communications, assertiveness, gender differences, and discipline will be covered. Dynamics of change, human perception, and human difference will also be examined.

*Transfers to CSU***BSN 125 BUSINESS MANAGEMENT***Lecture 4, Lab 0, Units 4*

This course provides students with an understanding of the management process. It includes management theory and applications related to the contemporary manager's role in our global business environment. Topics include planning, organizing, leading, and controlling in business organizations. Teamwork is emphasized in the development and presentation of management projects and activities.

*Transfers to CSU***BSN 131 SPECIAL TOPICS***Units 1-4.5*

This course is designed to meet the needs of students for studies in occupational, technical or college preparatory areas of special interest. Topics and credits will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

*Transfers to CSU***BSN 132 OCCUPATIONAL WORK EXPERIENCE***Lecture 0, Lab 0, Units 1-6*

Occupational Work Experience is for students who are employed in jobs related to their educational or occupational goals. This program extends knowledge gained in the classroom to the workplace, helps students identify new and challenging objectives at work, and encourages professional growth and advancement.

*Transfers to CSU***COREQUISITE:** Students must be available to work 4 to 40 hours per week for an approved business and must have an application on file each quarter enrolled.**REPEATABILITY:** May be repeated up to a total of twenty-four (24) units, six units maximum per quarter.**BSN 133 INTERNSHIP - OCCUPATIONAL WORK EXPERIENCE***Lecture 0, Lab 0, Units 1-6*

Internship - Occupational Work Experience is a supervised worksite placement the student earns which is related to the student's educational and occupational goals. The program will assist students in acquiring relevant work experience and awareness of career opportunities in their chosen field of study. This course may be repeated for a maximum of 24 units.

*Transfers to CSU***COREQUISITE:** Students must be available to volunteer 4 to 24 hours per week (if paid, hours per week increase as outlined in the work experience program) for an approved business and must have an application on file each quarter enrolled.**REPEATABILITY:** May be repeated up to a total of twenty-four (24) units, six units maximum per quarter.



**BSN 135 PRINCIPLES OF MARKETING**

Lecture 4, Lab 0, Units 4

This course is an introduction to contemporary marketing. It includes marketing theory and applications related to consumer and customer demand for products and services. The focus is on market planning strategy and the determination of the appropriate product, price, distribution, and promotional elements.

*Transfers to CSU*

**BSN 136 ADVERTISING**

Lecture 4, Lab 0, Units 4

This course will analyze the marketing promotional mix focusing on the field of advertising. The advertising message from initial research through the final advertising message will be discussed and examined. Historic, economic, and social aspects of advertising as well as the analysis of successful and unsuccessful advertising campaigns will be covered.

*Transfers to CSU*

**BSN 152A FUNDAMENTALS OF BOOKKEEPING I**

Lecture 4, Lab 0, Units 4

In this course, students will study the accounting cycle of small to moderate sized service and merchandising businesses. The course emphasizes the practical approach to accounting. The topics covered include analyzing business transactions, processing transactions through the accounting cycle, preparing financial statements, and recording payroll.

**BSN 152B FUNDAMENTALS OF BOOKKEEPING II**

Lecture 4, Lab 0, Units 4

The course is a continuation of BSN 152A where students will build upon the study of the accounting cycle of small to moderate sized service and merchandising businesses. The course emphasizes the practical approach to accounting. The topics covered include promissory notes; valuation of receivables, inventory, and property; partnerships and corporations; and the analytical tools for effective decision making by managers.

**PREREQUISITE:** BSN 152A or equivalent.

**BSN 152C BECOMING A CERTIFIED BOOKKEEPER**

Lecture 4, Lab 0, Units 4

This course is designed to provide students with practical experience applying various accounting and bookkeeping concepts and topics in preparation for taking the AIPB (American Institute of Professional Bookkeepers) National Certification Examination.

**ADVISORY:** BSN 152B or equivalent.

**BSN 155A QUICKBOOKS**

Lecture 2, Lab 0, Units 2

This course reviews the personal computer accounting software, QuickBooks for Windows. This is an easy-to-use accounting system designed for small-business owners and bookkeepers. It does not require knowledge of traditional double-entry accounting systems. Students will learn how to set up a company, track its activity, and produce reports which will provide income tax information and a complete financial picture of the company.

**BSN 155B ADVANCED QUICKBOOKS**

Lecture 2, Lab 0, Units 2

This course is a continuation of BSN 155A using PC's and the small business accounting software program, QuickBooks for Windows. This course covers more advanced QuickBooks topics such as inventory, classes, customizing reports and payroll deductions, and provides practice using a sample company.

**ADVISORY:** BSN 155A or equivalent.

**BSN 158A ELECTRONIC CALCULATOR: BEGINNING**

Lecture .75, Lab .75, Units 1

This course trains students in the techniques, operation, and application of the ten-key electronic calculator for beginning business problems and computations. The course is recommended for accounting students.

**ADVISORY:** MAT 187B or equivalent.

**BSN 158B ELECTRONIC CALCULATOR: INTERMEDIATE**

Lecture .75, Lab .75, Units 1

This course trains students in the techniques, operation, and application of the ten-key electronic calculator for intermediate business problems and computations. The course is recommended for accounting students.

**ADVISORY:** BSN 158A or equivalent.

**BSN 158C ELECTRONIC CALCULATOR: ADVANCED**

Lecture .75, Lab .75, Units 1

This course trains students in the techniques, operation, and application of the ten-key electronic calculator for advanced business problems and computations. The course is recommended for accounting students.

**ADVISORY:** BSN 158B or equivalent.

**BSN 190 BUSINESS MATH**

Lecture 4, Lab 0, Units 4

This course will familiarize the student with fundamental math skills necessary in the field of business, including the application of the time value of money concept. Topics covered include the calculation of simple interest, percentages, profit margins, bank reconciliations, payroll, compound interest, annuities, and other selected topics.

**ADVISORY:** MAT 187B or equivalent.

**BSN 191 SPECIAL TOPICS**

Units 1-4

This course is designed to meet the needs of students for studies in occupational, technical or college preparatory areas of special interest. Topics and credits will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

**BSN 210 ENTREPRENEURSHIP**

Lecture 4, Lab 0, Units 4

This course focuses on the process of developing a business plan to effectively organize the resources required to establish/enhance a business. Topics to be covered include finding financial resources, meeting legal requirements, developing management techniques, understanding marketing concepts, creating financial plans, and other areas of interest to a small business entrepreneur.

*Transfers to CSU*

**BSN 215 GLOBAL BUSINESS***Lecture 4, Lab 0, Units 4*

This course provides an introduction to the global business community. Students will explore a full range of global business activities such as marketing, logistics, finance, research, risk analysis, and global corporate ethics and responsibility. Also, major economic, social, political, and cultural forces impacting the competitive global business environment will be explored.

*Transfers to CSU***ADVISORY:** *BSN 100 or equivalent***BSN 231 SPECIAL PROJECTS***Units 1-4*

This course is designed to meet the needs of students for studies in occupational, technical or college preparatory areas of special interest. Topics and credits will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

*Transfers to CSU***BSN 251 INTRODUCTION TO ONLINE MARKETING***Lecture 2, Lab 0, Units 2*

In this course, students will be introduced to the tools of online marketing. Participants will learn how to integrate online tools into the marketing process. This course will cover topics ranging from the role of the web site in marketing strategies to integrating various online technologies into overall marketing communication efforts to establishing and promoting sales and commerce online.

**BSN 260 HOW TO START A SMALL BUSINESS***Lecture .5, Lab 0, Units .5*

This course examines the first steps necessary to start a small business and is designed for individuals thinking about opening up a small business. Experts address topics that are vital to a business start-up.

**BSN 291 SPECIAL PROJECTS***Units 1-4*

This course is designed to meet the needs of students for studies in occupational, technical or college preparatory areas of special interest. Topics and credits will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

**CHEMISTRY****ASSOCIATE DEGREE**

A degree is offered in the field of Natural Science. For major requirements, see page 75.

**CHM 100 INTRODUCTION TO GENERAL CHEMISTRY***Lecture 4, Lab 3, Units 5*

This course is a one-quarter introduction to general chemistry primarily for students who intend to pursue careers in allied health fields and other applied sciences. This course is also the prerequisite for CHM 101. Topics include scientific measurements, energy and matter, atoms and elements, compounds and bonding, chemical quantities and reactions, gases, solutions, acids and bases, and nuclear chemistry.

*Transfers to CSU, UC***ADVISORY:** *MAT 154A or MAT 154AA with a grade of "C" or better or equivalent.***CHM 101 GENERAL CHEMISTRY I***Lecture 4, Lab 5, Units 5.75*

This course is the first quarter of a one-year course in chemistry intended for majors in the natural sciences (chemistry, biochemistry, biology, physics, pre-medicine), mathematics, or engineering. Topics include foundations of chemistry, atomic structure, nuclear chemistry, stoichiometry, types of chemical reactions, gases, and thermochemistry.

*Transfers to CSU, UC***PREREQUISITE:** *MAT 154A or MAT 154AA with a grade of "C" or better or equivalent and completion of CHM 114 or CHM 100 or equivalent with a grade of "C" or better.***CHM 102 GENERAL CHEMISTRY II***Lecture 4, Lab 5, Units 5.75*

This course is the second quarter of a one-year sequence in chemistry intended for majors in the natural sciences (chemistry, biochemistry, biology, physics, pre-medicine), mathematics, or engineering. Topics include liquids and solids, properties of solutions, chemical kinetics, chemical equilibrium, acids and bases, applications of aqueous equilibria, spontaneity/entropy/free energy, and electrochemistry.

*Transfers to CSU, UC***PREREQUISITE:** *Completion of CHM 101 with a grade of "C" or better or equivalent.***CHM 103 GENERAL CHEMISTRY III***Lecture 4, Lab 5, Units 5.75*

This course is the third and final quarter of a one-year sequence in chemistry intended for majors in the natural sciences (chemistry, biochemistry, biology, physics, pre-medicine), mathematics, or engineering. Topics include atomic structure and quantum theory, molecular structure and bonding, descriptive chemistry of the elements, coordination chemistry, and organic chemistry.

*Transfers to CSU, UC***PREREQUISITE:** *Completion of CHM 101 with a grade of "C" or better or equivalent.*

**CHM 116 INTRODUCTION TO ORGANIC CHEMISTRY**

Lecture 4, Lab 3, Units 5

This course is a one-quarter introduction to organic chemistry. Topics include structure and properties of alkanes, unsaturated hydrocarbons, organic compounds containing oxygen and sulfur, carboxylic acids, and carboxylic acid derivatives.

*Transfers to CSU, UC*

**PREREQUISITE:** CHM 100 or CHM 103 or equivalent.

**CHM 117 INTRODUCTION TO BIOLOGICAL CHEMISTRY**

Lecture 4, Lab 3, Units 5

This course is a one-quarter introduction to biological chemistry primarily for students who intend to pursue careers in allied health fields and other applied sciences. Major topics include (1) the structure and functions of carbohydrates, lipids, amino acids, proteins, enzymes, and nucleic acids; and (2) protein synthesis, metabolic pathways, and biological energy production.

*Transfers to CSU, UC*

**PREREQUISITE:** CHM 116 or equivalent.

**CHM 131 SPECIAL TOPICS**

Units 1-4

This course is designed to meet the needs of students for studies in areas of special interest. Topics and credit will vary from quarter to quarter and will be included under this cover title published in the schedule for the quarter in which the course will be offered.

*Transfers to CSU*

**CHM 151 SUPPLEMENTAL STUDY FOR CHM 101**

Lecture 2, Lab 0, Units 2

This course is specifically designed for students who fall into any or all of the following categories: (1) do not feel that they have a sufficient background to succeed in college-level chemistry; (2) have not taken high school chemistry; (3) are anxious about chemistry and/or find the subject difficult to master; or (4) need additional instruction in the subject and/or study skills specific to chemistry. This course is to be taken in conjunction with CHM 101, and it allows for two additional hours each week of instructional time.

**COREQUISITE:** CHM 101 or equivalent.

**NOTE:** Non-degree applicable course.

**CHM 191 SPECIAL TOPICS**

Units 1-4

This course is designed to meet the needs of students for studies in occupational, technical or college preparatory areas of special interest. Topics and credits will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

**CHM 201 FUNDAMENTALS OF ORGANIC CHEMISTRY I**

Lecture 4, Lab 3, Units 5

This is the first quarter of a two-quarter introductory course in organic chemistry intended for majors in allied health and other applied sciences. This course introduces the principles of organic chemistry including nomenclature, functional groups, reaction mechanisms, and properties of organic compounds. The types of compounds studied include aliphatic and unsaturated hydrocarbons, alkyl halides, alcohols and thiols, and ethers.

*Transfers to CSU, UC*

**PREREQUISITE:** Completion of CHM 102 and CHM 103 with grades of "C" or better or equivalent.

**CHM 202 FUNDAMENTALS OF ORGANIC CHEMISTRY II**

Lecture 4, Lab 3, Units 5

This is the second and final quarter of an introductory course in organic chemistry intended for majors in allied health and other applied sciences. This course introduces the principles of organic chemistry including nomenclature, functional groups, reaction mechanisms, and properties of organic compounds. The types of organic compounds studied include aromatic hydrocarbons, amines, aldehydes, ketones, carboxylic acids and derivatives of carboxylic acids. This course also includes a survey examination of biomolecules including: organic polymers, carbohydrates, amino acids, proteins, nucleic acids and lipids.

*Transfers to CSU, UC*

**PREREQUISITE:** CHM 201 with a grade of "C" or better or equivalent.

**CHM 231 SPECIAL PROJECTS**

Units 1-4

This course is designed for students wishing to pursue a specific topic of study. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

*Transfers to CSU*

**CHM 291 SPECIAL PROJECTS**

Units 1-4

This course is designed for students wishing to pursue a specific topic of study in occupational, technical or college preparatory areas. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

# CHINESE

## CHN 131 SPECIAL TOPICS

Units 1-4

This course is designed to meet the needs of students for studies in areas of special interest. Topics and credit will vary from quarter to quarter and will be included under this cover title published in the schedule for the quarter in which the course will be offered.

*Transfers to CSU*

## CHN 141 CONVERSATIONAL MANDARIN CHINESE I

Lecture 4, Lab 0, Units 4

This introductory level course is designed to provide beginning level students of the Chinese language a foundation in vocabulary and grammar. Students will develop the ability to understand and speak beginning level conversational Mandarin. The students will be introduced to the "pin-yin" system of Romanized Chinese writing, and will learn to read and write Chinese characters. Students will be introduced to the highlights of Chinese culture, including both mainland China and Taiwan.

*Transfers to CSU*

## CHN 142 CONVERSATIONAL MANDARIN CHINESE II

Lecture 4, Lab 0, Units 4

This beginning level Chinese conversational course is a continuation of CHN 141. It is designed to advance students' listening, reading, writing, and speaking skills. Students will build their conversational skills in Mandarin Chinese through the continued introduction of vocabulary, Chinese characters, and grammatical structures. Students will continue to build upon their understanding of the various roots and radicals that form Chinese characters. They will also begin to develop an understanding of Mandarin Chinese grammar. Students will be introduced to various aspects of Chinese culture, including social customs, foods, and religious beliefs and practices.

*Transfers to CSU*

**ADVISORY:** CHN 141 with a grade of "C" or better or equivalent.

## CHN 191 SPECIAL TOPICS

Units 1-4

This course is designed to meet the needs of students for studies in occupational, technical or college preparatory areas of special interest. Topics and credits will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

## CHN 231 SPECIAL PROJECTS

Units 1-4

This course is designed for students wishing to pursue a specific topic of study. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

*Transfers to CSU*

## CHN 291 SPECIAL PROJECTS

Units 1-4

This course is designed for students wishing to pursue a specific topic of study in occupational, technical or college preparatory areas. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

# COMMUNICATIONS

## COM 122 MASS MEDIA AND SOCIETY

Lecture 4, Lab 0, Units 4

This course is an exploration of the effects and influences of mass media industries upon American culture and society. Study will involve the examination of the major modes of mass communication media such as radio, film, newspapers, and magazines, with emphasis upon television and news media. Applying elements of established communication theory, students will identify and analyze objective and subjective media messages and content, while exploring the effects of media upon individuals and society. This course will examine the influences corporate-media institutions, in progressively fewer numbers, exert upon culture, tastes, and opinions, through the mediation of news, entertainment, and advertisements. Students will become objective media analysts, reasoning beyond the accepted, conditioned response boundaries of conventional media consumers.

*Transfers to CSU, UC*

## COM 131 SPECIAL TOPICS

Units 1-4

This course is designed to meet the needs of students for studies in areas of special interest. Topics and credit will vary from quarter to quarter and will be included under this cover title published in the schedule for the quarter in which the course will be offered.

*Transfers to CSU*

## COM 132 OCCUPATIONAL WORK EXPERIENCE

Lecture 0, Lab 0, Units 1-6

Occupational Work Experience is for students who are employed in jobs related to their educational or occupational goals. This program extends knowledge gained in the classroom to the workplace, helps students identify new and challenging objectives at work, and encourages professional growth and advancement.

*Transfers to CSU*

**COREQUISITE:** Students must be available to work 4 to 40 hours per week for an approved business and must have an application on file each quarter enrolled.

**REPEATABILITY:** May be repeated up to a total of twenty-four (24) units, six units maximum per quarter.

## COM 133 INTERNSHIP - OCCUPATIONAL WORK EXPERIENCE

Lecture 0, Lab 0, Units 1-6

Internship - Occupational Work Experience is a supervised worksite placement the student earns which is related to the student's educational and occupational goals. The program will assist students in acquiring relevant work experience and awareness of career opportunities in their chosen field of study. This course may be repeated for a maximum of 24 units.

*Transfers to CSU*

**COREQUISITE:** Students must be available to volunteer 4 to 24 hours per week (if paid, hours per week increase as outlined in the work experience program) for an approved business and must have an application on file each quarter enrolled.

**REPEATABILITY:** May be repeated up to a total of twenty-four (24) units, six units maximum per quarter.

**COM 191 SPECIAL TOPICS***Units 1-4*

This course is designed to meet the needs of students for studies in occupational, technical or college preparatory areas of special interest. Topics and credits will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

**COM 231 SPECIAL PROJECTS***Units 1-4*

This course is designed for students wishing to pursue a specific topic of study. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

*Transfers to CSU***COM 291 SPECIAL PROJECTS***Units 1-4*

This course is designed for students wishing to pursue a specific topic of study in occupational, technical or college preparatory areas. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

# COMPUTER APPLICATIONS

**CERTIFICATE OF ACHIEVEMENT**

A Certificate of Achievement is offered in the field of Computer Applications. For requirements and areas of concentration, see page 88.

**THE FOLLOWING COURSES IN THIS SUBJECT AREA MAY BE CHALLENGED: CAO 150.**

**CAO 110 MICROCOMPUTER APPLICATIONS***Lecture 3, Lab 2, Units 4*

This course provides students with an introduction to the use of the microcomputer and to commonly used applications software. Emphasis is placed on learning essential computer concepts, understanding the Windows environment, and surveying applications software. After completing this course, students should have a solid foundation in using the microcomputer for word processing, spreadsheet, database management, and presentation software. Students will be well prepared to continue on to more in-depth study of any of these applications software packages.

*Transfers to CSU, UC***ADVISORY:** CAO 152A or equivalent.**CAO 120 WORD PROCESSING***Lecture 3, Lab 2, Units 4*

This is a comprehensive course using word processing software to create, edit, and format documents for business. Topics include creating and formatting multi-page documents with page numbers, headers and footers, footnotes, custom tabs, and tables. Additional topics include desktop publishing and mail merge.

*Transfers to CSU***ADVISORY:** CAO 152A or equivalent.**CAO 121 SPREADSHEET APPLICATIONS IN BUSINESS***Lecture 3, Lab 2, Units 4*

This is a comprehensive course in spreadsheet applications in business using electronic spreadsheet software. This course covers the design, development, and formatting of spreadsheets; the presentation of data through the creation of charts; the use of data lists and pivot tables; macros; and the management of multiple spreadsheets. Emphasis is placed on using spreadsheet software to solve practical business problems.

*Transfers to CSU***ADVISORY:** CAO 110, CAO 154, or equivalent.**CAO 122 RELATIONAL DATABASE MANAGEMENT***Lecture 3, Lab 2, Units 4*

This is a comprehensive course in relational database applications using database management software. Topics include relational database concepts, the development and maintenance of databases, table relationships, normalization, the creation of basic and advanced queries, custom forms, and custom reports.

*Transfers to CSU***ADVISORY:** CAO 110, CAO 155, or equivalent.**CAO 123 POWERPOINT PRESENTATION SOFTWARE***(Formerly numbered CAO 156)**Lecture 3, Lab 0, Units 3*

This is a comprehensive course using presentation software Microsoft PowerPoint to create presentation slides and handouts. Topics include the use of text, graphics, animation, and sound to create effective presentations on the computer. Advanced topics include the creation and use of summary slides, hyperlinks, transition effects, custom design templates, slide masters, and self-running presentations.

*Transfers to CSU***ADVISORY:** CAO 152A or equivalent.**CAO 131 SPECIAL TOPICS***Units 1-4*

This course is designed to meet the needs of students for studies in areas of special interest. Topics and credit will vary from quarter to quarter and will be included under this cover title published in the schedule for the quarter in which the course will be offered.

*Transfers to CSU*



**CAO 132 OCCUPATIONAL WORK EXPERIENCE***Lecture 0, Lab 0, Units 1-6*

Occupational Work Experience is for students who are employed in jobs related to their educational or occupational goals. This program extends knowledge gained in the classroom to the workplace, helps students identify new and challenging objectives at work, and encourages professional growth and advancement.

*Transfers to CSU*

**COREQUISITE:** Students must be available to work 4 to 40 hours per week for an approved business and must have an application on file each quarter enrolled.

**REPEATABILITY:** May be repeated up to a total of twenty-four (24) units, six units maximum per quarter.

**CAO 133 INTERNSHIP - OCCUPATIONAL WORK EXPERIENCE***Lecture 0, Lab 0, Units 1-6*

Internship - Occupational Work Experience is a supervised worksite placement the student earns which is related to the student's educational and occupational goals. The program will assist students in acquiring relevant work experience and awareness of career opportunities in their chosen field of study. This course may be repeated for a maximum of 24 units.

*Transfers to CSU*

**COREQUISITE:** Students must be available to volunteer 4 to 24 hours per week (if paid, hours per week increase as outlined in the work experience program) for an approved business and must have an application on file each quarter enrolled.

**REPEATABILITY:** May be repeated up to a total of twenty-four (24) units, six units maximum per quarter.

**CAO 150 COMPUTER KEYBOARDING***(Formerly numbered CAO 150AB)**Lecture 2, Lab 0, Units 2*

This course is an introduction to touch keyboarding on the personal computer. Emphasis is placed on using correct keyboarding techniques to type the alphabet, figures, and symbols.

**CAO 151 INTRODUCTION TO PERSONAL COMPUTERS***Lecture 2, Lab 0, Units 2*

This is a foundation course in computer concepts for beginning computer users. Hardware and software concepts and terminology are introduced along with a brief survey of microcomputer software including Windows, word processing, spreadsheet, and Web browser software.

**REPEATABILITY:** May be repeated 2 times.

**CAO 152A INTRODUCTION TO WINDOWS FOR THE PC***Lecture 2, Lab 0, Units 2*

This is a beginning course in the Windows operating system, the most popular operating system for the PC. Topics include working in the Windows graphical user interface, managing (creating, copying, deleting, moving, renaming) files and folders, and customizing the Windows desktop. This course provides an essential foundation for all subsequent microcomputer software courses.

**ADVISORY:** CAO 151 or equivalent.

**REPEATABILITY:** May be repeated 2 times.

**CAO 152B INTRODUCTION TO THE MACINTOSH***Lecture 2, Lab 0, Units 2*

This is a beginning course in using the Macintosh computer. Students will learn the fundamentals of the Macintosh operating system, including managing files and folders and setting system preferences. Students will be introduced to basic Macintosh applications.

**REPEATABILITY:** May be repeated 2 times.

**CAO 152C INTERMEDIATE WINDOWS FOR THE PC***Lecture 2, Lab 0, Units 2*

This is an intermediate course in the Windows operating system for the PC. Topics include managing shared files and folders, performing backups and restoring data, and maintaining the Windows operating system.

**ADVISORY:** CAO 152A or equivalent.

**REPEATABILITY:** May be repeated 2 times.

**CAO 153A INTRODUCTION TO WORD PROCESSING***Lecture 2, Lab 0, Units 2*

This course is an introduction to word processing for the beginning computer user. Students will learn to create, edit, and format basic documents including letters, memos, and reports.

**ADVISORY:** CAO 152A or equivalent.

**REPEATABILITY:** May be repeated 2 times.

**CAO 154 INTRODUCTION TO SPREADSHEETS***Lecture 2, Lab 0, Units 2*

This is a beginning course in spreadsheet applications software. Students will learn to enter, calculate, format, and manage numerical data through the creation of spreadsheets and charts.

**ADVISORY:** CAO 152A or equivalent.

**REPEATABILITY:** May be repeated 2 times.

**CAO 155 INTRODUCTION TO DATABASE MANAGEMENT***Lecture 2, Lab 0, Units 2*

This is a beginning course in database applications focusing on introductory database concepts and the use of database management software. Topics include creating and modifying basic tables, queries, forms, and reports.

**ADVISORY:** CAO 152A or equivalent.

**REPEATABILITY:** May be repeated 2 times.

**CAO 157A INTRODUCTION TO MICROSOFT OUTLOOK***Lecture 2, Lab 0, Units 2*

This course covers the basic features of e-mail management and calendaring software Microsoft Outlook. Topics include managing e-mail, creating contacts, scheduling appointments and meetings, tracking tasks, using a journal, and making notes.

**ADVISORY:** CAO 152A or equivalent.

**REPEATABILITY:** May be repeated 2 times.

**CAO 158A USING THE WEB***Lecture 2, Lab 0, Units 2*

This is an introductory course in how to use the World Wide Web. The course will cover current uses of the Web including information searching, web-based email, e-commerce, online maps, and social networking.

**ADVISORY:** CAO 151 or equivalent.

**REPEATABILITY:** May be repeated 2 times.

### **CAO 161 INTRODUCTION TO MULTIMEDIA USING iLIFE**

*Lecture 3, Lab 2, Units 4*

Macintosh computers come bundled with a powerful set of programs for working with multimedia: photos, videos, music, web sites, and DVDs. This course will give students a fundamental understanding of the iLife suite which includes iPhoto, Garageband, iMovie, iWeb, and iDVD.

**ADVISORY:** CAO 152B or equivalent.

**REPEATABILITY:** May be repeated 2 times.

### **CAO 164A DESKTOP PUBLISHING USING MICROSOFT PUBLISHER**

*Lecture 2, Lab 0, Units 2*

This course is an introduction to desktop publishing using Microsoft Publisher. Students will learn how to use templates to design and produce printed publications for personal use or for a small business. Topics include the creation of letterhead, flyers, business cards, and newsletters.

**ADVISORY:** CAO 152A or equivalent.

**REPEATABILITY:** May be repeated 2 times.

### **CAO 164B DESKTOP PUBLISHING USING INDESIGN**

*Lecture 4, Lab 0, Units 4*

This course is an introduction to industry-standard desktop publishing software Adobe InDesign. Students will learn how to design and produce printed publications including letterhead, flyers, business cards, newsletters, and brochures.

**ADVISORY:** CAO 152A or equivalent.

**REPEATABILITY:** May be repeated 2 times.

### **CAO 165A INTRODUCTION TO PHOTO EDITING USING PHOTOSHOP**

*Lecture 4, Lab 0, Units 4*

This course is an introduction to using photo editing software Adobe PhotoShop to edit and manipulate images. Topics include basic tools to retouch and modify images, the use of layers, composite images, selective sharpening, scanning techniques, and printing.

**ADVISORY:** CAO 152A or equivalent.

**REPEATABILITY:** May be repeated 2 times.

### **CAO 165B ORGANIZING AND EDITING PHOTOS USING PHOTOSHOP ELEMENTS**

*Lecture 2, Lab 0, Units 2*

This course is an introduction to organizing and modifying photos using Adobe PhotoShop Elements, a simpler version of Adobe PhotoShop. The focus of this beginning level course is to learn how to organize digital photos and how to retouch (crop, straighten, sharpen, color adjust) photos using basic image editing tools.

**ADVISORY:** CAO 152A or equivalent.

**REPEATABILITY:** May be repeated 2 times.

### **CAO 166 COMPUTER ILLUSTRATION USING ILLUSTRATOR**

*Lecture 4, Lab 0, Units 4*

This course will provide an introduction to computer illustration using industry-standard software Adobe Illustrator for graphic design. Topics to be covered include basic graphic design terminology and techniques, drawing and painting using the computer as a tool, preparing documents for print production, marketing, and portfolio development.

**ADVISORY:** CAO 152A or equivalent.

**REPEATABILITY:** May be repeated 2 times.

### **CAO 180 BUSINESS ENGLISH**

*Lecture 4, Lab 0, Units 4*

This course will focus on practical principles of English needed by successful business professionals. Topics include sentence structure, parts of speech, punctuation, number usage, spelling, proofreading, capitalization, word division, and abbreviations.

### **CAO 190B BASICS OF COMPUTERS**

*Lecture .25, Lab 0, Units .25*

This course will provide a basic introduction to the concepts for beginning computer users. Students will learn the terminology related to computer hardware and software. Students will also be introduced to the Windows operating system.

**NOTE:** Non-Degree Applicable course.

### **CAO 190C BASICS OF THE INTERNET**

*Lecture .25, Lab 0, Units .25*

This course will provide a basic introduction to the concepts and information for using the Internet. Students will learn the basic vocabulary related to the Internet, how to access the Internet, and how to utilize search engines.

**NOTE:** Non-Degree Applicable course.

### **CAO 190D BASICS OF E-MAIL**

*Lecture .25, Lab 0, Units .25*

This course will provide a basic introduction to the concepts and information for creating and using E-mail. Students will learn the vocabulary related to E-mail, how to access a free E-mail account, and how to create and send messages with attachments.

**NOTE:** Non-Degree Applicable course.

### **CAO 191 SPECIAL TOPICS**

*Units 1-4*

This course is designed to meet the needs of students for studies in occupational, technical or college preparatory areas of special interest. Topics and credits will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

### **CAO 192A HOW TO MANAGE YOUR FILES USING WINDOWS**

*Lecture .25, Lab 0, Units .25*

This course will provide an overview of how to manage files using Microsoft Windows to create folders and to copy, move, rename, and delete files.

**REPEATABILITY:** May be repeated 2 times.

**NOTE:** Non-Degree Applicable course.

### CAO 192B HOW TO CREATE AN ACCESS DATABASE

Lecture .25, Lab 0, Units .25

This course will provide an overview of how to set up and maintain a database table in Access.

**ADVISORY:** Basic knowledge of Microsoft Windows.

**REPEATABILITY:** May be repeated 2 times.

**NOTE:** Non-Degree Applicable course.

### CAO 192C HOW TO CREATE A REPORT IN ACCESS

Lecture .25, Lab 0, Units .25

This course will provide an overview of the process of creating and formatting custom reports from data stored in an Access database.

**ADVISORY:** CAO 192B or basic knowledge of Access.

**REPEATABILITY:** May be repeated 2 times.

**NOTE:** Non-Degree Applicable course.

### CAO 192D HOW TO CREATE AN EXCEL SPREADSHEET

Lecture .25, Lab 0, Units .25

This course will provide an overview of how to enter and edit data in Excel.

**ADVISORY:** Basic knowledge of Microsoft Windows.

**REPEATABILITY:** May be repeated 2 times.

**NOTE:** Non-Degree Applicable course.

### CAO 192E HOW TO WORK WITH EXCEL FORMULAS

Lecture .25, Lab 0, Units .25

This course will provide an overview of how to set up and generate formulas in Excel.

**ADVISORY:** CAO 192D or basic knowledge of Excel.

**REPEATABILITY:** May be repeated 2 times.

**NOTE:** Non-Degree Applicable course.

### CAO 192F HOW TO CREATE A POWERPOINT PRESENTATION

Lecture .25, Lab 0, Units .25

This beginning course will provide an overview of how to use text and graphics to create a PowerPoint slide show that can enhance a presentation one would need to make in front of a group.

**ADVISORY:** Basic knowledge of Microsoft Windows.

**REPEATABILITY:** May be repeated 2 times.

**NOTE:** Non-Degree Applicable course.

### CAO 192G HOW TO ANIMATE YOUR POWERPOINT PRESENTATION

Lecture .25, Lab 0, Units .25

This course will provide an overview of how to add, animate, and sequence graphics in PowerPoint.

**ADVISORY:** CAO 192F or basic knowledge of PowerPoint.

**REPEATABILITY:** May be repeated 2 times.

**NOTE:** Non-Degree Applicable course.

### CAO 192H HOW TO CREATE LETTERS AND MEMOS USING WORD

Lecture .25, Lab 0, Units .25

This course will provide an overview of how to use word wrap, fonts, alignment, and formatting features to create business letters and memos using Microsoft Word.

**ADVISORY:** Basic keyboarding skills.

**REPEATABILITY:** May be repeated 2 times.

**NOTE:** Non-Degree Applicable course.

### CAO 192J HOW TO CREATE A REPORT USING WORD

Lecture .25, Lab 0, Units .25

Learn proper formatting for a multi-page report and cover page using Word features: page numbering, line spacing, headers and footers, margins, page breaks, and section breaks.

**ADVISORY:** CAO 192H or basic knowledge of word processing.

**REPEATABILITY:** May be repeated 2 times.

**NOTE:** Non-Degree Applicable course.

### CAO 231 SPECIAL PROJECTS

Units 1-4

This course is designed for students wishing to pursue a specific topic of study. Emphasis is placed on individualized instruction and student planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

*Transfers to CSU*

### CAO 291 SPECIAL PROJECTS

Units 1-4

This course is designed for students wishing to pursue a specific topic of study in occupational, technical or college preparatory areas. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

## COMPUTER AND INFORMATION SCIENCES

### ASSOCIATE DEGREE

A degree is offered in the field of Computer and Information Sciences - Web Development. For major requirements, see page 62.

### CERTIFICATE OF ACHIEVEMENT

A Certificate of Achievement is offered in the field of Computer Information Sciences - Web Development. For requirements, see page 88.

### CIS 100 WEB PUBLISHING USING AUTHORING SOFTWARE

Lecture 3, Lab 2, Units 4

This is an introductory course in developing web sites using web authoring software. Topics include designing and creating web sites with hyperlinks, graphics, lists, tables, styles, and more. Students will learn about the web development process from start to finish.

*Transfers to CSU*

**ADVISORY:** CAO 151 or equivalent.

**REPEATABILITY:** May be repeated 1 time.

### CIS 101 GRAPHICS FOR THE WEB

Lecture 3, Lab 2, Units 4

This is an introductory course in designing graphics for a web site using a web graphics software package. Topics include the software environment, software tools for editing graphics, characteristics of the web medium, page layout, slicing, optimizing, and exporting. Basic (art) design principles will be introduced.

*Transfers to CSU*

**ADVISORY:** CIS 100 or equivalent.

**REPEATABILITY:** May be repeated 1 time.

**CIS 102 ANIMATION FOR THE WEB**

Lecture 3, Lab 2, Units 4

This course is an introduction to creating, editing, and publishing animations for web sites. This course will cover the use of an animation application program for developing buttons, images, animations, video, and interactive interfaces for web sites.

*Transfers to CSU*

**ADVISORY:** CIS 100 or equivalent.

**REPEATABILITY:** May be repeated 1 time.

**CIS 112 WEB PUBLISHING USING HTML AND CSS**

Lecture 3, Lab 2, Units 4

This is a comprehensive course in using HTML and CSS to create a web site. Topics include web site planning and the development of web pages using HTML tags and CSS styles. Students will learn how to insert and format text, graphics, hyperlinks, lists, tables, forms, and multimedia.

*Transfers to CSU*

**REPEATABILITY:** May be repeated 1 time.

**CIS 113 CLIENT-SIDE SCRIPTING FOR THE WEB**

Lecture 3, Lab 2, Units 4

This is an advanced course in learning and applying client-side scripting techniques to web pages. Topics include fundamentals of the language and current examples of how client-side scripting is used to add functionality to web pages.

*Transfers to CSU*

**ADVISORY:** CIS 112 or equivalent.

**REPEATABILITY:** May be repeated 1 time.

**CIS 114 DATA-DRIVEN WEB SITES**

Lecture 3, Lab 2, Units 4

This project-based course is an introduction to data-driven web sites. This course will examine established data-driven web sites, survey technologies used to create data-driven web sites, review basic database concepts, and introduce server-side scripting.

*Transfers to CSU*

**ADVISORY:** CIS 112 or equivalent.

**REPEATABILITY:** May be repeated 1 time.

**CIS 115 CURRENT TECHNOLOGIES IN WEB DEVELOPMENT**

Lecture 2, Lab 2, Units 3

This capstone course is designed to give students the knowledge and experience of researching emerging web technologies. This is a seminar course in which students will be responsible for researching and presenting current topics in web development. Students will also develop a personal web portfolio as a class project.

*Transfers to CSU*

**ADVISORY:** CIS 100, 101, 112, and ART 111.

**REPEATABILITY:** May be repeated 1 time.

**CIS 120A COMPUTER PROGRAMMING I**

Lecture 3, Lab 2, Units 4

This is the first course in computer programming for computer science, information systems, science or engineering majors. The course covers proper programming structure and style. Topics covered include algorithm development, control structures, subprograms and functions, parameter passing, and data types. Students write numerous programs in a high-level programming language.

*Transfers to CSU, UC*

**PREREQUISITE:** MAT 154A or 154AA with a grade of "C" or better or appropriate skills (co-enrollment allowed).

**ADVISORY:** CAO 110 or CAO 152A or equivalent knowledge of Windows.

**CIS 120B COMPUTER PROGRAMMING II**

Lecture 3, Lab 2, Units 4

This is a second course in computer programming for computer science, information systems, science, or engineering majors. Topics will build upon those covered in CIS 120A as well as include software engineering principles, development of efficient algorithms, and the design and selection of appropriate classes. Students will study the principles and use of object-oriented programming.

*Transfers to CSU, UC*

**PREREQUISITE:** CIS 120A with a grade of "C" or better or equivalent.

**CIS 120C COMPUTER PROGRAMMING III**

Lecture 3, Lab 2, Units 4

This is the third course in computer programming for computer science, information systems, science, or engineering majors. The topics will build upon those covered in CIS 120B. The course covers the principles and use of object-oriented programming. Students will study searching, sorting, and the relative efficiencies algorithms implementing these tasks. Students will study recursively implemented algorithms, lists, stacks, queues, and trees together with further study of abstract data types.

*Transfers to CSU, UC*

**PREREQUISITE:** CIS 120B with a grade of "C" or better or equivalent.

**CIS 131 SPECIAL TOPICS**

Units 1-4

This course is designed to meet the needs of students for studies in areas of special interest. Topics and credit will vary from quarter to quarter and will be included under this cover title published in the schedule for the quarter in which the course will be offered.

*Transfers to CSU*

**CIS 132 OCCUPATIONAL WORK EXPERIENCE**

Lecture 0, Lab 0, Units 1-6

Occupational Work Experience is for students who are employed in jobs related to their educational or occupational goals. This program extends knowledge gained in the classroom to the workplace, helps students identify new and challenging objectives at work, and encourages professional growth and advancement.

*Transfers to CSU*

**COREQUISITE:** Students must be available to work 4 to 40 hours per week for an approved business and must have an application on file each quarter enrolled.

**REPEATABILITY:** May be repeated up to a total of twenty-four (24) units, six units maximum per quarter.

### **CIS 133 INTERNSHIP - OCCUPATIONAL WORK EXPERIENCE**

*Lecture 0, Lab 0, Units 1-6*

Internship - Occupational Work Experience is a supervised worksite placement the student earns which is related to the student's educational and occupational goals. The program will assist students in acquiring relevant work experience and awareness of career opportunities in their chosen field of study. This course may be repeated for a maximum of 24 units.

*Transfers to CSU*

**COREQUISITE:** Students must be available to volunteer 4 to 24 hours per week (if paid, hours per week increase as outlined in the work experience program) for an approved business and must have an application on file each quarter enrolled.

**REPEATABILITY:** May be repeated up to a total of twenty-four (24) units, six units maximum per quarter.

### **CIS 135A/GEG 134 INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS**

*Lecture 3, Lab 1, Units 3.5*

This interdisciplinary survey course is designed to explore how Geographic Information Systems (GIS) can be used as a tool within diverse academic disciplines. Students will learn to manipulate various forms of data to generate plots, maps, and computer displays of GIS spatial relationships. Environmental Systems Research Institute (ESRI) ArcView computer software will be used. This course is cross-listed with GEG 134.

*Transfers to CSU*

**ADVISORY:** CAO 151 or basic computer skills highly recommended.

### **CIS 135B/GEG 135 INTERMEDIATE GEOGRAPHIC INFORMATION SYSTEMS**

*Lecture 3, Lab 1, Units 3.5*

This is an intermediate level course for students seeking to expand their understanding of Geographic Information Systems (GIS). The majority of the quarter will be spent working on GIS projects that will teach the students how to input spatial data into a GIS and how to work with that information. Each project will result in producing analysis and map graphics. This course is cross-listed with GEG 135.

*Transfers to CSU*

**ADVISORY:** CIS 135A or GEG 134 or equivalent.

### **CIS 140A INTRODUCTION TO DATA COMMUNICATIONS AND NETWORKING**

*Lecture 4, Lab 2, Units 5*

This course is designed to provide students with a detailed description of current networking technologies. Course content includes protocols, transmission media, analog and digital transmission, local, wide, wireless, cellular, and satellite networks, network connecting devices, TCP/IP, and the Internet.

*Transfers to CSU*

**ADVISORY:** CIS 170 or equivalent.

*Prior to enrolling in this course the student should complete fundamental computer software and/or hardware courses or have equivalent hands-on experience.*

**REPEATABILITY:** May be repeated 1 time.

### **CIS 141A WINDOWS SERVER ADMINISTRATION**

*Lecture 4, Lab 2, Units 5*

In this course, students will learn Windows Server and navigate every detail of the Windows Server Administrator exam. Students will also learn the infrastructure, Web, and IT application servers and how to use scripts and batch files to accomplish tasks on a regular basis. Students will receive instruction on how to manage the server operating system, file, and directory services, distribute software, patches, updates, profile and monitor assigned servers.

*Transfers to CSU*

**ADVISORY:** CAO 152A or equivalent.

*Prior to enrolling in this course the student should complete fundamental computer software and/or hardware courses or have equivalent hands-on experience.*

**REPEATABILITY:** May be repeated 1 time.

### **CIS 151 INTRODUCTION TO WEB PUBLISHING**

*Lecture 2, Lab 0, Units 2*

This is an introductory course in developing a basic web site using online site builder software. Topics include planning, designing, and creating a web site with hyperlinks, graphics, videos, etc. Students will have a complete basic web site at the completion of the course.

**REPEATABILITY:** May be repeated 2 times.

### **CIS 152 ELECTRONIC (INTERNET) STOREFRONT DEVELOPMENT**

*Lecture 2, Lab 0, Units 2*

This course will prepare students to develop and maintain an Internet online storefront. Students will learn to list products and services for sale and set up an automated merchant system that will process transactions without human intervention.

**ADVISORY:** Familiarity with Windows and web navigation and usage.

### **CIS 160A PC DESKTOP SUPPORT 1**

*Lecture 4, Lab 2, Units 5*

This course provides service technicians and network administrators the necessary skills needed to identify, install, configure, and upgrade desktop computers and peripheral hardware. This is part 1 of a 2 course series. CIS 160B (PC Desktop Support 2) will be presented the following quarter. This course sequence helps students prepare for the CompTIA A+ Technician Certification Exams.

**ADVISORY:** Prior to enrolling in this course the student should complete fundamental computer software and/or hardware courses or have equivalent hands-on experience.

**REPEATABILITY:** May be repeated 1 time.

### **CIS 160B PC DESKTOP SUPPORT 2**

*Lecture 4, Lab 2, Units 5*

This course provides service technicians and network administrators the necessary skills to identify, install, configure, and upgrade desktop computers and peripheral hardware. This is part two of a two course series. CIS 160A (PC Desktop Support 1) is the first course in the sequence. This course sequence helps students prepare for the CompTIA A+ technician certification exams.

**ADVISORY:** CIS 160A or equivalent.

*Prior to enrolling in this course the student should complete fundamental computer software and/or hardware courses or have equivalent hands-on experience.*

**REPEATABILITY:** May be repeated 1 time.



**CIS 162 HOW A COMPUTER WORKS***Lecture 2, Lab 0, Units 2*

This course is a practical examination of how a computer operates. Students will examine its construction by disassembling and reassembling a computer. Students will learn the way functions are layered and learn the roles of the hardware, BIOS, operating system, and device drivers.

*ADVISORY: Familiarity with Microsoft Windows.**REPEATABILITY: May be repeated 2 times.***CIS 164 WIRELESS NETWORKING FOR HOME OR SMALL OFFICE***Lecture 2, Lab 0, Units 2*

In this course, students will learn the theory of wireless networking and how to set up and configure a wireless network.

*ADVISORY: Familiarity with Microsoft Windows.***CIS 165 MICROSOFT WINDOWS CONFIGURATION***Lecture 3, Lab 2, Units 4*

This course will enable students to install and configure Microsoft Windows. The instruction will focus on advanced troubleshooting techniques and tools used to configure a Windows client in a Windows server environment.

*ADVISORY: CIS 152A or equivalent.**Prior to enrolling in this course the student should complete fundamental computer software and/or hardware courses or have equivalent hands-on experience.**REPEATABILITY: May be repeated 1 time.***CIS 170 INTRODUCTION TO COMPUTER NETWORKS***Lecture 2, Lab 0, Units 2*

This is an introductory course in networking software and hardware. Topics include modems, communication protocols, local and wide area networks, intra- and inter-networks, network architectures, topologies, and the Open Systems Interconnect (OSI) model.

*ADVISORY: CAO 152A or equivalent.**REPEATABILITY: May be repeated 2 times.***CIS 172 PERSONAL COMPUTER SECURITY BASICS***Lecture 4, Lab 0, Units 4*

This course will teach students to stop hackers, worms, viruses, spyware, web bugs, and identity theft. Students will learn vulnerabilities found in web browsers, e-mail, and operating system and how to protect against online purchase dangers, install firewalls, manage cookies, restrict ports, analyze log files, evaluate wireless networks, and examine encryption.

**CIS 175 WINDOWS SERVER NETWORK INFRASTRUCTURE***Lecture 4, Lab 2, Units 5*

This course provides the knowledge and skills to install, configure, monitor, and maintain Microsoft server network services including DHCP, DNS, WINS, NAP, Print, and Communication servers. Course content includes TCP/IP versions 4 and 6, file systems, security, data backup, and restoration. The course objectives map to Microsoft Exam 70-642, Windows Server Network Infrastructure Configuration.

**CIS 191 SPECIAL TOPICS***Units 1-4*

This course is designed to meet the needs of students for studies in occupational, technical or college preparatory areas of special interest. Topics and credits will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

**CIS 231 SPECIAL PROJECTS***Units 1-4*

This course is designed for students wishing to pursue a specific topic of study. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

*Transfers to CSU***CIS 291 SPECIAL PROJECTS***Units 1-4*

This course is designed for students wishing to pursue a specific topic of study in occupational, technical or college preparatory areas. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

**CONSTRUCTION TRADES****CNT 131 SPECIAL TOPICS***Units 1-4*

This course is designed to meet the needs of students for studies in areas of special interest. Topics and credit will vary from quarter to quarter and will be included under this cover title published in the schedule for the quarter in which the course will be offered.

*Transfers to CSU***CNT 132 OCCUPATIONAL WORK EXPERIENCE***Lecture 0, Lab 0, Units 1-6*

Occupational Work Experience is for students who are employed in jobs related to their educational or occupational goals. This program extends knowledge gained in the classroom to the workplace, helps students identify new and challenging objectives at work, and encourages professional growth and advancement.

*Transfers to CSU**COREQUISITE: Students must be available to work 4 to 40 hours per week for an approved business and must have an application on file each quarter enrolled.**REPEATABILITY: May be repeated up to a total of twenty-four (24) units, six units maximum per quarter.*

## **CNT 133 INTERNSHIP – OCCUPATIONAL WORK EXPERIENCE**

*Lecture 0, Lab 0, Units 1-6*

Internship - Occupational Work Experience is a supervised worksite placement the student earns which is related to the student's educational and occupational goals. The program will assist students in acquiring relevant work experience and awareness of career opportunities in their chosen field of study. This course may be repeated for a maximum of 24 units.

*Transfers to CSU*

**COREQUISITE:** *Students must be available to volunteer 4 to 24 hours per week (if paid, hours per week increase as outlined in the work experience program) for an approved business and must have an application on file each quarter enrolled.*

**REPEATABILITY:** *May be repeated up to a total of twenty-four (24) units, six units maximum per quarter.*

## **CNT 191 SPECIAL TOPICS**

*Units 1-4*

This course is designed to meet the needs of students for studies in occupational, technical or college preparatory areas of special interest. Topics and credits will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

## **CNT 231 SPECIAL PROJECTS**

*Units 1-4*

This course is designed for students wishing to pursue a specific topic of study. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

*Transfers to CSU*

## **CNT 291 SPECIAL PROJECTS**

*Units 1-4*

This course is designed for students wishing to pursue a specific topic of study in occupational, technical or college preparatory areas. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

# COUNSELING

## **ASSOCIATE DEGREE**

A degree is offered in the field of Addiction Studies. For major requirements, see page 57.

## **CERTIFICATE OF ACHIEVEMENT**

A Certificate of Achievement is offered in the field of Addiction Studies. For requirements, see page 86.

## **COU 102 COLLEGE SUCCESS**

*Lecture 2, Lab 0, Units 2*

This course is designed to provide students with the knowledge and skills for academic success in college. This course will include topics such as basic study skills, college life and requirements; an introduction to the services, programs and individuals available to assist students at the two-year college level; academic policies; development of an individual educational plan; and post-secondary educational systems. Also included in the course is a critical thinking component that will emphasize an understanding and ability to use critical thinking skills through written and verbal communication.

*Transfers to CSU, UC*

## **COU 108 CAREER/LIFE PLANNING**

*Lecture 4, Lab 0, Units 4*

This course provides comprehensive career/life planning for students unclear about their academic/career goals. Through an in-depth process of self-assessment, students align their interests, personality, transferable skills, and work values to academic majors and careers. Topics include researching careers and majors both through internet resources and informational interviews, decision-making and goal setting, developing a career action plan, and preparing effectively for employment and lifelong learning in a global economy. The course emphasizes the importance of taking personal responsibility for one's educational, career, and personal decisions to achieve satisfaction through work/life balance.

*Transfers to CSU*

**ADVISORY:** *Eligibility for ENG 152.*

## **COU 109 INTRODUCTION TO COUNSELING**

*Lecture 4, Lab 0, Units 4*

This course covers an introduction to major theoretical approaches to counseling and counseling techniques. Students will become familiar with the foundational theories behind counseling approaches. They will develop a working knowledge of the critical components of the counseling relationship, basic listening, interviewing and counseling skills, and ethical issues in counseling. Role-playing exercises will be utilized in class to demonstrate and practice counseling skills. Students will learn the importance of developing a counseling approach that matches their personal style.

*Transfers to CSU*

**COU 111 CRISIS COUNSELING**

Lecture 5, Lab 0, Units 5

This course is designed to teach students the fundamentals of crisis intervention techniques. Students will learn techniques of active listening skills, methods of identifying and responding to calls, crisis intervention response procedures at the hospital and with law enforcement, the importance of social service resources, and issues related to the criminal justice system. This course will focus primarily on the dynamics and effects of domestic violence, sexual assault, and child abuse.

*Transfers to CSU*

**COU 120 INTRODUCTION TO ALCOHOL AND DRUG STUDIES**

Lecture 4, Lab 0, Units 4

This is an introductory course for persons interested in any area of human services who wish to increase their knowledge of substance abuse (including alcohol) in our society. This course will cover various theories of substance abuse and alcoholism, identification signs, and symptomology. Treatment resources will be examined and myths of use will be dispelled. Students will learn a pragmatic approach to working with the using population.

*Transfers to CSU*

**COU 121 THE PHYSICAL, CHEMICAL, AND BEHAVIORAL EFFECTS OF ALCOHOL AND DRUGS**

Lecture 4, Lab 0, Units 4

This course provides a comprehensive examination of how drugs are metabolized, as well as their effects on the central nervous system and on behavior. Additional topics include the addiction process, the dynamics of tolerance and withdrawal, the medical consequences of alcohol and drug abuse, fetal alcohol syndrome, effects on human sexuality, and the nutritional aspects in both the active phases of chemical dependence and in recovery.

*Transfers to CSU*

**COU 122 REHABILITATION AND RECOVERY FROM ALCOHOL AND DRUG ABUSE**

Lecture 4, Lab 0, Units 4

This course provides the knowledge and skills required to help chemically dependent clients in their treatment and recovery from alcohol and drug abuse. Topics covered include techniques for client assessment and evaluation, treatment planning, case management, aftercare and relapse prevention, detoxification, twelve-step support groups, and therapeutic communities. Group, individual, and family therapy models of counseling are introduced and diversity issues in chemically dependent clients and legal and ethical issues are included. Students will be challenged to examine their existing ideas about dependency disorders and will conduct mock interviews with recovering people.

*Transfers to CSU*

**COU 123 ALCOHOL AND DRUG PREVENTION AND EDUCATION**

Lecture 4, Lab 0, Units 4

This course reviews the history, theories, models, and state-of-the-art approaches to the addiction prevention field. Additional topics include prevention programs; activities appropriate for the individual, community, campus, parent/family and work site; public policies and media/information-dissemination; ethnic and cultural specific approaches; and environmental risk reduction.

*Transfers to CSU*

**COU 124 GROUP LEADERSHIP AND PROCESS**

Lecture 4, Lab 0, Units 4

This course provides an intensive introduction to the experience of group therapy with emphasis on leader facilitation skills and analysis of group dynamics. Students will learn the fundamentals of group leadership by examining problems of communication, trust building, effective emotional responses, professional boundaries and personal growth. The emphasis will be on the group process as a means of changing behavior and attitude.

*Transfers to CSU*

**COU 125 COUNSELING THE FAMILY OF ADDICTED PERSONS**

Lecture 4, Lab 0, Units 4

This course examines methods of assisting significant others whose lives are affected by addiction. The profile of addicted persons and dynamics such as denial, codependency, and enabling on the part of family, employer, and friends will be covered. Intervention and treatment skills in counseling families are learned and practiced through class exercises.

*Transfers to CSU*

**COU 126 INTERVENTION AND REFERRAL TECHNIQUES**

Lecture 4, Lab 0, Units 4

This course is designed to introduce the Addiction Studies student to the theory, purpose, and application of the formal intervention process. Topics covered include crisis intervention, treatment planning, securing resources for clients, record documentation, screening, data collection, implementation of treatment plans, and aftercare.

*Transfers to CSU*

**COU 127 DUAL DISORDERS AND MENTAL HEALTH ISSUES**

Lecture 4, Lab 0, Units 4

This course provides counseling techniques appropriate for paraprofessionals in mental health, corrections, and substance abuse counseling. Students integrate the often divergent philosophies of mental health and substance abuse treatment towards the development of an integrated treatment approach. Students will be presented with mental health approaches that are effective with substance abusing clients and substance abuse approaches that are effective with mentally ill clients.

*Transfers to CSU*

**COU 131 SPECIAL TOPICS**

Units 1-4

This course is designed to meet the needs of students for studies in areas of special interest. Topics and credit will vary from quarter to quarter and will be included under this cover title published in the schedule for the quarter in which the course will be offered.

*Transfers to CSU*

**COU 132 OCCUPATIONAL WORK EXPERIENCE***Lecture 0, Lab 0, Units 1-6*

Occupational Work Experience is for students who are employed in jobs related to their educational or occupational goals. This program extends knowledge gained in the classroom to the workplace, helps students identify new and challenging objectives at work, and encourages professional growth and advancement.

*Transfers to CSU*

**COREQUISITE:** Students must be available to work 4 to 40 hours per week for an approved business and must have an application on file each quarter enrolled.

**REPEATABILITY:** May be repeated up to a total of twenty-four (24) units, six units maximum per quarter.

**COU 133 INTERNSHIP - OCCUPATIONAL WORK EXPERIENCE***Lecture 0, Lab 0, Units 1-6*

Internship - Occupational Work Experience is a supervised worksite placement the student earns which is related to the student's educational and occupational goals. The program will assist students in acquiring relevant work experience and awareness of career opportunities in their chosen field of study. This course may be repeated for a maximum of 24 units.

*Transfers to CSU*

**COREQUISITE:** Students must be available to volunteer 4 to 24 hours per week (if paid, hours per week increase as outlined in the work experience program) for an approved business and must have an application on file each quarter enrolled.

**REPEATABILITY:** May be repeated up to a total of twenty-four (24) units, six units maximum per quarter.

**COU 134 ADDICTION STUDIES FIELD WORK – INTERNSHIP***Units 3*

This course is a supervised placement in an agency providing services to chemically dependent clients. Students apply and integrate the values, knowledge, and skills learned in the classroom through direct experience in the area of counseling and chemical dependency. Special attention to the California Association of Alcoholism and Drug Abuse Counselors (CAADAC) and the California Association of Alcohol and Drug Educators (CAADE) required experiences of counseling will be addressed.

NOTE: In addition to other course requirements, students will be expected to complete at least 120 hours of volunteer work or 150 hours of paid employment.

*Transfers to CSU*

**PREREQUISITE:** COU 109, COU 120 or 121, COU 122, COU 124, and COU 126 with a grade of "C" or better or equivalent.

**REPEATABILITY:** May be repeated 2 times.

**COU 154 SUMMER BRIDGE***Lecture 1.25, Lab 0, Units 1.25*

This course is designed to introduce recent high school graduates to college and provide them with an opportunity to learn and adopt methods to promote their academic success. The course will include topics such as understanding the college environment, various services and programs to assist students, academic expectations and requirements, educational planning, career and transfer planning, critical thinking, and study skills.

**COU 170 INTRODUCTION AND OVERVIEW OF ADOLESCENT SERVICES***Lecture 2, Lab 0, Units 2*

This course is designed for child care professionals and others who work with or are interested in working with troubled adolescents. This course will focus on an overview of the child protective systems, access to education and health services available to teenagers, age appropriate child development, and caring for challenging children.

**COU 171 ADVANCED ADOLESCENT TREATMENT***Lecture 2, Lab 0, Units 2*

This course is designed for professionals and others who work with or are interested in working with troubled adolescents. This course will focus on how to plan treatment and provide counseling for teenagers with substance abuse and behavior disorders. Additionally, this course will provide students with a working knowledge of how to aid parents and other family members with a troubled teenager.

**ADVISORY:** COU 170 or equivalent.

**COU 191 SPECIAL TOPICS***Units 1-4*

This course is designed to meet the needs of students for studies in occupational, technical or college preparatory areas of special interest. Topics and credits will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

**COU 231 SPECIAL PROJECTS***Units 1-4*

This course is designed for students wishing to pursue a specific topic of study. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

*Transfers to CSU***COU 291 SPECIAL PROJECTS***Units 1-4*

This course is designed for students wishing to pursue a specific topic of study in occupational, technical or college preparatory areas. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

# CRIMINAL & ADMINISTRATION OF JUSTICE

## ASSOCIATE DEGREE

Degrees are offered in the fields of Criminal Justice, and Administration of Justice for Transfer. For major requirements, see page 63.

## CERTIFICATE OF ACHIEVEMENT

A Certificate of Achievement is offered in the field of Criminal Justice. For requirements, see page 88.

**THE FOLLOWING COURSES IN THIS SUBJECT AREA MAY BE CHALLENGED: CRJ 101, 102, 103, 104, 105, 110.**

## CRJ 101 INTRODUCTION TO CRIMINAL JUSTICE

*Lecture 4, Lab 0, Units 4*

This course examines the history and philosophy of justice as it has evolved in American and English systems. The course includes an in-depth study of the various criminal justice sub-systems, roles and expectations of criminal justice agents and their societal interrelationships, concepts of crime causation, punishment and rehabilitation, ethics, and education and training for criminal justice professionals. This course orients the student regarding potential career opportunities in criminal justice and provides a sound foundational knowledge of the legal and criminal justice systems. The student will be exposed to an overview of the criminal justice system including laws, procedures, courtroom hearings, sentencing, and corrections.

*Transfers to CSU, UC*

## CRJ 102 CRIMINAL LAW

*Lecture 4, Lab 0, Units 4*

This course focuses on crimes against persons, property, and society. It examines the historical development and philosophy of criminal law. Topics covered include legal definitions, classifications of crimes and their applications to the system of administration of justice, legal research, review of case law, methodology and the concept of law as a social force. A review of constitutional provisions of law as they integrate with fundamentals of state law is provided.

*Transfers to CSU, UC*

## CRJ 103 INTRODUCTION TO EVIDENCE

*Lecture 4, Lab 0, Units 4*

This course explores the origin, development, philosophy and constitutional basis of evidence. Topics covered include constitutional and procedural considerations affecting arrest, search and seizure, the right to counsel, self-incrimination, the concepts of relevance and types of evidence, and rules governing admissibility. This course will also examine judicial decisions interpreting individual rights and case studies on a conceptual level.

*Transfers to CSU*

## CRJ 104 CRIMINAL PROCEDURES

*Lecture 4, Lab 0, Units 4*

This course covers the identification and discussion of Constitutional rights relating to legal processes including pre-arrest, arrest through trial, sentencing, appeal and correctional procedures. Additional topics include the history of case and common law, Miranda warnings, the difference between 6th amendment rights to counsel and court created rights identified in the Miranda case.

*Transfers to CSU*

## CRJ 105 CULTURAL DIVERSITY IN CRIMINAL JUSTICE

*Lecture 4, Lab 0, Units 4*

This course presents an overview of the relationships between the justice system and the diverse, multicultural communities it serves. Emphasis is placed on the history of police-community relations, public relations, concepts and issues related to human relations, the role of community policing, and community concerns. The course includes a review of police misconduct and the role of citizen review boards, and it addresses the challenges of dealing with race, ethnicity, gender relations, sexual orientation, social class, language, and culture, and their relationship to crime and the criminal justice system.

*Transfers to CSU, UC*

## CRJ 107 POLICE FIELD OPERATIONS

*Lecture 4, Lab 0, Units 4*

This course surveys the history and development of patrol philosophy and Community Policing programs. The course examines functions of patrol, traffic and other preliminary investigative duties of the field officer and includes techniques for planning patrol activities, handling complaints and requests for services, and conducting field interviews, searches, and arrests. The course will also cover the handling of traffic-related problems, civil and domestic disturbances, and other community crime incidents.

*Transfers to CSU*

## CRJ 108 JUVENILE LAW AND PROCEDURES

*Lecture 4, Lab 0, Units 4*

This course explores the history and philosophy of juvenile law and procedures in the United States. Topics include the nature of juvenile delinquency, its cause and correlates, as well as the current strategies being used to control or eliminate the occurrence of juvenile delinquency. Special emphasis is placed on techniques for handling juvenile offenders and victims and referral sources available in the community. This course includes a review of landmark legal cases, research studies, and policy initiatives related to juvenile law.

*Transfers to CSU*

## CRJ 109 TRAFFIC LAW, ENFORCEMENT AND INVESTIGATION

*Lecture 3, Lab 0, Units 3*

This course provides an overview of traffic accident investigation. Students will learn how to interpret California Vehicle Code law and related case law. Additional topics include factual diagramming and sketching, skid identification, collision reconstruction, witness interviewing techniques, hit and run criminal investigation, DUI investigation, and the basics of traffic control.

*Transfers to CSU*



**CRJ 110 INTRODUCTION TO CORRECTIONS***Lecture 4, Lab 0, Units 4*

This course provides a historical perspective and critical analysis of punishment. Topics include types of punishment, alternatives to punishment, and the impact of punishment on the Criminal Justice System. Students will be introduced to the U.S. corrections system and examine the various types of correctional institutions, as well as the clients housed in each institution. This course includes a comprehensive study of contemporary correctional issues.

*Transfers to CSU***CRJ 112 INTRODUCTION TO INVESTIGATION***Lecture 4, Lab 0, Units 4*

This course introduces the student to the fundamentals of criminal investigations. Topics covered include techniques of crime scene search and recording, the collection and preservation of physical evidence, modus operandi processes, sources of information, techniques of interview and interrogation, and conducting follow-up investigations.

*Transfers to CSU*

**ADVISORY:** Actual crime scene photographs may be displayed for instructional purposes.

**CRJ 113 INTRODUCTION TO PROBATION AND PAROLE***Lecture 4, Lab 0, Units 4*

This course surveys the probation and parole system of the United States from its inception to the present. The course will examine different systems within the U.S. and focus on history and administration, executive clemency, intermediate punishments, rights of prisoners, probationers and parolees, and strategies for treatment and supervision.

*Transfers to CSU***CRJ 131 SPECIAL TOPICS***Units 1-4*

This course is designed to meet the needs of students for studies in areas of special interest. Topics and credit will vary from quarter to quarter and will be included under this cover title published in the schedule for the quarter in which the course will be offered.

*Transfers to CSU***CRJ 132 OCCUPATIONAL WORK EXPERIENCE***Lecture 0, Lab 0, Units 1-6*

Occupational Work Experience is for students who are employed in jobs related to their educational or occupational goals. This program extends knowledge gained in the classroom to the workplace, helps students identify new and challenging objectives at work, and encourages professional growth and advancement.

*Transfers to CSU*

**COREQUISITE:** Students must be available to work 4 to 40 hours per week for an approved business and must have an application on file each quarter enrolled.

**REPEATABILITY:** May be repeated up to a total of twenty-four (24) units, six units maximum per quarter.

**CRJ 133 INTERNSHIP - OCCUPATIONAL WORK EXPERIENCE***Lecture 0, Lab 0, Units 1-6*

Internship - Occupational Work Experience is a supervised worksite placement the student earns which is related to the student's educational and occupational goals. The program will assist students in acquiring relevant work experience and awareness of career opportunities in their chosen field of study. This course may be repeated for a maximum of 24 units.

*Transfers to CSU*

**COREQUISITE:** Students must be available to volunteer 4 to 24 hours per week (if paid, hours per week increase as outlined in the work experience program) for an approved business and must have an application on file each quarter enrolled.

**REPEATABILITY:** May be repeated up to a total of twenty-four (24) units, six units maximum per quarter.

**CRJ 191 SPECIAL TOPICS***Units 1-4*

This course is designed to meet the needs of students for studies in occupational, technical or college preparatory areas of special interest. Topics and credits will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

**CRJ 231 SPECIAL PROJECTS***Units 1-4*

This course is designed for students wishing to pursue a specific topic of study. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

*Transfers to CSU***CRJ 291 SPECIAL PROJECTS***Units 1-4*

This course is designed for students wishing to pursue a specific topic of study in occupational, technical or college preparatory areas. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

# CULINARY ARTS

## ASSOCIATE DEGREE

A degree is offered in the field of Culinary Arts. For major requirements see page 64.

## CERTIFICATES OF ACHIEVEMENT

A Certificate of Achievement is offered in the fields of Foundations of Cooking, Foundations of Baking and Pastry, Global Cuisine, Wine Studies, and Vegetarian Cuisine. For requirements, see pages 89-90.

## CUL 101 INTRODUCTION TO THE CULINARY ARTS PROFESSION

*Lecture 3, Lab 0, Units 3*

The purpose of this course is to survey the food service industry to broaden the students' perspectives on what career options exist, and to provide them with a solid understanding about the nature of this profession. The course is designed for the individual who is entering the field of culinary arts with the intention of pursuing it as a career goal, but it is also for the individual who simply wants to learn more about this dynamic profession and the rudiments of professional food service. An important component of this course will include a series of tastings and evaluations of foods to help the student to develop a mature palate. Students will learn the expectations of the industry, and ways they can meet those expectations.

*Transfers to CSU*

## CUL 102 PRINCIPLES AND PRACTICES OF BASIC FOOD PREPARATION

*Lecture 2, Lab 7.5, Units 4.5*

This course will provide students with a comprehensive understanding of food and the processes of preparing food for human consumption. Included will be a survey of food itself: origins and history, categorization, selection, purchasing, and preservation. There is a special emphasis on the processing and fabricating of food and the specific processes of cooking. In the lab the student will apply the principles of cooking and food preparation that they learn in the lecture. The focus will be on the development of the rudimentary skills in food preparation and cooking that form the base for all further culinary classes and for ultimate success in the industry.

*Transfers to CSU*

## CUL 103 FOOD SANITATION AND SAFETY

*Lecture 2, Lab 0, Units 2*

This course covers the principles of storing, preparing, and serving food to insure that food is fit for human consumption. Students will study the importance of sanitary habits by food service personnel, causes of food borne illness and spoilage, public health practices, and managerial procedures to insure sanitary food for the public. Upon completion of the course, students may receive a Serv/Safe Certificate issued by the Educational Foundation of the National Restaurant Association. This certificate is recognized by the food service industry and the American Culinary Federation. This course satisfies a specific course requirement for the ACF American Culinary Federation's Cook Apprenticeship, and ACF Cook and Chef Certification.

*Transfers to CSU*

## CUL 104 PRINCIPLES AND PRACTICES OF BAKING AND PASTRY ARTS

*Lecture 2, Lab 6, Units 4*

This course will introduce students to the principles and practices of baking and pastry arts. Understanding baking requires a more scientific approach than cooking; therefore, there will be greater emphasis on food chemistry and science and scientific experimentation. Students will learn the broad range of basic baked goods including breads, rolls, pies, cakes, and cookies as well as be introduced to the concept of pastry arts by making puddings, fillings, dessert sauces, icings, mousses, bavarians, and other pastry preparations. In the lab, students will apply the theory that they learn in the lecture to produce baked and pastry goods.

*Transfers to CSU*

## CUL 106 PRINCIPLES AND PRACTICES OF INTERMEDIATE FOOD PREPARATION

*Lecture 2, Lab 7.5, Units 4.5*

This course will advance the principles and practices of food preparation introduced in CUL 102. More advanced processes of cooking and food preparation will be covered such as: butchery, stock and soup production, entree items, meat, poultry and seafood cookery, appetizers and hors d'oeuvres, and cold food preparations. Students will be encouraged to integrate these principles in the development of complete meals. Greater attention will be paid to the presentation of food, as well as to the nutritional and flavor considerations.

*Transfers to CSU*

**ADVISORY:** CUL 102 or equivalent.

## CUL 110 INTRODUCTION TO THE BUSINESS OF CULINARY ARTS

*Lecture 4, Lab 0, Units 4*

The purpose of this course is to provide students with a sense of the largesse of the food service operations within which they may be employed. The goal is for students to understand how the business of the kitchen integrates with the business as a whole. This course will introduce students to the basic concepts of business operation such as accounting, developing a business plan, nutrition, sanitation, human relations, food costing, menu development, and purchasing which would be expanded upon should the students go forward with their education.

*Transfers to CSU*

## CUL 114 PRINCIPLES AND PRACTICES OF INTERMEDIATE BAKING AND PASTRY ARTS

*Lecture 2, Lab 6, Units 4*

This course will provide the student with an intermediate knowledge of the principles and practices of baking and pastry arts. The information provided in this course will build upon a basic knowledge of baking and pastry. Students will learn about the range of more advanced and intricate baked goods including artisan and international breads and bread products, and more elaborate pastries and pastry products. There will be a continuation of learning about the basic baking and pastry items such as pies, cakes, and cookies as well as puddings, fillings, dessert sauces, icings, mousses, bavarians, and other pastry bases. In the lab, students will apply the theory that they learn in the lecture to produce more advanced baked and pastry goods. They will also gain skill in the evaluation of these products. This course has an orientation towards the production of baked and pastry goods in a food service operation.

*Transfers to CSU*

**CUL 120 INTRODUCTION TO WINE***Lecture 4, Lab 0, Units 4*

This course is a comprehensive introductory excursion into the world of wine. Topics will include how grapes are grown, how wine is made, grapes from around the world and their wines, how to taste and evaluate wine, wine buying, wine with food, and cooking with wine. Pregnant women or persons with allergies to sulfites are advised not to take this course. Wine will be tasted. Students must be 21 years of age to enroll in this course.

*Transfers to CSU***PREREQUISITE:** Student must be 21 years or older.**ADVISORY:** Those who are pregnant should not take this class.**CUL 125 WINES OF THE WORLD***Lecture 4, Lab 0, Units 4*

This course covers enology, the science of winemaking, and viticulture, which is the study of grape growing. The course will focus on the wines of France, Italy, Germany, Spain, Portugal, Greece, Australia, and New Zealand, from grape growing to wine appreciation. Pregnant women or persons with allergies to sulfites are advised not to take this course. Wine will be tasted. Students must be 21 years of age to enroll in this course.

*Transfers to CSU***PREREQUISITE:** Student must be 21 years or older.**CUL 127 WINES OF THE AMERICAS***Lecture 4, Lab 0, Units 4*

This course will include the history of wine production in the Americas from early times to present day. Areas of concentration will include the East Coast, the Midwest, southeast and southwest, the Pacific Northwest, California, Canada, Mexico, and South America. Other topics of lecture and discussion will include the relationship of wine and food, storing and serving wine, purchasing wine and ordering wine in restaurants. Pregnant women or persons with allergies to sulfites are advised not to take this course. Wine will be tasted. Students must be 21 years of age to enroll in this course.

*Transfers to CSU***PREREQUISITE:** Student must be 21 years or older.**CUL 128 THE WINES OF CALIFORNIA***Lecture 4, Lab 0, Units 4*

This course will be an in depth study of the wines of California. Students will explore the California wine industry with special emphasis on the different regions and specific quality wineries within those regions. As well, students will study the grape growing process and the differences in the areas for the growing of grapes in California. Students will sample many different varietals from all of the major wine regions of California. There will be extensive comparative tasting of the various wines. Pregnant women or persons with allergies to sulfites are advised not to take this course. Students must be 21 years of age to enroll in this course.

*Transfers to CSU***PREREQUISITE:** Student must be 21 years or older.**CUL 131 SPECIAL TOPICS***Units 1-4*

This course is designed to meet the needs of students for studies in areas of special interest. Topics and credit will vary from quarter to quarter and will be included under this cover title published in the schedule for the quarter in which the course will be offered.

*Transfers to CSU***CUL 132 OCCUPATIONAL WORK EXPERIENCE***Lecture 0, Lab 0, Units 1-6*

Occupational Work Experience is for students who are employed in jobs related to their educational or occupational goals. This program extends knowledge gained in the classroom to the workplace, helps students identify new and challenging objectives at work, and encourages professional growth and advancement.

*Transfers to CSU***COREQUISITE:** Students must be available to work 4 to 40 hours per week for an approved business and must have an application on file each quarter enrolled.**REPEATABILITY:** May be repeated up to a total of twenty-four (24) units, six units maximum per quarter.**CUL 133 INTERNSHIP - OCCUPATIONAL WORK EXPERIENCE***Lecture 0, Lab 0, Units 1-6*

Internship - Occupational Work Experience is a supervised worksite placement the student earns which is related to the student's educational and occupational goals. The program will assist students in acquiring relevant work experience and awareness of career opportunities in their chosen field of study. This course may be repeated for a maximum of 24 units.

*Transfers to CSU***COREQUISITE:** Students must be available to volunteer 4 to 24 hours per week (if paid, hours per week increase as outlined in the work experience program) for an approved business and must have an application on file each quarter enrolled.**REPEATABILITY:** May be repeated up to a total of twenty-four (24) units, six units maximum per quarter.**CUL 155 APPLIED MATH FOR CULINARY ARTS***Lecture 2, Lab 0, Units 2*

The purpose of this course is to provide the culinary arts students with the basic principles of mathematics as they may be applied to the food service industry. Of particular importance are the basic arithmetic functions, weights and measures, percentages, fractions, the use of conversion factors, and simple problem solving. Problems and examples will be taken from the food service industry. The primary goal of this course is to help students obtain a depth of understanding of these concepts and functions that will allow them to freely apply these operations with accuracy.

**CUL 161 FOOD SANITATION: SERVSAFE ESSENTIALS***Lecture .75, Lab 0, Units .75*

This course is designed to provide a basic understanding of the requirements of the food service profession with regard to food safety and sanitation. This course satisfies the requirements of the State of California and the El Dorado County Department of Public Health for education and certification in sanitation and safe food handling. It serves as a refresher for renewal of certification. The successful student can receive certification from the National Restaurant Association Educational Foundation.

**REPEATABILITY:** May be repeated 2 times.**CUL 162A SIMPLY APPETIZERS***Lecture .5, Lab .25, Units .5*

In this course, students will learn about a unique and interesting component to the meal: the appetizer. Appetizers have a special place in culinary arts because they serve a distinct purpose as a component of a meal while at the same time they can be utilized on their own for special parties and entertaining. Students will explore the history, categories and types, uses of, ingredients for, and preparation and comparative analysis of a wide variety of appetizers.

**CUL 162B COOKING OF THE FALL: SOUPS, STEWS, AND CHILIES**

*Lecture .5, Lab 1, Units .75*

In this course, students will learn different styles of soups, stews, and chilies in each of the three main categories and produce foods that are representative of those categories.

**CUL 162C SOUPS FOR ALL SEASONS**

*Lecture .25, Lab .75, Units .5*

This course is devoted to one particular area of culinary arts: soup and soup making. Students will learn about various types of soups and the ingredients that are used in soup making. The instructor will introduce the week's soups through a brief lecture which will orient the student to the recipes, the cooking methods, and the concepts behind soup making.

**CUL 162D THE ART OF SLOW COOKING**

*Lecture .75, Lab .75, Units 1*

Slow Cooking is a method of preparing food in a manner that will extract the most flavor from the ingredients. Utilizing cooking methods such as braising, stewing, slow poaching, simmering, and roasting, seasonal ingredients are nurtured through the cooking process to create a positive end result. Students will learn these techniques and practice a variety of methods with an array of ingredients to create many dishes.

**CUL 163A HOME COMFORT DESSERTS**

*Lecture .25, Lab .75, Units .5*

This course explores the realm of the homestyle comfort desserts. The emphasis will be on easy-to-make but delicious desserts that the student can reproduce.

**CUL 163B HIGH ALTITUDE AND EXPERIMENTAL BAKING**

*Lecture .5, Lab 1, Units .75*

This course is designed to tackle the often difficult situation of baking at high altitude. It will explore the reasons for this phenomenon and provide the student with the knowledge and skill to succeed in baking at high altitude. In addition, this course will study experimental baking. Students will learn the problems that arise in baking - the reasons for the problems and the ways of fixing them as well as experimenting with different ingredients and methods in the creation of baked products.

**CUL 163C RESTAURANT-STYLE DESSERTS**

*Lecture .5, Lab .75, Units .75*

Students will learn how to prepare and present individually plated restaurant-style desserts. This course will cover the component preparations, how to assemble and present them for eye appeal, taste nuance combinations, and marketing possibilities. Learn how to prepare decorative additions to enhance the dining experience.

**CUL 163D THE ART OF BAKING BREAD**

*Lecture .5, Lab 2.5, Units 1.25*

This course will cover the basics of ingredients and how they interact to make a loaf of bread, special equipment and tools used in the baking of bread and rolls, the different types of breads, and the steps in producing quality breads and rolls. The student will also learn to differentiate between the various types and styles of bread and understand the characteristics that should exist in a good loaf of bread.

**CUL 163E MAKING A GINGERBREAD HOUSE**

*Lecture .25, Lab .5, Units .5*

In this course each student will design and build their own gingerbread house. They will learn how to bake the gingerbread, make the appropriate icing, and utilize various decorating techniques in the accomplishment of building their own gingerbread house.

**CUL 163F COOKIE MASTERY**

*Lecture .5, Lab 1, Units .75*

This course will explore all aspects of the cookie including its history, the various types of cookies, finishing, and decorating of cookies. Students will make a wide variety of different types and styles of cookies.

**CUL 163G BREAKFAST BREADS AND PASTRIES**

*Lecture .25, Lab 1.5, Units .75*

This course is an exploration of many of the sweet and savory breads and pastries that are so universally enjoyed during the breakfast period. The student will be introduced to the various types of products, the ingredients and methods necessary to produce them, and then create many of these delicacies.

**CUL 163H INTERNATIONAL BREADS, PASTRIES, CANDIES, AND DESSERTS**

*Lecture 1, Lab 1.5, Units 1.5*

A common thread through all world cultures is their representative sweets and baked goods. This course is an in depth exploration of a wide variety of these food products. The students will learn about the cultural relevance of breads, pastries, candies, and desserts in each of a variety of world cultures while producing those products. Students will compare the similarities and differences in these food products as they relate to the different cultures.

**CUL 163J CAKES, TORTES, FILLINGS, AND ICINGS**

*Lecture .75, Lab .75, Units 1*

This specialty baking and pastry course will introduce the student to the baking, filling, and frosting of a variety of cakes and tortes. Students will study these processes and, in lab, produce examples.

**CUL 163K THE ESSENTIAL FLATBREADS: NAAN, INJERA, TORTILLAS, AND MORE**

*Lecture .75, Lab .5, Units 1*

In this course, students will learn about the many types of flatbreads from around the world, as well as producing these along with the foods that they accompany. This will occur within a global, cultural context.

**CUL 163L PIES, TARTS, AND GALETTES**

*Lecture .5, Lab .75, Units .75*

In this course, students will prepare a variety of sweet and savory pies and tarts with emphasis on crusts and fillings. Students will work on perfecting tart shell molding, single and double-crusts pies, and free-form galettes.

**CUL 163M FROZEN SPECIALTIES: ICE CREAMS, GELATO, SORBET, ICES, AND FROZEN DESSERTS**

*Lecture .75, Lab .5, Units 1*

This course introduces students to frozen concoctions such as ice cream, sorbet, sherbet, granita, and gelato. These will be produced in class along with sauces and accompanying flavor items.

**CUL 164A VEGETARIAN CUISINE***Lecture .5, Lab 1.5, Units 1*

This course is an introduction to vegetarian cuisine. Students will learn basic cooking and food preparation techniques, elements of nutrition as they relate to vegetarian cuisine, basic food science, how to make a variety of vegetarian dishes, and the philosophy and history of vegetarian cuisine.

**CUL 164B PLANNING AND PREPARING A VEGAN BANQUET***Lecture .5, Lab .75, Units .75*

This course introduces students to planning and serving a vegan banquet. Students will learn how to plan, cost, purchase food for, prepare, and serve a vegan banquet that is intended to feed a large number of guests.

**CUL 164C VEGAN FOOD AND COOKING***Lecture 1, Lab 1, Units 1.25*

This course will explore the contemporary and important topic of vegan cuisine. This animal-free diet has health and political implications that are not often encountered in the world of culinary arts. The course will include a study of the foods and philosophy of this diet and lifestyle choice.

**CUL 164D HEALTHY COOKING FOR A HEALTHY DIET***Lecture .75, Lab .75, Units 1*

This course will explore the components of a healthy diet including the different food groups and representative foods, organics, preparation and cooking methods, and the ramifications for long term health. Students will prepare many different types of foods with an emphasis on health and flavor.

**CUL 165 A PASSION FOR CHOCOLATE***Lecture .25, Lab .75, Units .5*

This course is an overall exploration of the essential culinary ingredient, chocolate. The history of chocolate is filled with mystery and passion. This course will be an intensive study of the properties, tastes, and uses of chocolate. Students will be introduced to the subject while gaining a comprehensive understanding of chocolate and its uses as a culinary ingredient.

**CUL 166 SUMMER FOODS: SALADS, COLD SOUPS, GRILLING, AND FRUIT DESSERTS***Lecture .25, Lab .75, Units .5*

This course explores the category of foods that are appropriate to produce and serve during summer. The course will focus on four categories: chilled soups, grilled foods, salads and dressings, and fruit desserts. Emphasis will be placed on proper food preparation techniques and the quality characteristics of summer produce and other foods. Every class session will include the production of foods from each of the four categories to create a complete meal.

**CUL 167 INTRODUCTION TO ICE SCULPTURE***Lecture .25, Lab .5, Units .5*

This course is an introduction to the principles and methods of beginning ice sculpture. Students will learn proper technique and the methodology for planning and executing an ice sculpture. Students will have the opportunity to get a feel for the ice with hands-on instruction.

*ADVISORIES: Must be able to lift 25 lbs.***CUL 168A CAKE DECORATING I***Lecture .25, Lab .75, Units .5*

In this course, students will learn the fundamentals of finishing and decorating cakes. This includes coverage of the variety of media used to do basic cake and pastry decorations including: cake coatings, frostings, glazes, borders, flowers, gels, and icings for writing creatively on special occasion cakes, and the thematic approach to cakes.

**CUL 168B CAKE DECORATING II***Lecture .25, Lab 1 Units .5*

In this course, students will learn to use a variety of mediums to design and prepare cake and pastry decorations, including special sculpted cakes, airbrush glazes, flowers, borders, and special occasion cakes. This course builds on skills developed in the class entitled, Cake Decorating I.

*ADVISORIES: CUL 168A or equivalent.***CUL 169A THE FINE ART OF SUSHI MAKING I***Lecture .5, Lab .5, Units .75*

Students will experience the Japanese art of Sushi. This course will cover the history and terminology of Sushi as well as ingredients, recipes, and customs. Emphasis will be placed on the proper handling and preservation of seafood. The creativity and appearance of the final product will be important.

*ADVISORY: Women in late term pregnancy and people with seafood allergies are advised not to take this course.***CUL 169B THE FINE ART OF SUSHI MAKING II***Lecture .5, Lab .75, Units .75*

Students will experience a more comprehensive and expanded approach to the Japanese art of Sushi. This course builds on what was learned in CUL 169A: The Fine Art of Sushi Making I, and will detail the history and terminology of sushi as well as ingredients, recipes, and custom. The creativity and appearance of the final product will be important as we progress in the development of skills and knowledge relating to the fine art of sushi making.

*ADVISORY: This class is the second in a series. It is helpful to have CUL 169A first. Women in late term pregnancy and people with seafood allergies are advised not to take this course.***CUL 169C EXPLORING THE WORLD OF PIZZA***Lecture .25, Lab .75, Units .5*

In this course, students will experiment with different crusts and the doughs used for crust, sauces, toppings, and styles of pizza and pizza-related products. Students will learn the history, source of origin, place in American society, and utilization of pizza. Students will produce, test, and evaluate the pizzas as a part of the course.

**CUL 171 THE ART AND SCIENCE OF SAUCES AND SAUCEMAKING***Lecture .25, Lab .75, Units .5*

This course will cover the basics of the different types of sauces and how they are made. The course will include classic French-style sauces, dessert sauces, cold sauces and dressings, and sauces for vegan and vegetarian cooking. Students will learn this through lecture and practice in the kitchen laboratory.



**CUL 172A MIDDLE EASTERN CUISINE***Lecture .5, Lab .75, Units .75*

This course is designed to provide a broader knowledge of a very specific global cuisine. Each week students will prepare foods from different Middle Eastern countries that will be combined into a meal that will be shared and evaluated. The instructor will introduce the week's menu through a brief lecture which will orient the student to the specific countries and their cuisines.

**CUL 172B THE CUISINE OF INDIA***Lecture .5, Lab .75, Units .75*

In this course, students will explore the various cuisines of India. Students will learn about the history, social context, religious aspects, and modern interpretations of Indian Cuisine - one of the oldest on the planet. In the laboratory, students will produce samosas, pakoras, flatbreads and Indian specialty breads, chutneys, raitas, curries, dhals, fresh cheese, and spice blends. Students will prepare meals that are representative of the main culinary regions of India.

**CUL 172C MEXICAN REGIONAL CUISINE***Lecture .5, Lab .75, Units .75*

In this course, students will explore the cuisines from the various regions of Mexico. Students will learn about the history, social context, religious aspects, and modern interpretations of Mexican cuisine, one of the most important to American cuisine and, particularly, to the birth of California cuisine. In the laboratory, students will produce representative dishes of each of the major regions of Mexico including Sonora, Chihuahua, Oaxaca, Veracruz, Puebla, Durango, Michoacan, Guernero, Chiapas, Yucatan, and Jalisco. Students will prepare meals that are representative of these main culinary regions of Mexico.

**CUL 172D FRENCH REGIONAL CUISINE***Lecture .5, Lab .75, Units .75*

This course will explore one of the world's great cuisines. Through lecture, cooking, and preparing food in the kitchen laboratory, students will gain experience with the primary food regions of France. The course will cover the most representative dishes of each of the main areas of France.

**CUL 172E ITALIAN REGIONAL CUISINE***Lecture .75, Lab .5, Units 1*

This course is a study of classic and modern Italian cuisine which will explore the diversity of Italian cuisine from one region of Italy to another. Students will prepare various components of meals from each of the main regions of Italy.

**CUL 172F THE FOOD AND COOKING OF CHINA***Lecture 1, Lab 1, Units 1.25*

This course is a study of one of the most fundamental and ancient cuisines in the world. Food and cooking are critical components to Chinese culture. It will provide an in depth study of the primary regions of China which are noted for their cuisine - Cantonese, Shanghainese, Pekinese, Sichuan, Hunanese, Fujianese, and Mongolian.

**CUL 172G CONTRASTS IN FLAVOR: VIETNAMESE AND THAI COOKING***Lecture .75, Lab .75, Units 1*

This course is a study of two important international cuisines - Thai and Vietnamese. These two Southeast Asian cuisines are similar, yet different in many ways. Students will prepare, compare, and enjoy representative dishes from both cultures.

**CUL 173A SAN FRANCISCO: FOOD MECCA***Lecture 2, Lab 0, Units 2*

This course will include an orientation and a field trip to the San Francisco Bay area with the specific purpose of studying what is considered one of the great food capitals of the world. Examples of the places that may be visited are the food shops in the restored Ferry Building, Chinatown, the Farmers Market, Josef Schmidt Chocolatier, Acme Breads, Zuni Cafe, Delfina Restaurant, Citizen Cake, North Beach, the Cliff House, Cowgirl Creamery, and Chez Panisse.

**ADVISORY:** Students will need to make arrangements for accommodations and transportation.

**CUL 173B EXPLORING THE NAPA VALLEY***Lecture 2, Lab 0, Units 2*

This course will explore the Napa Valley - its wine areas, great restaurants, food producers, and wineries. The course will include a tour of the Culinary Institute of America, the world renowned culinary school, and include visits to area wineries; gourmet food specialists and producers; and renowned restaurants.

**ADVISORY:** Students will need to make their own arrangements for transportation and accommodations. There will be some additional expenses for meals and admission to certain events.

**CUL 175A WINE AND CHEESE***Lecture .5, Lab 0, Units .5*

This course brings together two complex yet wonderful food items: wine and cheese. Students will be afforded the opportunity to gain a greater understanding of the characteristics of both wine and cheese, especially as it concerns the combining of the two. Students will taste and evaluate different types and styles of wines in combination with different cheeses.

**PREREQUISITE:** Students must be 21 years or older.

**CUL 191 SPECIAL TOPICS***Units 1-4*

This course is designed to meet the needs of students for studies in occupational, technical or college preparatory areas of special interest. Topics and credits will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

**CUL 202 GLOBAL CUISINE***Lecture 2, Lab 6, Units 4*

This course will survey international, ethnic, and specialized cuisines in order to provide students with a global perspective. Students will study the countries and their cultures and perform an in-depth analysis of one country and its culture. Emphasis will be placed on the problem solving required in researching, preparing, and serving foods from around the world. In the lab, students will apply what they learn in lecture by preparing foods and classic dishes from each of these cultures.

*Transfers to CSU*

**ADVISORY:** CUL 102 or equivalent.

**CUL 226 FOOD AND WINE***Lecture 4, Lab 0, Units 4*

This course is an in-depth analysis of the relationship between food and wine with special emphasis on food and wine pairing for home consumption and professional cooking. Other topics may include: cooking with wine; food and wine buying; ordering in restaurants; wine cellaring and serving; wine and health; and responsible drinking. Pregnant women or persons with allergies to sulfites are advised not to take this course. Wine will be tasted. Students must be 21 years of age to enroll in this course.

*Transfers to CSU*

**PREREQUISITE:** Student must be 21 years or older.

**CUL 231 SPECIAL PROJECTS***Units 1-4*

This course is designed for students wishing to pursue a specific topic of study. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

*Transfers to CSU***CUL 291 SPECIAL PROJECTS***Units 1-4*

This course is designed for students wishing to pursue a specific topic of study in occupational, technical or college preparatory areas. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

**DANCE****DAN 101 INTRODUCTION TO DANCE***Lecture 2, Lab 2, Units 2.75*

This course is an overview of the many styles and genres of dance. Students are presented with a variety of techniques and gain a basic physical competence level in several dance forms including ballet, tap, jazz, modern, ethnic, and musical theatre. Students will gain beginning performance experience by participating in a performance final at the end of the quarter.

*Transfers to CSU, UC***REPEATABILITY:** *May be repeated 5 times.***DAN 102A BEGINNING BALLET***Lecture 1, Lab 3, Units 2*

This course introduces the student to elementary ballet theory and technique including barre, floor, and center work. The student will learn basic positions, poses, steps, jumps and turns, utilizing traditional French terminology. The student will gain an understanding and appreciation of his/her own unique body in relation to ballet as a classical art form.

*Transfers to CSU, UC***REPEATABILITY:** *May be repeated 5 times.***DAN 102B INTERMEDIATE BALLET***Lecture 1, Lab 3, Units 2*

This course furthers the student's artistry and skill in classical ballet. The student will apply fundamentals of theory and technique with attention to musicality and style in the execution of intermediate level barre, floor, and center combinations. The student will gain fluency in the use of traditional French ballet terminology as well as an understanding and appreciation of his/her own unique body in relation to ballet as a classical art form.

*Transfer CSU, UC***REPEATABILITY:** *May be repeated 5 times.***DAN 103A BEGINNING JAZZ DANCE***Lecture 1, Lab 3, Units 2*

This course will focus on the fundamentals of jazz dance, encompassing theatre dance, music video and other contemporary dance styles. Through active participation in jazz techniques, students will learn the universal vocabulary of movement and terminology. Emphasis will be placed on rhythmical movement patterns, coordination, alignment, and performance. Students will become acquainted with jazz dance as a performing art.

*Transfers to CSU, UC***REPEATABILITY:** *May be repeated 5 times.***DAN 103B INTERMEDIATE JAZZ DANCE***Lecture 1, Lab 3, Units 2*

This course will focus on an intermediate level of jazz dance technique. Longer combinations utilizing more intricate and stylized movement will be implemented in the warm-up, center work, and across-the-floor phases. Through active participation in jazz technique, students will learn the universal vocabulary of movement and terminology. Emphasis will be placed on furthering the technical level of students in various forms of jazz dance, theater dance, music video, and other contemporary dance styles. Students will become acquainted with jazz dance as a performing art in our culture.

*Transfers to CSU, UC***ADVISORY:** *DAN 103A or equivalent.***REPEATABILITY:** *May be repeated 5 times.***DAN 104A BEGINNING MODERN DANCE***Lecture 1, Lab 3, Units 2*

This course introduces the student to contemporary dance as an expressive medium, building technical skills at the beginning level. Through active participation students explore fundamental movement principles and modern dance techniques. Structured improvisation and choreography allow the students to manipulate abstract ideas, and develop their creativity. The study of modern dance as an art form including history and theories of dance composition will also be incorporated.

*Transfers to CSU, UC***REPEATABILITY:** *May be repeated 5 times.***DAN 104B INTERMEDIATE MODERN DANCE***Lecture 1, Lab 3, Units 2*

This course introduces the student to contemporary dance as an expressive medium, building technical skills at the intermediate level. Through active participation students explore longer movement combinations and more detailed spatial designs in the center work and across-the-floor phases. Structured improvisation and choreography allow the students to manipulate abstract ideas and develop their creativity. The study of modern dance as an art form including history and theories of dance composition will also be incorporated.

*Transfers to CSU, UC***REPEATABILITY:** *May be repeated 5 times.***DAN 105A BEGINNING TAP DANCE***Lecture 1, Lab 3, Units 2*

This course introduces the student to elementary tap dance technique and application. The student will learn basic steps and rhythms. The student will gain understanding and appreciation of his/her own physical coordination and rhythmic sense in relation to tap dance as a traditional and contemporary performing art.

*Transfers to CSU, UC***REPEATABILITY:** *May be repeated 5 times.*

**DAN 105B INTERMEDIATE TAP DANCE**

Lecture 1, Lab 3, Units 2

This course introduces the student to intermediate tap technique and application. The principles of beginning tap will be continued and developed. The student will gain an understanding and appreciation of his/her own physical coordination and rhythmic sense in relation to tap dance as a traditional and contemporary performing art.

*Transfers to CSU, UC*

**ADVISORY:** DAN 105A or equivalent

**REPEATABILITY:** May be repeated 5 times.

**DAN 105D FUNK TAP**

Lecture 1, Lab 2, Units 1.75

This course will introduce the student to funk and urban styles as they relate to tap. This course is designed to explore various rhythm tap styles. The student will learn basic tap techniques and how to apply them to urban choreography or use them alone to form rhythm patterns. Musical rhythm and themes will be analyzed as they relate to tap.

*Transfers to CSU, UC*

**ADVISORY:** DAN 105A or equivalent

**REPEATABILITY:** May be repeated 5 times.

**DAN 106 FUNK/HIP HOP DANCE TECHNIQUES**

Lecture 1, Lab 3, Units 2

This course introduces the student to a variety of established and emerging street dance styles such as hip hop, funk, street jazz, locking, popping, old school, and break dancing. Students will gain an enhanced understanding of the historical cultural content of this ever-changing American dance form. Exploration of movement qualities and improvisation will be included, as well as basic rhythms and phrasing in listening and moving to hip hop/funk music.

*Transfers to CSU, UC*

**REPEATABILITY:** May be repeated 5 times.

**DAN 107A BEGINNING BALLROOM DANCE**

Lecture .5, Lab .5, Units .75

This course is designed to teach American social dance styles including, but not limited to the following dances: foxtrot, waltz, swing, cha-cha, 2-step, tango, rumba, and polka. Basic styling, rhythm, and partnering will be taught as well as the cultural and historical background on the evolution of these ballroom dance forms.

*Transfers to CSU, UC*

**REPEATABILITY:** May be repeated 5 times.

**DAN 107B INTERMEDIATE BALLROOM DANCE**

Lecture .5, Lab .5, Units .75

This course is designed to advance student's understanding of American social dance by expanding their repertoire of dance skills, steps, rhythms, and partnering techniques in additional selected forms of ballroom dance including but not limited to: merengue, schottisch, Viennese waltz, country line dance, and support partnering. Stylistic origins and modern transformations will be studied in their social and historical contexts.

*Transfers to CSU, UC*

**ADVISORY:** DAN 107A or equivalent.

**REPEATABILITY:** May be repeated 5 times.

**DAN 108 MULTICULTURAL ETHNIC DANCE**

Lecture 1, Lab 2, Units 1.75

This course is for students who would like to experience selected world cultures through dance. Students will study the role of dance in society: consideration of style, historical background and religious, spiritual, and cultural influences. Emphasis on specific cultural dances will vary and may include Caribbean, African, Mexican, South American, European, and Asian.

*Transfers to CSU, UC*

**REPEATABILITY:** May be repeated 5 times.

**DAN 109A BEGINNING LATINO DANCE**

Lecture .5, Lab .5, Units .75

This course is designed to teach Latin dance styles including the following dances: Cha-cha, Merengue, Tango, La Salsa, Bachata, Rhumba, and Cumbia. Styling, rhythm, partnering, music, and ethnic costuming will be taught. The cultural and historical background on the evolution of these Latin dance forms will be introduced.

*Transfers to CSU, UC*

**REPEATABILITY:** May be repeated 5 times.

**DAN 109B INTERMEDIATE LATINO DANCE**

Lecture .5, Lab .5, Units .75

This course is designed to further enhance the student's understanding of Latin dance styles. The dances that will be explored include: Cha-cha, Merengue, Tango, La Salsa, Bachata, Rhumba, and Cumbia. Styling, rhythm, partnering, music, and ethnic costuming will be taught, as well as the cultural and historical background on the evolution of these Latin dance forms.

*Transfers to CSU, UC*

**ADVISORY:** DAN 109A or equivalent.

**REPEATABILITY:** May be repeated 5 times.

**DAN 110A BEGINNING MIDDLE EASTERN DANCE**

Lecture .5, Lab 2, Units 1.25

This course emphasizes the social and stage dances from the region designated as the Near and Middle East. This course incorporates beginning choreography, improvisation, movement vocabulary and styling. Students will learn basic hip movements, undulations, shimmies, isolations, traveling steps, and combinations. Additional topics include the history and culture of tribal Middle Eastern dance as well as the costuming.

*Transfers to CSU, UC*

**REPEATABILITY:** May be repeated 5 times.

**DAN 110B INTERMEDIATE MIDDLE EASTERN DANCE**

Lecture 1, Lab 2, Units 1.75

This intermediate Middle Eastern dance course is for students who have already mastered the basics and desire to advance their skills. Emphasis is placed on presentation and performance. Additional topics include the history and culture of Middle Eastern dance as well as introduction to veil work and zills (finger cymbal rhythms.)

*Transfers to CSU, UC*

**ADVISORY:** DAN 110A or equivalent.

**REPEATABILITY:** May be repeated 5 times.

**DAN 111 SWING/LINDY HOP***Lecture .5, Lab .5, Units .75*

This course focuses on instruction in steps, rhythms, and partnering techniques of Swing dance. Dynamics of improvisation, sequencing, and style will be explored through Lindy Hop "Jitterbug" and the modern style of East Coast Swing. Stylistic origins and modern transformations will be studied in their social and historical contexts.

*Transfers to CSU, UC***REPEATABILITY:** *May be repeated 5 times.***DAN 112A BEGINNING FLAMENCO DANCE***Lecture 1, Lab 2, Units 1.75*

This course will introduce students to the movement and music of flamenco dance and its cultural, historic, and geographic origins. This course provides students with the opportunity to develop coordination, rhythm, and performance skills. The history of flamenco dance will be introduced including cantos or flamenco song, music, instruments, and traditional and contemporary costuming.

*Transfers to CSU, UC***REPEATABILITY:** *May be repeated 5 times.***DAN 112B INTERMEDIATE FLAMENCO DANCE***Lecture 1, Lab 2, Units 1.75*

This course is for students who have mastered the basics of flamenco dance and wish to advance their skills at an intermediate level. Students will focus on more advanced presentation and performance skills utilizing castanets, fans, and shawl work. Students will learn how various cultures contributed to flamenco styles and rhythms, and the important relationship of song and classical guitar to this cultural art form.

*Transfers to CSU, UC***ADVISORY:** *DAN 112A or equivalent.***REPEATABILITY:** *May be repeated 5 times.***DAN 113 BEGINNING COUNTRY DANCE***Lecture .5, Lab .5, Units .75*

This course is an introduction to Country Western dance and will provide students a basic foundation in skills, steps, turns, and partnering techniques necessary to perform in western/rock social dance routines for both line and couples dance. These dances include, but are not limited to: two-step, country swing, waltz, cowboy polka, cowboy cha-cha, and a variety of line dances.

*Transfers to CSU, UC***REPEATABILITY:** *May be repeated 5 times.***DAN 114A BEGINNING POLYNESIAN DANCE***Lecture .25, Lab .5, Units .5*

This course introduces the student to Polynesian dance with emphasis on Hawaiian hula and Tahitian ori. Students will learn basic Polynesian dance techniques, Polynesian culture, and will be able to perform a hula or ori by the end of the session.

*Transfers to CSU, UC***REPEATABILITY:** *May be repeated 5 times***DAN 114B INTERMEDIATE POLYNESIAN DANCE***Lecture .25, Lab .5, Units .5*

This intermediate Polynesian dance course is for students who have mastered the basics of Polynesian dance, and wish to advance their skills in Hawaiian hula and Tahitian ori at an intermediate level. Students will learn intermediate dance steps, hand, and hip motions. The history of Polynesian culture will also be studied. Performance skills will be emphasized. Students will dance in at least one performance.

*Transfers to CSU, UC***ADVISORY:** *DAN 114A or equivalent.***REPEATABILITY:** *May be repeated 5 times***DAN 114C ADVANCED POLYNESIAN DANCE***Lecture .5, Lab .5, Units .75*

This course is designed for the advanced continuing study of Polynesian dance and its historical and cultural context. Emphasis is on performance skills, higher level dance technique, and student choreography for performance.

*Transfers to CSU, UC***ADVISORY:** *DAN 114B or equivalent.***REPEATABILITY:** *May be repeated 5 times***DAN 115A BEGINNING AFRO-CUBAN DANCE***Lecture .5, Lab 1, Units .75*

This course is designed for dancers of all levels who wish to explore and experience the world of Afro-Cuban dance, including history, music, and cultural traditions of Cuban folklore with an emphasis on rumba, Comparsa, Orisha, and cabaret style.

*Transfers to CSU, UC***REPEATABILITY:** *May be repeated 5 times.***DAN 115B INTERMEDIATE AFRO-CUBAN DANCE***Lecture .5, Lab 1, Units .75*

This course is for students who have mastered the basics of Afro-Cuban dance and desire to advance their skills to an intermediate level. Emphasis will be placed on more intricate movements, technique, and presentation. Topics may include Orisha styles, Abakua, rumba, Comparsa, and Afro-Cuban cabaret. Additional topics include Afro-Cuban history, culture, and costuming.

*Transfers to CSU, UC***ADVISORY:** *DAN 115A or equivalent.***REPEATABILITY:** *May be repeated 5 times.***DAN 116A PILATES MAT WORK***Lecture .75, Lab 2.25, Units 1.5*

This course is designed to develop dance strength, flexibility, coordination, and balance for participants of all fitness levels, through a safe progression of challenging and functional exercises. Focus in this course will be on movement quality. Students will be introduced to the basic alignment concepts and core strength of the body via mat exercises evolved from the techniques developed by Joseph H. Pilates.

*Transfers to CSU, UC (unit limit)***REPEATABILITY:** *May be repeated 5 times.***NOTE:** *DAN 116A and 116B may be taken for a combined total of 6 times.*

**DAN 116B INTERMEDIATE PILATES MAT WORK**

Lecture .75, Lab 2.25, Units 1.5

This course continues to explore the methods and techniques of Joseph H. Pilates. Emphasis will be placed on increasing stamina and endurance while mastering the intermediate level movements of pilates mat exercises. This course will focus on developing a sustained strengthening of the spine and torso while continuing to build muscular strength, flexibility, and balance. Students will build a strong mind/body connection utilizing the breath work and mat exercises in this course.

*Transfers to CSU, UC (unit limit)*

**ADVISORY:** DAN 116A or equivalent.

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** DAN 116A and 116B may be taken for a combined total of 6 times.

**DAN 118A BEGINNING WEST COAST SWING**

Lecture .5, Lab .5, Units .75

This course will introduce the basics of West Coast Swing including footwork, styling, body movement, syncopations, and patterns. This dance is a partner dance derived from the 'Lindy Hop'. It is also commonly referred to as smooth style swing and is the California State dance. West Coast Swing allows for both partners to improvise steps while dancing together.

*Transfers to CSU, UC*

**REPEATABILITY:** May be repeated 5 times.

**DAN 119 CONDITIONING FOR DANCERS**

Lecture 1, Lab 2, Units 1.75

This course will combine skills from dance and exercise for body conditioning. Dancers and non-dancers will strengthen the body's core while improving coordination, balance, alignment, flexibility, muscle endurance, and movement memory for greater technical ability and performance in all dance forms.

*Transfers to CSU, UC (unit limit)*

**REPEATABILITY:** May be repeated 5 times.

**DAN 120A BEGINNING CASINO RUEDA**

Lecture .5, Lab .5, Units .75

This course will introduce the student to Casino Rueda (Rueda de Casino), a Cuban Salsa, danced in a circle or 'wheel' with rapid exchanging of partners utilizing a variety of dance steps, patterns, and combinations. The leader of the group, the 'Cantante', gives the verbal commands as well as hand signals for the circle of dancers to follow. Students will learn and practice precise timing and teamwork while dancing to exciting Cuban Guaracha (Cuban Salsa) music and rhythms.

*Transfers to CSU, UC*

**ADVISORY:** DAN 109A or equivalent.

**REPEATABILITY:** May be repeated 5 times.

**DAN 120B INTERMEDIATE CASINO RUEDA**

Lecture .5, Lab .5, Units .75

This course will focus on intermediate Casino Rueda steps, styling, partnering, combinations, and patterns. Students will further enhance their understanding of this Latin social dance and strengthen their technique and teamwork skills while dancing to Cuban Guaracha (Cuban Salsa) music and rhythms.

*Transfers to CSU, UC*

**ADVISORY:** DAN 120A or equivalent.

**REPEATABILITY:** May be repeated 5 times.

**DAN 121 STREET JAZZ**

Lecture 1, Lab 2, Units 1.75

This course introduces students to a style of dance known as street jazz. The course meshes stylized jazz dance with the contemporary street styles of funk and Hip Hop dance. Students will experience a visual art form that focuses on strength, style, attitude, and energy.

*Transfers to CSU, UC*

**REPEATABILITY:** May be repeated 5 times.

**DAN 122 MIDDLE EASTERN DANCE: FOCUS ON ZILLS (FINGER CYMBALS)**

Lecture .75, Lab 1.25, Units 1.25

This course will introduce students to zill (Sagat, finger cymbals) playing techniques and the most popular Arabic percussive rhythms and musical patterns. Students will learn how to incorporate basic zill techniques, rhythms and phrasing with Middle Eastern dance steps, movements and combinations. Elementary music theory will also be covered in this course.

*Transfers to CSU, UC*

**REPEATABILITY:** May be repeated 5 times.

**DAN 123 POI DANCE**

Lecture .5, Lab 1.5, Units 1

This course introduces the student to Maori inspired, modern Poi Dance. 'Poi' literally translates to 'ball' in Maori. The ball is attached to a length of rope held in the hand and swung in circular patterns. This course incorporates an eclectic blend of traditional and modern music, dance skills, and Poi patterns and combinations to increase coordination, flexibility, and strength in the wrists, hands, and upper body.

*Transfers to CSU, UC*

**REPEATABILITY:** May be repeated 5 times.

**DAN 124A BEGINNING ARGENTINE TANGO**

Lecture .5, Lab .5, Units .75

This course introduces students to the Argentine Tango including its origin, rich cultural history and traditions, costume style, and music. Students will gain in-depth instruction in basic posture, steps, rhythms, and partnering techniques of this culturally-rich and powerful style of Latin dance.

*Transfers to CSU, UC*

**REPEATABILITY:** May be repeated 5 times

**DAN 131 SPECIAL TOPICS**

Units 1-4

This course is designed to meet the needs of students for studies in areas of special interest. Topics and credit will vary from quarter to quarter and will be included under this cover title published in the schedule for the quarter in which the course will be offered.

*Transfers to CSU*

**DAN 141 CHOREOGRAPHY**

Lecture 2, Lab 2, Units 2.75

This course covers basic elements of choreography and provides an opportunity to explore choreographic structure utilizing the concepts of time, space, design, and energy. Students will develop choreographic skills through dance movement phrasing, spatial design and relationships, rhythm, and theme development for solo and group compositions.

*Transfers to CSU, UC*

**ADVISORY:** DAN 102A or 103A or 104A or 105A or equivalent.

**REPEATABILITY:** May be repeated 5 times.



**DAN 142 MUSICAL THEATRE DANCE***Lecture 2, Lab 2, Units 2.75*

This course will provide students with the opportunity to experience Musical Theatre dance. Dance styles covered will include cultural, modern, jazz, and tap. Students will learn choreographed routines as well as audition techniques for Musical Theatre dance, and basic group and partnering skills for presentational dance. There may be an opportunity for student choreography.

*Transfers to CSU, UC***REPEATABILITY:** *May be repeated 5 times.***DAN 191 SPECIAL TOPICS***Units 1-4*

This course is designed to meet the needs of students for studies in occupational, technical or college preparatory areas of special interest. Topics and credits will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

**DAN 231 SPECIAL PROJECTS***Units 1-4*

This course is designed for students wishing to pursue a specific topic of study. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

*Transfers to CSU***DAN 291 SPECIAL PROJECTS***Units 1-4*

This course is designed for students wishing to pursue a specific topic of study in occupational, technical or college preparatory areas. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

**DIGITAL MEDIA ARTS****DMA 101 INTRODUCTION TO VIDEO EDITING: YOUTUBE TO HOLLYWOOD***Lecture 3, Lab 3, Units 4*

This course is an introduction to the techniques used in video and film editing. From creating videos on YouTube to learning how to edit a feature length film, students will be exposed to theory and practice of the editing process. Practical applications for professional pathways will be discussed.

*Transfers to CSU***DMA 102 INTERMEDIATE DIGITAL VIDEO EDITING***Lecture 3, Lab 3, Units 4*

This course is an intermediate level hands-on study of NLE (non-linear editing) software, such as Final Cut Express, investigating more advanced workflow, organization skills, and effects-based editing techniques. This post-production course will enhance students ability to turn captured media into well-constructed video compositions.

*Transfers to CSU***ADVISORY:** *DMA 101 or equivalent.***NOTE:** *Minimum technology requirements: Students are encouraged to own or have access to a FireWire HDD.***DMA 103 FILM PRODUCTION I***Lecture 3, Lab 3, Units 4*

This course is designed to take students through the steps of creating a professional quality film using the latest digital technology and equipment. Students will learn how to develop a story into a working script for filming. Hands-on assignments will allow students to experience pre-production, production, and post-production steps of filmmaking including lighting, sound, cinematography, editing, and digital output.

*Transfers to CSU***DMA 104 WINTER ACTION SPORTS DIGITAL FILMMAKING***Lecture 3, Lab 3, Units 4*

This course is designed to introduce student filmmakers to the art and craft of making world class winter action sports films. These films will range from being suitable for uploading to Internet portals such as YouTube, and entering into action sports film festivals. Students will learn the steps of this specialized genre of film making from start to finish. Main subjects will include pre-production planning, production shooting on the mountain at a ski resort, and post-production editing using non linear editing software.

*Transfers to CSU*

**ADVISORY:** *Students should have intermediate level or higher skiing or snowboarding ability. To gain access to the mountain, students will be required to either: a) have a ski pass for the resort where the class is held or b) purchase tickets through the resort with the college's special mountain access program.*

**DMA 105 ACTION SPORTS DIGITAL FILMMAKING***Lecture 3, Lab 3, Units 4*

This course is designed to introduce student filmmakers to making "non-winter" action sports films for spring, summer, and fall sports activities. Main subjects will examine in detail the special equipment, techniques, and logistics unique to filming river kayaking, rock climbing, mountain biking, skateboarding, motorcycling, and/or other action sports. Students will learn filmmaking organization and sequence from acquiring funding, pre-production planning, filming in assorted remote outdoor environments (specific to each sport) through to final post production editing. Different roles and industry jobs involved in making action sports films such as producing, location scouting, directing, cameraman, and editor will also be examined. Editing will be taught on industry standard non linear editing (NLE) software. Students will also learn about film distribution via commercial outlets, internet portals, film festivals, and filmmaking contests.

*Transfers to CSU***ADVISORY:** *Basic computing skills***DMA 111 INTRODUCTION TO ANIMATION***Lecture 3, Lab 3, Units 4*

This course is an investigation into the artistic creation of movement on a frame by frame basis known as animation. Lectures will include demonstrations of different animation techniques, as well as historical and contemporary examples of professional animators who use those techniques. Students will gain an experiential knowledge of the breadth of classical and experimental animation techniques including hand-drawn, claymation, stop-motion, cut-outs, and paint-on-glass. Students will create and critique assignments using these techniques both individually and corporately, culminating in a final short film.

*Transfers to CSU***REPEATABILITY:** *May be repeated 1 time.*

## **DMA 112 INTRODUCTION TO DIGITAL MEDIA ARTS**

*Lecture 3, Lab 3, Units 4*

This course surveys the merging of technology, global communication, and creative expression. Students will cover the fundamentals of digital art creation. Students will learn the basic principles of art making (composition, color, form) to express their original ideas to the broader world through various global media processes (podcasting, blogging, Web 2.0). Students taking this course will be prepared for further study in film production, web design, digital photography and digital imaging.

*Transfers to CSU*

## **DMA 121 ARTISTIC CONCEPTS FOR THE WEB**

*Lecture 3, Lab 3, Units 4*

This introductory course is designed for the student interested in designing artistic web sites. This course will cover the history and evolution of online graphics including the theory and best/worst practices of design concepts such as color, typography, form, balance, space, and variety. Students will be introduced to multiple facets of graphic and web design and the software used in this field.

*Transfers to CSU*

## **DMA 131 SPECIAL TOPICS**

*Units 1-4*

This course is designed to meet the needs of students for studies in areas of special interest. Topics and credit will vary from quarter to quarter and will be included under this cover title published in the schedule for the quarter in which the course will be offered.

*Transfers to CSU*

## **DMA 191 SPECIAL TOPICS**

*Units 1-4*

This course is designed to meet the needs of students for studies in occupational, technical or college preparatory areas of special interest. Topics and credits will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

## **DMA 231 SPECIAL PROJECTS**

*Units 1-4*

This course is designed for students wishing to pursue a specific topic of study. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

*Transfers to CSU*

## **DMA 291 SPECIAL PROJECTS**

*Units 1-4*

This course is designed for students wishing to pursue a specific topic of study in occupational, technical or college preparatory areas. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

# **EARLY CHILDHOOD EDUCATION**

## **ASSOCIATE DEGREE**

A degree is offered in the field of Early Childhood Education. For major requirements, see page 64.

## **CERTIFICATE OF ACHIEVEMENT**

A Certificate of Achievement is offered in the field of Early Childhood Education. For requirements, see page 90.

**THE FOLLOWING COURSES IN THIS SUBJECT AREA MAY BE CHALLENGED: ECE 101, 103.**

## **ECE 100 HEALTH, SAFETY AND NUTRITION FOR YOUNG CHILDREN**

*Lecture 4, Lab 0, Units 4*

This course is designed to provide the student with information about health, safety, and nutrition as it relates to young children. Students will learn about current health and safety issues for children in a variety of child care settings and how to implement safe and healthy practices and policies in these programs. Also included in this course are the various meal pattern requirements of state and federal child care food programs, feeding the challenging child, menu planning, and the relationship of nutrients to stages of growth and development.

*Transfers to CSU*

## **ECE 101 INTRODUCTION TO EARLY CHILDHOOD EDUCATION**

*Lecture 4, Lab 0, Units 4*

This course is an introduction to essential themes, concepts, and skills related to early childhood education, including knowledge of history and traditions in the field; philosophical, psychological and social foundations of early childhood education; and ethical issues and standards of early childhood educators.

*Transfers to CSU*

## **ECE 102/PSY 102 CHILD AND ADOLESCENT DEVELOPMENT**

*Lecture 4, Lab 0, Units 4*

This course is an introduction to the theoretical concepts and methodological approaches in child and adolescent development. Developmental processes through maturation and learning will be examined. Different theoretical perspectives (biological, cognitive, social, behavioral, emotional, and evolutionary) will be explored and relevant research discussed. This course is cross-listed with PSY 102.

*Transfers to CSU, UC*

**ADVISORY:** *ENG 101 or equivalent.*

## **ECE 103 CHILD, FAMILY AND COMMUNITY**

*Lecture 4, Lab 0, Units 4*

This course examines family living patterns and lifestyles in today's society. Topics include the diversity of family composition and interactions of family members and the factors affecting family life, child-rearing practices, family-school-community relationships and partnerships. Resources available within the school and community, as well as social services, health service, and recreational facilities within the community are explored.

*Transfers to CSU, UC*

**ECE 109 CHILDREN'S LITERATURE***Lecture 4, Lab 0, Units 4*

This course is a survey of literature written for children. Topics include methods of selecting and evaluating books, practical skills to use literature in the classroom with focus on the presentation of activities, and techniques for effective storytelling. This course also includes strategies for incorporating and extending literacy-based activities across the curriculum.

*Transfers to CSU***ECE 110 CURRICULUM DEVELOPMENT IN EARLY CHILDHOOD EDUCATION PROGRAMS***Lecture 4, Lab 0, Units 4*

This course presents an overview of knowledge and skills related to providing appropriate curriculum and environments for young children from birth to age six. Students will examine the teacher's role in supporting development and fostering the joy of learning for all young children using observation and assessment strategies emphasizing the essential role of play. An overview of content areas will include but not be limited to: language and literacy, social and emotional learning, sensory learning, art and creativity, math, and science.

*Transfers to CSU***ADVISORY:** ECE 101 or equivalent.**ECE 120 CREATIVE EXPERIENCES FOR YOUNG CHILDREN***Lecture 4, Lab 0, Units 4*

This course will introduce students to educational activities suitable for children in art, music, movement, literature, and drama. The course is designed for teachers, aides, parents, and people who provide care for children ages two through eight. Students will gain an enhanced understanding of the interrelationship between creative arts and the self.

*Transfers to CSU***ADVISORY:** ECE 101 or equivalent.**ECE 121 MATH AND SCIENCE EXPERIENCES FOR YOUNG CHILDREN***Lecture 4, Lab 0, Units 4*

This course is designed to introduce the student to math and science experiences for both the preschool and school-age child. It presents an organized, sequential approach to creating a developmentally appropriate math and science curriculum. Students will develop hands-on teaching aids that can be used in a classroom environment.

*Transfers to CSU***ECE 124 OBSERVATION AND ASSESSMENT***Lecture 4, Lab 0, Units 4*

This course focuses on the appropriate use of observation and assessment methods to document and promote children's growth and development. Recording strategies, rating systems, portfolios, and multiple assessment tools are explored and utilized to design appropriate individualized and program curriculum to optimally support children and families. The course will require the completion of a child study at the college's child development center.

*Transfers to CSU***ECE 125 POSITIVE CHILD GUIDANCE***Lecture 4, Lab 0, Units 4*

The principles of positive guidance and discipline based on contemporary research and child development will be discussed in this course. Application of the principles of effective communication, understanding child development and behavior, appropriate limits and rules, structuring problem solving, and consequences will be discussed. This course is appropriate for teachers and parents.

*Transfers to CSU***ECE 126 TEACHING IN A DIVERSE SOCIETY***Lecture 4, Lab 0, Units 4*

This course is an examination of the development of social identities in diverse societies including theoretical and practical implications of oppression and privilege as they apply to young children, families, programs, classrooms, and teaching. Various classroom strategies will be explored emphasizing culturally and linguistically appropriate anti-bias approaches to aid all children in becoming competent members of a diverse society. Course includes self-examination and reflection on issues related to social identity, stereotypes and bias, social and educational access, media and schooling.

*Transfers to CSU, UC***ADVISORY:** ECE 101 or equivalent.**ECE 127 INFANTS AND TODDLERS: DEVELOPMENT AND CARE***Lecture 4, Lab 0, Units 4*

This course is intended for students preparing to work in infant/toddler child care settings. It provides the student with an overview of infant-toddler growth and development, and includes a study of current caregiving practices in infant/toddler centers and family day care homes. The course examines best practices, responsive caregiving techniques, environments, infant/toddler learning foundations, health, safety, and licensing requirements. Students are required to complete an observation in the Early Childhood Education laboratory in the college's Child Development Center.

*Transfers to CSU***ECE 128 PRINCIPLES OF SUPERVISION***Lecture 4, Lab 0, Units 4*

This course explores supervisory functions as they relate to the contemporary work environment. Students will discuss and analyze supervisory responsibilities and challenges in today's complex and culturally diverse workforce and variety of work environments. This course satisfies a specific course requirement for the California Children's Center Permit.

*Transfers to CSU***ECE 129 THE EXCEPTIONAL CHILD***Lecture 4, Lab 0, Units 4*

This course provides an introduction to educational philosophies for educating young children with exceptional needs. Typical and atypical developmental characteristics and abilities in infants and preschoolers are explored as well as the unique characteristics and needs of exceptional children and their families. Also included are the historical and legislative foundation for civil rights and educational services for individuals with disabilities. Emphasis will be given to professional roles and collaboration, locating community resources, and developing an awareness of cultural issues and considerations.

*Transfers to CSU***ADVISORY:** ECE 101 or equivalent.

**ECE 131 SPECIAL TOPICS***Units 1-4*

This course is designed to meet the needs of students for studies in areas of special interest. Topics and credit will vary from quarter to quarter and will be included under this cover title published in the schedule for the quarter in which the course will be offered.

*Transfers to CSU***ECE 132 OCCUPATIONAL WORK EXPERIENCE***Lecture 0, Lab 0, Units 1-6*

Occupational Work Experience is for students who are employed in jobs related to their educational or occupational goals. This program extends knowledge gained in the classroom to the workplace, helps students identify new and challenging objectives at work, and encourages professional growth and advancement.

*Transfers to CSU*

**COREQUISITE:** Students must be available to work 4 to 40 hours per week for an approved business and must have an application on file each quarter enrolled.

**REPEATABILITY:** May be repeated up to a total of twenty-four (24) units, six units maximum per quarter.

**ECE 133 INTERNSHIP - OCCUPATIONAL WORK EXPERIENCE***Lecture 0, Lab 0, Units 1-6*

Internship - Occupational Work Experience is a supervised worksite placement the student earns which is related to the student's educational and occupational goals. The program will assist students in acquiring relevant work experience and awareness of career opportunities in their chosen field of study. This course may be repeated for a maximum of 24 units.

*Transfers to CSU*

**COREQUISITE:** Students must be available to volunteer 4 to 24 hours per week (if paid, hours per week increase as outlined in the work experience program) for an approved business and must have an application on file each quarter enrolled.

**REPEATABILITY:** May be repeated up to a total of twenty-four (24) units, six units maximum per quarter.

**ECE 161A PARENT COOPERATIVE PRESCHOOL EDUCATION I***Lecture 1, Lab 3, Units 2*

This course is intended for, but not limited to, parents of children enrolled in the Tahoe Parents Nursery School Cooperative Program. Presented in this course are a variety of topics including the physical, emotional, social and intellectual development of the young child, and ways in which parents can be involved in the learning process. Participation in the TPNS cooperative preschool is required.

**REPEATABILITY:** May be repeated 5 times.

**ECE 161B PARENT COOPERATIVE PRESCHOOL EDUCATION II***Lecture 1, Lab 3, Units 2*

In this course students will continue their participation in the Tahoe Parents Nursery School Program. Exploration and enhancement of classroom management skills will be facilitated. Topics will include guidance, observation skills, and classroom mentoring. Participation in the cooperative preschool is required.

**ADVISORY:** ECE 161A or equivalent.

**REPEATABILITY:** May be repeated 5 times.

**ECE 191 SPECIAL TOPICS***Units 1-4*

This course is designed to meet the needs of students for studies in occupational, technical or college preparatory areas of special interest. Topics and credits will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

**ECE 202 PRACTICUM IN EARLY CHILDHOOD PROGRAMS: FIELD EXPERIENCE***Lecture 3, Lab 3, Units 4*

This course is a demonstration of developmentally appropriate early childhood teaching competencies under guided supervision. Students will utilize practical classroom experiences to make connections between theory and practice, develop professional behaviors and build a comprehensive understanding of children and families. Child centered, play-oriented approaches to teaching, learning, and assessments; and knowledge of curriculum content areas will be emphasized as student teachers design, implement, and evaluate experiences that promote positive development and learning for all children.

*Transfers to CSU*

**PREREQUISITE:** Current TB clearance.

**ADVISORY:** ECE 110 or equivalent.

**ECE 203 ADMINISTRATION AND SUPERVISION OF EARLY CHILDHOOD PROGRAMS***Lecture 4, Lab 0, Units 4*

This course focuses on the role of the program administrator in various types of licensed child development facilities. Topics include programming, fiscal oversight, licensing regulations, personnel decisions, legal issues, and management aspects of children's programs.

*Transfers to CSU*

**ADVISORY:** ECE 101 and ECE 110 or equivalent.

**ECE 204 ADVANCED ADMINISTRATION AND SUPERVISION OF EARLY CHILDHOOD PROGRAMS***Lecture 4, Lab 0, Units 4*

This course provides in-depth study of the components of high quality early childhood programs and of the director's role in developing and administering such programs. Emphasis is placed on personnel policies, working with parents, the development of leadership skills, advocacy, ethics, and the effects of current trends and legislation on early childhood programs. This course meets Title XXII requirements for center directors and it applies toward the Child Development Site Supervisor and Program Director permits.

*Transfers to CSU*

**ADVISORY:** ECE 203 or equivalent.

**ECE 231 SPECIAL PROJECTS***Units 1-4*

This course is designed for students wishing to pursue a specific topic of study. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

*Transfers to CSU*

**ECE 291 SPECIAL PROJECTS***Units 1-4*

This course is designed for students wishing to pursue a specific topic of study in occupational, technical or college preparatory areas. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

## NON-CREDIT EARLY CHILDHOOD EDUCATION

**ECE 550 PARENTING: THE YOUNG CHILD AND THE FAMILY ENVIRONMENT**

Hours per week: 1.5

This course is designed for, but not limited to, parents or caregivers of children ages two to five enrolled in Tahoe Parents Nursery School. Students will have the opportunity to discuss, explore and learn more about how to be an effective parent/caregiver. Topics will include guidance and discipline, communication, developmental stages and health and safety issues relating to young children.

**ECO 191 SPECIAL TOPICS***Units 1-4*

This course is designed to meet the needs of students for studies in occupational, technical or college preparatory areas of special interest. Topics and credits will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

**ECO 231 SPECIAL PROJECTS***Units 1-4*

This course is designed for students wishing to pursue a specific topic of study. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

*Transfers to CSU***ECO 291 SPECIAL PROJECTS***Units 1-4*

This course is designed for students wishing to pursue a specific topic of study in occupational, technical or college preparatory areas. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

# ECONOMICS

**ASSOCIATE DEGREE**

A degree is offered in the field of Social Science. For major requirements, see page 78.

**ECO 101 PRINCIPLES OF ECONOMICS (MACRO)***Lecture 4, Lab 0, Units 4*

This course is an introduction to macroeconomics. Topics covered will include economic principles, classical and Keynesian macro theory, monetary policy and fiscal policy, money and the banking system and international trade.

*Transfers CSU, UC***ECO 102 PRINCIPLES OF ECONOMICS (MICRO)***Lecture 4, Lab 0, Units 4*

This course is an introduction to microeconomics. Students will analyze the theory of price in the market system, including supply and demand analysis, marginal utility, marginal revenue and marginal cost concepts, imperfect competition, theory of production, the problem of poverty, and income inequities. The study of the factor market and an overview of the "free market" failures will also be explored.

*Transfers to CSU, UC***ECO 131 SPECIAL TOPICS***Units 1-4*

This course is designed to meet the needs of students for studies in areas of special interest. Topics and credit will vary from quarter to quarter and will be included under this cover title published in the schedule for the quarter in which the course will be offered.

*Transfers to CSU*

# EDUCATION

**EDU 110 TUTORING METHODS***Lecture 1, Lab 1, Units 1.25*

This course addresses effective tutoring techniques including planning the tutoring session, communication skills, the writing process, strengthening study skills, and techniques for working with students with diverse learning styles and needs.

*Transfers to CSU***ADVISORY:** *ENG 101 or equivalent.***EDU 110M MATH TUTORING METHODS***Lecture 1, Lab 1, Units 1.25*

This course teaches effective tutoring techniques including planning the tutoring session, communication skills, and techniques for working with culturally diverse students and students with disabilities. A special emphasis will be given towards working with mathematics students.

*Transfers to CSU***EDU 131 SPECIAL TOPICS***Units 1-4*

This course is designed to meet the needs of students for studies in areas of special interest. Topics and credit will vary from quarter to quarter and will be included under this designation published in the schedule for the quarter in which the course will be offered.

*Transfers to CSU*



**EDU 132 OCCUPATIONAL WORK EXPERIENCE***Lecture 0, Lab 0, Units 1-6*

Occupational Work Experience is for students who are employed in jobs related to their educational or occupational goals. This program extends knowledge gained in the classroom to the workplace, helps students identify new and challenging objectives at work, and encourages professional growth and advancement.

*Transfers to CSU*

**COREQUISITE:** *Students must be available to work or volunteer 4 to 40 hours per week for an approved business and must have an application on file each quarter enrolled.*

**REPEATABILITY:** *May be repeated up to a total of twenty-four (24) units, six units maximum per quarter.*

**EDU 133 INTERNSHIP - OCCUPATIONAL WORK EXPERIENCE***Lecture 0, Lab 0, Units 1-6*

Internship - Occupational Work Experience is a supervised worksite placement the student earns which is related to the student's educational and occupational goals. The program will assist students in acquiring relevant work experience and awareness of career opportunities in their chosen field of study. This course may be repeated for a maximum of 24 units.

*Transfers to CSU*

**COREQUISITE:** *Students must be available to volunteer 4 to 24 hours per week (if paid, hours per week increase as outlined in the work experience program) for an approved business and must have an application on file each quarter enrolled.*

**REPEATABILITY:** *May be repeated up to a total of twenty-four (24) units, six units maximum per quarter.*

**EDU 191 SPECIAL TOPICS***Units 1-4*

This course is designed to meet the needs of students for studies in occupational, technical, or college preparatory areas of special interest. Topics and credits will vary from quarter to quarter and will be included under this designation published in the schedule of classes for the quarter in which the course will be offered.

**EDU 231 SPECIAL PROJECTS***Units 1-4*

This course is designed for students wishing to pursue a specific topic of study. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

*Transfers to CSU***EDU 291 SPECIAL PROJECTS***Units 1-4*

This course is designed for students wishing to pursue a specific topic of study in occupational, technical, or college preparatory areas. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

**NON-CREDIT EDUCATION****EDU 500 SUPERVISED TUTORING**

This course offers individualized and small group tutoring designed to assist students in their college classes. Course content will vary depending upon congruent coursework and individual learning needs. The course will focus on the acquisition of effective study skills and understanding of course content with the goal of improving academic performance and success.

**COREQUISITE:** *Students must be enrolled in the course(s) for which they are receiving tutoring.*

**EDU 551 GED PREPARATION**

Hours per week: 9

This course is designed to prepare students to pass the General Educational Development Test and enable students to apply the knowledge they gain to real-life situations. Students will review the five test sections: science, social studies, math, literature, and grammar and writing. This course will provide test taking strategies, practice tests, and critical thinking activities.

*Note: This course is also offered in Spanish.*

**ENGLISH****ASSOCIATE DEGREE**

A degree is offered in the field of English. For major requirements, see page 66.

**THE FOLLOWING COURSE IN THIS SUBJECT AREA MAY BE CHALLENGED: ENG 101.**

**ALL STUDENTS ENROLLED FOR ENGLISH 101 AND 152 MUST TAKE A DIAGNOSTIC PLACEMENT EXAMINATION. ALL ENGLISH PREREQUISITES MUST BE FILLED WITH A GRADE OF "C" OR BETTER.**

The student must score satisfactorily on the examination to be placed into ENG 101 (or have completed ENG 152 with a grade of "C" or better). The scores on the examination will help students determine their level of language proficiency and their chances of success in the courses at Lake Tahoe Community College. The examination will be administered at the beginning of each quarter. Test dates will be announced in each quarter's class schedule.

**ENG 101 READING AND COMPOSITION***Lecture 5, Lab 0, Units 5*

This course stresses development of mature skills in writing, reading, and critical thinking with emphasis on expository and argumentative prose.

*Transfers to CSU, UC*

**PREREQUISITE:** *ENG 152 with a grade of "C" or better or appropriate skills demonstrated through the English assessment process.*

**ENG 102 INTRODUCTION TO LITERATURE***Lecture 4, Lab 0, Units 4*

This course is an introduction to literature, exploring genres such as short stories, poetry, drama, and literary nonfiction. Students will read fiction, drama, essays, and poetry in order to develop skills in critical reading and writing. Writing assignments emphasize expository analysis of the reading material.

*Transfers to CSU, UC***PREREQUISITE:** *ENG 101 with a grade of "C" or better or equivalent.***ENG 103 CRITICAL REASONING: WRITING THE RESEARCH PAPER***Lecture 5, Lab 0, Units 5*

This course is designed to develop critical thinking, reading, and writing skills beyond the level achieved in ENG 101. The course will focus on the development of logical reasoning and analytical and argumentative writing skills. The course will conclude with the writing of a substantial revised research paper.

*Transfers to CSU, UC***PREREQUISITE:** *ENG 101 with a grade of "C" or better or equivalent.***ENG 107 CROSS-CULTURAL LITERATURE***Lecture 4, Lab 0, Units 4*

This course focuses on immigrant, ethnic, and minority experiences in the United States, with two aims: first, to foster an awareness of the diverse forces at work in our society, and second, to create a sensitivity to the experiences of all Americans. This course will investigate and analyze what it means to live the American experience in an increasingly global community through the study of ethnically diverse short stories, short novels, poetry, and drama.

*Transfers to CSU, UC***PREREQUISITE:** *Completion of ENG 152 with a grade of "C" or better or appropriate skills demonstrated through the English assessment process.***ADVISORY:** *ENG 101 or equivalent.***ENG 108 WOMEN IN LITERATURE***Lecture 4, Lab 0, Units 4*

This course examines literature by and about women from the Middle Ages to the present, with an emphasis on comparing social, literary, and mythic interpretations with what women themselves have written about their lives. Short stories, novels, poems, plays, and criticism are studied in terms of their literary elements and possible meanings.

*Transfers to CSU, UC***PREREQUISITE:** *ENG 152 with a grade of "C" or better or appropriate skills demonstrated through the English assessment process.***ADVISORY:** *ENG 101 or equivalent.***ENG 113 INTRODUCTION TO SHAKESPEARE***Lecture 4, Lab 0, Units 4*

This course will introduce students to the poet and playwright William Shakespeare: his theater, life, and works. Students will examine representative comedies, tragedies, histories, romances, and sonnets. The course has as its main goal to demystify and make accessible some of the most funny, poignant, and exciting literature of all time.

*Transfers to CSU, UC***PREREQUISITE:** *ENG 152 with a grade of "C" or better or appropriate skills demonstrated through the English assessment process.***ADVISORY:** *ENG 101 or equivalent.***ENG 131 SPECIAL TOPICS***Units 1-4*

This course is designed to meet the needs of students for studies in areas of special interest. Topics and credit will vary from quarter to quarter and will be included under this designation published in the schedule for the quarter in which the course will be offered.

*Transfers to CSU***ENG 151R READING IMPROVEMENT***Lecture 5, Lab 0, Units 5*

This course emphasizes analyzing, synthesizing, and evaluating reading materials with a special focus on reading comprehension, vocabulary expansion, and study skills.

**ADVISORY:** *Appropriate skills demonstrated through the English assessment process. Concurrent enrollment in English 151W is strongly recommended.***NOTE:** *Non-Degree Applicable course.***ENG 151W WRITING IMPROVEMENT***Lecture 4.5, Lab 1.5, Units 5*

This is a developmental course in written communication, emphasizing the fundamentals of English grammar, sentence structure, punctuation, and standard English usage. The focus of the course is on paragraph construction and introduction to the essay, emphasizing critical thinking, clear organization, effective development of substantial content, and mechanical exactness.

**ADVISORY:** *Appropriate skills demonstrated through the English assessment process. Concurrent enrollment in ENG 151R is strongly recommended.***NOTE:** *Non-Degree Applicable course.***ENG 152 CRITICAL READING AND WRITING***Lecture 5, Lab 0, Units 5*

This course emphasizes the development of critical reading and writing skills. Focus is on the organization, development, and analysis of ideas through both reading and written assignments.

**PREREQUISITE:** *ENG 151W with a grade of "C" or better or appropriate skills demonstrated through the English assessment process. ENG 151R with a grade of "C" or better or appropriate skills demonstrated through the English assessment process.***NOTE:** *Check quarterly class schedules for specialized English 152 course descriptions.***ENG 156A GRAMMAR BRUSH UP I***Lecture 2, Lab 0, Units 2*

This course teaches foundational skills in grammar and punctuation. Upon completion of this course, students will have a basic understanding of English mechanics. Grammatical concerns will include parts of speech, punctuation, and proper sentence structure. Through group activities and practical applications, students will develop effective sentence-writing skills.

**NOTE:** *Non-Degree Applicable course.***ENG 156B GRAMMAR BRUSH UP II***Lecture 2, Lab 0, Units 2*

This course focuses on an intense review and practice of grammar. After a review of parts of speech, punctuation, and sentence structure, students will learn different types of sentences and practice using these sentence forms in their own writing. Student writing will focus on the sentence to paragraph level.

**NOTE:** *Non-Degree Applicable course.*

**ENG 160 ESL BRIDGE TO ENGLISH***Lecture 4, Lab 0, Units 4*

This course is specifically designed for the high-level ESL student who has completed the ESL sequence of coursework or the non-native speaker needing a transitional course before entering ENG 151. The course will focus on both reading and writing in order to increase English proficiency.

**ADVISORY:** Score of 59 or higher on CELSA test or successful completion of ESL 554 or equivalent. Students enrolling in ENG 160 should meet with a counselor prior to enrollment.

**NOTE:** Non-Degree Applicable course.

**ENG 191 SPECIAL TOPICS***Units 1-4*

This course is designed to meet the needs of students for studies in occupational, technical, or college preparatory areas of special interest. Topics and credits will vary from quarter to quarter and will be included under this designation published in the schedule of classes for the quarter in which the course will be offered.

**ENG 200 MASTERPIECES OF THE ANCIENT AND MEDIEVAL WORLDS***Lecture 4, Lab 0, Units 4*

This course examines the masterpieces of literature from the ancient Greeks to the beginning of the Renaissance. Such writers as Homer, Sophocles, Confucius, Ovid, Virgil, Kālidāsa, Po, Dante, Shikibu, and Chaucer will be read to cultivate intellect, imagination, sensibility, and sensitivity.

*Transfers to CSU, UC*

**PREREQUISITE:** ENG 152 with a grade of "C" or better or appropriate skills as demonstrated through the English assessment process.

**ADVISORY:** ENG 101 or equivalent.

**ENG 201 MASTERPIECES OF THE RENAISSANCE AND MODERN WORLD***Lecture 4, Lab 0, Units 4*

The course examines the masterpieces of literature from the Renaissance to the middle of the nineteenth century. Such authors as Petrarch, Machiavelli, Shakespeare, Cervantes, Popul Vuh, Xueqin, Racine, Swift, Bashō, Goethe, Wordsworth, and Dickinson will be read to cultivate intellect, imagination, sensibility, and sensitivity.

*Transfers to CSU, UC*

**PREREQUISITE:** ENG 152 with a grade of "C" or better or appropriate skills as demonstrated through the English assessment process.

**ADVISORY:** ENG 101 or equivalent.

**ENG 202 MASTERPIECES OF THE MODERN WORLD***Lecture 4, Lab 0, Units 4*

This course examines the masterpieces of literature from the middle of the nineteenth century to the present. Such authors as Flaubert, Dostoevsky, Ibsen, Yeats, Xun, Woolf, Kafka, Eliot, Rilke, Borges, Mahfouz, Nobuo, Marquez, Gordimer, Rushdie, Silko, and Mishima will be read to cultivate intellect, imagination, sensibility, and sensitivity.

*Transfers CSU, UC*

**PREREQUISITE:** ENG 152 with a grade of "C" or better or appropriate skills as demonstrated through the English assessment process.

**ADVISORY:** ENG 101 or equivalent.

**ENG 205 INTRODUCTION TO POETRY***Lecture 4, Lab 0, Units 4*

This course introduces the study of poetry with an emphasis on reading, understanding, analyzing, and appreciating the genre.

*Transfers to CSU, UC*

**PREREQUISITE:** ENG 152 with a grade of "C" or better or appropriate skills as demonstrated through the assessment process.

**ADVISORY:** ENG 101 or equivalent.

**ENG 206 THE SHORT STORY***Lecture 4, Lab 0, Units 4*

This course will focus on the development of critical reading, investigation, and analysis of the best of modern and classic short stories by both American and international writers such as Hemingway, Welty, Nabokov, O'Connor, and Munro. Students will have the opportunity to discover and study both famous and little known writers through the basic features which characterize the short fiction genre. Students will examine such themes as love, betrayal, death, conformity, and rebellion.

*Transfers to CSU, UC*

**ADVISORY:** ENG 101 or equivalent.

**ENG 207 INTRODUCTION TO CREATIVE WRITING***Lecture 4, Lab 0, Units 4*

This is a course designed for creative writing students who wish to explore poetry and fiction. The course includes a survey of methods and techniques practiced in the creation of poetry and fiction.

*Transfers CSU*

**PREREQUISITE:** ENG 101 with a grade of "C" or better or equivalent.

**ENG 208A CREATIVE WRITING WORKSHOP: INTRODUCTION TO THE ART OF FICTION***Lecture 4, Lab 0, Units 4*

This course is designed for creative writing students who wish to concentrate their efforts in the writing of fiction. The course includes a survey of methods and techniques practiced in the creation of fiction.

*Transfers CSU*

**PREREQUISITE:** ENG 101 with a grade of "C" or better or equivalent.

**ENG 209 CREATIVE WRITING: POETRY***Lecture 4, Lab 0, Units 4*

This course is designed for the student who wishes to concentrate on the writing of poetry. Emphasis will be on the study and analysis of selected poems coupled with assignments designed to help students experiment with the various techniques of the genre.

*Transfers to CSU*

**PREREQUISITE:** ENG 101 with a grade of "C" or better or equivalent.

**ENG 211 CREATIVE NONFICTION***Lecture 4, Lab 0, Units 4*

This course offers advanced instruction in composition with special emphasis on style, form, content, and examination of modern techniques of writing non-fiction prose, especially expository and argumentative writing.

*Transfers to CSU, UC*

**PREREQUISITE:** ENG 101 with a grade of "C" or better or equivalent.

### ENG 212 ENGLISH LITERATURE I: FROM BEOWULF'S MONSTERS TO MILTON'S PARADISE

Lecture 4, Lab 0, Units 4

This course examines early English monsters and magic, from the legends of King Arthur to Milton's *Paradise Lost*, and other literary masterpieces. It covers selected works of major British writers to 1640, examining the history of literary conventions and backgrounds in religious thought, intellectual and social history, and related art forms by writers such as Chaucer, Spenser, Shakespeare, Donne, and Milton.

*Transfers to CSU, UC*

**PREREQUISITE:** ENG 152 with a grade of "C" or better or appropriate skills demonstrated through the English assessment process.

**ADVISORY:** ENG 101 or equivalent.

### ENG 213 ENGLISH LITERATURE II: FROM SWIFT'S SATIRE TO THE PASSIONS OF THE ROMANTICS

Lecture 4, Lab 0, Units 4

This course will examine the subtleties of late seventeenth-century satire, the revolutionary literature of the Restoration, and the sublimity and passion of the Romantics. It will focus on selected works of major British writers from 1640-1832, covering the history of literary conventions and backgrounds in religious thought and intellectual and social history by writers such as Dryden, Pope, Swift, the Wordsworths, Coleridge, Shelley, Byron, and Keats.

*Transfers to CSU, UC*

**PREREQUISITE:** ENG 152 with a grade of "C" or better or appropriate skills demonstrated through the English assessment process.

**ADVISORY:** ENG 101 or equivalent.

### ENG 214 ENGLISH LITERATURE III: VICTORIAN VALUES AND MODERN MASTERPIECES

Lecture 4, Lab 0, Units 4

This course will examine Victorian values and modern masterpieces by focusing on selected works of major British writers from 1832 to the present, covering the history of literary conventions and backgrounds in religious thought and intellectual and social history by writers such as Tennyson, Arnold, Browning, Joyce, and Eliot.

*Transfers to CSU, UC*

**PREREQUISITE:** ENG 152 with a grade of "C" or better or appropriate skills demonstrated through the English assessment process.

**ADVISORY:** ENG 101 or equivalent.

### ENG 215 AMERICAN LITERATURE I: CULTURE, RHETORIC, AND BEAUTY IN EARLY AMERICA

Lecture 4, Lab 0, Units 4

This course examines the work of major literary figures from 1493 to 1800 in the genres of poetry and prose. Such writers as Columbus, De Vaca, Bradstreet, Edwards, Franklin, Jefferson, and Paine will be read to cultivate intellect and imagination.

*Transfers to CSU, UC*

**PREREQUISITE:** ENG 152 with a grade of "C" or better or appropriate skills demonstrated through the English assessment process.

**ADVISORY:** ENG 101 or equivalent.

### ENG 216 AMERICAN LITERATURE II: FERTILE GROUND FOR TRANSCENDENT VOICES

Lecture 4, Lab 0, Units 4

This course examines the work of major literary figures from 1800 to 1914 in the genres of poetry and prose. Such writers as Emerson, Thoreau, Fuller, Hawthorne, Melville, Dickinson, Clemens, and Poe will be read to cultivate intellect and imagination.

*Transfers to CSU, UC*

**PREREQUISITE:** ENG 152 with a grade of "C" or better or appropriate skills demonstrated through the English assessment process.

**ADVISORY:** ENG 101 or equivalent.

### ENG 217 AMERICAN LITERATURE III: REALITY AND TRUTH IN TWENTIETH CENTURY AMERICA

Lecture 4, Lab 0, Units 4

This course examines the work of major literary figures from 1914-present in the genres of poetry, prose, and drama. Such writers as Cather, Anderson, Pound, Eliot, Faulkner, Welty, Bellow, Bishop, and Plath will be read to cultivate intellect and imagination.

*Transfers to CSU, UC*

**PREREQUISITE:** ENG 152 with a grade of "C" or better or appropriate skills demonstrated through the English assessment process.

**ADVISORY:** ENG 101 or equivalent.

### ENG 218 LITERATURE INTO FILM

Lecture 4, Lab 0, Units 4

This course focuses on an examination of how feature films are translated from literary works. At its center is the study of expectations and conventions used in literature and how those expectations and conventions are affected when they are transformed into film. Critical analysis of the various works and comparison/contrast of the different interpretations of these ideas will be stressed.

*Transfers to CSU, UC*

**ADVISORY:** ENG 101 or equivalent.

### ENG 219B TOPICS IN LITERATURE: THE BIBLE AS/IN LITERATURE

Lecture 2, Lab 0, Units 2

This course will focus on an analytical study of selected stories of the Bible with an emphasis on their literary qualities and influence. The goals of the course will be to help acquaint students with the central stories from this influential document of Western culture and to foster a literary appreciation for the complexity, beauty, and centrality of the writings that make up the Bible.

*Transfers to CSU, UC*

**PREREQUISITE:** ENG 152 with a grade of "C" or better or appropriate skills demonstrated through the English assessment process.

**ADVISORY:** ENG 101 or equivalent.

### ENG 219D TOPICS IN LITERATURE: ERNEST HEMINGWAY, LIFE INTO ART

Lecture 2, Lab 0, Units 2

This course is designed to give the student an introduction to the complexity of Ernest Hemingway's work. Students will consider how he transformed his life experience into the art of fiction. Emphasis will be placed on defining his pioneering minimalist style. This course will focus on such predominant themes as initiation and the ethics of struggle, and how engagement with such values produces a life critics have termed the "code hero." This course will cover representative works of fiction as well as some memoir material.

*Transfers to CSU, UC*

**ADVISORY:** ENG 101 or equivalent.

### ENG 219F TOPICS IN LITERATURE: VIRGINIA WOOLF AND DANGEROUS WORDS

Lecture 2, Lab 0, Units 2

This course will examine the work of one of the greatest modernist writers, Virginia Woolf. In order to introduce students to Woolf's life and work, the course will focus on the following: Woolf's experiments with style, her influence on modern literature, her reflections on England before and between the world wars, her struggles with mental illness, and her commentary on women's writing.

*Transfers to CSU, UC*

**ADVISORY:** ENG 101 or equivalent.

### ENG 219G TOPICS IN LITERATURE: ENGLISH ROMANTIC POETS: PASSION, NATURE, POETRY, AND THE SELF

Lecture 2, Lab 0, Units 2

This course will introduce students to the major English poets from the Romantic Period, approximately 1780-1830. Coursework will focus on the central Romantic poets—including Blake, Wordsworth, Coleridge, Shelley, Byron, and Keats—and their concerns with spiritual visions, “the spontaneous overflow of powerful feelings,” the occult and supernatural, the sublime in Nature, memory, and the role of art and poetry in a world of revolutionary change. This course will also examine the role that women—including Mary Shelley, Ann Radcliffe, and Dorothy Wordsworth, among others—had in Romantic poetry as diarists, novelists, and poets.

*Transfers to CSU, UC*

**ADVISORY:** ENG 101 or equivalent.

### ENG 219H TOPICS IN LITERATURE: PARIS IN THE EARLY 1900S, WRITERS IN EXILE

Lecture 2, Lab 0, Units 2

This course explores the literary artistry of authors writing in exile (whether political, creative, cultural, and/or self-imposed) in Paris in the early twentieth century. Readings will immerse students in the artistic community that emerged primarily between the world wars (including members of the "Lost Generation" of Americans, such as Ernest Hemingway and Gertrude Stein, and those from the United Kingdom who sought to explore feelings of alienation, like James Joyce and Samuel Beckett). This course will concern itself with the idea of exile and the ways the city of Paris helped some of these writers to express artistic isolation and belonging.

*Transfers to CSU, UC*

**ADVISORY:** ENG 101 or equivalent.

### ENG 219J TOPICS IN LITERATURE: EDGAR ALLAN POE

Lecture 2, Lab 0, Units 2

This course will take a journey into the dark and terrifying world of the great American horror writer Edgar Allan Poe, exploring the Gothic themes of isolation and insanity, terror and suspense, betrayal and revenge in Poe's stories and poems.

*Transfers to CSU, UC*

**PREREQUISITE:** ENG 152 with a grade of “C” or better or equivalent or appropriate skills demonstrated through the assessment process.

**ADVISORY:** ENG 101 or equivalent.

### ENG 219K TOPICS IN LITERATURE: THE LITERARY MEMOIR

Lecture 2, Lab 0, Units 2

In this course, students will read and discuss the literary memoir in order to explore the boundaries between fact and fiction, truth and lies, life and art. Authors may include Malcolm X, Sylvia Plath, Zora Neale Hurston, Tim O'Brien, Lauren Slater, Mary Karr, Luis Rodriguez, Maxine Hong Kingston, and Frank McCourt.

*Transfers to CSU, UC*

**PREREQUISITE:** ENG 152 with a grade of “C” or better or equivalent or appropriate skills demonstrated through the assessment process.

**ADVISORY:** ENG 101 or equivalent.

### ENG 219L TOPICS IN LITERATURE: TRAVEL WRITING

Lecture 2, Lab 0, Units 2

This course explores the world of travel writing. Students will read, discuss, and analyze travel literature in order to understand the conventions of travel writing and learn how to write their own travel-based essays. Topics covered will include capturing sense of place, characters, and dialog; research and interviews; keeping a travel journal; and writing and selling the story.

*Transfers to CSU*

**ADVISORY:** ENG 101 or equivalent.

### ENG 221 LITERATURE OF NATURE

Lecture 4, Lab 0, Units 4

This course examines the writings of the environmental movement and natural themes in literature. Students will explore our relationship to nature and the role environmental literature plays in shaping cultural ideas and public policy. Fiction, non-fiction, and poetry will be studied, and major authors will include Gary Snyder, Terry Tempest Williams, Henry David Thoreau, Aldo Leopold, Barry Lopez, Mary Oliver, Robinson Jeffers, Leslie Marmon Silko, Edward Abbey, Rachel Carson, and John Muir.

*Transfers to CSU, UC*

**PREREQUISITE:** ENG 152 with a grade of “C” or better or equivalent or appropriate skills demonstrated through the assessment process.

### ENG 231 SPECIAL PROJECTS

Units 1-4

This course is designed for students wishing to pursue a specific topic of study. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

*Transfers to CSU*

### ENG 291 SPECIAL PROJECTS

Units 1-4

This course is designed for students wishing to pursue a specific topic of study in occupational, technical, or college preparatory areas. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

## NON-CREDIT ENGLISH

### ENG 550 CAHSEE ENGLISH PREPARATION

Hours per week: 2

This is a preparation course for students studying for the English portion of the California High School Exit Exam (CAHSEE). It is especially geared toward students who have finished high school but have not yet passed the English portion of the CAHSEE. The course includes critical thinking, active reading strategies, reading comprehension and analysis, vocabulary development, and writing strategies, focused on organization, development, grammatical exactness, and revision.



# ENGLISH AS A SECOND LANGUAGE

## ESL 191 SPECIAL TOPICS

*Units 1-4*

This course is designed to meet the needs of students for studies in occupational, technical or college preparatory areas of special interest. Topics and credits will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

*NOTE: Non-Degree Applicable course.*

## ESL 291 SPECIAL PROJECTS

*Units 1-4*

This course is designed for students wishing to pursue a specific topic of study in occupational, technical or college preparatory areas. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

*NOTE: Non-Degree Applicable course.*

## NON-CREDIT ESL

### NON-CREDIT CERTIFICATE OF COMPLETION

A Certificate of Completion is offered in the field of Non-Credit English as A Second Language. For requirements, see page 95.

### ESL 551 LOW BEGINNING ESL

Hours per week: 12

This course integrates reading, writing, listening, and speaking skills which emphasize basic survival English with reinforcement of oral and written communication skills. Emphasis is also placed on developing vocabulary and reading skills for the workplace. This course is designed for students who have almost no oral English language skills.

*REPEATABILITY: May be repeated unlimited times.*

### ESL 552 HIGH BEGINNING ESL

Hours per week: 12

This course integrates reading, writing, listening, and speaking skills for students with limited English proficiency. Using these skills, the student will learn basic life skills and begin to utilize spoken and written English. Special emphasis will be placed on workplace English.

*REPEATABILITY: May be repeated unlimited times.*

### ESL 553 LOW INTERMEDIATE ESL

Hours per week: 12

This course is designed for students who have a basic understanding of oral and written English. The focus of this level is for the student to become more proficient with oral, reading, and writing skills. Special emphasis will be placed on workplace English. Essential grammar structures will be introduced in context. The students at this level have a functional knowledge of English.

*REPEATABILITY: May be repeated unlimited times.*

### ESL 554 HIGH INTERMEDIATE ESL

Hours per week: 12

Students at this level have an intermediate understanding of written and oral English. The focus of this level is for the students to become more proficient using complex oral, reading, and writing skills. Essential grammatical structures will be introduced in context. Special emphasis will be placed on workplace English. The students at this level have a high intermediate proficiency level of English.

*REPEATABILITY: May be repeated unlimited times.*

### ESL 555 U.S. CITIZENSHIP

Hours per week: 4

This course provides an introduction to U.S. history and government, American customs and institutions, and naturalization procedures. Course topics will include development of listening skills and English speaking proficiency. Special emphasis will be placed on understanding local, county, state, and federal government agencies. Students will be given the opportunity to become more active in community affairs and will be encouraged to participate in the governmental process.

*REPEATABILITY: May be repeated unlimited times.*

### ESL 556 ADVANCED ESL

Hours per week: 12

This course will provide students with continued fluency and communication skills in English. Focus will be on reading authentic materials on abstract topics, descriptive writing, short essays, and completion of more complex forms and applications.

*REPEATABILITY: May be repeated unlimited times.*

### ESL 561 ENGLISH AS A SECOND LANGUAGE, LEVEL 1

Hours per week: 6

This course provides integrated skills which emphasize basic survival English with reinforcement of oral and written communication skills. Emphasis is also given to developing vocabulary and reading skills for the workplace. This course is designed for students who have minimal oral English language skills.

*REPEATABILITY: May be repeated unlimited times.*

### ESL 562 ENGLISH AS A SECOND LANGUAGE, LEVEL 2

Hours per week: 6

This course provides integrated skills for students with limited English skills. Through listening, speaking, reading and writing activities, the student will learn basic life skills and begin to utilize spoken and written English. Special emphasis will be given to workplace English.

*REPEATABILITY: May be repeated unlimited times.*

### ESL 563 ENGLISH AS A SECOND LANGUAGE, LEVEL 3

Hours per week: 6

This course is designed for students who have a basic understanding of oral and written English. The focus of this level is for the student to become more proficient with oral, reading, and writing skills. Special emphasis will be given to workplace English. Essential grammar structures will be introduced in context. The students at this level have a functional knowledge of English.

*REPEATABILITY: May be repeated unlimited times.*

**ESL 564 ENGLISH AS A SECOND LANGUAGE, LEVEL 4**

Hours per week: 6

Students at this level have an intermediate understanding of written and oral English. The focus of this level is for the students to become more proficient using complex oral, reading, and writing skills. Essential grammatical structures will be introduced in context. Special emphasis will be given to workplace English. The students at this level have a high intermediate proficiency level of English.

**REPEATABILITY:** *May be repeated unlimited times.*

## ENVIRONMENTAL SCIENCE

**EVS 101 ENVIRONMENTAL SCIENCE**

*Lecture 4, Lab 0, Units 4*

This course is designed to introduce students to biological systems and associated chemical and physical processes and structures. Students will also explore human interactions with the environment. The course will include the following topics: basic ecology, population issues, energy and resource use and consequences, pollution, global change, and conservation issues.

*Transfers to CSU, UC*

**EVS 131 SPECIAL TOPICS**

*Units 1-4*

This course is designed to meet the needs of students for studies in areas of special interest. Topics and credit will vary from quarter to quarter and will be included under this cover title published in the schedule for the quarter in which the course will be offered.

*Transfers to CSU*

**EVS 132 OCCUPATIONAL WORK EXPERIENCE**

*Lecture 0, Lab 0, Units 1-6*

Occupational Work Experience is for students who are employed in jobs related to their educational or occupational goals. This program extends knowledge gained in the classroom to the workplace, helps students identify new and challenging objectives at work, and encourages professional growth and advancement.

*Transfers to CSU*

**COREQUISITE:** *Students must be available to work 4 to 40 hours per week for an approved business and must have an application on file each quarter enrolled.*

**REPEATABILITY:** *May be repeated up to a total of twenty-four (24) units, six units maximum per quarter.*

**EVS 133 INTERNSHIP – OCCUPATIONAL WORK EXPERIENCE**

*Lecture 0, Lab 0, Units 1-6*

Internship - Occupational Work Experience is a supervised worksite placement the student earns which is related to the student's educational and occupational goals. The program will assist students in acquiring relevant work experience and awareness of career opportunities in their chosen field of study. This course may be repeated for a maximum of 24 units.

*Transfers to CSU*

**COREQUISITE:** *Students must be available to volunteer 4 to 24 hours per week (if paid, hours per week increase as outlined in the work experience program) for an approved business and must have an application on file each quarter enrolled.*

**REPEATABILITY:** *May be repeated up to a total of twenty-four (24) units, six units maximum per quarter.*

**EVS 191 SPECIAL TOPICS**

*Units 1-4*

This course is designed for students in occupational, technical or college preparatory areas of special interest. Topics and credits will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

**EVS 231 SPECIAL PROJECTS**

*Units 1-4*

This course is designed for students wishing to pursue a specific topic of study. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

*Transfers to CSU*

**EVS 291 SPECIAL PROJECTS**

*Units 1-4*

This course is designed for students wishing to pursue a specific topic of study in occupational, technical or college preparatory areas. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

## ETHNIC STUDIES

**ETH 100 CURRENT LATINO ISSUES**

*Lecture 4, Lab 0, Units 4*

This course is designed to expose students to the various current issues facing the Latino community in the United States, especially in California. Topics to be examined include, but are not limited to, public health policy, immigration, education, farmworkers, and other labor issues. Also to be introduced are the lobbying activities on behalf of the Latino community at the federal and state levels.

*Transfers to CSU, UC*

**ADVISORY:** *ENG 152 or equivalent.*

**ETH 131 SPECIAL TOPICS**

*Units 1-4*

This course is designed to meet the needs of students for studies in areas of special interest. Topics and credit will vary from quarter to quarter and will be included under this cover title published in the schedule for the quarter in which the course will be offered.

*Transfers to CSU*

**ETH 191 SPECIAL TOPICS**

*Units 1-4*

This course is designed for students in occupational, technical or college preparatory areas of special interest. Topics and credits will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

**ETH 201 MEXICAN-AMERICAN CULTURE***Lecture 4, Lab 0, Units 4*

This course investigates the Indo-Hispano roots of Mexico and Mexican-Americans living in the United States. Particular emphasis is placed on the development of Mexican-American popular culture and its expression through music, radio, television, newspapers, literature, and festivities in urban and rural areas. Focus is placed on the surface culture, such as food and dance as well as elements of the deep culture, including religion and family customs.

*Transfers to CSU, UC***ADVISORY:** ENG 152 or equivalent.**ETH 202A MEXICAN-AMERICAN HISTORY: PRE-COLUMBIAN TO 1848***Lecture 4, Lab 0, Units 4*

This course, the first of a three-part series, introduces the student to the major socio-historic and political events and tensions of the southwestern United States from the Mexican-American perspective. Events to be covered include the original indigenous inhabitants, Spanish conquest and colonization, such as the establishment of the mission system, independence from Spain, and the Mexican-American War of 1846-1848.

*Transfers to CSU, UC***ADVISORY:** ENG 152 or equivalent.**ETH 202B MEXICAN-AMERICAN HISTORY: 1848 TO 1960***Lecture 4, Lab 0, Units 4*

This course, the second of a three-part series, covers the major socio-historic and political events and continuing tensions of the southwestern United States after the Mexican-American War of 1846-48 from the Mexican-American perspective. Events to be covered include life in the Southwest after the Mexican-American War, loss of property, the resistance movements, the Repatriation of the 1930's, and the phenomenon of the Zoot Suiters of the 1940's.

*Transfers to CSU, UC***ADVISORY:** ENG 152 or equivalent.**ETH 202C MEXICAN-AMERICAN HISTORY: 1960 TO PRESENT***Lecture 4, Lab 0, Units 4*

This course, the third of a three-part series, covers the major socio-historic and political events and continuing tensions of the southwestern United States from the 1960's to the present from the Mexican-American perspective. Events to be covered include the emergence of political and educational opportunities for Mexican-Americans, the L.A. high school walkouts, César Chávez and the United Farmworkers Union, the struggle for a separate identity, and the advent of Mexican-American (Chicano) Studies.

*Transfers to CSU, UC***ADVISORY:** ENG 152 or equivalent.**ETH 203A HISTORY OF MEXICO: PRE-COLUMBIAN TO 1821***Lecture 4, Lab 0, Units 4*

This course, the first of a three-part series, introduces the student to the major events in the history of Mexico from the first indigenous civilizations to the independence movement from Spain. Topics to be covered include the first inhabitants to establish themselves in Mexico, the development of indigenous religious beliefs, the rise of the Aztec civilization, the Spanish conquest, life in New Spain, and the move for independence from Spain.

*Transfers to CSU, UC***ADVISORY:** ENG 152 or equivalent.**ETH 203B HISTORY OF MEXICO: 1821 TO 1910***Lecture 4, Lab 0, Units 4*

This course, the second of a three-part series, covers the major socio-historic and political events in the history of Mexico from the beginning of its independence from Spain to the advent of the Mexican Revolution. Topics to be covered include the founding of a Mexican empire, the first years of the Mexican Republic, the war with the U.S., Cinco de Mayo, Benito Juarez, and the dictatorship of Porfirio Diaz.

*Transfers to CSU, UC***ADVISORY:** ENG 152 or equivalent.**ETH 203C HISTORY OF MEXICO: 1910 TO PRESENT***Lecture 4, Lab 0, Units 4*

This course, the third of a three-part series, covers the major socio-historic and political events in the history of Mexico from the Mexican Revolution to the present. Topics to be covered include events during the Mexican Revolution, rebuilding the nation, the muralist movement, establishing the system of one official political party, the Mexican Economic Miracle of the 50's and 60's, social strife and economic collapse, and triumph of an opposition party.

*Transfers to CSU, UC***ADVISORY:** ENG 152 or equivalent.**ETH 231 SPECIAL PROJECTS***Units 1-4*

This course is designed for students wishing to pursue a specific topic of study. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

*Transfers to CSU***ETH 291 SPECIAL PROJECTS***Units 1-4*

This course is designed for students wishing to pursue a specific topic of study in occupational, technical or college preparatory areas. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

# FIRE SCIENCE

## ASSOCIATE DEGREE

Associate Degrees are offered in the field of Fire Science. For major requirements, see page 67.

## CERTIFICATE OF ACHIEVEMENT

Certificates of Achievement are offered in the fields of Fire Science: Firefighting & Emergency Operations, Fire Officer, and Firefighter I. For requirements, see pages 91-92.

**THE FOLLOWING COURSES IN THE FIRE OFFICER SUBJECT AREA MAY BE CHALLENGED, TO A MAXIMUM OF 17.5 UNITS: FIR 171A, FIR 171B, FIR 171C, FIR 172A, FIR 172B, FIR 172C, FIR 173A, FIR 174A, FIR 175A, FIR 175B, FIR 176**

**THE FOLLOWING COURSE IN THE FIREFIGHTING & EMERGENCY OPERATIONS SUBJECT AREA MAY BE CHALLENGED: FIR 101**

## FIR 101 FIRE PROTECTION ORGANIZATION

Lecture 4 Lab 0, Units 4  
(Formerly FIR 151)

This course provides an introduction to fire protection. Topics covered include career opportunities in fire protection and related fields, fire loss analysis, organization and function of public and private fire protection services, and laws and regulations affecting the fire service. Students will be introduced to fire service nomenclature, basic fire chemistry and physics, fire protection systems, and fire strategy and tactics.

*Transfers to CSU*

## FIR 102 FUNDAMENTALS OF FIRE PREVENTION

Lecture 4 Lab 0, Units 4  
(Formerly FIR 152)

This course provides fundamental information regarding the history and philosophy of fire prevention. Topics covered include the organization and operation of a fire prevention bureau, use of fire codes, identification and correction of fire hazards, and the relationship of fire prevention with fire safety education, detection and suppression systems.

*Transfers to CSU*

**ADVISORY:** Completion or concurrent enrollment in FIR 101.

## FIR 103 FIRE PROTECTION EQUIPMENT AND SYSTEMS

Lecture 4 Lab 0, Units 4  
(Formerly FIR 159)

This course provides information relating to the features of design and operation of fire detection and alarm systems. Topics covered include heat and smoke control systems, special protection and sprinkler systems, water supply for fire protection and portable fire extinguishers.

*Transfers to CSU*

**ADVISORY:** Completion or concurrent enrollment in FIR 101.

## FIR 104 BUILDING CONSTRUCTION FOR FIRE PROTECTION

Lecture 4 Lab 0, Units 4  
(Formerly FIR 154)

This course examines the components of building construction that relate to fire safety. The elements of construction and design of structures are shown to be key factors when inspecting buildings, preplanning fire operations, and operating at fires. Students will study the development and evolution of building and fire codes in relationship to past fires in residential, commercial, and industrial occupancies.

*Transfers to CSU*

**ADVISORY:** Completion or concurrent enrollment in FIR 101.

## FIR 105 FIRE BEHAVIOR AND COMBUSTION

Lecture 4 Lab 0, Units 4  
(Formerly FIR 160)

This course presents theory and fundamentals of how and why fires start and spread, and how they are controlled. Topics covered include an in-depth study of fire chemistry and physics, fire characteristics of materials, extinguishing agents, and fire control techniques.

*Transfers to CSU*

**ADVISORY:** Completion or concurrent enrollment in FIR 101. MAT 154A or 154AA with a grade of "C" or better or equivalent. One year of high school chemistry.

## FIR 106 PRINCIPLES OF FIRE AND EMERGENCY SERVICES SAFETY AND SURVIVAL

Lecture 4 Lab 0, Units 4

This course introduces the basic principles and history related to the national firefighter life safety initiatives, focusing on the need for cultural and behavior change throughout the emergency services. Topics covered include the history of fire service culture; the national context of health and safety; training, equipment, and emergency response; organizational health and safety profile; risk management; and public education for fire prevention.

*Transfers to CSU*

**ADVISORY:** Completion or concurrent enrollment in FIR 101.

## FIR 131 SPECIAL TOPICS

Units 1-4

This course is designed to meet the needs of students for studies in areas of special interest. Topics and credit will vary from quarter to quarter and will be included under this cover title published in the schedule for the quarter in which the course will be offered.

*Transfers to CSU*

## FIR 132 OCCUPATIONAL WORK EXPERIENCE

Lecture 0, Lab 0, Units 1-6

Occupational Work Experience is for students who are employed in jobs related to their educational or occupational goals. This program extends knowledge gained in the classroom to the workplace, helps students identify new and challenging objectives at work, and encourages professional growth and advancement.

*Transfers to CSU*

**COREQUISITE:** Students must be available to work 4 to 40 hours per week for an approved business and must have an application on file each quarter enrolled.

**REPEATABILITY:** May be repeated up to a total of twenty-four (24) units, six units maximum per quarter.

### FIR 133 INTERNSHIP - OCCUPATIONAL WORK EXPERIENCE

Lecture 0, Lab 0, Units 1-6

Internship - Occupational Work Experience is a supervised worksite placement the student earns which is related to the student's educational and occupational goals. The program will assist students in acquiring relevant work experience and awareness of career opportunities in their chosen field of study. This course may be repeated for a maximum of 24 units.

*Transfers to CSU*

**COREQUISITE:** Students must be available to volunteer 4 to 24 hours per week (if paid, hours per week increase as outlined in the work experience program) for an approved business and must have an application on file each quarter enrolled.

**REPEATABILITY:** May be repeated up to a total of twenty-four (24) units, six units maximum per quarter.

### FIR 153 FIRE HYDRAULICS

Lecture 4, Lab 0, Units 4

Water is the most practical and commonly used agent for extinguishing fires. This course covers the properties of water and how water affects the decisions and actions on the fire ground. Other topics covered include understanding fire extinguishment theory as it relates to foam and water, calculating the friction loss in elevation and hose assemblies, and developing fire stream strategies and tactics on the fire ground in relation to fire hydraulics.

**ADVISORY:** MAT 152B or MAT 152BB with a grade of "C" or better or equivalent.

### FIR 161A IN-SERVICE TRAINING FOR FIREFIGHTERS, MODULE A

Lecture 0, Lab 8.25, Units 2.75

This course is part one of a four-part sequence designed to update, improve, and assess the knowledge, skills, and abilities of fire service personnel. Topics covered include structure fires, emergency medical services, rescue, fire prevention, hazardous materials, and sexual harassment awareness and prevention training. All hours are TBA and focus on achieving the stated student learning outcomes to meet the mandated training requirements put forth by the California State Fire Marshal's Office.

**PREREQUISITE:** Firefighter I certification through the California State Fire Marshal, or equivalent training through an accredited fire academy or wildland fire training program.

**REPEATABILITY:** May be repeated 2 times.

### FIR 161B IN-SERVICE TRAINING FOR FIREFIGHTERS, MODULE B

Lecture 0, Lab 16.75, Units 5.5

This course is part two of a four-part sequence designed to update, improve, and assess the knowledge, skills, and abilities of fire service personnel. Topics covered include structure fires, emergency medical services, rescue, fire prevention, hazardous materials, and emergency scene safety. All hours are TBA and focus on achieving the stated student learning outcomes to meet the mandated training requirements put forth by the California State Fire Marshal's Office.

**PREREQUISITE:** Firefighter I certification through the California State Fire Marshal, or equivalent training through an accredited fire academy or wildland fire training program.

**REPEATABILITY:** May be repeated 2 times.

### FIR 161C IN-SERVICE TRAINING FOR FIREFIGHTERS, MODULE C

Lecture 0, Lab 25, Units 8.25

This course is part three of a four-part sequence designed to update, improve, and assess the knowledge, skills, and abilities of fire service personnel. Topics covered include structure fires, wildland fires, emergency medical services, rescue, fire prevention, hazardous materials, and prevention of back injuries. All hours are TBA and focus on achieving the stated student learning outcomes to meet the mandated training requirements put forth by the California State Fire Marshal's Office.

**PREREQUISITE:** Firefighter I certification through the California State Fire Marshal, or equivalent training through an accredited fire academy or wildland fire training program.

**REPEATABILITY:** May be repeated 2 times.

### FIR 161D IN-SERVICE TRAINING FOR FIREFIGHTERS, MODULE D

Lecture 0, Lab 33.25, Units 11

This course is part four of a four-part sequence designed to update, improve, and assess the knowledge, skills, and abilities of fire service personnel. Topics covered include structure fires, wildland fires, emergency medical services, rescue, fire prevention, hazardous materials, weapons of mass destruction, and driver/operator training. All hours are TBA and focus on achieving the stated student learning outcomes to meet the mandated training requirements put forth by the California State Fire Marshal's Office.

**PREREQUISITE:** Firefighter I certification through the California State Fire Marshal, or equivalent training through an accredited fire academy or wildland fire training program.

**REPEATABILITY:** May be repeated 2 times.

### FIR 167 WILDLAND FIRE SAFETY AND HAND CREW OPERATIONS (I-100, L-180, S-130, S-190)

Lecture 3.25, Lab .75, Units 3.5

This is a comprehensive course in the safety aspects of fighting wildland fires and the methods and procedures for hand crews, including instruction in specialized equipment, physical fitness, and fire behavior and suppression. Backfire, burnout procedures and line construction will also be covered. This course includes a field exercise and successful completion results in a certificate from the National Wildfire Coordinating Group (NWCG).

### FIR 170A LAKE TAHOE BASIN FIRE ACADEMY, PART 1

Lecture 8.75, Lab 5.75, Units 10.75

This course is part one of a three-part sequence which culminates in the instructional requirement for Firefighter I certification through the California State Fire Marshal's office. Instruction includes fire organization and responsibility, cultural diversity, safety, use of self-contained breathing apparatus, fire service apparatus and equipment operation, hose and nozzles, ladders, ropes and knots, incident command system, and physical conditioning. This is a physically demanding course and the curriculum conforms to standards for certification by the California State Board of Fire Services.

**ADVISORY:** Students are advised that this is a physically demanding course. A health clearance is required.



## **FIR 170B LAKE TAHOE BASIN FIRE ACADEMY, PART 2**

*Lecture 11.5, Lab 3.5, Units 12.75*

This course is part two of a three-part sequence which culminates in the instructional requirement for Firefighter I certification through the California State Fire Marshal's office. Instruction includes forcible entry, confined spaces, auto extrication theory and skills, sexual harassment prevention, nutrition, fire protection system, hazardous materials, terrorism, salvage, rapid intervention team/rescue, and live fire. This is a physically demanding course and the curriculum conforms to standards for certification by the California State Board of Fire Services. In support of the stated student learning outcomes, this course includes eight TBA hours for a firefighter ride-along.

**PREREQUISITE:** FIR 170A with a grade of "B" or better.

**ADVISORY:** Physically demanding course.

## **FIR 170C LAKE TAHOE BASIN FIRE ACADEMY, PART 3**

*Lecture 10, Lab 4.75, Units 11.5*

This course is part three of a three-part sequence which culminates in the instructional requirement for Firefighter I certification through the California State Fire Marshal's office. Instruction includes wildland fire, burns, fire prevention, salvage, skill enhancement training, swift water rescue, and job interview skills. This is a physically demanding course and the curriculum conforms to standards for certification by the California State Board of Fire Services.

**PREREQUISITE:** FIR 170B with a grade of "B" or better.

**ADVISORY:** Physically demanding course.

## **FIR 171A FIRE OFFICER TRAINING MODULE: FIRE COMMAND 1A**

*Lecture 3.25, Lab 0, Units 3.25*

This course provides instruction and simulation experience pertaining to the initial decision and action processes at a working fire. Topics include the role of the fire officer, fire behavior, fireground resources, operations, and management.

**PREREQUISITE:** I-200 certification through the National Wildfire Coordination Group.

## **FIR 171B FIRE OFFICER TRAINING MODULE: FIRE COMMAND 1B**

*Lecture 3.25, Lab 0, Units 3.25*

This course provides information on tactics, strategies, and scene management for multi-casualty incidents, hazardous materials incidents, and wildland fires. Students have the opportunity to participate in hands-on emergency simulations.

**PREREQUISITE:** FIR 171A or equivalent (or California State Fire Marshal Command IA certification).

## **FIR 171C FIRE OFFICER TRAINING MODULE: FIRE COMMAND 1C**

*Lecture 3.25, Lab 0, Units 3.25*

This course explores the role of the Company Officer in wildland/urban interface fire organization, safety, and survival. Topics covered include fire environment, incident command system, I-Zone operation principles, and I-Zone incident operations. This course is designed for firefighters, Company Officers, and Chief Officers with limited wildland experience.

**PREREQUISITE:** FIR 171B or equivalent (or California State Fire Marshal Command IB certification).

## **FIR 172A FIRE OFFICER TRAINING MODULE: TRAINING INSTRUCTOR 1A**

*Lecture 3.25, Lab 0, Units 3.25*

This course provides the information and experience necessary to develop and deliver effective manipulative instructional materials pertaining to the fire service. Topics covered include course outlines, concepts of learning, behavioral objectives, using lesson plans, the psychology of learning, evaluation of effectiveness, and occupational analysis related to fire service instruction. This course is intended for Company Officers and personnel preparing for a Training Officer position.

## **FIR 172B FIRE OFFICER TRAINING MODULE: TRAINING INSTRUCTOR 1B**

*Lecture 3.25, Lab 0, Units 3.25*

This course provides students with a more thorough presentation of instructional development and course delivery in the fire service. Topics covered include preparing course outlines, establishing levels of instruction, constructing behavioral objectives and lesson plans, instructional aid development, fundamentals of testing and measurements, test planning and evaluation techniques, and teaching tools related to the fire service. Student teaching demonstrations are required. This course is intended for Company Officers and personnel preparing for a Training Officer position.

**PREREQUISITE:** FIR 172A (or equivalent) with a grade of "B" or better, or California State Fire Marshal Instructor 1A certification.

## **FIR 172C FIRE OFFICER TRAINING MODULE: TRAINING INSTRUCTOR 1C**

*Lecture 3.25, Lab 0, Units 3.25*

This is the third of a three-course series designed to prepare fire service personnel as State Fire Marshal Registered Instructors or Training Officers. Topics covered include developing lesson plans, ancillary components, and tests in accordance with the latest concepts in career education. The course offers the opportunity to develop training classes, receive feedback, and finalize instructional materials. Students will be required to present two teaching demonstrations.

**PREREQUISITE:** FIR 172B (or equivalent) with a grade of "B" or better, or California State Fire Marshal Instructor 1B certification.

## **FIR 173A FIRE OFFICER TRAINING MODULE: FIRE INVESTIGATION 1A**

*Lecture 3.25, Lab 0, Units 3.25*

This course provides a basic overview of fire scene investigation. The course emphasizes investigation procedures, determination of the cause and origin of the fire, handling and preservation of evidence, documentation of the scene, and completion of reports. This course is intended for firefighters, fire investigators, and law enforcement officers assigned to fire investigation.

## **FIR 174A FIRE OFFICER TRAINING MODULE: MANAGEMENT 1**

*Lecture 3.25, Lab 0, Units 3.25*

This course strengthens the fire service supervisor's ability to manage subordinates. Topics covered include foundational management concepts and practices, decision making, time management, leadership styles, personnel evaluations, and counseling guidelines. This course is intended for fire service Company Officers or firefighters preparing for the position of Company Officer.

### **FIR 175A FIRE OFFICER TRAINING MODULE: FIRE PREVENTION 1A**

*Lecture 3.25, Lab 0, Units 3.25*

This course provides a broad, technical overview of fire prevention codes and ordinances, inspection practices, and key hazards. Additional topics include extinguishing systems, flammable and combustible liquids and gases, explosives, and fireworks. This course is intended for fire prevention, suppression, public education, and fire investigation personnel.

### **FIR 175B FIRE OFFICER TRAINING MODULE: FIRE PREVENTION 1B**

*Lecture 3.25, Lab 0, Units 3.25*

This course provides fire prevention professionals with the base level of knowledge necessary to inspect fire protection systems and hazards. Topics covered include building construction and furnishings, occupant load and egress requirements, sprinkler systems, electrical devices, heating and cooking equipment, and detection and alarm systems. This course is intended for fire prevention, suppression, public education, and investigation personnel.

**PREREQUISITE:** *FIR 175A or equivalent (or California State Fire Marshal Prevention 1A certification).*

### **FIR 176 FIRE OFFICER TRAINING MODULE: INTERMEDIATE INCIDENT COMMAND SYSTEM (I-300)**

*Lecture 1, Lab 1, Units 1.25*

This course presents the organizational elements within each section of the Incident Command System (ICS), staffing considerations, and reporting relationships. Additional topics include incident resource management, planning and organizing for incidents or events, and air operations within the Incident Command System. This course is intended for fire service personnel who are likely to assume a supervisory position on an expanding or Type 3 incident.

**PREREQUISITE:** *Completion of a certified Basic Incident Command System course (national training curriculum).*

### **FIR 180A SPECIALIZED TRAINING MODULE A: S-205 FIRE OPERATIONS IN THE URBAN INTERFACE**

*Lecture 2.5, Lab 0, Units 2.5*

This course is designed to meet the training needs for initial attack incident commanders and company officers confronting wildland fire that threatens life and property. Topics covered include size-up, initial strategy and action plan, structure triage, tactics, action plan assessment, public relations and follow-up, and safety. This course is a National Wildfire Coordinating Group (NWCG) certified course.

**PREREQUISITE:** *FIR 167 (I-100, L-180, S-130 AND S-190) or employing agency equivalent.*

### **FIR 180B SPECIALIZED TRAINING MODULE B: S-270 BASIC AIR OPERATIONS**

*Lecture 1.25, Lab 0, Units 1.25*

This course provides wildland fire trainees with an introduction to the uses of aircraft in fire suppression and related safety measures. This course is a National Wildfire Coordinating Group (NWCG) certified course.

**PREREQUISITE:** *FIR 167 (I-100, L-180, S-130 AND S-190) or employing agency equivalent.*

### **FIR 180C SPECIALIZED TRAINING MODULE C: ICS 100/200/300 - INCIDENT COMMAND SYSTEM**

*Lecture 3.25, Lab 0, Units 3.25*

This course covers introductory, basic, and intermediate principles of Incident Command Systems (ICS). This course provides information about the ICS system enabling personnel to work in a supporting role at an incident, or to work as support from an off-site location. Topics include operation of the ICS, management of resources, duties of all positions, and the principles associated with ICS. This course is a National Wildfire Coordinating Group (NWCG) certified course.

### **FIR 180D SPECIALIZED TRAINING MODULE D: S-290 INTERMEDIATE WILDLAND FIRE BEHAVIOR**

*Lecture 3.25, Lab 0, Units 3.25*

This National Wildlife Coordinating Group (NWCG) and California State Fire Marshal certified course is designed to meet the training requirements to work in the Incident Command System (ICS) operations section as a single resource boss. Topics covered include fuels, weather factors, topography, fire indicators and causes of extreme fire behavior conditions. This course is appropriate for prospective fire line supervisors in wildland fire behavior and safe fire management operations.

**PREREQUISITE:** *FIR 167 (I-100, L-180, S-130 AND S-190) or employing agency equivalent, FIR 180C (ICS 100/200/300) or employing agency equivalent.*

**REPEATABILITY:** *May be repeated 5 times (as required for NWCG and State Fire Marshal recertification).*

### **FIR 180F DRIVER/OPERATOR 1A: EMERGENCY VEHICLE OPERATIONS**

*Lecture 1, Lab 2.25, Units 1.75*

This course is designed to enhance fire personnel driving skills and pumper operations and provide an overview of the laws and responsibilities of emergency vehicles. Topics include engine operations, air brake operations, pumper operations, Code 3 driving gauges, and panel operations. This course is required by many fire departments for promotion to Engineer/Operator.

**PREREQUISITE:** *Valid Class B Driver's License or Fire Department equivalent.*

### **FIR 180G DRIVER/OPERATOR 1B: PUMP OPERATIONS**

*Lecture 1, Lab 2.25, Units 1.75*

This course is designed to provide the student with information and skills regarding pump techniques and operations, including basic inspection. Topics covered include a review of vehicle laws, driver responsibilities, emergency response procedures, apparatus and equipment maintenance procedures, the maneuvering of fire apparatus through controlled driving exercises and in normal traffic conditions, a review of hydraulic terms, water distribution systems, basic hydraulic principles, pump system, pump panel designs, types of pump operations, and fire ground hydraulics.

**PREREQUISITE:** *Driver/Operator 1A certificate (California State Fire Marshal) and valid Class B Driver's license.*

### **FIR 191 SPECIAL TOPICS**

*Units 1-4*

This course is designed for students in occupational, technical or college preparatory areas of special interest. Topics and credits will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

**FIR 231 SPECIAL PROJECTS***Units 1-4*

This course is designed for students wishing to pursue a specific topic of study. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

*Transfers to CSU***FIR 291 SPECIAL PROJECTS***Units 1-4*

This course is designed for students wishing to pursue a specific topic of study in occupational, technical or college preparatory areas. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

**FORESTRY****FOR 131 SPECIAL TOPICS***Units 1-4*

This course is designed to meet the needs of students for studies in areas of special interest. Topics and credit will vary from quarter to quarter and will be included under this cover title published in the schedule for the quarter in which the course will be offered.

*Transfers to CSU***FOR 132 OCCUPATIONAL WORK EXPERIENCE***Lecture 0, Lab 0, Units 1-6*

Occupational Work Experience is for students who are employed in jobs related to their educational or occupational goals. This program extends knowledge gained in the classroom to the workplace, helps students identify new and challenging objectives at work, and encourages professional growth and advancement.

*Transfers to CSU*

**COREQUISITE:** Students must be available to work 4 to 40 hours per week for an approved business and must have an application on file each quarter enrolled.

**REPEATABILITY:** May be repeated up to a total of twenty-four (24) units, six units maximum per quarter.

**FOR 133 INTERNSHIP - OCCUPATIONAL WORK EXPERIENCE***Lecture 0, Lab 0, Units 1-6*

Internship - Occupational Work Experience is a supervised worksite placement the student earns which is related to the student's educational and occupational goals. The program will assist students in acquiring relevant work experience and awareness of career opportunities in their chosen field of study. This course may be repeated for a maximum of 24 units. Transfers to CSU

**COREQUISITE:** Students must be available to volunteer 4 to 24 hours per week (if paid, hours per week increase as outlined in the work experience program) for an approved business and must have an application on file each quarter enrolled.

**REPEATABILITY:** May be repeated up to a total of twenty-four (24) units, six units maximum per quarter.

**FOR 191 SPECIAL TOPICS***Units 1-4*

This course is designed to meet the needs of students for studies in occupational, technical or college preparatory areas of special interest. Topics and credits will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

**FOR 231 SPECIAL PROJECTS***Units 1-4*

This course is designed for students wishing to pursue a specific topic of study. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

*Transfers to CSU***FOR 291 SPECIAL PROJECTS***Units 1-4*

This course is designed for students wishing to pursue a specific topic of study in occupational, technical or college preparatory areas. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

**FRENCH****ASSOCIATE DEGREE**

A degree is offered in the field of Humanities. For major requirements, see page 68.

**FRE 101 ELEMENTARY FRENCH I***Lecture 5, Lab 0, Units 5*

This beginning course is an introduction to the speaking, reading, writing, and understanding of elementary French. Elementary grammatical structures as used in the context of oral communication will be introduced and studied, which will aid the student in developing effective, competent, and grammatically sound communication skills. This course contains a cultural component that will allow the student to develop an appreciation of the culture of French-speaking countries.

*Transfers to CSU, UC***FRE 102 ELEMENTARY FRENCH II***Lecture 5, Lab 0, Units 5*

This course, a continuation of FRE 101, is designed to build elementary grammatical structures that focus on the speaking, reading, writing, and understanding of elementary French. Students will further build their communication skills through the introduction of new vocabulary and more complex grammatical structures, including the present and past tenses. In addition, students will gain an appreciation of culture of French-speaking countries.

*Transfers to CSU, UC*

**PREREQUISITE:** FRE 101 with a grade of "C" or better or equivalent.

**FRE 103 ELEMENTARY FRENCH III***Lecture 5, Lab 0, Units 5*

This course, a continuation of FRE 102, is designed to build elementary grammatical structures that focus on the speaking, reading, writing, and understanding of elementary French. Students will attain higher levels of communication skills through the introduction of new vocabulary and more complex grammatical structures. Students will review present and past tenses, and will be introduced to the subjunctive mood, while developing an appreciation of culture of French-speaking countries.

*Transfers to CSU, UC*

**PREREQUISITE:** FRE 102 with a grade of "C" or better or equivalent.

**FRE 131 SPECIAL TOPICS***Units 1-4*

This course is designed to meet the needs of students for studies in areas of special interest. Topics and credit will vary from quarter to quarter and will be included under this cover title published in the schedule for the quarter in which the course will be offered.

*Transfers to CSU***FRE 141 CONVERSATIONAL FRENCH I***Lecture 3, Lab 0, Units 3*

This introductory level course is designed to assist students in acquiring practical beginning level conversational skills in French. Students will develop the ability to understand and speak everyday conversational French through the introduction of vocabulary, elementary grammatical structures, and idiomatic expressions. The basics of reading and writing will be introduced. Students will develop an appreciation of French culture.

*Transfers to CSU***FRE 142 CONVERSATIONAL FRENCH II***Lecture 3, Lab 0, Units 3*

This course is a continuation of FRE 141. It is designed to assist students in building practical conversational skills in French. Students will broaden their ability to understand and speak everyday conversational French through the study of vocabulary, elementary grammatical structures, and idiomatic expressions. Ongoing basics of reading and writing will be developed. Students will also acquire an appreciation of French culture.

*Transfers to CSU***ADVISORY:** FRE 141 with a grade of "C" or better or equivalent.**FRE 143 CONVERSATIONAL FRENCH III***Lecture 3, Lab 0, Units 3*

This course is a continuation of FRE 142. It is designed to assist students in building practical conversational skills in French. Students will broaden their ability to understand and speak everyday conversational French through the study of vocabulary, elementary grammatical structures, and idiomatic expressions. Ongoing basics of reading and writing will be developed. Students will also acquire an appreciation of French culture.

*Transfers to CSU***ADVISORY:** FRE 142 with a grade of "C" or better or equivalent.**FRE 191 SPECIAL TOPICS***Units 1-4*

This course is designed to meet the needs of students for studies in occupational, technical or college preparatory areas of special interest. Topics and credits will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

**FRE 231 SPECIAL PROJECTS***Units 1-4*

This course is designed for students wishing to pursue a specific topic of study. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

*Transfers to CSU***FRE 251 INTERMEDIATE CONVERSATIONAL FRENCH I***Lecture 3, Lab 0, Units 3*

The emphasis of this intermediate level conversational French course is to develop and build confidence in oral expression. Speaking proficiency will be developed by expanding vocabulary, increasing listening comprehension, refining grammar control and pronunciation, and practicing intensive conversations. Readings will focus on cultural issues. Students will also converse about contemporary issues and current events selected to stimulate critical thinking in French.

**ADVISORY:** FRE 103 or 143 with a grade of "C" or better or equivalent.**FRE 252 INTERMEDIATE CONVERSATIONAL FRENCH II***Lecture 3, Lab 0, Units 3*

This course is a continuation of FRE 251. The emphasis of this intermediate level conversational French course is to develop and build confidence in oral expression. Speaking proficiency will be developed by expanding vocabulary, increasing listening comprehension, refining grammar control and pronunciation, and practicing intensive conversations. Readings will focus on cultural issues. Students will also converse about contemporary issues and current events selected to stimulate critical thinking in French.

**ADVISORY:** FRE 251 with a grade of "C" or better or equivalent.**FRE 253 INTERMEDIATE CONVERSATIONAL FRENCH III***Lecture 3, Lab 0, Units 3*

This course is a continuation of FRE 252. The emphasis of this intermediate level conversational French course is to develop and build confidence in oral expression. Speaking proficiency will be developed by expanding vocabulary, increasing listening comprehension, refining grammar control and pronunciation, and practicing intensive conversations. Readings will focus on cultural issues. Students will also converse about contemporary issues and current events selected to stimulate critical thinking in French.

**ADVISORY:** FRE 252 with a grade of "C" or better or equivalent.**FRE 291 SPECIAL PROJECTS***Units 1-4*

This course is designed for students wishing to pursue a specific topic of study in occupational, technical or college preparatory areas. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

**GENERAL STUDIES****GES 131 SPECIAL TOPICS***Units 1-4*

This course is designed to meet the needs of students for studies in areas of special interest. Topics and credit will vary from quarter to quarter and will be included under this cover title published in the schedule for the quarter in which the course will be offered.

*Transfers to CSU*

## GES 142 INTERPRETATION OF LEARNING STYLES AND COGNITIVE DEVELOPMENT

Lecture 1, Lab 0, Units 1

This course is designed to provide strategies that will assist students with achieving academic success in college. Assessments administered will provide students with information about their learning styles, academic strengths and weaknesses, and determine eligibility for disability services.

*Transfers to CSU*

## GES 188 DEVELOPMENTAL SKILLS- INSTRUCTIONAL SUPPORT

Lecture 0, Lab 2, Units 1

This course provides supplemental learning assistance to address individual areas of weakness in Mathematics and English. Individual programs will be structured for each student by the Disability Resource Center staff. This course is primarily designed for students with disabilities as well as for students who may benefit from course content being presented at a slower pace. Students must complete a minimum of 24 TBA hours of specific supplemental learning assistance in their general education English or Mathematics course. Enrollment is open through the fifth week of each quarter.

## GES 191 SPECIAL TOPICS

Units 1-4

This course is designed to meet the needs of students for studies in occupational, technical or college preparatory areas of special interest. Topics and credits will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

## GES 193 DEVELOPMENTAL SKILLS - STUDY SKILLS

Lecture 2, Lab 0, Units 2

This course focuses on fundamental principles of study skills. Students are provided with strategies to improve skills in setting goals, time management, critical thinking, memory, textbook reading, note taking, test taking strategies, and managing stress. This course is primarily designed for students with disabilities as well as for students who may benefit from course content being presented at a slower pace.

*NOTE: Non-Degree Applicable course.*

## GES 199A DEVELOPMENTAL SKILLS - INTRODUCTION TO BASIC WORD PROCESSING AND INTERNET USE

Lecture 1, Lab 0, Units 1

This basic computer course is for students who have little to no computer experience and may have special needs relative to the use of a computer word processing program or using the Web/Internet as a research tool. This course is primarily designed for students with disabilities as well as for students who may benefit from course content being presented at a slower pace.

*NOTE: Non-Degree Applicable course.*

## GES 231 SPECIAL PROJECTS

Units 1-4

This course is designed for students wishing to pursue a specific topic of study. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

*Transfers to CSU*

## GES 291 SPECIAL PROJECTS

Units 1-4

This course is designed for students wishing to pursue a specific topic of study in occupational, technical or college preparatory areas. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

## NON-CREDIT GENERAL STUDIES

### GES 551 INDEPENDENT LIVING SKILLS

Hours per Week: 2

This course is designed for students who have been identified as developmentally disabled. Students will be introduced to skills necessary for living independently. The students will learn skills needed to make decisions, budget, acquire housing, prepare for a vocation, access community resources, plan for proper nutrition, become educated consumers, and utilize appropriate social skills, which are requisite to vocational courses.

# GEOGRAPHY

## ASSOCIATE DEGREE

A degree is offered in the field of Natural Science. For major requirements, see page 75.

## GEG 101 PHYSICAL GEOGRAPHY

Lecture 4, Lab 3, Units 5

This course is an introduction to our physical environment, its natural features and their distribution and significance to humans. Primary emphasis will be on the atmospheric processes that affect the Earth's weather and climate, and the surface processes that shape the Earth's landscape.

*Transfers to CSU, UC*

## GEG 102 HUMAN GEOGRAPHY

Lecture 4, Lab 0, Units 4

This course provides a systematic topical study of human activities and their influence upon the landscape. Principle topics will include a study of world population, migration, language, religion, agriculture, industrialization, urbanization, political units, and resource utilization.

*Transfers to CSU, UC*

## GEG 103 WORLD REGIONAL GEOGRAPHY

Lecture 4, Lab 0, Units 4

This course is a systematic study of the world's regions, their origins, and the interface between the physical environment and human activities. Special emphasis will be placed on the physical environment, economic and political activities, resources, and the degree of social development.

*Transfers to CSU, UC*



## **GEG 105 CONSERVATION OF NATURAL RESOURCES**

*Lecture 4, Lab 0, Units 4*

This course provides a perspective on the increasing pressures society places on the Earth's ecosystems. Areas of emphasis will include human impacts on flora, fauna, water and energy resources, and atmospheric processes. Students will also explore the concepts and decision-making processes associated with resource utilization, management, conservation, and preservation.

*Transfers to CSU, UC*

## **GEG 106 CALIFORNIA GEOGRAPHY**

*Lecture 4, Lab 0, Units 4*

This course provides an overview of the geography of California and how natural processes have influenced its history, economics, and cultural development. Emphasis is on understanding the connections between the human, historical, social, physical, and cultural landscapes of the state. Historical geography will be studied, including historic boom and bust cycles, explosive population growth, and the reciprocal relationships of land and life.

*Transfers to CSU, UC*

## **GEG 107 WATER QUALITY MONITORING OF STREAMS AND LAKES**

*Lecture 1, Lab 2, Units 1.75*

This course provides an introduction to watershed issues and policies at the federal, state, and local levels. Students will learn proper water sampling methods and techniques while monitoring Trout Creek near Lake Tahoe Community College. Students will also design and execute a sampling program to measure discharge, pH, conductivity, turbidity, temperature, dissolved oxygen, coliform bacteria, and other ecologic indicators.

*Transfers to CSU*

## **GEG 108 WATER RESOURCES**

*Lecture 4, Lab 0, Units 4*

This course is an introduction to basic hydrologic principles including water cycling, climatic processes, water quality, groundwater, rivers, and other surface water resources. This course will also focus on the interactions between water, soil, and vegetation, and the processes that create and modify the surface of the earth. Watershed issues in California and the Tahoe Basin will be emphasized.

*Transfers to CSU, UC*

## **GEG 113 METEOROLOGY**

*Lecture 4, Lab 0, Units 4*

This course is a descriptive study of basic weather processes and phenomena including air circulation, energy flow, and storm systems. California weather topics will be emphasized.

*Transfers to CSU, UC*

## **GEG 114 ECONOMIC GEOGRAPHY**

*Lecture 4, Lab 0, Units 4*

This course is designed to acquaint students with basic concepts related to the advance, spread, and distribution of economic activity across the planet. This course examines issues facing the global community including population, gender, differences in economic development, geographic and political barriers, the environment, and the uneven distribution of global wealth.

*Transfers to CSU, UC*

## **GEG 115 EXTREME WEATHER AND CLIMATE CHANGE**

*Lecture 4, Lab 0, Units 4*

This course will provide an introduction to the physical principles of severe and unusual weather and climate change: ice storms, blizzards, supercell thunderstorms, downbursts, lightning, tornadoes, hurricanes, and global climate change. This course will also investigate climate trends and patterns spanning the recent past and the future with emphasis on the natural processes that produce climate variations. The climate change implications for California and Lake Tahoe will also be highlighted.

*Transfers to CSU, UC*

## **GEG 131 SPECIAL TOPICS**

*Units 1-4*

This course is designed to meet the needs of students for studies in areas of special interest. Topics and credit will vary from quarter to quarter and will be included under this cover title published in the schedule for the quarter in which the course will be offered.

*Transfers to CSU*

## **GEG 134/CIS 135A INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS**

*Lecture 3, Lab 1, Units 3.5*

This interdisciplinary survey course is designed to explore how Geographic Information Systems (GIS) can be used as a tool within diverse academic disciplines. Students will learn to manipulate various forms of data to generate plots, maps, and computer displays of GIS spatial relationships. Environmental Systems Research Institute (ESRI) ArcView computer software will be used. This course is cross-listed with CIS 135A.

*Transfers to CSU*

**ADVISORY:** CAO 151 or basic computer skills highly recommended.

## **GEG 135/CIS 135B INTERMEDIATE GEOGRAPHIC INFORMATION SYSTEMS**

*Lecture 3, Lab 1, Units 3.5*

This is an intermediate level course for students seeking to expand their understanding of Geographic Information Systems (GIS). The majority of the quarter will be spent working on GIS projects that will teach the students how to input spatial data into a GIS and how to work with that information. Each project will result in producing analysis and map graphics. This course is cross-listed with CIS 135B.

*Transfers to CSU*

**ADVISORY:** CIS 135A or GEG 134 or equivalent.

## **GEG 191 SPECIAL TOPICS**

*Units 1-4*

This course is designed to meet the needs of students for studies in occupational, technical or college preparatory areas of special interest. Topics and credits will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

## **GEG 231 SPECIAL PROJECTS**

*Units 1-4*

This course is designed for students wishing to pursue a specific topic of study. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

*Transfers to CSU*

**GEG 291 SPECIAL PROJECTS***Units 1-4*

This course is designed for students wishing to pursue a specific topic of study in occupational, technical or college preparatory areas. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

**GEOLOGY****ASSOCIATE DEGREE**

A degree is offered in the field of Natural Science. For major requirements, see page 75.

**GEL 101 GEOLOGY OF CALIFORNIA***Lecture 4, Lab 0, Units 4*

This course is a general introduction to the geological sciences, with emphasis on the geology of California. Topics covered will include the physiographic and tectonic provinces, natural resources, geologic history, and related geologic environmental problems of the state.

*Transfers to CSU, UC***GEL 102 PHYSICAL GEOLOGY***Lecture 4, Lab 3, Units 5*

This course is an introduction to our physical environment, its natural features, and their distribution and significance to humans. Primary emphasis will be on the tectonic and surface processes that shape the earth's landscape, and the minerals and rocks that form the earth.

*Transfers to CSU, UC***GEL 103 HISTORY OF THE EARTH AND ITS LIFE***Lecture 4, Lab 3, Units 5*

This course studies the development of the earth and its life through examination of the rock and fossil record. In addition, geologic processes, sedimentary rocks, and their fossils and structure will be studied while tracing the changes in the configuration of the earth.

*Transfers CSU, UC***GEL 104 GEOLOGY OF THE TAHOE BASIN***Lecture 2, Lab 1, Units 2.25*

This course is a study of the geologic processes that have shaped the Sierra Nevada and Lake Tahoe over time, including glaciation, volcanism, stream erosion, mountain building, and earthquakes. A variety of geologic formations will be visited during class-time field trips taken within the Tahoe basin.

*Transfers to CSU***GEL 105 GEOLOGY OF THE DESOLATION WILDERNESS***Lecture 1, Lab 1, Units 1.25*

This field course focuses on the geologic history of the Sierra Nevada, as seen from hiking trails of the Desolation Wilderness area. Emphasis will be on the geologic processes of glaciation, metamorphism, intrusion, and stream erosion.

*Transfers to CSU***GEL 106 GEOLOGY OF DEATH VALLEY***Lecture 1, Lab 1, Units 1.25*

This field course provides a general field experience in geology for students with little or no earth science background. Students will learn the basics of rock identification, landform analysis and identification, and interpretation of modern and ancient geologic events in Death Valley. Emphasis will be on the geologic processes of faulting, volcanism, stream development, and wind.

*Transfers to CSU***GEL 107 GEOLOGY OF THE EASTERN SIERRA NEVADA***Lecture 1, Lab 1, Units 1.25*

This course provides a general field experience in geology for students with little or no earth science background. Students will learn the basics of rock identification, landform analysis and identification, and interpretation of modern and ancient geologic events through field study of the Eastern Sierra Nevada. Field study will include Mono Lake, Long Valley caldera, White Mountains, faults, and past glaciation in the area.

*Transfers to CSU***GEL 108 ENVIRONMENTAL GEOLOGY***Lecture 4 Lab 3, Units 5*

This course is a study of the relationship between humans and their geologic environment. The course will examine how geologic processes and hazards influence human activities, and how human activities influence geologic hazards. Emphasis will be on earthquakes, volcanism, landslides, flooding, surface and groundwater, energy, ecosystems, climate change, and waste management. The lab will include interpretation of geologic hazards from maps, environmental analyses, and field trips to local areas of interest.

*Transfers to CSU, UC***GEL 109 GEOLOGY OF THE LASSEN VOLCANIC AREA***Lecture 1, Lab 1, Units 1.25*

This course focuses on the geology of the Lassen area, with emphasis on the volcanic history and deposits of the region as well as volcanic hazards.

*Transfers to CSU***GEL 110 GEOLOGY OF THE NATIONAL PARKS AND MONUMENTS***Lecture 4, Lab 0, Units 4*

This course introduces the basic concepts of geology in the context of the national parks and monuments of the United States. Topics will include rocks and minerals, volcanoes, mountain formation, shorelines, rivers, deserts, glaciers, caverns, fossils, earthquakes, and plate tectonics.

*Transfers to CSU, UC***GEL 111 GEOLOGY OF YOSEMITE AND THE MOTHER LODGE***Lecture 1, Lab 1, Units 1.25*

This course provides a general field experience in geology for students with little or no earth science background. This course focuses on the geology of Yosemite National Park and the Mother Lode, with emphasis on the tectonic and erosional history of the area as well as development of gold deposits.

*Transfers to CSU*

## **GEL 112 VOLCANIC AND TOPOGRAPHIC EVOLUTION OF THE KIRKWOOD/CARSON PASS AREA**

*Lecture .5, Lab .5, Units .75*

This field course will examine some of the major geologic forces that shaped the Sierra Nevada crest in the Kirkwood/Carson Pass area: volcanic eruptions, erosion by rivers, and tectonic uplift of the Earth's surface.

*Transfers to CSU*

## **GEL 113 COASTAL GEOLOGY AND OCEANOGRAPHY**

*Lecture 1, Lab 1, Units 1.25*

This field course provides a general field experience in geology and oceanography for students with little or no earth science background. Students will learn the basics of rock identification, landform analysis and identification, and interpretation of modern and ancient coastal geologic events. Coastal and marine processes and ecosystems will also be emphasized.

*Transfers to CSU*

## **GEL 131 SPECIAL TOPICS**

*Units 1-4*

This course is designed to meet the needs of students for studies in areas of special interest. Topics and credit will vary from quarter to quarter and will be included under this cover title published in the schedule for the quarter in which the course will be offered.

*Transfers to CSU*

## **GEL 140 ROCKS, STARS, AND TREES IN MOUNTAIN REGIONS**

*Lecture 1, Lab .5, Units 1.25*

This multidisciplinary, field-based course will introduce students to the basic geology and ecology of mountain regions in California and also include an introductory astronomy session. The geology component of the course will feature interpretation of the modern and ancient geologic events that formed the region, covering both tectonic and sedimentary forces. The ecology component will address regional plant communities with a focus on trees and endemic plants. Content will also emphasize adaptations exhibited by plants to environmental factors. The astronomy component will cover seasonal constellations and planets, as well as other astronomical phenomena that are occurring during the course.

*Transfers to CSU*

## **GEL 191 SPECIAL TOPICS**

*Units 1-4*

This course is designed to meet the needs of students for studies in occupational, technical or college preparatory areas of special interest. Topics and credits will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

## **GEL 231 SPECIAL PROJECTS**

*Units 1-4*

This course is designed for students wishing to pursue a specific topic of study. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

*Transfers to CSU*

## **GEL 291 SPECIAL PROJECTS**

*Units 1-4*

This course is designed for students wishing to pursue a specific topic of study in occupational, technical or college preparatory areas. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

# GERMAN

## **ASSOCIATE DEGREE**

A degree is offered in the field of Humanities. For major requirements, see page 68.

## **GER 101 ELEMENTARY GERMAN I**

*Lecture 5, Lab 0, Units 5*

This course is an introduction to the fundamentals of speaking, listening, reading, and writing in German. Elementary grammatical structures, as used in the context of oral communication, will be introduced. Basic readings about customs and cultures of Germany and German-speaking peoples are introduced.

*Transfers to CSU, UC*

## **GER 102 ELEMENTARY GERMAN II**

*Lecture 5, Lab 0, Units 5*

This course is a continuation of GER 101. Students will broaden their elementary level communication skills of speaking, listening, reading, and writing through the introduction of new vocabulary and more complex grammatical structures including the past, present, and future tenses. Students will continue to develop an appreciation of the culture of German-speaking peoples.

*Transfers to CSU, UC*

**PREREQUISITE:** GER 101 with a grade of "C" or better or equivalent.

## **GER 103 ELEMENTARY GERMAN III**

*Lecture 5, Lab 0, Units 5*

This course is a continuation of GER 102. It will build upon elementary grammatical structures that focus on the speaking, listening, reading, and writing of elementary German. Students will develop higher levels of communication skills through the introduction of new vocabulary and more complex grammatical structures. In addition, a broadened appreciation of the culture of German-speaking peoples will be attained through an introductory survey of German literature and classical music.

*Transfers to CSU, UC*

**PREREQUISITE:** GER 102 with a grade of "C" or better or equivalent.

## **GER 131 SPECIAL TOPICS**

*Units 1-4*

This course is designed to meet the needs of students for studies in areas of special interest. Topics and credit will vary from quarter to quarter and will be included under this cover title published in the schedule for the quarter in which the course will be offered.

*Transfers to CSU*

**GER 141 CONVERSATIONAL GERMAN I***Lecture 3, Lab 0, Units 3*

This introductory course is designed to assist students in attaining practical beginning level conversational skills in German. Students will develop the ability to understand and speak everyday conversational German through the introduction of vocabulary, elementary grammatical structures, and idiomatic expressions. The basics of reading and writing will be introduced, and students will develop an appreciation of Germanic culture.

*Transfers to CSU***GER 142 CONVERSATIONAL GERMAN II***Lecture 3, Lab 0, Units 3*

This course is a continuation of GER 141, and is designed to assist students in continuing to attain practical conversational skills in German. Students will build upon their language skills through the introduction of new vocabulary, as well as new elementary grammatical structures used in oral communication. Students will continue to progress with the basics of reading and writing in German and develop an appreciation of Germanic culture.

*Transfers to CSU***ADVISORY:** GER 141 with a grade of "C" or better or equivalent.**GER 143 CONVERSATIONAL GERMAN III***Lecture 3, Lab 0, Units 3*

This course is a continuation of GER 142, and is designed to assist students in continuing to attain practical conversational skills in German. Students will build upon their language skills through the introduction of new vocabulary, as well as new elementary grammatical structures used in oral communication. Students will continue to progress with the basics of reading and writing in German and develop an appreciation of Germanic culture.

*Transfers to CSU***ADVISORY:** GER 142 with a grade of "C" or better or equivalent.**GER 191 SPECIAL TOPICS***Units 1-4*

This course is designed to meet the needs of students for studies in occupational, technical or college preparatory areas of special interest. Topics and credits will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

**GER 231 SPECIAL PROJECTS***Units 1-4*

This course is designed for students wishing to pursue a specific topic of study. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

*Transfers to CSU***GER 251 INTERMEDIATE CONVERSATIONAL GERMAN I***Lecture 3, Lab 0, Units 3*

This intermediate level German conversational course is designed for students who have completed the Conversational German 141, 142, and 143 series (*formerly GER 151, 152, and 153*) or the equivalent. Students will continue to review grammatical concepts, vocabulary, and conversational skills at the intermediate level. The emphasis will remain on oral communication. Intermediate level reading, writing, and an appreciation of the German culture will continue to be developed.

**ADVISORY:** GER 143 (*formerly 153*) with a grade of "C" or better or equivalent.**GER 252 INTERMEDIATE CONVERSATIONAL GERMAN II***Lecture 3, Lab 0, Units 3*

This intermediate level German conversational course is designed for students who have completed the Conversational German 141, 142, and 143 series (*formerly GER 151, 152, and 153*) and Intermediate Conversational German 251, or the equivalent. Students will build upon intermediate level conversational skills and review previously studied grammatical concepts and vocabulary. The emphasis will remain on oral communication. Intermediate level reading, writing, and an appreciation of the German culture will continue to be developed.

**ADVISORY:** GER 251 with a grade of "C" or better or equivalent.**GER 253 INTERMEDIATE CONVERSATIONAL GERMAN III***Lecture 3, Lab 0, Units 3*

This intermediate level German conversational course is designed for students who have completed the Conversational German 141, 142, and 143 series (*formerly GER 151, 152, and 153*) and Intermediate Conversational German 252, or the equivalent. Students will build upon intermediate level conversational skills and review previously studied grammatical concepts and vocabulary. They will continue studying German verbs and cases. The emphasis will remain on oral communication. Intermediate level reading, writing, and an appreciation of the German culture will continue to be developed.

**ADVISORY:** GER 252 with a grade of "C" or better or equivalent.**GER 291 SPECIAL PROJECTS***Units 1-4*

This course is designed for students wishing to pursue a specific topic of study in occupational, technical or college preparatory areas. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

## GREEN SUSTAINABLE EDUCATION

**GSE 101 INTRODUCTION TO GREEN SUSTAINABLE EDUCATION***Lecture 2, Lab 1, Units 2.25*

This course is an overview of the natural resource issues we have around the world and the challenges, opportunities and solutions we have available to us to improve/"greenify" our homes, businesses, transportation, and lives.

*Transfers to CSU***GSE 103 LAKE TAHOE ISSUES AND AGENCIES***Lecture 3, Lab 0, Units 3*

This course is for anyone interested in learning about key issues in the Lake Tahoe basin and getting involved in shaping the future of the community. Students will meet representatives of the main agencies and organizations to discuss their agency's mission, structure, and processes. Through a series of guest lectures and class discussion, students will learn about the environmental history and current issues confronting the Lake Tahoe basin and its community.

*Transfers to CSU*

**GSE 105 INTRODUCTION TO GREEN BUSINESS***Lecture 3, Lab 1, Units 3.25*

In this course, students will learn the fundamentals and evolving best practices in green business and how to find and create green collar jobs which contribute to the new sustainable economy. Special attention will be given to local issues and resources to support sustainable business practices in the Lake Tahoe region.

*Transfers to CSU***GSE 106 LANDSCAPE DESIGN AND SUSTAINABLE SITE PLANNING***Lecture 2, Lab 0, Units 2*

This course investigates how the built environment can be sustainably integrated with its natural surroundings. Principles from architecture, environmental design, horticulture, and art are applied to public and private structures and the lands surrounding them.

*Transfers to CSU***GSE 110 THE HISTORY OF TAMING WATER IN THE WEST***Lecture 2, Lab .5, Units 2.25*

This course examines the history of water politics in the American West and the challenges and opportunities ahead.

*Transfers to CSU***GSE 111 WATER CONSERVATION***Lecture 3, Lab 0, Units 3*

This course will study the issues of water scarcity globally. Students will explore what changes are coming for water consumers. Techniques and technologies to conserve water in one's home and yard will be explored. The Demonstration Garden will be utilized as a teaching resource.

*Transfers to CSU***GSE 115 INTRODUCTION TO ECOTOURISM***Lecture 3, Lab 1, Units 3.25*

This course will explore the use of ecotourism as a tool to create revenue for local communities, preserve the environment, and provide a means for cultural exchange and preservation between host communities and the responsible traveler. Best practices for ecotourism operations and destinations will be examined.

*Transfers to CSU***GSE 120 RESIDENTIAL AND SMALL BUSINESS ENERGY AUDITING***Lecture 3, Lab 2, Units 3.5*

Learn how to save energy and water costs in your home and/or business. This course introduces the basic skills needed to conduct home and small business energy audits and high bill investigations. Course topics include: principles of energy, heat transfer, building codes, rating systems, old and new technologies, energy billing and history analysis, formulas and calculations, and economic analysis. Lecture, case studies, and field work will help students gain knowledge about appliances, building efficiency, lighting, space cooling and heating, water heating, and other energy-using items.

*Transfers to CSU***GSE 126 INTRODUCTION TO SOLAR ENERGY: THERMAL, PHOTOVOLTAIC, PASSIVE DESIGN***Lecture 3, Lab .5, Units 3.25*

This course is an overview of design elements for active solar energy systems and passive solar building designs. Topics include site assessment and optimization, structural considerations of buildings, building orientation, space requirements, solar heat collection, heat distribution, electrical characteristics of photovoltaic systems, thermal characteristics of solar thermal systems, and sizing both types of solar energy systems. Students will be introduced to the parameters used to design solar energy systems for residential and small commercial applications and design passively heated solar buildings in both cold and warm climates. This course includes several field trips to locations with active solar energy systems in use and to locations with buildings using passive solar energy design features.

*Transfers to CSU***GSE 131 SPECIAL TOPICS***Units 1-4*

This course is designed to meet the needs of students for studies in areas of special interest. Topics and credit will vary from quarter to quarter and will be included under this cover title published in the schedule for the quarter in which the course will be offered.

*Transfers to CSU***GSE 191 SPECIAL TOPICS***Units 1-4*

This course is designed to meet the needs of students for studies in occupational, technical or college preparatory areas of special interest. Topics and credits will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

**GSE 231 SPECIAL PROJECTS***Units 1-4*

This course is designed for students wishing to pursue a specific topic of study. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

*Transfers to CSU***GSE 291 SPECIAL PROJECTS***Units 1-4*

This course is designed for students wishing to pursue a specific topic of study in occupational, technical or college preparatory areas. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

**HEALTH**

**FOR COURSES IN THIS AREA, SEE ALLIED HEALTH ON PAGE 101.**



# HISTORY

## ASSOCIATE DEGREE

A degree is offered in the field of Social Science. For major requirements, see page 78.

### HIS 101 HISTORY OF WESTERN CIVILIZATION I

*Lecture 4, Lab 0, Units 4*

This course is a survey of political, socio-cultural, economic and international developments from prehistoric until Roman times. The course includes Egyptian, Mesopotamian, Eastern Mediterranean and Greek influences.

*Transfers to CSU, UC*

**ADVISORY:** ENG 101 and 103 or equivalent.

### HIS 102 HISTORY OF WESTERN CIVILIZATION II

*Lecture 4, Lab 0, Units 4*

This course is a survey of European political, economic, socio-cultural and international developments from Roman times to 1688. The course includes the history of Rome, the Medieval Period, the Renaissance, Reformation, Counter Reformation and the development of nation-states.

*Transfers to CSU, UC*

**ADVISORY:** ENG 101 and 103 or equivalent.

### HIS 103 HISTORY OF WESTERN CIVILIZATION III

*Lecture 4, Lab 0, Units 4*

This course is a survey of European political, socio-cultural, economic and international developments from 1688 through World War II and its aftermath. The course topics include modern national, colonial, and industrial influences until the late twentieth century.

*Transfers to CSU, UC*

**ADVISORY:** ENG 101 and 103 or equivalent.

### HIS 104 EARLY CALIFORNIA HISTORY

*Lecture 4, Lab 0, Units 4*

This course is a survey of the heritage and development of California from its Native American and Spanish Colonial beginnings to the acquisition of California by the United States in 1848.

*Transfers to CSU, UC*

**ADVISORY:** ENG 101 and 103 or equivalent.

### HIS 105 MODERN CALIFORNIA HISTORY

*Lecture 4, Lab 0, Units 4*

This course is a survey of the history, heritage, and development of California from the Gold Rush in 1849 to the present day with emphasis on the economic, social, and political forces that shaped the modern state.

*Transfers to CSU, UC*

**ADVISORY:** ENG 101 and 103 or equivalent.

### HIS 109 WOMEN IN AMERICAN HISTORY

*Lecture 4, Lab 0, Units 4*

This course is a survey of the history of American women from Colonial times to the present, with emphasis on the role that women have played in the cultural, social, economic, and political development of the United States. Additional topics covered will include current issues and controversies, regional differences, and significant events in the historical development of the United States.

*Transfers to CSU, UC*

**ADVISORY:** ENG 101 and 103 or equivalent.

## HIS 110 MINORITY AND MULTICULTURAL HISTORY OF THE UNITED STATES

*Lecture 4, Lab 0, Units 4*

This course is an historical survey of ethnic, religious, and racial minorities in American history from Colonial times to the present with an emphasis on current issues and controversies, regional differences, significant events, racism, sexism, immigration, and oppression in the historical development of the United States. Concentration will be placed on, but not limited to African, Hispanic, Native, and Asian Americans.

*Transfers to CSU, UC*

**ADVISORY:** ENG 101 and 103 or equivalent.

## HIS 111 HISTORY OF THE UNITED STATES FROM THE COLONIAL PERIOD THROUGH THE 18TH CENTURY

*Lecture 4, Lab 0, Units 4*

This course covers the history of the United States from Colonial times through the Jacksonian era, with particular attention given to the Revolutionary period and the development of the United States Constitution. Principles of California state and local government will also be presented.

*Transfers to CSU, UC*

**ADVISORY:** ENG 101 and 103 or equivalent.

## HIS 112 HISTORY OF THE UNITED STATES IN THE 19TH CENTURY

*Lecture 4, Lab 0, Units 4*

This course covers the history of the United States during the 19th century with particular attention given to slavery, the Civil War, and the rise of industrialism.

*Transfers to CSU, UC*

**ADVISORY:** ENG 101 and 103 or equivalent.

## HIS 113 HISTORY OF THE UNITED STATES IN THE 20TH CENTURY

*Lecture 4, Lab 0, Units 4*

This course covers the history of the United States during the 20th century, with particular attention paid to the social, political, economic, and cultural forces that have shaped the modern state.

*Transfers to CSU, UC*

**ADVISORY:** ENG 101 and 103 or equivalent.

## HIS 120 HISTORY OF LAKE TAHOE

*Lecture 2, Lab 0, Units 2*

This course surveys the history of the Lake Tahoe area from its geologic formation and first inhabitants through its development from the 19th century to the present. Tourism and environmental concerns as well as economic growth and urbanization will be addressed.

*Transfers to CSU*

**ADVISORY:** ENG 101 or equivalent.

## HIS 121 HISTORY OF YOSEMITE

*Lecture 2, Lab 0, Units 2*

This course covers the history of Yosemite National Park - its past, present, and future. Emphasis will be given to the role of Yosemite in California and United States history including the Native American, ecological and environmental studies, and the history of the National Park System. The course includes several lectures and a field trip to Yosemite.

*Transfers to CSU*

**HIS 122 HISTORY OF SAN FRANCISCO***Lecture 2, Lab 0, Units 2*

This course covers the history of San Francisco from its Native American beginnings to the present day. Emphasis will be placed on the role that San Francisco has played in the mainstream of California and the United States history and as a multicultural city. The course includes several lectures and a field trip to San Francisco.

*Transfers to CSU***HIS 127A THE HISTORY OF WORLD CIVILIZATIONS FROM PRE-HISTORY TO 1000 C.E.***Lecture 4, Lab 0, Units 4*

This course is a survey of the peoples, cultures, and social, economic, and political systems that have characterized the world's major civilizations in Europe, Asia, Africa, the Americas, and Oceania from Pre-history to 1000 C.E.

*Transfers to CSU***ADVISORY:** *ENG 101 and 103 or equivalent.***HIS 127B THE HISTORY OF WORLD CIVILIZATIONS FROM 1000 TO 1800 C.E.***Lecture 4, Lab 0, Units 4*

This course is a survey of the peoples, cultures, and social, economic, and political systems that have characterized the world's major civilizations in Europe, Asia, Africa, the Americas, and Oceania from 1000 to 1800 C.E.

*Transfers to CSU***ADVISORY:** *ENG 101 and 103 or equivalent.***HIS 127C THE HISTORY OF WORLD CIVILIZATIONS FROM 1700 C.E. TO THE PRESENT***Lecture 4, Lab 0, Units 4*

This course is a survey of the peoples, cultures, and social, economic, and political systems that have characterized the world's major civilizations in Europe, Asia, Africa, the Americas, and Oceania from 1750 C.E. to the present.

*Transfers to CSU***ADVISORY:** *ENG 101 and 103 or equivalent.***HIS 131 SPECIAL TOPICS***Units 1-4*

This course is designed to meet the needs of students for studies in areas of special interest. Topics and credit will vary from quarter to quarter and will be included under this cover title published in the schedule for the quarter in which the course will be offered.

*Transfers to CSU***HIS 191 SPECIAL TOPICS***Units 1-4*

This course is designed to meet the needs of students for studies in occupational, technical or college preparatory areas of special interest. Topics and credits will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

**HIS 231 SPECIAL PROJECTS***Units 1-4*

This course is designed for students wishing to pursue a specific topic of study. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

*Transfers to CSU***HIS 291 SPECIAL PROJECTS***Units 1-4*

This course is designed for students wishing to pursue a specific topic of study in occupational, technical or college preparatory areas. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

**HORTICULTURE****HOR 101 LANDSCAPE ARCHITECTURE***Lecture 3, Lab 1, Units 3.25*

This course is an introduction to landscape architecture with an emphasis on the Lake Tahoe basin. The student will learn the history of landscape architecture, design principles, drawing techniques, site analysis, irrigation concepts, construction and implementation methods, and how to develop a planting plan. Students will be required to use these fundamental ideas to create their own landscape plan.

*Transfers to CSU, UC***HOR 108 PRINCIPLES AND PRACTICES OF LANDSCAPE HORTICULTURE***Lecture 2, Lab 1, Units 2.25*

This course provides an overview of the principles and practices of horticulture and includes such topics as botany, propagation, trees and shrubs, bulbs, organic gardening, perennials, roses, western native plants, water gardens, herb gardens, aesthetic pruning, and maintenance. There will be a special emphasis on hardy plants suitable for high altitude climates.

*Transfers to CSU***HOR 131 SPECIAL TOPICS***Units 1-4*

This course is designed to meet the needs of students for studies in areas of special interest. Topics and credit will vary from quarter to quarter and will be included under this cover title published in the schedule for the quarter in which the course will be offered.

*Transfers to CSU***HOR 151A ESSENTIALS OF BEST MANAGEMENT PRACTICES (BMP) IN LANDSCAPE***Lecture .5, Lab 0, Units .5*

This course presents the essential elements of Best Management Practices (BMP) design and construction for residential and small commercial settings. In this intensive format workshop, students will learn the fundamental materials and techniques for construction of working Best Management Practices.

**HOR 191 SPECIAL TOPICS***Units 1-4*

This course is designed to meet the needs of students for studies in occupational, technical or college preparatory areas of special interest. Topics and credits will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

**HOR 231 SPECIAL PROJECTS***Units 1-4*

This course is designed for students wishing to pursue a specific topic of study. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

*Transfers to CSU***HOR 291 SPECIAL PROJECTS***Units 1-4*

This course is designed for students wishing to pursue a specific topic of study in occupational, technical or college preparatory areas. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

# HOTEL AND RESTAURANT MANAGEMENT

**HRM 131 SPECIAL TOPICS***Units 1-4*

This course is designed to meet the needs of students for studies in areas of special interest. Topics and credit will vary from quarter to quarter and will be included under this cover title published in the schedule for the quarter in which the course will be offered.

*Transfers to CSU***HRM 132 OCCUPATIONAL WORK EXPERIENCE***Lecture 0, Lab 0, Units 1-6*

Occupational Work Experience is for students who are employed in jobs related to their educational or occupational goals. This program extends knowledge gained in the classroom to the workplace, helps students identify new and challenging objectives at work, and encourages professional growth and advancement.

*Transfers to CSU*

**COREQUISITE:** Students must be available to work 4 to 40 hours per week for an approved business and must have an application on file each quarter enrolled.

**REPEATABILITY:** May be repeated up to a total of twenty-four (24) units, six units maximum per quarter.

**HRM 133 INTERNSHIP - OCCUPATIONAL WORK EXPERIENCE***Lecture 0, Lab 0, Units 1-6*

Internship - Occupational Work Experience is a supervised worksite placement the student earns which is related to the student's educational and occupational goals. The program will assist students in acquiring relevant work experience and awareness of career opportunities in their chosen field of study. This course may be repeated for a maximum of 24 units.

*Transfers to CSU*

**COREQUISITE:** Students must be available to volunteer 4 to 24 hours per week (if paid, hours per week increase as outlined in the work experience program) for an approved business and must have an application on file each quarter enrolled.

**REPEATABILITY:** May be repeated up to a total of twenty-four (24) units, six units maximum per quarter.

**HRM 191 SPECIAL TOPICS***Units 1-4*

This course is designed to meet the needs of students for studies in occupational, technical or college preparatory areas of special interest. Topics and credits will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

**HRM 231 SPECIAL PROJECTS***Units 1-4*

This course is designed for students wishing to pursue a specific topic of study. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

*Transfers to CSU***HRM 291 SPECIAL PROJECTS***Units 1-4*

This course is designed for students wishing to pursue a specific topic of study in occupational, technical or college preparatory areas. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

# HUMANITIES

**ASSOCIATE DEGREE**

A degree is offered in the field of Humanities. For major requirements, see page 68.

**HUM 101 ANCIENT WESTERN WORLD***Lecture 4, Lab 0, Units 4*

This course is an interdisciplinary survey of the art, architecture, drama, music, literature, history, and philosophy in early Western civilizations. It will cover the Stone Age, Mesopotamia, Ancient Egypt, various Greek Cultures, and the Ancient Roman world. The course will culminate with a study of Judaism, the advent of Christianity, and Early Byzantine and Islamic cultures.

*Transfers to CSU, UC*

**ADVISORY:** ENG 101 or equivalent.

## HUM 102 THE MIDDLE AGES, RENAISSANCE, AND BAROQUE ERAS

Lecture 4, Lab 0, Units 4

This course is an interdisciplinary survey of the relationships between western literature, art, architecture, music, philosophy, history, and religion from the 8th century through the Renaissance and Baroque periods. Topics covered include medieval life and thought, the reign of Charlemagne, renaissance art and humanism, the Protestant and Catholic Reformations, and the Baroque style throughout Western Europe.

*Transfers to CSU, UC*

**ADVISORY:** ENG 101 or equivalent.

## HUM 103 THE MODERN WORLD

Lecture 4, Lab 0, Units 4

This course provides an interdisciplinary survey of the relationships between western literature, art, architecture, philosophy, history, religion, and music from the French Enlightenment through the end of the 20th century. Topics covered will include the American and French Revolutions, Neoclassicism, Romanticism, Realism, Impressionism, the World Wars, and early and late 20th century developments in literature and the arts.

*Transfers CSU, UC*

**ADVISORY:** ENG 101 or equivalent.

## HUM 105 MYTHOLOGY

Lecture 4, Lab 0, Units 4

This course is an introduction to the basic Greco-Roman and Scandinavian-Teutonic mythological themes recurring in literature, music, and the arts. It includes the lives and loves of the gods and heroes, their origins, and their development into myths. This course also examines the continued influence of mythological motifs on customs, traditions, beliefs, and values.

*Transfers to CSU, UC*

**ADVISORY:** ENG 101 and ENG 103 or equivalent.

## HUM 107A SPANISH LIFE AND CULTURE

Lecture 2, Lab 0, Units 2

This course will introduce students to the culture and customs of Spain. Topics include the history and geography of Spain, the Spanish Civil War, the Franco era, Spain's link with the European Union, Spain's art history and architecture, and cultural traditions in Spain. Students will participate in field trips and cultural activities in Spain as part of this course.

*Transfers to CSU*

## HUM 107B BRITISH LIFE AND CULTURE

Lecture 2, Lab 0, Units 2

This course will introduce students to the culture and customs of Great Britain. Topics include the history of London, Parliament and politics, popular culture, British theater, and Britain and the European Union. Students will participate in field trips and cultural activities in London as part of this course.

*Transfers to CSU*

## HUM 107C FRENCH LIFE AND CULTURE

Lecture 2, Lab 0, Units 2

This course will introduce students to the culture and customs of France. Topics include the history and geography of France, French culture and customs, including France's link with the European Union. French art history, architecture, and cultural traditions in France will be introduced. Students will participate in field trips and cultural activities in France as part of this course.

*Transfers to CSU*

## HUM 131 SPECIAL TOPICS

Units 1-4

This course is designed to meet the needs of students for studies in areas of special interest. Topics and credit will vary from quarter to quarter and will be included under this cover title published in the schedule for the quarter in which the course will be offered.

*Transfers to CSU*

## HUM 191 SPECIAL TOPICS

Units 1-4

This course is designed to meet the needs of students for studies in occupational, technical or college preparatory areas of special interest. Topics and credits will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

## HUM 231 SPECIAL PROJECTS

Units 1-4

This course is designed for students wishing to pursue a specific topic of study. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

*Transfers to CSU*

## HUM 291 SPECIAL PROJECTS

Units 1-4

This course is designed for students wishing to pursue a specific topic of study in occupational, technical or college preparatory areas. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

# ITALIAN

## ASSOCIATE DEGREE

A degree is offered in the field of Humanities. For major requirements, see page 68.

## ITA 101 ELEMENTARY ITALIAN I

Lecture 5, Lab 0, Units 5

This introductory course will build elementary grammatical structures that focus on the speaking, reading, writing, and understanding of elementary Italian. Students will build their communication skills through the introduction of vocabulary and grammatical structures, including the present tense of regular and irregular verbs. Students will also develop an appreciation for Italian culture.

*Transfers to CSU, UC*

## ITA 102 ELEMENTARY ITALIAN II

Lecture 5, Lab 0, Units 5

This course, a continuation of Italian 101, is designed to build elementary grammatical structures that focus on the speaking, reading, writing, and understanding of elementary Italian. Students will further build their communication skills through the introduction of new vocabulary and more complex grammatical structures and verb tenses. Students will develop an appreciation for Italian cultures.

*Transfers to CSU, UC*

**PREREQUISITE:** ITA 101 with a grade of "C" or better or equivalent.

**ITA 103 ELEMENTARY ITALIAN III***Lecture 5, Lab 0, Units 5*

This course, a continuation of Italian 102, is designed to build elementary grammatical structures that focus on speaking, reading, writing, and comprehending elementary Italian. Students will further develop higher levels of communication skills through the introduction of new vocabulary, more complex grammatical structures, and verb tenses. An understanding and appreciation of Italian culture will be developed.

*Transfers to CSU, UC***PREREQUISITE:** *ITA 102 with a grade of "C" or better or equivalent.***ITA 131 SPECIAL TOPICS***Units 1-4*

This course is designed to meet the needs of students for studies in areas of special interest. Topics and credit will vary from quarter to quarter and will be included under this cover title published in the schedule for the quarter in which the course will be offered.

*Transfers to CSU***ITA 141 CONVERSATIONAL ITALIAN I***Lecture 3, Lab 0, Units 3*

This introductory level course is designed to assist students in acquiring practical beginning level conversational skills in Italian. Students will develop the ability to understand and speak everyday conversational Italian through the introduction of vocabulary, elementary grammatical structures, and idiomatic expressions. The basics of reading and writing will be introduced. Students will develop an appreciation of the Italian culture.

*Transfers to CSU***ITA 142 CONVERSATIONAL ITALIAN II***Lecture 3, Lab 0, Units 3*

This course is a continuation of ITA 141. It is designed to assist students in building practical conversational skills in Italian. Students will broaden their ability to understand and speak everyday conversational Italian through the introduction of new vocabulary, elementary grammatical structures, and idiomatic expressions. Ongoing basics of reading and writing will be developed. Students will also acquire an appreciation for the Italian culture.

*Transfers to CSU***ADVISORY:** *ITA 141 with a grade of "C" or better or equivalent.***ITA 143 CONVERSATIONAL ITALIAN III***Lecture 3, Lab 0, Units 3*

This course is a continuation of ITA 142. It is designed to assist students in building practical conversational skills in Italian. Students will broaden their ability to understand and speak everyday conversational Italian through the introduction of new vocabulary and more advanced grammatical structures at the elementary level used in oral communication. Elementary reading, writing, and an appreciation of Italian culture will continue to be developed.

*Transfers to CSU***ADVISORY:** *ITA 142 with a grade of "C" or better or equivalent.***ITA 191 SPECIAL TOPICS***Units 1-4*

This course is designed to meet the needs of students for studies in occupational, technical or college preparatory areas of special interest. Topics and credits will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

**ITA 231 SPECIAL PROJECTS***Units 1-4*

This course is designed for students wishing to pursue a specific topic of study. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

*Transfers to CSU***ITA 251 INTERMEDIATE CONVERSATIONAL ITALIAN I***Lecture 3, Lab 0, Units 3*

The emphasis of this intermediate level conversational Italian course is to develop and build confidence in oral expression. Speaking proficiency will be developed by expanding vocabulary, increasing listening comprehension, refining grammar control and pronunciation, and practicing intensive conversations. Readings will focus on cultural issues. Students will also converse about contemporary issues and current events selected to stimulate critical thinking in Italian.

**ADVISORY:** *ITA 143 (formerly 153) with a grade of "C" or equivalent.***ITA 252 INTERMEDIATE CONVERSATIONAL ITALIAN II***Lecture 3, Lab 0, Units 3*

This course is a continuation of ITA 251. The emphasis of this intermediate level conversational Italian course is to develop and build confidence in oral expression. Speaking proficiency will be developed by expanding vocabulary, increasing listening comprehension, refining grammar control and pronunciation, and practicing intensive conversations. Readings will focus on cultural issues. Students will also converse about contemporary issues and current events selected to stimulate critical thinking in Italian.

**ADVISORY:** *ITA 251 with a grade of "C" or equivalent.***ITA 253 INTERMEDIATE CONVERSATIONAL ITALIAN III***Lecture 3, Lab 0, Units 3*

This course is a continuation of ITA 252. The emphasis of this intermediate level conversational Italian course is to develop and build confidence in oral expression. Speaking proficiency will be developed by expanding vocabulary, increasing listening comprehension, refining grammar control and pronunciation, and practicing intensive conversations. Readings will focus on cultural issues. Students will also converse about contemporary issues and current events selected to stimulate critical thinking in Italian.

**ADVISORY:** *ITA 252 with a grade of "C" or equivalent.***ITA 291 SPECIAL PROJECTS***Units 1-4*

This course is designed for students wishing to pursue a specific topic of study in occupational, technical or college preparatory areas. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.



# JAPANESE

## ASSOCIATE DEGREE

A degree is offered in the field of Humanities. For major requirements, see page 68.

### JPN 101 ELEMENTARY JAPANESE I

*Lecture 5, Lab 0, Units 5*

This beginning level Japanese course is designed to introduce students to the Japanese language, with a focus on building oral communication skills as well as listening and reading skills. The written language of Hiragana and an introduction to Katakana will also be studied. Emphasis will focus on proper grammatical usage at the beginning level. Cultural topics will be introduced, including the honorific characteristics of the Japanese language.

*Transfers to CSU, UC*

### JPN 102 ELEMENTARY JAPANESE II

*Lecture 5, Lab 0, Units 5*

This beginning level Japanese course is a continuation of JPN 101, and will further introduce students to the Japanese language with a focus on building oral communication skills as well as listening and reading skills. Students will continue to study and learn the written languages of Hiragana and Katakana, and be given an introduction to Kanji. Emphasis will focus on proper grammatical usage. Cultural topics, including the honorific characteristics of the Japanese language, will be studied.

*Transfers to CSU, UC*

**PREREQUISITE:** *JPN 101 with a grade of "C" or better or equivalent.*

### JPN 103 ELEMENTARY JAPANESE III

*Lecture 5, Lab 0, Units 5*

This beginning level Japanese course is a continuation of JPN 102, and will further introduce students to the Japanese language, with a focus on building oral communication skills, as well as listening and reading skills. Students will continue to study and learn the written languages of Hiragana, Katakana, and Kanji. Emphasis will focus on proper grammatical usage. Describing events, people, expressing feelings, and reasoning will be addressed. Cultural topics, including the continued study of honorific characteristics of the Japanese language, will be studied.

*Transfers to CSU, UC*

**PREREQUISITE:** *JPN 102 with a grade of "C" or better or equivalent.*

### JPN 131 SPECIAL TOPICS

*Units 1-4*

This course is designed to meet the needs of students for studies in areas of special interest. Topics and credit will vary from quarter to quarter and will be included under this cover title published in the schedule for the quarter in which the course will be offered.

*Transfers to CSU*

### JPN 141 CONVERSATIONAL JAPANESE I

*Lecture 4, Lab 0, Units 4*

This course is an introduction to the spoken language of Japanese with an emphasis on its linguistic and cultural characteristics. Students will develop the ability to understand and speak beginning level conversational Japanese through the introduction of vocabulary, elementary grammatical structures, and idiomatic expressions. Culture and history will be taught as they pertain to the spoken language. Students will be introduced to the Japanese reading and writing systems.

*Transfers to CSU*

### JPN 142 CONVERSATIONAL JAPANESE II

*Lecture 4, Lab 0, Units 4*

This course is a continuation of JPN 141. Students will build upon their communication skills as well as broaden their understanding of Japanese grammar. This course will further assist the students in reading, writing, and understanding the Japanese language as well as refining pronunciation and communication skills. Japanese culture and history will also be highlighted in this course.

*Transfers to CSU*

**ADVISORY:** *JPN 141 with a grade of "C" or better or equivalent.*

### JPN 143 CONVERSATIONAL JAPANESE III

*Lecture 4, Lab 0, Units 4*

This course is a continuation of JPN 142. Students will build upon their beginning level communication skills in the Japanese language by incorporating verb tenses with several types of linguistic registers and vocabulary. Students will study Hiragana and be introduced to Katakana - two different Japanese alphabet systems. Japanese culture and history will also be highlighted in this course.

*Transfers to CSU*

**ADVISORY:** *JPN 142 with a grade of "C" or better or equivalent.*

### JPN 191 SPECIAL TOPICS

*Units 1-4*

This course is designed to meet the needs of students for studies in occupational, technical or college preparatory areas of special interest. Topics and credits will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

### JPN 201 INTERMEDIATE JAPANESE I

*Lecture 5, Lab 0, Units 5*

This course is designed to assist students in building intermediate level language skills in Japanese with emphasis on listening, speaking, reading, and writing. Students will incorporate previously learned language skills through review and application of more advanced structures. Oral communication skills at this level are designed to promote intermediate level communicative competencies and self-expression. Students will also gain an appreciation for Japanese culture.

*Transfers to CSU, UC*

**PREREQUISITE:** *JPN 103 with a grade of "C" or better or equivalent.*

**JPN 202 INTERMEDIATE JAPANESE II***Lecture 5, Lab 0, Units 5*

This course is a continuation of JPN 201. This course is designed to assist students in building intermediate level language skills in Japanese with emphasis on listening, speaking, reading, and writing. Students will incorporate previously learned language skills through review and application of more advanced structures. Oral communication skills will be designed to promote intermediate level communicative competencies and self-expression. Students will also gain an appreciation for Japanese culture and literature.

*Transfers to CSU, UC***PREREQUISITE:** JPN 201 with a grade of "C" or better or equivalent.**JPN 203 INTERMEDIATE JAPANESE III***Lecture 5, Lab 0, Units 5*

As a continuation of JPN 202, this course is designed to assist students in building intermediate level language skills in Japanese with emphasis on listening, speaking, reading, and writing. Students will incorporate previous language skills through review and application of more advanced structures. Oral communication skills at this level are designed to promote intermediate level communicative competence and self-expression. Students will also gain an appreciation for the Japanese culture and literature.

*Transfers to CSU, UC***PREREQUISITE:** JPN 202 with a grade of "C" or better or equivalent.**JPN 231 SPECIAL PROJECTS***Units 1-4*

This course is designed for students wishing to pursue a specific topic of study. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

*Transfers to CSU***JPN 291 SPECIAL PROJECTS***Units 1-4*

This course is designed for students wishing to pursue a specific topic of study in occupational, technical or college preparatory areas. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

**MATHEMATICS****ASSOCIATE DEGREE**

Degrees are offered in the field of Mathematics, and Mathematics for Transfer. For major requirements, see page 73.

All prerequisite courses listed for mathematics courses require a grade of "C" or better for admission into the pertinent course.

**THE FOLLOWING COURSES IN THIS SUBJECT AREA MAY BE CHALLENGED: ALL COURSE LISTINGS EXCEPT MAT 187A AND MAT 187B.**

**MAT 102 SURVEY OF MATHEMATICAL IDEAS***Lecture 4, Lab 0, Units 4*

This course provides a survey of a variety of branches of mathematics including inductive and deductive reasoning, probability, statistics, the mathematics of finance, exponential growth and decay, and an introduction to trigonometric functions.

*Transfers to CSU, UC***PREREQUISITE:** MAT 154A or 154AA with a grade of "C" or better or equivalent or appropriate skills demonstrated through the math assessment process.**ADVISORY:** MAT 188 or equivalent.**MAT 103A COLLEGE ALGEBRA (PART I)***Lecture 4, Lab 0, Units 4*

This course provides an in-depth coverage of functions: polynomial and rational functions, their graphs and finding solutions, and zeros of polynomial functions. Special emphasis will be placed on applications problems and the use of calculators.

*Transfers to CSU, UC (unit limit)***PREREQUISITE:** MAT 154A or 154AA with a grade of "C" or better or equivalent or appropriate skills demonstrated through the math assessment.**COREQUISITE:** MAT 153 or equivalent or appropriate skills demonstrated through the math assessment process. Prior completion of MAT 153 with a grade of "C" or better also satisfies this **corequisite**.**MAT 103B COLLEGE ALGEBRA (PART II)***Lecture 4, Lab 0, Units 4*

This course covers the properties of logarithms and exponentials, conic sections, systems of equations and their solution with Gaussian Elimination, a brief introduction into linear programming, sequences, series, permutations, and combinations.

*Transfers to CSU, UC (unit limit)***PREREQUISITE:** MAT 153 and either 154A or 154AA with a grade of "C" or better or equivalent or appropriate skills demonstrated through the math assessment process.**MAT 104 COLLEGE TRIGONOMETRY***Lecture 4, Lab 0, Units 4*

This course is the study of trigonometric functions of real numbers and angles, their graphs and properties; functions of multiple angles, identities, reduction formulas, radian measure; inverse trigonometric functions; solution of triangles, polar coordinates, parametric equations; and complex numbers.

*Transfers to CSU***PREREQUISITE:** MAT 103A with a grade of "C" or better or equivalent or appropriate skills demonstrated through the math assessment process.**COREQUISITE:** MAT 103B or equivalent or appropriate skills demonstrated through the math assessment process. Prior completion of MAT 103B with a grade of "C" or better also satisfies this **corequisite**.

### **MAT 105 CALCULUS AND ANALYTIC GEOMETRY (PART I)**

Lecture 5, Lab 0, Units 5

This course deals with elements of analytical geometry, limit theory, continuity of the derivative and its applications, the antiderivative, the definite integral, the fundamental theorem of calculus, properties of the integral, and area.

*Transfers to CSU, UC (course limit)*

**PREREQUISITE:** MAT 103B with a grade of "C" or better or equivalent or appropriate skills demonstrated through the math assessment process. MAT 104 with a grade of "C" or better or equivalent or appropriate skills demonstrated through the math assessment process.

### **MAT 106 CALCULUS AND ANALYTIC GEOMETRY (PART II)**

Lecture 5, Lab 0, Units 5

This course is a continuation of MAT 105. Applications of the integral, techniques of integration, exponential and logarithmic functions, hyperbolic functions, and inverse trigonometric functions will be studied.

*Transfers to CSU, UC (course limit)*

**PREREQUISITE:** MAT 105 with a grade of "C" or better or equivalent.

### **MAT 107 CALCULUS AND ANALYTIC GEOMETRY (PART III)**

Lecture 5, Lab 0, Units 5

This course is a continuation of MAT 106. It focuses on sequences and series, Taylor polynomials, polar coordinates, and differentiation and integration of multivariate functions.

*Transfers to CSU, UC (course limit)*

**PREREQUISITE:** MAT 106 with a grade of "C" or better or equivalent.

### **MAT 109 MATHEMATICS FOR ELEMENTARY EDUCATION**

Lecture 5, Lab 0, Units 5

This course is designed for prospective elementary and middle school teachers. The course is an introduction to the discipline of mathematics pertaining to logical, quantitative, and spatial reasoning in the abstraction, modeling, and problem solving of real-world situations. The main topics in the course include the origins of mathematics, mathematical reasoning and problem solving strategies, theory of sets, integers and integral number theory, rational numbers and proportion, real numbers and decimal notation, and measurement. Throughout the course, students will experience the learning of mathematics in a way that models how they can create an active learning environment for their future students.

*Transfers to CSU, UC*

**PREREQUISITE:** MAT 154A or 154AA with a grade of "C" or better or equivalent or appropriate skills demonstrated through the math assessment process.

### **MAT 118 CALCULUS FOR BUSINESS AND SOCIAL SCIENCES**

Lecture 5, Lab 0, Units 5

This is a calculus course for students who intend on majoring in business or social science, or for students who have a general interest in calculus and its applications. Topics covered include functions, limits, differentiation, integration, and partial derivatives.

*Transfers to CSU, UC (course limit)*

**PREREQUISITE:** MAT 154A or 154AA with a grade of "C" or better or equivalent or appropriate skills demonstrated through the math assessment process

### **MAT 119 TOPICS IN APPLIED MATHEMATICS**

Lecture 5, Lab 0, Units 5

This course is a survey of applications of mathematics presented by instructors associated with the annual California Mathematics Council Community College (CMC<sup>3</sup>) Recreational Mathematics Conference. Students will learn applications from statistics, geometry, algebra, calculus, and cultural mathematics.

*Transfers to CSU*

**ADVISORY:** MAT 154A or 154AA or equivalent.

### **MAT 131 SPECIAL TOPICS**

Units 1-4

This course is designed to meet the needs of students for studies in areas of special interest. Topics and credits will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

*Transfers to CSU*

### **MAT 152A BASIC ALGEBRA (PART I)**

Lecture 4, Lab 0, Units 4

This course is designed as an introduction to algebra. Topics covered include the four basic operations with positive and negative numbers and with polynomials, solving and graphing linear equations, an introduction to functions and sets, and properties of integral exponents.

**PREREQUISITE:** MAT 187B with a grade of "C" or better or equivalent or appropriate skills demonstrated through the math assessment process.

### **MAT 152AA BASIC ALGEBRA (PART I): EXPANDED**

Lecture 5, Lab 0, Units 5

This course contains the same content as MAT 152A, but is designed for students who need extra time to master the material. Topics covered include the four basic operations with positive and negative numbers and with polynomials, solving and graphing linear equations, an introduction to functions and sets, and properties of integral exponents.

**PREREQUISITE:** MAT 187B with a grade of "C" or better or equivalent, or appropriate skills demonstrated through the math assessment process.

### **MAT 152B BASIC ALGEBRA (PART II)**

Lecture 4, Lab 0, Units 4

This course is a continuation of MAT 152A or MAT 152AA. The material covered includes factoring, operations, and equations with rational expressions, linear equations and inequalities with absolute values, solving systems of linear equations and inequalities, operations with exponents and radicals, solving radical equations, and solving quadratic equations.

**PREREQUISITE:** MAT 152A or MAT 152AA with a grade of "C" or better or equivalent or appropriate skills demonstrated through the math assessment process.

### **MAT 152BB BASIC ALGEBRA (PART II): EXPANDED**

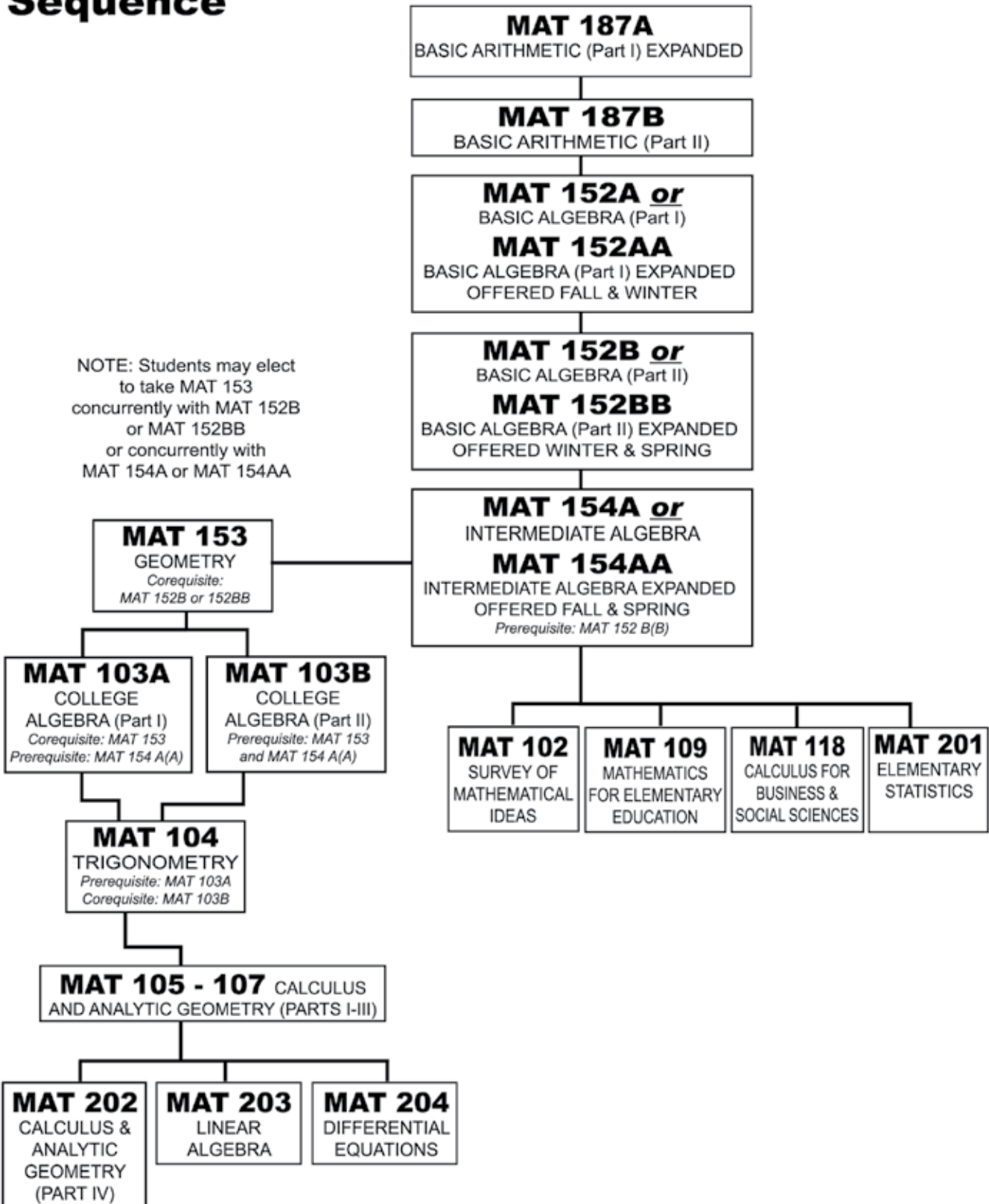
Lecture 5, Lab 0, Units 5

This course contains the same content as MAT 152B, but is designed for students who need extra time to master the material. This course is a continuation of MAT 152A or MAT 152AA. The topics covered include factoring, operations, and equations with rational expressions, linear equations and inequalities with absolute values, solving systems of linear equations and inequalities, operations with exponents and radicals, solving radical equations, and solving quadratic equations.

**PREREQUISITE:** MAT 152A or MAT 152AA with a grade of "C" or better or equivalent, or appropriate skills demonstrated through the math assessment process.

# Math Course Sequence

NOTE: Students may elect to take MAT 153 concurrently with MAT 152B or MAT 152BB or concurrently with MAT 154A or MAT 154AA



**MAT 153 EUCLIDEAN GEOMETRY***Lecture 4, Lab 0, Units 4*

This is a formal course in geometry covering the basics of lines, planes, angles, triangles, and congruence. The method of deductive reasoning will be stressed. Additional topics will include parallel lines, the Pythagorean Theorem, and similarity.

**COREQUISITE:** MAT 152B or 152BB or equivalent or appropriate skills demonstrated through the math assessment process. Prior completion of MAT 152B or 152BB with a grade of "C" or better also satisfies this **corequisite**.

**MAT 154A INTERMEDIATE ALGEBRA***Lecture 4, Lab 0, Units 4*

This course is a continuation of MAT 152B or MAT 152BB and covers algebraic tools commonly used in business, science, and math. Students will learn to solve applications with quadratic equations and systems of quadratic equations. Students will be introduced to the definition of a function and its inverse, exponential and logarithmic functions, sequences and series, and conic sections.

**PREREQUISITE:** MAT 152B or MAT 152BB with a grade of "C" or better or equivalent or appropriate skills demonstrated through the math assessment process.

**MAT 154AA INTERMEDIATE ALGEBRA: EXPANDED***Lecture 5, Lab 0, Units 5*

This is an expanded version of MAT 154A with an additional hour of instruction of each week. It is specifically designed for students who are nervous about and/or find math difficult. Students will learn to solve applications with quadratic equations and systems of quadratic equations. Students will be introduced to the definition of a function and its inverse, exponential and logarithmic functions, sequences and series, and conic sections.

**PREREQUISITE:** MAT 152B or 152BB with a grade of "C" or better or equivalent or appropriate skills demonstrated through the math assessment process.

**MAT 157 MATHEMATICS AND GAMBLING***Lecture .25, Lab 0, Units .25*

This course is an overview of some of the mathematics behind gambling. Students will learn how to calculate some of the odds of Roulette, Keno, Craps, Black Jack, and other casino games. Betting strategies, card counting, and casino earnings will be explained.

**ADVISORY:** *Beginning Algebra (MAT 152A and 152B) or equivalent.*

**NOTE:** *Non-Degree Applicable course.*

**MAT 157P APPLIED MATHEMATICS: STATISTICS OF POKER***Lecture .25, Lab 0, Units .25*

This course is an overview of some of the mathematics and statistics behind poker. Students will learn how to calculate the probabilities of several scenarios in poker. They will also investigate how game theory can be used to understand bluffing strategies. Calculations will be made for several varieties of poker.

**ADVISORY:** *MAT 152A or equivalent.*

**MAT 158 MATH REVIEW***Lecture 2, Lab 0, Units 2*

This course includes a brief review of arithmetic, and/or a condensed review of basic algebra, and/or a condensed review of intermediate algebra. Students should have earned a "C" or better in Basic Arithmetic, Basic Algebra, and/or Intermediate Algebra in either high school or college.

**ADVISORY:** *Grade of "C" or better in Basic Arithmetic, Basic Algebra, and/or Intermediate Algebra in either high school or college.*

**MAT 187A BASIC ARITHMETIC (PART I)***Lecture 2.5, Lab 0, Units 2.5*

This course covers general areas of arithmetic which include whole numbers, fractions, and an introduction to decimals.

**ADVISORY:** *Appropriate skills demonstrated through the math assessment process.*

**NOTE:** *Non-Degree Applicable course.*

**MAT 187B BASIC ARITHMETIC (PART II)***Lecture 2, Lab 0, Units 2*

This course covers general areas of arithmetic which include decimals, percents, and an introduction to algebra.

**PREREQUISITE:** *MAT 187A, MAT 187AA, or MAT 191AL with a grade of "C" or better or equivalent or appropriate skills demonstrated through the math assessment process.*

**NOTE:** *Non-Degree Applicable course.*

**MAT 191 SPECIAL TOPICS***Units 1-4*

This course is designed to meet the needs of students for studies in occupational, technical or college preparatory areas of special interest. Topics and credits will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

**MAT 201 ELEMENTARY STATISTICS***Lecture 5, Lab 0, Units 5*

This course covers elements of probability, frequency distributions, graphs and measures of central tendency. Functions of random variables, probability distributions, sampling, hypothesis testing, confidence intervals, regression analysis and analysis of variance (ANOVA) will also be covered.

*Transfers to CSU, UC*

**PREREQUISITE:** *MAT 154A or 154AA with a grade of "C" or better or equivalent or appropriate skills demonstrated through the math assessment process.*

**MAT 202 CALCULUS AND ANALYTIC GEOMETRY (PART IV)***Lecture 5, Lab 0, Units 5*

This course covers the calculus of several variables including partial differentiation, applications of partial derivatives, vector fields, multiple integration, and vector analysis.

*Transfers to CSU, UC*

**PREREQUISITE:** *MAT 107 with a grade of "C" or better or equivalent.*

**MAT 203 LINEAR ALGEBRA***Lecture 5, Lab 0, Units 5*

This course covers linear equations, matrices, determinants, vector spaces, linear transformations, eigenvalues, eigenvectors, and their applications to linear programming, differential equations, graph theory, game theory, and linear economic models.

*Transfers to CSU, UC*

**PREREQUISITE:** *MAT 107 with a grade of "C" or better or equivalent.*

**MAT 204 DIFFERENTIAL EQUATIONS***Lecture 5, Lab 0, Units 5*

This course covers techniques of solving ordinary differential equations. Topics include finite difference methods, exact, separable, linear, and Bernoulli equations, integrating factors, the method of undetermined coefficients, variation of parameters, Laplace transforms, series solutions, systems of differential equations, and applications.

*Transfers to CSU, UC*

**PREREQUISITE:** *MAT 107 with a grade of "C" or better or equivalent.*

**MAT 231 SPECIAL PROJECTS***Units 1-4*

This course is designed for students wishing to pursue a specific topic of study. Emphasis is on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

*Transfers to CSU***MAT 291 SPECIAL PROJECTS***Units 1-4*

This course is designed for students wishing to pursue a specific topic of study in occupational, technical or college preparatory areas. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

**NON-CREDIT MATH****MAT 550 CAHSEE MATH PREPARATION**

Hours per week: 2

This course is a preparation course for students studying for the mathematics portion of the California High School Exit Exam (CAHSEE). It is especially geared toward students who have finished high school but have not yet passed the mathematics portion of the CAHSEE. The course includes test taking strategies, geometry and measurement, statistics, beginning algebra, mathematical reasoning, and number sense.

**MEDICAL OFFICE ASSISTANT****ASSOCIATE DEGREE**

A degree is offered in the field of Medical Office Assistant (Administrative and Clinical). For major requirements, see page 74.

**CERTIFICATE OF ACHIEVEMENT**

A Certificate of Achievement is offered in the field of Medical Office Assistant (Administrative and Clinical). For requirements, see page 92.

**MOA 131 SPECIAL TOPICS***Units 1-4*

This course is designed to meet the needs of students for studies in areas of special interest. Topics and credits will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

*Transfers to CSU***MOA 132 OCCUPATIONAL WORK EXPERIENCE***Lecture 0, Lab 0, Units 1-6*

Occupational Work Experience is for students who are employed in jobs related to their educational or occupational goals. This program extends knowledge gained in the classroom to the workplace, helps students identify new and challenging objectives at work, and encourages professional growth and advancement.

*Transfers to CSU*

**COREQUISITE:** Students must be available to work 4 to 40 hours per week for an approved business and must have an application on file each quarter enrolled.

**REPEATABILITY:** May be repeated up to a total of twenty-four (24) units, six units maximum per quarter.

**MOA 133 INTERNSHIP - OCCUPATIONAL WORK EXPERIENCE***Lecture 0, Lab 0, Units 1-6*

Internship - Occupational Work Experience is a supervised worksite placement the student earns which is related to the student's educational and occupational goals. The program will assist students in acquiring relevant work experience and awareness of career opportunities in their chosen field of study. This course may be repeated for a maximum of 24 units.

*Transfers to CSU*

**COREQUISITE:** Students must be available to volunteer 4 to 24 hours per week (if paid, hours per week increase as outlined in the work experience program) for an approved business and must have an application on file each quarter enrolled.

**REPEATABILITY:** May be repeated up to a total of twenty-four (24) units, six units maximum per quarter.

**MOA 191 SPECIAL TOPICS***Units 1-4*

This course is designed to meet the needs of students for studies in occupational, technical or college preparatory areas of special interest. Topics and credits will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

**MOA 228 CLINICAL TECHNIQUES I***Lecture 2, Lab 2, Units 2.75*

This course presents the basic clinical procedures essential to the back-office medical setting in a format designed to achieve professional competency in clinical skills. Topics covered include general patient assessment and care, taking and charting of medical history and vital signs, examination preparation, medical asepsis and infection control, methods for promoting tissue healing, eye and ear assessment procedures, and Occupational Safety and Health Administration (OSHA) standards and regulations.

*Transfers to CSU***ADVISORY:** MOA 238 or equivalent.**MOA 229 CLINICAL TECHNIQUES II***Lecture 2, Lab 2, Units 2.75*

This course is a continuation of MOA 228 - Clinical Techniques I with greater emphasis placed on specialty and diagnostic procedures in a medical office setting. Topics covered include laboratory techniques, patient preparation, pharmacology and administration of medications, assisting with minor office surgery, and proper handling and care of equipment and specimens.

*Transfers to CSU***ADVISORY:** MOA 228 or equivalent.**MOA 230 CLINICAL TECHNIQUES III***Lecture 2, Lab 2, Units 2.75*

This course is a continuation of Clinical Techniques II. Students will study procedures related to medical office microbiology, electrocardiology, radiology and diagnostic imaging, pediatric and gynecological examinations, prenatal care, colon procedures, and important aspects of emergency procedures.

*Transfers to CSU***ADVISORY:** MOA 229 or equivalent.**MOA 231 SPECIAL PROJECTS***Units 1-4*

This course is designed for students wishing to pursue a specific topic of study. Emphasis is on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

*Transfers to CSU*



## MOA 235 INTRODUCTION TO ADMINISTRATIVE MEDICAL ASSISTING

Lecture 3, Lab 0, Units 3

This course provides an overview of front office medical assisting. Emphasis is placed on records management, telephone and reception skills, scheduling, medical insurance, HIPAA, and medical legal issues. Ethics and the history of medicine will also be explored. Completion of this course will provide students with the fundamental skills necessary to work in the medical front office.

*Transfers to CSU*

## MOA 236 BASIC PRINCIPLES OF MEDICAL CODING

Lecture 5, Lab 0, Units 5

This is an introductory course in the basic principles of coding diseases, medical, surgical and diagnostic services, and National Level II codes using the International Classification of Disease (ICD-9), Current Procedural Terminology (CPT) and HCPCS volumes. This course presents essential knowledge for medical office insurance billing.

*Transfers to CSU*

**ADVISORY:** MOA 238 or equivalent.

## MOA 237 MEDICAL INSURANCE BILLING

Lecture 3, Lab 0, Units 3

This is an introductory course in the basic procedures of filing, tracing, and processing insurance claims with emphasis on Medicare, Medi-Cal, Workers Compensation, and group claims. Students will use Current Procedural Terminology (CPT) and International Classification of Diseases (ICD) coding books.

*Transfers to CSU*

**ADVISORY:** MOA 236 or equivalent.

## MOA 238 MEDICAL TERMINOLOGY, PART I

Lecture 4, Lab 0, Units 4

This is a foundation course for students interested in allied health and medical fields. This course builds a solid base for understanding the language of medicine. Students will be oriented to the basic structure of medical terms and their components, with an emphasis on analysis, meaning, spelling, and pronunciation. This course highlights the integumentary, skeletal, muscular, digestive, cardiovascular, blood and lymphatic, and respiratory systems.

*Transfers to CSU*

## MOA 240 MEDICAL TERMINOLOGY, PART II

Lecture 4, Lab 0, Units 4

This course is a continuation of MOA 238 and offers a more thorough presentation of medical terminology within a health care setting. Topics include advanced word roots, combining forms, prefixes, suffixes, spelling, and pronunciation. This course highlights the urinary, endocrine, nervous, sensory, and reproductive systems. Topics also include radiology, nuclear medicine, and mental health.

*Transfers to CSU*

**PREREQUISITE:** MOA 238 (or equivalent) with a grade of "C" or better.

## MOA 291 SPECIAL PROJECTS

Units 1-4

This course is designed for students wishing to pursue a specific topic of study in occupational, technical or college preparatory areas. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

# MUSIC

## ASSOCIATE DEGREE

A degree is offered in the field of Visual and Performing Arts. For major requirements, see page 83.

**THE FOLLOWING COURSES IN THIS SUBJECT AREA MAY BE CHALLENGED: MUS 111, 112.**

## MUS 101 MUSIC LISTENING AND APPRECIATION

Lecture 4, Lab 0, Units 4

This course gives a comprehensive overview of the elements and styles of music from 1600 to the present. Study will focus on guided listening to compositions by selected composers. Emphasis will be placed on the understanding of various types of instrumental and vocal music including the symphony, concerto, sonata, vocal genres, classical twentieth century music, and Jazz styles.

*Transfers to CSU, UC*

## MUS 102 SURVEY OF MUSIC HISTORY I

Lecture 4, Lab 0, Units 4

This is a survey course of classical music from its beginning through the Renaissance, Baroque, and Classical periods. Emphasis will be on developing familiarity with a wide variety of styles and compositions including works by Vivaldi, Bach and Handel. Classical concertos, sonatas, and symphonies by Haydn, Mozart, and Beethoven will also be included.

*Transfers to CSU, UC*

## MUS 103 SURVEY OF MUSIC HISTORY II

Lecture 4, Lab 0, Units 4

This is a survey course of classical music from the time of Mozart and Beethoven through the present. Romantic period repertoire and style will include compositions by various composers, including Chopin, Schubert, Schumann, Verdi, Wagner, Puccini, Tchaikovsky, Brahms, and many others. Students will also study composers and musical styles from the twentieth century.

*Transfers to CSU, UC*

## MUS 104B HISTORY OF ROCK MUSIC

Lecture 4, Lab 0, Units 4

This course is a survey of Rock Music from its origins in the 1950s to the middle 1990s. Topics will include genres and styles of rock music, rock music's influence on popular culture, as well as influential artists, writers, and groups.

*Transfers to CSU, UC*

## MUS 104C MUSIC OF THE WORLD

Lecture 4, Lab 0, Units 4

Students will explore music from diverse cultures throughout the world, including the Caribbean, the Americas, Africa, Asia, and Europe. This course will examine the historical and cultural context as well as the role and function of various types of music.

*Transfers to CSU, UC*

**ADVISORY:** ENG 101 or equivalent.

**MUS 104D MUSIC OF LATIN AMERICA***Lecture 4, Lab 0, Units 4*

In this course, students will learn about the indigenous dance, folk music, and popular music of Latin countries with an examination of modern and historical Latin music styles while discovering "Who's Who" among Latin performers. The course will include related representational performing groups and independent artists of Latin countries, as well as discuss instrumentation and cultural uses of Latin music in society.

*Transfers to CSU, UC***ADVISORY:** ENG 101 or equivalent.**MUS 104E THE BEATLES***Lecture 4, Lab 0, Units 4*

This is an in-depth examination of the lives, music, careers, social and musical influences of George Harrison, John Lennon, Paul McCartney and Ringo Starr as The Beatles. The course will begin from the group's origin through the present day. This course will include study of music structure, lyrics, instrumentation, and recording techniques of selected compositions.

*Transfers to CSU, UC***ADVISORY:** ENG 101 or equivalent.**MUS 104F HISTORY OF JAZZ***Lecture 4, Lab 0, Units 4*

This course explores the history of jazz from its origins to current artists and styles. The course will examine the development of jazz performance, instrumentation and stylistic changes from its roots in ragtime, and growth through Dixieland Jazz, the Big Band era, Bebop, Afro-Cuban Jazz, fusion and smooth jazz. From Louis "Satchmo" Armstrong to "Cannonball" Adderley and Frank Zappa, this course will survey the composers and performers in jazz styles and genres.

*Transfers to CSU, UC***ADVISORY:** ENG 101 or equivalent**MUS 111 BASIC MUSIC THEORY I***Lecture 4, Lab 2, Units 4.75*

In this course students will learn basic pitch and rhythmic notation, major scale theory, circle of fifths, and principles of basic chord construction. Theory skills will be applied practically through application to piano, voice, and rhythm instruments. Beginning ear training skills, including both simple time and diatonic intervals, will be stressed. This course is recommended for all students in performance courses; for students in piano, voice, and guitar courses; for Early Childhood Education majors; and for Fine Arts majors with an emphasis in music.

*Transfers to CSU, UC***MUS 112 BASIC MUSIC THEORY II***Lecture 4, Lab 2, Units 4.75*

This course is a continuation of MUS 111. Students will study major and minor key signatures and scales, interval structures as they relate to chords and scales, all types of simple and complex triads, seventh chords, and chord inversion. Emphasis will also be placed on developing sight-singing and recognition of diatonic intervals, sight-singing and ear-training, including melodic and rhythmic dictation skills in simple and compound time with subdivided beats, and in major and minor scale systems.

*Transfers to CSU, UC***ADVISORY:** MUS 111 or equivalent.**MUS 113 BASIC MUSIC THEORY III***Lecture 4, Lab 2, Units 4.75*

This course is a continuation of MUS 112. Students will review complex triads, as well as dominant, major, minor, and diminished seventh chords, and the harmonic function of chords within a major or minor key. Students will harmonize a melody, will learn to write 4-part harmonizations with correct voice-leading techniques, and will be able to identify chord structures through numerical analysis. Other topics include the use of modes, pentatonic and blues' scales, and techniques of constructing a melody based on repetition, contrast, form, and design. Ear-training exercises will cover melodic and rhythmic dictation in simple and complex meters including subdivision of the beat. Harmonic dictation exercises will cover recognition of major and minor triads and seventh chords within the key.

*Transfers to CSU, UC***ADVISORY:** MUS 112 or equivalent.**MUS 118A BEGINNING MIDI APPLICATIONS***Lecture 1, Lab 3, Units 2*

This course provides students with practical applications of computer-based music compositional practices using musical instrument digital interfaces (MIDI). Emphasis will be placed on theoretical knowledge and hands-on experience in the areas of music production, publishing, performing, structure, and orchestration using MIDI sequencing, notation, or looping software.

*Transfers to CSU***ADVISORY:** MUS 111, 133A or equivalent.**REPEATABILITY:** May be repeated 5 times.**MUS 123 BEGINNING VOICE***Lecture 1, Lab 3, Units 2*

This course is a beginning level course in the fundamentals of classical singing technique including posture, breathing, open throat, forward placement, and diction. Opportunities for performance with evaluation of sound vocal practice are provided. Repertoire will consist primarily of folk songs, musical theater, and art songs.

*Transfers to CSU, UC***REPEATABILITY:** May be repeated 5 times.**MUS 124 INTERMEDIATE VOICE***Lecture 1, Lab 3, Units 2*

This course focuses on intermediate level course instruction in the fundamentals of classical singing technique, including posture, breathing, principles of tone production, and correct diction. More intensive performance experience is provided. Musical theatre and popular styles techniques will be introduced as well.

*Transfers to CSU, UC***ADVISORY:** MUS 123 or equivalent.**REPEATABILITY:** May be repeated 5 times.**MUS 125A BEGINNING VOICE: BROADWAY AND POPULAR MUSIC***Lecture 1, Lab 3, Units 2*

This course focuses on beginning level course instruction in Broadway and Pop singing styles, including correct breathing technique, mouth and larynx position, vowel modulation, vocal placement, and tone production. Class periods will be divided between preparing and rehearsing solo pieces, duets and trios, and large ensemble numbers. Elementary staging or choreography may be introduced. The course culminates with a public performance by the students in the Duke Theatre.

*Transfers to CSU, UC***ADVISORY:** MUS 123 or equivalent.**REPEATABILITY:** May be repeated 5 times.

## MUS 125B INTERMEDIATE VOICE: BROADWAY AND POPULAR MUSIC

Lecture 1, Lab 3, Units 2

This course focuses on intermediate level class instruction in Broadway and Pop singing styles, including correct breathing technique, mouth and larynx position, vowel modulation, vocal placement, and tone production. Class periods will be divided between preparing and rehearsing solo pieces, duets and trios, and large ensemble numbers. The course culminates with a public performance by the students in the Duke Theatre.

*Transfers to CSU, UC*

**ADVISORY:** MUS 125A or equivalent.

**REPEATABILITY:** May be repeated 5 times.

## MUS 126A WEST AFRICAN DRUMMING RHYTHMS I

Lecture .5, Lab 1.5, Units 1

This course is for drummers wanting to explore West African rhythms on the djembe drum. Exercises in hand placement techniques will assist in execution of different tones and textures on the djembe. Additional exercises in reading music notation in combination with oral translation of these rhythms will help facilitate development of rhythms ranging from 3 to 6 part form. Jun jun and bell parts will be introduced as well as concepts for playing solos.

*Transfers to CSU, UC*

**ADVISORY:** MUS 181 or equivalent.

**REPEATABILITY:** May be repeated 5 times.

## MUS 126B WEST AFRICAN DRUMMING RHYTHMS II

Lecture .5, Lab 1.5, Units 1

This course will explore West African rhythms. Emphasis will be placed on ensemble playing, soloing, as well as detailed study of jun jun and bell parts. Exercises in hand placement techniques will assist in execution of different tones and textures on the djembe. Further development of reading music notation in combination with oral translation of these rhythms will help facilitate development of rhythms ranging from 3 to 6 part form.

*Transfers to CSU, UC*

**ADVISORY:** MUS 181 or equivalent.

**REPEATABILITY:** May be repeated 5 times.

## MUS 126C WEST AFRICAN DRUMMING RHYTHMS III

Lecture .5, Lab 1.5, Units 1

This course will explore West African rhythms. Emphasis will be placed on ensemble playing, soloing, as well as detailed study of jun jun and bell parts. Exercises in hand placement techniques will assist in execution of different tones and textures on the djembe. Further development of reading music notation in combination with oral translation of these rhythms will help facilitate development of rhythms ranging from 3 to 6 part form.

*Transfers to CSU, UC*

**ADVISORY:** MUS 181 or equivalent.

**REPEATABILITY:** May be repeated 5 times.

## MUS 126D BEGINNING CONGA

Lecture .5, Lab 1.5, Units 1

In this course, students will learn the basic fundamentals for playing congas. Hand placement techniques will be introduced along with rhythmic exercises and beginning Latin rhythms.

*Transfers to CSU, UC*

**ADVISORY:** MUS 181 or equivalent.

**REPEATABILITY:** May be repeated 5 times.

## MUS 126E INTERMEDIATE CONGA

Lecture .5, Lab 1.5, Units 1

In this course, students will continue to improve upon the basic fundamentals for playing congas. Intermediate level hand placement techniques will be introduced along with the Afro-Cuban rhythms: tumbao, calypso, and conga.

*Transfers to CSU, UC*

**ADVISORY:** MUS 126D or equivalent.

**REPEATABILITY:** May be repeated 5 times.

## MUS 126F BEGINNING DUNNUN DRUMS

Lecture .5, Lab 1.5, Units 1

In this course, students will learn the basic fundamentals for playing the West African dunnuns: kenkeni, sangban, and dunnunba. These drums form the foundation of the West African drum ensemble. Basic stick techniques and independence exercises will be introduced while presenting traditional West African rhythms.

*Transfers to CSU, UC*

**ADVISORY:** MUS 181 or equivalent.

**REPEATABILITY:** May be repeated 5 times.

## MUS 128A BEGINNING ELECTRIC BASS

Lecture 1, Lab 1, Units 1.25

This course introduces students to the basic fundamentals of playing the electric bass. Proper playing position and technique will be emphasized along with bass lines for various musical styles.

*Transfers to CSU*

**REPEATABILITY:** May be repeated 5 times.

## MUS 128B INTERMEDIATE ELECTRIC BASS

Lecture 1, Lab 1, Units 1.25

This course expands upon the basics of playing the electric bass, and helps students achieve intermediate level competencies by improving their rhythm, technique, speed, and musical expressiveness. Playing and creating bass lines for blues, rock, and jazz styles will be emphasized, along with exercises for targeting skill improvement.

*Transfers to CSU*

**ADVISORY:** MUS 128A or equivalent.

**REPEATABILITY:** May be repeated 5 times.

## MUS 130A BEGINNING DRUMSET

Lecture .5, Lab 1.5, Units 1

This course is designed for beginning students of drumset playing. The course will cover basic rudimental stick control exercises and introductions to the following styles of rhythms on the drumset: Rock, Funk, Country, Swing and Shuffle.

*Transfers to CSU, UC*

**ADVISORY:** MUS 111 or equivalent.

**REPEATABILITY:** May be repeated 5 times.

**MUS 130B INTERMEDIATE DRUMSET***Lecture .5, Lab 1.5, Units 1*

This course is designed for students of intermediate level drumset playing. Students will learn more advanced rudimental stick control exercises and more complex rhythms in the following styles: Afro-Cuban, Rhythm and Blues, Rock and Roll, Swing, and Shuffle.

*Transfers to CSU, UC***ADVISORY:** MUS 130A or equivalent.**REPEATABILITY:** May be repeated 5 times.**MUS 130C ADVANCED DRUMSET***Lecture .5, Lab 1.5, Units 1*

This course is designed for students of advanced level drumset playing. Students will learn more advanced rudimental stick control exercises, more advanced hand-foot coordination exercises, and further applications into the following styles: Afro-Cuban, Rhythm and Blues, Rock and Roll, Swing, and Shuffle.

*Transfers to CSU, UC***ADVISORY:** MUS 130B or equivalent.**REPEATABILITY:** May be repeated 5 times.**MUS 131 SPECIAL TOPICS***Units 1-4*

This course is designed to meet the needs of students for studies in areas of special interest. Topics and credit will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

*Transfers to CSU***MUS 133A BEGINNING KEYBOARD SKILLS I***Lecture 2, Lab 2, Units 2.75*

In this course students will learn the fundamentals of reading music and beginning chord theory as it applies to piano, organ, or synthesizer. Keyboard skills will include playing chord patterns, intervals, and developing basic hand technique. No previous musical experience is required.

*Transfers to CSU, UC***REPEATABILITY:** May be repeated 5 times.**MUS 133B BEGINNING KEYBOARD SKILLS II***Lecture 2, Lab 2, Units 2.75*

This is a continuation of MUS 133A. Students will learn the fundamentals of reading music and chord theory as it applies to piano, organ, or synthesizer. Keyboard skills will include playing pieces in a wide variety of styles that emphasize chording, sight-reading, and improving two-hand coordination.

*Transfers to CSU, UC***ADVISORY:** MUS 133A or equivalent.**REPEATABILITY:** May be repeated 5 times.**MUS 133C BEGINNING KEYBOARD SKILLS III***Lecture 2, Lab 2, Units 2.75*

This course is a continuation of MUS 133B. Students will learn the fundamentals of reading music, chord theory, and key signatures as it applies to the piano, organ, or synthesizer. Keyboard skills will include playing pieces in a wide variety of styles that emphasize chording, sightreading, and improving two-hand coordination.

*Transfers to CSU, UC***ADVISORY:** MUS 133B or equivalent.**REPEATABILITY:** May be repeated 5 times.**MUS 134A INTERMEDIATE KEYBOARD SKILLS I***Lecture 2, Lab 2, Units 2.75*

This course provides an opportunity to develop or renew keyboard skills using classical and popular styles of music for piano, organ, or synthesizer. Instruction is at an intermediate level and emphasizes technique, two-hand coordination, interpretation, ear-training, and chord theory.

*Transfers to CSU, UC***ADVISORY:** MUS 133C or equivalent.**REPEATABILITY:** May be repeated 5 times.**MUS 134B INTERMEDIATE KEYBOARD SKILLS II***Lecture 2, Lab 2, Units 2.75*

This course is a continuation of MUS 134A. Students will develop keyboard skills using classical and popular styles of music for piano, organ, or synthesizer. Instruction is at an intermediate level and emphasizes technique, two-hand coordination, interpretation, ear-training, and chord theory.

*Transfers to CSU, UC***ADVISORY:** MUS 134A or equivalent.**REPEATABILITY:** May be repeated 5 times.**MUS 134D INTERMEDIATE JAZZ PIANO***Lecture .5, Lab 1.5, Units 1*

This intermediate-level course will emphasize learning the harmonic, melodic, and rhythmic vocabulary of the established jazz styles. The course will focus on the modern interpretation of jazz chords and teach students how to become independent musicians using individual styles of incorporating jazz music.

*Transfers to CSU, UC***ADVISORY:** MUS 133C, MUS 127B, or equivalent.**REPEATABILITY:** May be repeated 5 times.**MUS 135 BEGINNING GUITAR***Lecture 1.5, Labs 1.5, Units 2*

In this course, students will study basic guitar techniques. Emphasis will be on music fundamentals as they pertain to basic guitar skills and the reading of music. Key signatures, rhythm and meter will be covered.

*Transfers to CSU, UC***REPEATABILITY:** May be repeated 5 times.**MUS 136 INTERMEDIATE GUITAR***Lecture 1.5, Lab 1.5, Units 2*

In this course, students will study popular and classical techniques and styles to prepare them for more extensive performance in both solo and ensemble settings. Basic music theory concepts will be expanded to include additional major and minor chords and scales. Students will also be introduced to jazz and blues chords and scales.

*Transfers to CSU, UC***ADVISORY:** MUS 135 or equivalent.**REPEATABILITY:** May be repeated 5 times.**MUS 137 ADVANCED GUITAR***Lecture 1.5, Lab 1.5, Units 2*

This course will be an in-depth study of popular and classic guitar styles with an emphasis on performance in both solo and ensemble settings. Students will also work to improve their fretboard knowledge and musical theory as it pertains to chords and scales in guitar music.

*Transfers to CSU, UC***ADVISORY:** MUS 136 or equivalent.**REPEATABILITY:** May be repeated 5 times.

**MUS 141A COLLEGE CHORUS (A)***Lecture 1, Lab 3, Units 2*

This course provides an opportunity for students to develop vocal skills within a choral group. Instruction will emphasize correct vocal production, singing technique, and principles of choral diction. Repertoire will vary each quarter. The selection of materials or type of material to be rehearsed will be listed in the class schedule description. Participation in a public performance is required.

*Transfers to CSU, UC***REPEATABILITY:** May be repeated 5 times.**MUS 141B COLLEGE CHORUS (B)***Lecture 1, Lab 2, Units 1.75*

This course provides an opportunity for students to develop vocal skills within a choral group. Instruction will emphasize correct vocal production, singing technique, and principles of choral diction. Repertoire will vary each quarter. The selection of materials or type of material to be rehearsed will be listed in the class schedule description and will be incorporated into a public concert the following quarter.

*Transfers to CSU, UC***REPEATABILITY:** May be repeated 5 times.**MUS 141C COLLEGE CHORUS (C)***Lecture 1, Lab 1.5, Units 1.5*

This course provides an opportunity for students to develop vocal skills within a choral group. Instruction will emphasize correct vocal production, singing technique, and principles of choral diction. Repertoire will vary each quarter. The selection of materials or type of material to be rehearsed will be listed in the class schedule description. Participation in a public performance is required.

*Transfers to CSU, UC***ADVISORY:** MUS 141B or equivalent.**REPEATABILITY:** May be repeated 5 times.**MUS 147 POPS CHOIR***Lecture 0, Lab 4, Units 1.25*

This course will emphasize ensemble vocal performance using repertoire from popular, Broadway, jazz, and other contemporary musical styles. Elementary choreography and staging may be introduced. Students will be required to participate in scheduled public performances.

*Transfers to CSU, UC***ADVISORY:** MUS 111 and 123 or equivalent.**REPEATABILITY:** May be repeated 5 times.**MUS 149 RENAISSANCE MUSIC ENSEMBLE***Lecture 0, Lab 3, Units 1*

In this course, students will rehearse music for participation in a public performance at the Renaissance Faire, Christmas concert, or other community venue. Renaissance or Baroque music enthusiasts who play recorder, percussion, strings, or sing are encouraged to join the class.

*Transfers to CSU, UC***ADVISORY:** MUS 111, 133A, or 123, or equivalent.**REPEATABILITY:** May be repeated 5 times.**MUS 181 BEGINNING HAND DRUMMING AND PERCUSSION***Lecture .5, Lab 1.5, Units 1*

This course offers group and individual drumming instruction in an eclectic, multi-cultural, tribal style. The class will work on developing a fundamental sense of time and integrating skills into a rhythmic drum circle. A brief history of drums and drumming from various cultures will be covered. Small groups within the class will construct their own performance pieces. No previous experience is required.

**REPEATABILITY:** May be repeated 5 times.**NOTE:** MUS 181, 182, and 183 may be taken for a combined total of 6 times.**MUS 182 INTERMEDIATE HAND DRUMMING AND PERCUSSION***Lecture .5, Lab 1.5, Units 1*

This course builds on the fundamentals covered in the beginning class and offers group and individual instruction in an eclectic, multi-cultural, tribal style. Precise emphasis may change from class to class as students work on both traditional and non-traditional polyrhythms in a drum circle. Focus may vary from rhythms of the West African djembe, to the Middle Eastern doumbek, the Native American Taos drum, the Latin American conga, and others. Some history of drums and drumming will be covered. The relationship of drumming and chanting and/or dancing will be explored.

**ADVISORY:** MUS 181 or equivalent.**REPEATABILITY:** May be repeated 5 times.**NOTE:** MUS 181, 182, and 183 may be taken for a combined total of 6 times.**MUS 183 HAND DRUMMING AND PERCUSSION FOR PERFORMANCE***Lecture .5, Lab 2.5, Units 1.25*

This course is for drummers and percussionists who wish to work in a collaborative setting with other performing artists and dancers to create pieces for public presentation. Performance pieces will be based on the theme of the collaborative arts performance and may include West African, Middle Eastern, Indian, and Latin American percussion styles and rhythms. The relationship of drumming to dance and chanting also will be explored more extensively.

**ADVISORY:** MUS 181 or equivalent.**REPEATABILITY:** May be repeated 5 times.**NOTE:** MUS 181, 182, and 183 may be taken for a combined total of 6 times.**MUS 191 SPECIAL TOPICS***Units 1-4*

This course is designed to meet the needs of students for studies in occupational, technical or college preparatory areas of special interest. Topics and credits will vary from quarter to quarter and will be included under the cover title published in the schedule of classes for the quarter in which the course will be offered.

**MUS 201 MUSIC THEATRE PRODUCTION I (PRINCIPALS)***Lecture 1, Lab 3, Units 2*

This course is required for soloists in college operettas and musicals offered through the Theatre or Music Departments. Intense training in solo vocal techniques is provided. Music literature studied will be specific to the individual production work chosen. [Principals may also concurrently enroll in MUS 202: Music Theatre Production II (Chorus)].

*Transfers to CSU, UC***PREREQUISITE:** Audition.**REPEATABILITY:** May be repeated 5 times.**MUS 202 MUSIC THEATRE PRODUCTION II (CHORUS)***Lecture 0, Lab 4, Units 1.25*

This course features preparation and performance of a staged work from the music theatre or operetta repertoire. Rehearsal time will include intense training in correct choral and vocal techniques and in stage skills. An audition is required before enrollment.

*Transfers to CSU, UC***PREREQUISITE:** Audition.**REPEATABILITY:** May be repeated 5 times.

### MUS 203 MUSIC THEATRE PRODUCTION III (INSTRUMENTAL)

Lecture 0, Lab 3, Units 1

This workshop is designed to familiarize students with the principles and techniques involved in the preparation and production of a dramatic musical performance. Specific instruction will be given in the rehearsal techniques required of the production orchestra. An audition is required prior to registration in the class.

*Transfers to CSU, UC*

**PREREQUISITE:** Audition.

**REPEATABILITY:** May be repeated 5 times.

### MUS 209 LIVE OPERETTA

Lecture 1, Lab 0, Units 1

This course will prepare students for attending a specific operetta performance. An operetta is a musical drama with spoken dialog. Students will study the plot, listen to and analyze the musical performance and be exposed to the components that constitute operetta. Background about the era, the composer, and the story and history of the specific work will be included.

*Transfers to CSU*

**REPEATABILITY:** May be repeated 5 times.

### MUS 210 LIVE OPERA

Lecture 1.5, Lab .5, Units 1.75

This course will prepare the student for attending a specific opera performance. Students will study the plot, listen to music highlights, and compare the live performance with recorded performances. Lectures will include information about the historical era, the composer, and the history of the specific work.

*Transfers to CSU, UC*

**REPEATABILITY:** May be repeated up to 5 times

### MUS 231 SPECIAL PROJECTS

Units 1-4

This course is designed for students wishing to pursue a specific topic of study. Emphasis is on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

*Transfers to CSU*

### MUS 246 INSTRUMENTAL CHAMBER ENSEMBLE

Lecture 0, Lab 3, Units 1

In this course, students will study and perform classical music scores for small ensembles on traditional orchestral instruments. Each person will be assigned to one or more groups, from duets and trios to chamber-sized groups. Repertoire will consist of music employing one player per part.

*Transfers to CSU, UC*

**ADVISORY:** Ability to play a classical orchestral instrument, piano, recorder.

**REPEATABILITY:** May be repeated 5 times.

### MUS 247 MUSIC ENSEMBLE WORKSHOP

Lecture .5, Lab 1.5, Units 1

This instrumental ensemble workshop will focus on developing the ability to play in chamber groups. Students will study and analyze various types of music literature in classical, jazz, and popular styles. A final concert may be given.

*Transfers to CSU, UC*

**REPEATABILITY:** May be repeated 5 times.

### MUS 248A BEGINNING ROCK ENSEMBLE

Lecture 1, Lab 2, Units 1.75

This course gives beginning level students the opportunity to improve ensemble performance skills while exploring various musical styles such as pop, rock, funk, and hip hop. Singers, guitarists, bassists, keyboard players, drummers, and other instrumentalists are encouraged to participate.

*Transfers to CSU, UC*

**REPEATABILITY:** May be repeated 5 times.

### MUS 248B INTERMEDIATE ROCK ENSEMBLE

Lecture 1, Lab 3, Units 2

This course gives intermediate level students the opportunity to improve ensemble performance skills while exploring various musical styles such as pop, rock, funk, and hip hop. Singers, guitarists, bassists, keyboard players, drummers, and other instrumentalists are encouraged to participate.

*Transfers to CSU*

**ADVISORY:** MUS 248A or equivalent.

**REPEATABILITY:** May be repeated 5 times.

### MUS 248L ENSEMBLE LAB

Lecture 0, Lab .75, Units .25

This course is an optional lab component for MUS 247 or MUS 248A/B. It will enhance student performance in those classes by providing more rehearsal time with the instructor and other students. The course will explore popular music, rock, funk, and/or hip hop styles.

*Transfers to CSU, UC*

**REPEATABILITY:** May be repeated 5 times.

### MUS 291 SPECIAL PROJECTS

Units 1-4

This course is designed for students wishing to pursue a specific topic of study in occupational, technical or college preparatory areas. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

## PHILOSOPHY

### ASSOCIATE DEGREE

A degree is offered in the field of Humanities. For major requirements, see page 68.

### PHI 101 INTRODUCTION TO PHILOSOPHY

Lecture 4, Lab 0, Units 4

This course is an introduction to the basic methods and strategies of philosophical inquiry. The course will introduce Plato's Republic, Descartes' Meditations, and Hume's Enquiries. The course will also present important philosophical concepts, such as the basic philosophical ideas of existence, creation of self, use of government, the nature of reality, human nature, and life and death.

*Transfers to CSU, UC*

**ADVISORY:** ENG 101 or equivalent.



### PHI 103A HISTORY OF WESTERN PHILOSOPHY - EARLY

Lecture 4, Lab 0, Units 4

This course surveys the history of Western philosophy from the Classical era through the Medieval period. Philosophers from the pre-Socratics, to Socrates, Plato, Aristotle, Augustine, and Aquinas will be analyzed and evaluated.

*Transfers to CSU, UC*

**ADVISORY:** ENG 101 or equivalent.

### PHI 103B HISTORY OF WESTERN PHILOSOPHY - MODERN

Lecture 4, Lab 0, Units 4

This course surveys the history of Western philosophy from the 17th through the 20th centuries. Philosophers from Descartes, Hobbes, Spinoza, Hume, Kant, Hegel, Marx, Nietzsche, Wittgenstein, to Sartre will be analyzed and evaluated.

*Transfers to CSU, UC*

**ADVISORY:** ENG 101 or equivalent.

### PHI 104 CRITICAL THINKING

Lecture 4, Lab 0, Units 4

This course examines the methods and principles used for distinguishing cogent reasoning from faulty reasoning. Topics include deductive and inductive reasoning, common fallacies, language, and impediments to cogent reasoning. Emphasis will be on developing abilities to analyze, construct, and evaluate arguments that are relevant to everyday life experiences, politics, economics, society, advertising, the media, and important current affairs.

*Transfers to CSU, UC*

**ADVISORY:** ENG 101 or equivalent.

### PHI 131 SPECIAL TOPICS

Units 1-4

This course is designed to meet the needs of students for studies in areas of special interest. Topics and credit will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

*Transfers to CSU*

### PHI 191 SPECIAL TOPICS

Units 1-4

This course is designed to meet the needs of students for studies in occupational, technical or college preparatory areas of special interest. Topics and credits will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

### PHI 205 CONTEMPORARY MORAL ISSUES

Lecture 4, Lab 0, Units 4

This course is an examination of various moral theories and their application to current social issues. Topics will include racial and sexual discrimination, abortion, pollution, population control, sexual morality, genetic engineering, animal rights, and freedom in society.

*Transfers to CSU, UC*

**ADVISORY:** ENG 101 or equivalent.

### PHI 210 EXISTENTIALISM

Lecture 4, Lab 0, Units 4

This course is an introduction to existential themes in philosophy and literature with an emphasis on the epistemological, metaphysical, ethical, social, and aesthetic problems of the 20th century. Selective readings range from Kierkegaard to Nietzsche, Sartre, and Camus.

*Transfers to CSU, UC*

**ADVISORY:** ENG 101 or equivalent.

### PHI 218 PHILOSOPHY OF RELIGION

Lecture 4, Lab 0, Units 4

This course provides an introduction to the philosophical inquiry into the nature of God, humanity, and society. The religious claims concerning God, good and evil, and immortality will be explored by surveying the broad range of arguments and rebuttals put forth throughout history, with special attention to problems posed by the modern world.

*Transfers to CSU, UC*

**ADVISORY:** ENG 101 or equivalent.

### PHI 231 SPECIAL PROJECTS

Units 1-4

This course is designed for students wishing to pursue a specific topic of study. Emphasis is on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

*Transfers to CSU*

### PHI 291 SPECIAL PROJECTS

Units 1-4

This course is designed for students wishing to pursue a specific topic of study in occupational, technical or college preparatory areas. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

## PHOTOGRAPHY

### CERTIFICATE OF ACHIEVEMENT

A Certificate of Achievement is offered in the field of Photography. For course requirements, see page 93.

All photography classes have been placed under Art. Refer to page 105.

## PHYSICAL EDUCATION

### ASSOCIATE DEGREE

A degree is offered in the field of Physical Education and Health. For major requirements and area of concentration, see page 76.

### PED 131 SPECIAL TOPICS

Units 1-4

This course is designed to meet the needs of students for studies in areas of special interest. Topics and credit will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

*Transfers to CSU*

### **PED 145A PHYSICAL FITNESS CONDITIONING FOR OLDER ADULTS**

*Lecture 0, Lab 2, Units .75*

The older adult student, in consultation with the instructor, will develop and practice a comprehensive physical conditioning program. This activity regimen will include exercises designed to promote strength, endurance, flexibility, and ease of daily function.

*Transfers to CSU, UC (unit limit)*

**PREREQUISITE:** Medical Release.

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** PED 145A, 145B, 145C, 145D, 145E, 145SA, 145SB, 145SC may be taken for a combined total of 6 times.

### **PED 145B PHYSICAL FITNESS CONDITIONING FOR OLDER ADULTS**

*Lecture 0, Lab 3, Units 1*

The older adult student, in consultation with the instructor, will develop and practice a comprehensive physical conditioning program. This activity regimen will include exercises designed to promote strength, endurance, flexibility, and ease of daily function.

*Transfers to CSU, UC (unit limit)*

**PREREQUISITE:** Medical Release.

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** PED 145A, 145B, 145C, 145D, 145E, 145SA, 145SB, 145SC may be taken for a combined total of 6 times.

### **PED 145C PHYSICAL FITNESS CONDITIONING FOR OLDER ADULTS**

*Lecture 0, Lab 4, Units 1.25*

The older adult student, in consultation with the instructor, will develop and practice a comprehensive physical conditioning program. This activity regimen will include exercises designed to promote strength, endurance, flexibility, and ease of daily function.

*Transfers to CSU, UC (unit limit)*

**PREREQUISITE:** Medical Release.

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** PED 145A, 145B, 145C, 145D, 145E, 145SA, 145SB, 145SC may be taken for a combined total of 6 times.

### **PED 145D PHYSICAL FITNESS CONDITIONING FOR OLDER ADULTS**

*Lecture 0, Lab 5, Units 1.75*

The older adult student, in consultation with the instructor, will develop and practice a comprehensive physical conditioning program. This activity regimen will include exercises designed to promote strength, endurance, flexibility, and ease of daily function.

*Transfers to CSU, UC (unit limit)*

**PREREQUISITE:** Medical Release.

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** PED 145A, 145B, 145C, 145D, 145E, 145SA, 145SB, 145SC may be taken for a combined total of 6 times.

### **PED 145E PHYSICAL FITNESS CONDITIONING FOR OLDER ADULTS**

*Lecture 0, Lab 6, Units 2*

The older adult student, in consultation with the instructor, will develop and practice a comprehensive physical conditioning program. This activity regimen will include exercises designed to promote strength, endurance, flexibility, and ease of daily function.

*Transfers to CSU, UC (unit limit)*

**PREREQUISITE:** Medical Release.

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** PED 145A, 145B, 145C, 145D, 145E, 145SA, 145SB, 145SC may be taken for a combined total of 6 times.

### **PED 145SA PHYSICAL FITNESS CONDITIONING FOR OLDER ADULTS**

*Lecture 0, Lab 1, Units .25*

In this course, the older adult student will develop and practice a comprehensive physical conditioning program in consultation with the instructor. This activity regimen will include exercises designed to promote strength, endurance, flexibility, and ease of daily function.

*Transfers to CSU, UC (unit limit)*

**PREREQUISITE:** Medical Release.

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** PED 145A, 145B, 145C, 145D, 145E, 145SA, 145SB, 145SC may be taken for a combined total of 6 times.

### **PED 145SB PHYSICAL FITNESS CONDITIONING FOR OLDER ADULTS**

*Lecture 0, Lab 1.5, Units .5*

In this course, the older adult student will develop and practice a comprehensive physical conditioning program in consultation with the instructor. This activity regimen will include exercises designed to promote strength, endurance, flexibility, and ease of daily function.

*Transfers to CSU, UC (unit limit)*

**PREREQUISITE:** Medical Release.

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** PED 145A, 145B, 145C, 145D, 145E, 145SA, 145SB, 145SC may be taken for a combined total of 6 times.

### **PED 145SC PHYSICAL FITNESS CONDITIONING FOR OLDER ADULTS**

*Lecture 0, Lab 2.5, Units .75*

In this course, the older adult student will develop and practice a comprehensive physical conditioning program in consultation with the instructor. This activity regimen will include exercises designed to promote strength, endurance, flexibility, and ease of daily function.

*Transfers to CSU, UC (unit limit)*

**PREREQUISITE:** Medical Release.

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** PED 145A, 145B, 145C, 145D, 145E, 145SA, 145SB, 145SC may be taken for a combined total of 6 times.

### **PED 146A PHYSICAL FITNESS CONDITIONING**

*Lecture 0, Lab 2, Units .75*

In consultation with an instructor, students will develop and practice a comprehensive fitness program. Strength, cardiovascular endurance, and flexibility exercise will be tailored to students' goals.

*Transfers to CSU, UC (unit limit)*

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** PED 146A, 146B, 146C, 146D, 146E, 146SA, 146SB, 146SC may be taken for a combined total of 6 times.

### **PED 146B PHYSICAL FITNESS CONDITIONING**

*Lecture 0, Lab 3, Units 1*

In consultation with an instructor, students will develop and practice a comprehensive fitness program. Strength, cardiovascular endurance, and flexibility exercise will be tailored to students' goals.

*Transfers to CSU, UC (unit limit)*

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** PED 146A, 146B, 146C, 146D, 146E, 146SA, 146SB, 146SC may be taken for a combined total of 6 times.

**PED 146C PHYSICAL FITNESS CONDITIONING**

Lecture 0, Lab 4, Units 1.25

In consultation with an instructor, students will develop and practice a comprehensive fitness program. Strength, cardiovascular endurance, and flexibility exercise will be tailored to students' goals.

*Transfers to CSU, UC (unit limit)*

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** PED 146A, 146B, 146C, 146D, 146E, 146SA, 146SB, 146SC may be taken for a combined total of 6 times.

**PED 146D PHYSICAL FITNESS CONDITIONING**

Lecture 0, Lab 5, Units 1.75

In consultation with an instructor, students will develop and practice a comprehensive fitness program. Strength, cardiovascular endurance, and flexibility exercise will be tailored to students' goals.

*Transfers to CSU, UC (unit limit)*

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** PED 146A, 146B, 146C, 146D, 146E, 146SA, 146SB, 146SC may be taken for a combined total of 6 times.

**PED 146E PHYSICAL FITNESS CONDITIONING**

Lecture 0, Lab 6, Units 2

In consultation with an instructor, students will develop and practice a comprehensive fitness program. Strength, cardiovascular endurance, and flexibility exercise will be tailored to students' goals.

*Transfers to CSU, UC (unit limit)*

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** PED 146A, 146B, 146C, 146D, 146E, 146SA, 146SB, 146SC may be taken for a combined total of 6 times.

**PED 146SA PHYSICAL FITNESS CONDITIONING**

Lecture 0, Lab 1, Units .25

In this course, students will develop and practice a comprehensive fitness program in consultation with an instructor. Strength, cardiovascular endurance, and flexibility exercise will be tailored to students' goals.

*Transfers to CSU, UC (unit limit)*

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** PED 146A, 146B, 146C, 146D, 146E, 146SA, 146SB, 146SC may be taken for a combined total of 6 times.

**PED 146SB PHYSICAL FITNESS CONDITIONING**

Lecture 0, Lab 1.5, Units .5

In this course, students will develop and practice a comprehensive fitness program in consultation with an instructor. Strength, cardiovascular endurance, and flexibility exercise will be tailored to students' goals.

*Transfers to CSU, UC (unit limit)*

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** PED 146A, 146B, 146C, 146D, 146E, 146SA, 146SB, 146SC may be taken for a combined total of 6 times.

**PED 146SC PHYSICAL FITNESS CONDITIONING**

Lecture 0, Lab 2.5, Units .75

In this course, students will develop and practice a comprehensive fitness program in consultation with an instructor. Strength, cardiovascular endurance, and flexibility exercise will be tailored to students' goals.

*Transfers to CSU, UC (unit limit)*

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** PED 146A, 146B, 146C, 146D, 146E, 146SA, 146SB, 146SC may be taken for a combined total of 6 times.

**PED 191 SPECIAL TOPICS**

Units 1-4

This course is designed to meet the needs of students for studies in occupational, technical or college preparatory areas of special interest. Topics and credits will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

**PED 231 SPECIAL PROJECTS**

Units 1-4

This course is designed for students wishing to pursue a specific topic of study. Emphasis is on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

*Transfers to CSU*

**PED 291 SPECIAL PROJECTS**

Units 1-4

This course is designed for students wishing to pursue a specific topic of study in occupational, technical or college preparatory areas. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

## PHYSICAL EDUCATION FITNESS

**PEF 100A INTRODUCTION TO PRECISION CYCLING**

Lecture 1, Lab 1, Units 1.25

This course is designed to improve fitness and endurance through participation in a regular indoor cycling/spinning activity. Students will utilize the latest in indoor cycling equipment and be precision fit to their bike for comfort and injury prevention. This program will closely follow the patterns of outdoor cycling including hill climbing, interval training, and speed work. Participants will improve their muscle endurance, strength, and cardiovascular fitness.

*Transfers to CSU, UC (unit limit)*

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** PEF 100A, 100D, 100F may be taken for a combined total of 6 times.

**PEF 100B WEIGHT TRAINING AND CARDIOVASCULAR ENDURANCE**

Lecture .5, Lab 1.5, Units 1

This course is designed to improve students' strength, endurance, and flexibility as well as cardiovascular fitness. Students will use various resistance equipment to improve their physical strength and learn how muscle strength and endurance relate to cycling. Students will determine their own range of motion based upon anatomical, biomechanical, physiological, and neurological limitations. Students will learn correct form and techniques while resistance training for optimal results. Hypertrophic factors from resistance training as they relate to cycling will be discussed. The student can expect overall muscle and aerobic conditioning.

*Transfers to CSU, UC (unit limit)*

**REPEATABILITY:** May be repeated 5 times.

## PEF 100C CORE TRAINING AND CARDIOVASCULAR FITNESS

Lecture 1, Lab 2, Units 1.75

This course is designed to improve students' cardiorespiratory fitness as well as improve core stabilization. Students will discover how ball training provides an effective means for challenging and maximizing their athletic potential. Students will develop the stabilizing muscles that are critical in posture and performance as they relate to daily function and cycling. Students will learn safe and effective exercises to challenge postural stabilization and core strength while training the upper and lower body. Balance awareness and proprioception training will be introduced. Half of the class time will be devoted to cardiorespiratory training, learning to use the core musculature in cycling. Core stabilization, postural and kinesthetic awareness, and proprioception awareness will be introduced while cycling on the bike.

*Transfers to CSU, UC (unit limit)*

**REPEATABILITY:** May be repeated 5 times.

## PEF 100D INDOOR CYCLING

Lecture .5, Lab .5, Units .75

This course is designed to improve students' fitness and endurance by participating in a regular indoor cycling/spinning activity. Students will utilize the latest in indoor cycling equipment and be precision fit to their bike for comfort and injury prevention. This program will closely follow the patterns of outdoor cycling including hill climbing, interval training, and speed work. Participants will improve their muscle endurance, strength, and cardiovascular fitness.

*Transfers to CSU, UC (unit limit)*

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** PEF 100A, 100D, 100F may be taken for a combined total of 6 times.

## PEF 100E PRECISION HEART-RATE TRAINING

Lecture .5, Lab 1.5, Units 1

This course will teach students how to incorporate aerobic training, threshold training, and anaerobic interval training safely during a cycling workout. Students will use a heart-rate monitor to safely monitor their own heart-rate and improve their cardiovascular performance. Students will learn the five heart-rate zones and apply different heart-rate formulas to calculate their ideal cycling workouts. Students are required to have a heart-rate monitor.

*Transfers to CSU, UC (unit limit)*

**REPEATABILITY:** May be repeated 5 times.

## PEF 100F THE RIDE

Lecture 1, Lab 2, Units 1.75

This course simulates an outdoor cycling experience and will focus on endurance and strength. Certain classes will be set aside for cross training. This course will help students train for century or outdoor fun rides. Heart rate monitors during class are strongly recommended.

*Transfers to CSU, UC (unit limit)*

**ADVISORY:** PEF 100A or equivalent.

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** PEF 100A, 100D, 100F may be taken for a combined total of 6 times.

## PEF 100G CARDIOFITNESS, FLEXIBILITY, AND STRESS REDUCTION TECHNIQUES

Lecture 1, Lab 2, Units 1.75

This course is for students who want an intense cardiofitness workout, utilizing indoor bicycles in combination with flexibility training and visualization techniques. Students will balance their heart-healthy workout with injury-preventing stretching, breathing, and visualization techniques.

*Transfers to CSU, UC (unit limit)*

**REPEATABILITY:** May be repeated 5 times.

## PEF 101A BODY BLAST

Lecture .5, Lab 1.5, Units 1

This course is designed for all fitness levels and focuses on toning and strengthening the muscles while improving endurance and cardiovascular fitness. Students use light weights, bands and steps to boost metabolism and improve fat-burning ability.

*Transfers to CSU, UC (unit limit)*

**REPEATABILITY:** May be repeated 5 times.

## PEF 101B CARDIOVASCULAR BODY SCULPTING

Lecture 1, Lab 2, Units 1.75

This course is designed for students of all fitness levels who desire an aggressive workout combining aerobic conditioning and specific weight resistance training. The course will target the development and toning of the major muscle groups, while building cardiovascular endurance. Students will improve their cardiovascular fitness, flexibility, coordination, and muscle strength as well as shape their bodies through the use of weights and participation in aerobic activity. Included in the course will be nutritional and other health related concepts.

*Transfers to CSU, UC (unit limit)*

**REPEATABILITY:** May be repeated 5 times.

## PEF 101C WOMEN ON WEIGHTS (WOW)

Lecture .5, Lab 1.5, Units 1

This course is a group personal training approach to working out with a variety of resistance equipment. Students will learn to complement their aerobic workouts by applying resistance, nutritional practices, flexibility, and postural training while boosting their metabolism.

*Transfers to CSU, UC (unit limit)*

**REPEATABILITY:** May be repeated 5 times.

## PEF 101D UPPER BODY AND CARDIOVASCULAR TONING

Lecture 1, Lab 1, Units 1.25

This course is designed for individuals of any fitness level who want to strengthen and condition the targeted area of the upper body. In addition to conditioning the cardiovascular system and burning systemic fat, overall flexibility will be improved. The exercises utilized will include aerobic, weights, resistance training as well as stretches, Pilates, and yoga. Proper stretches and practices will be assessed.

*Transfers to CSU, UC (unit limit)*

**REPEATABILITY:** May be repeated 5 times.

## PEF 101E LOWER BODY TONING AND STRENGTHENING

Lecture .5, Lab 1.5, Units 1

This course is designed for the individual at any fitness level who desires to tone/strengthen/stretch the lower body (especially abdominals and gluteals). The successful student will see marked improvement in muscle strength and tone of target areas, as well as increased range of motion and flexibility.

*Transfers to CSU, UC (unit limit)*

**REPEATABILITY:** May be repeated 5 times.

## PEF 101F INTERVAL TRAINING

Lecture 1, Lab 2, Units 1.75

This course provides an intensive cardiovascular workout, combined with strength training and stretching. It utilizes the principles of interval training and emphasizes improving fitness through precision of training and participation in a regular interval program.

*Transfers to CSU, UC (unit limit)*

**REPEATABILITY:** May be repeated 5 times.

### PEF 101G STRENGTH TRAINING WITH THERABALLS AND EXERTUBES

Lecture .5, Lab 1.5, Units 1

This course is designed to increase strength, flexibility, and coordination utilizing theraballs, exertubes, and other resistance equipment. Emphasis will be on core abdominal strength.

*Transfers to CSU, UC (unit limit)*

**REPEATABILITY:** May be repeated 5 times.

### PEF 101H BALANCE AND STABILITY EXERCISE (B.A.S.E.)

Lecture 1, Lab 2, Units 1.75

This course is designed to increase students' balance, core strength, flexibility, and coordination utilizing theraballs, exertubes, and other resistance equipment. Students will focus on the three postural sensory systems: visual, somatosensory, and vestibular. Students will strengthen the musculature important in maintaining balance as well as develop a strong core.

*Transfers to CSU, UC (unit limit)*

**REPEATABILITY:** May be repeated 5 times.

### PEF 101J POWER, SPEED, AND AGILITY TRAINING

Lecture 1, Lab 2, Units 1.75

In this activity course, students will perform a variety of progressively challenging power, speed, agility, and jumping exercises. Core strength and balance exercises will also be performed to promote athletic performance. Those preparing for competition in sports such as basketball, football, soccer, skiing, snowboarding, volleyball, baseball, hockey, and others are welcome as is anyone interested in improving speed, agility, power, and jumping ability.

*Transfers to CSU, UC (unit limit)*

**ADVISORY:** Students should be able to sprint and jump. They should also be able to jog 1/2 mile in under 6 minutes.

**REPEATABILITY:** May be repeated 5 times.

### PEF 102A AEROBIC DANCE: LOW-IMPACT

Lecture 1, Lab 3, Units 2

This course is designed for students who desire to improve their cardiovascular fitness, flexibility, coordination, and muscular strength through participation in low-impact aerobic activity. The course is appropriate for persons who have injuries or conditions which limit or prevent high-impact activity.

*Transfers to CSU, UC (unit limit)*

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** PEF 102A and 102B may be taken for a combined total of 6 times.

### PEF 102B AEROBIC DANCE: HIGH-IMPACT

Lecture 1, Lab 3, Units 2

This course is a regular group exercise program that promotes cardiovascular fitness, muscle tone, and flexibility. Topics will include the roles of nutrition, stretching, posture, stress management, and physical changes during exercise in maintaining general fitness.

*Transfers to CSU, UC (unit limit)*

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** PEF 102A and 102B may be taken for a combined total of 6 times.

### PEF 102C STEP AEROBICS

Lecture 1, Lab 3, Units 2

This course is a regular exercise program to promote cardiovascular fitness, muscle tone, and flexibility through the use of step aerobics. Special elevated platforms are utilized to maximize cardiovascular function with greatly reduced injury potential. Students will understand the roles of nutrition, stretching, posture, stress management, and physical changes during exercise in maintaining fitness.

*Transfers to CSU, UC (unit limit)*

**REPEATABILITY:** May be repeated 5 times.

### PEF 102D WORLD RHYTHMS

Lecture 1, Lab 2, Units 1.75

This course is designed for students seeking a cardiovascular workout to increase endurance while studying the cultural diversity of world rhythms. Students will learn rhythm steps and techniques derived from traditional world beat movements found in cultural and ethnic music and dance.

*Transfers to CSU, UC (unit limit)*

**REPEATABILITY:** May be repeated 5 times.

### PEF 102E HEART RHYTHMS

Lecture 1, Lab 3, Units 2

Heart Rhythms is an alternative fitness course which combines the movement, balance and energy of a dance class with the strength, stamina, flexibility and heart rate appropriate level workout of an exercise class. Movements will focus on developing core strength and stamina while monitoring heart rates to determine ideal work levels. The student will experience dance and movement as a path to strength, stamina, health, flexibility, and a mind/body connection to enhance fitness levels. Special focus will be on steps, alignment, balance, and heart rate, set to world, alternative and rock music.

*Transfers to CSU, UC (unit limit)*

**REPEATABILITY:** May be repeated 5 times.

### PEF 103A BOOT CAMP (A)

Lecture .5, Lab 1, Units .75

This course is an intensive, results-oriented conditioning program that combines high-powered cardiovascular moves, interval training, weight training and weight work with sports and military drills. Each session trains the entire body, head to toe, and helps the student develop functional conditioning in an outdoor environment.

*Transfers to CSU, UC (unit limit)*

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** PEF 103A and 103B may be repeated for a combined total of 6 times.

### PEF 103B BOOT CAMP (B)

Lecture .5, Lab 1.5, Units 1

This course is an intensive, results-oriented conditioning program that combines high-powered cardiovascular moves, interval training, weight training and weight work with sports and military drills. Each session trains the entire body, head to toe, and helps the student develop functional conditioning in an outdoor environment.

*Transfers to CSU, UC (unit limit)*

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** PEF 103A and 103B may be repeated for a combined total of 6 times.

### PEF 104A BOX AEROBICS

Lecture 1, Lab 2, Units 1.75

This course provides an intensive cardiovascular workout combined with strength training and stretching. It utilizes the principles and moves that boxers train within a less combative format. The course will also emphasize the fitness progressions and precision training traditionally utilized by boxers.

*Transfers to CSU, UC (unit limit)*

**REPEATABILITY:** May be repeated 5 times.

**PEF 104B ULTRA KICKBOXING**

Lecture 1, Lab 2, Units 1.75

This course combines the punches of boxing and the kicks of martial arts into a non-contact aerobic workout. The first half of the class is aerobic with various combinations. The second half of class uses heavy bags to strengthen muscles. Students will learn proper execution of many techniques while toning muscles.

*Transfers to CSU, UC (unit limit)*

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** PEF 104B, 104C, 104D, 104E may be taken for a combined total of 6 times.

**PEF 104C POWERKICKBOX**

Lecture .5, Lab 1.5, Units 1

This course combines the punches of boxing and the kicks of martial arts with the use of heavy bags to tone and strengthen muscles. Students learn various combinations used by kickboxers. Emphasis is on correct technique and physical fitness. Gloves and handwraps are required.

*Transfers to CSU, UC (unit limit)*

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** PEF 104B, 104C, 104D, 104E may be taken for a combined total of 6 times.

**PEF 104D HARD "CORE" KICKBOXING**

Lecture 1, Lab 2, Units 1.75

This course is designed to improve students' cardiovascular fitness as well as focus on improving core muscle strength. The first part of the course will consist of a fast paced cardio kickboxing workout using heavy bags. The second part of the course will focus on strengthening the torso, abs, gluteus, and quadriceps for overall core stability and strength.

*Transfers to CSU, UC (unit limit)*

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** PEF 104B, 104C, 104D, 104E may be taken for a combined total of 6 times.

**PEF 104E POWERSTRIKE CIRCUIT**

Lecture .5, Lab 1.5, Units 1

This fast-paced course combines the punches of boxing and the kicks of martial arts into a non-contact aerobic workout using heavy bags. Students will move around the classroom from one station to the next individually or with one partner and perform a different kickboxing combination at each station. This course is designed for the student who is able to work individually, focusing on his or her own technique and intensity.

*Transfers to CSU, UC (unit limit)*

**ADVISORY:** PEF 104B, 104C, or 104D or equivalent

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** PEF 104B, 104C, 104D, 104E may be taken for a combined total of 6 times.

**PEF 104F CIRCUIT TRAINING**

Lecture .5, Lab 1.5, Units 1

This course provides an instructor led, structured physical conditioning program specifically designed for cardiovascular and strength training.

*Transfers to CSU, UC (unit limit)*

**REPEATABILITY:** May be repeated 5 times.

**PEF 110A ALPINE SKIING: BEGINNING**

Lecture .25, Lab 1.75, Units .75

This course is designed for first time skiers as well as individuals who have just started to ski. Students will learn fundamental techniques such as turning, stopping, and speed control through systematic, step-by-step instruction and critique.

*Transfers to CSU, UC (unit limit)*

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** PEF 110A, 110B, 110C, and 110D may be taken for a combined total of 6 times.

**PEF 110B ALPINE SKIING: INTERMEDIATE**

Lecture .25, Lab 1.75, Units .75

This course is designed for the intermediate skier who possesses the ability to turn and brake effectively on green and blue terrain. Basic skills and techniques are reviewed and more advanced techniques will be introduced such as turn carving and body angulation. Skiing various terrain and conditions will also be introduced.

*Transfers to CSU, UC (unit limit)*

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** PEF 110A, 110B, 110C, and 110D may be taken for a combined total of 6 times.

**PEF 110C ALPINE SKIING: ADVANCED**

Lecture .25, Lab 1.75, Units .75

This course is specifically designed for the experienced/advanced skier who possesses the ability to ski steeper black diamond terrain, link shorter turns, and ski bumps and powder. Students will begin to perfect skills in steeps, bumps, and powder conditions.

*Transfers to CSU, UC (unit limit)*

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** PEF 110A, 110B, 110C, and 110D may be taken for a combined total of 6 times.

**PEF 110D ALPINE SKIING: MOGUL**

Lecture .25, Lab 1.75, Units .75

This course is for advanced skiers to specifically focus on their techniques and skills as it relates to skiing in the bumps.

*Transfers to CSU, UC (unit limit)*

**ADVISORY:** PEF 110B, 110C, or equivalent.

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** PEF 110A, 110B, 110C, and 110D may be taken for a combined total of 6 times.

**PEF 110E SNOWBOARDING: BEGINNING**

Lecture .25, Lab 1.75, Units .75

This course is designed for the beginning snowboarder. Students will learn fundamental techniques such as ski lift loading and unloading, turning, balancing, stopping, and speed control through systematic, step-by-step instruction and critique.

*Transfers to CSU, UC (unit limit)*

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** PEF 110E and 110F may be taken for a combined total of 6 times.

**PEF 110F SNOWBOARDING: INTERMEDIATE**

Lecture .25, Lab 1.75, Units .75

This course is designed to provide the experienced snowboarder with intermediate and advanced techniques of snowboarding. Topics to be covered include turns, balance skills, mogul negotiating, steep terrain and powder boarding.

*Transfers to CSU, UC (unit limit)*

**ADVISORY:** PEF 110E or equivalent.

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** PEF 110E and 110F may be taken for a combined total of 6 times.



**PEF 111A WALKING FOR FITNESS**

Lecture .25, Lab 1.25, Units .75

This course will enable students at all fitness levels to improve their energy levels, health, and well-being through participation in a consistent gradually progressive walking program.

*Transfers to CSU, UC (unit limit)*

**REPEATABILITY:** May be repeated 5 times.

**PEF 111B JOGGING: BEGINNING**

Lecture .5, Lab 1, Units .75

This course is designed to help students understand and improve cardiovascular endurance for health and fitness. Topics include training techniques, physiological principles, equipment selection, running form, goal setting, injury prevention and nutrition.

*Transfers to CSU, UC (unit limit)*

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** PEF 111B and 111C may be taken for a combined total of 6 times.

**PEF 111C JOGGING: INTERMEDIATE**

Lecture .5, Lab 1, Units .75

This course is designed to improve the cardiovascular fitness, motivation, and running skills of the experienced jogger. Topics include physiological principles, training techniques, goal setting, injury prevention, nutrition, and psychological skills training. Fitness testing will also be introduced.

*Transfers to CSU, UC (unit limit)*

**ADVISORY:** PEF 111B or equivalent.

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** PEF 111B and 111C may be taken for a combined total of 6 times.

**PEF 112A BEGINNING BOWLING**

Lecture .5, Lab 1.5, Units 1

This course is designed to teach the fundamentals of bowling technique: timing, arm swing, follow-through, and release. Instruction will also include rules and terminology, scoring, and equipment needs.

*Transfers to CSU, UC (unit limit)*

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** PEF 112A and 112B may be taken for a combined total of 6 times.

**PEF 112B INTERMEDIATE BOWLING**

Lecture .5, Lab 1.5, Units 1

This course provides students with a review of the fundamentals of bowling technique and introduces more advanced technical skills, strike and spare systems, and lane and line strategy.

*Transfers to CSU, UC (unit limit)*

**ADVISORY:** PEF 112A or equivalent.

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** PEF 112A and 112B may be taken for a combined total of 6 times.

**PEF 113A MULTILEVEL SWIMMING FOR FITNESS**

Lecture 1, Lab 3, Units 2

This course is designed for swimmers of all levels who want to gain or improve their skills through participation in a regular aquatic program.

*Transfers to CSU, UC (unit limit)*

**REPEATABILITY:** May be repeated up to 5 times.

**NOTE:** PEF 113A, 113B, 113C, 113D, and 113F may be taken for a combined total of 6 times.

**PEF 113B MASTERS SWIMMING**

Lecture 1, Lab 2, Units 1.75

This course is for experienced swimmers who want to improve their technique, strength, and endurance. Students should be able to perform the breaststroke, back crawl, butterfly, and front crawl. Class sessions will typically consist of instructor-directed swimming workouts that include all four strokes. An assessment of swimming ability to ensure minimum skills for participation will be conducted at the first pool session.

*Transfers to CSU, UC (unit limit)*

**ADVISORY:** PEF 113A or equivalent.

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** PEF 113A, 113B, 113C, 113D, and 113F may be taken for a combined total of 6 times.

**PEF 113C MASTERS SWIM**

Lecture .5, Lab 1.5, Units 1

This course is designed for experienced swimmers desiring to improve their technique, strength, and endurance. Course content will include an introduction to competitive swimming conditioning for both open-water and pool. Class sessions will typically consist of instructor-directed swimming workouts that include all four strokes.

*Transfers to CSU, UC (unit limit)*

**ADVISORY:** PEF 113A or equivalent.

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** PEF 113A, 113B, 113C, 113D, and 113F may be taken for a combined total of 6 times.

**PEF 113D ADVANCED SWIMMING**

Lecture 1.5, Lab 3, Units 2.5

This course is for experienced swimmers who want to improve their technique, strength, and endurance. Students should be able to perform the breaststroke, back crawl, butterfly, and front crawl. Class sessions will typically consist of instructor-directed swimming workouts that include all four strokes. An assessment of swimming ability to ensure minimum skills for participation will be conducted at the first pool session.

*Transfers to CSU, UC (unit limit)*

**ADVISORY:** PEF 113A, 113B, 113C, or equivalent.

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** PEF 113A, 113B, 113C, 113D, and 113F may be taken for a combined total of 6 times.

**PEF 113F DISTANCE SWIMMING FOR OPEN WATER AND THE TRIATHLETE**

Lecture .75, Lab 1.5, Units 1.25

This course is for experienced swimmers who want to improve their technique, strength, and endurance. Class sessions will typically consist of instructor-directed swimming workouts that include distance swimming. Emphasis will be on freestyle and open water swimming.

*Transfers to CSU, UC (unit limit)*

**ADVISORY:** PEF 113A or equivalent.

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** PEF 113A, 113B, 113C, 113D, and 113F may be taken for a combined total of 6 times.

**PEF 113G AQUAROBICS**

Lecture .5, Lab 1.5, Units 1

This course is designed to enable the student to receive an effective cardiovascular, strength, and flexibility workout with minimal stress to the joints. All exercise is done in the pool without putting the head under water. No swimming experience is necessary.

*Transfers to CSU, UC (unit limit)*

**REPEATABILITY:** May be repeated 5 times.

**PEF 115A GOLF: BEGINNING**

Lecture .5, Lab 1.5, Units 1

This course addresses the basic fundamental techniques needed to play golf. These techniques include putting, chipping, pitching, and full swing. Additional topics include rules of the game and playing etiquette.

*Transfers to CSU, UC (unit limit)*

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** PEF 115A, 115B and 115D may be taken for a combined total of 6 times.

**PEF 115B GOLF: INTERMEDIATE**

Lecture .5 Lab 1.5, Units 1

This course reviews and builds upon the basic fundamentals skills (putting, chipping, pitching, full swing) of golf with an emphasis on consistency and repeatability. Additional emphasis will be placed on the utilization of different clubs, club selection, course management, and video analysis.

*Transfers to CSU, UC (unit limit)*

**ADVISORY:** PEF 115A or equivalent.

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** PEF 115A, 115B and 115D may be taken for a combined total of 6 times.

**PEF 115D INDOOR GOLF**

Lecture 1, Lab 2, Units 1.75

This course addresses the fundamental techniques necessary to participate in the activity of golf. Topics include putting, chipping, pitching, full swing, rules, etiquette, course management, and video analysis.

*Transfers to CSU, UC (unit limit)*

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** PEF 115A, 115B and 115D may be taken for a combined total of 6 times.

**PEF 115G DISC GOLF**

Lecture .25, Lab .75, Units .5

This course provides students with the fundamental knowledge and skills to play a golf-like game with a disc. Emphasis will be placed on disc selection, grips, throws, and course management.

*Transfers to CSU, UC (unit limit)*

**REPEATABILITY:** May be repeated 5 times.

**PEF 116A TENNIS: BEGINNING**

Lecture .5, Lab 1.5, Units 1

This course is designed to teach the fundamentals of tennis: serving, ground strokes, volley, and smash. Instruction on rules, equipment, grip, positioning, and shotmaking will also be introduced.

*Transfers to CSU, UC (unit limit)*

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** PEF 116A, 116B, 116C may be taken for a combined total of 6 times.

**PEF 116B TENNIS: INTERMEDIATE**

Lecture .5, Lab 1.5, Units 1

This course addresses the fundamentals of tennis and adds additional skill sets for volleys, net play, and lobs. Further attention is given to the finer points of ground strokes and strategy as it relates to competitive play, both in singles and doubles.

*Transfers to CSU, UC (unit limit)*

**ADVISORY:** PEF 116A or equivalent.

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** PEF 116A, 116B, 116C may be taken for a combined total of 6 times.

**PEF 116C TENNIS: ADVANCED**

Lecture .5, Lab 1.5, Units 1

This course provides the experienced player with advanced techniques in the mastery of the fundamental skills using a more competitive setting. A greater emphasis in tactics and strategy will be addressed for both the singles and doubles game.

*Transfers to CSU, UC (unit limit)*

**ADVISORY:** PEF 116B or equivalent.

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** PEF 116A, 116B, 116C may be taken for a combined total of 6 times.

**PEF 117A MOUNTAIN BIKING: BEGINNING**

Lecture .75, Lab 1.25, Units 1.25

This course focuses on the fundamentals of mountain bike riding and handling techniques and skills. Basic bike maintenance, on-the-road repairs, and travel safety will also be covered.

*Transfers to CSU, UC (unit limit)*

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** PEF 117A and 117B may be taken for a combined total of 6 times.

**PEF 117B MOUNTAIN BIKING: INTERMEDIATE**

Lecture .75, Lab 1.25, Units 1.25

This course focuses on the more challenging aspects of off-road riding, including riding styles, techniques, and skills needed for difficult terrain. Basic bike maintenance, on-the-road repairs, and travel safety will also be covered.

*Transfers to CSU, UC (unit limit)*

**ADVISORY:** PEF 117A or equivalent.

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** PEF 117A and 117B may be taken for a combined total of 6 times.

**PEF 117C ROAD CYCLING**

Lecture .5, Lab 1.5, Units 1

This course is designed for the intermediate road cyclist who desires a challenging ride. The course requires the student to have cycling skills as well as the physical fitness to climb steep mountain passes. Emphasis will be placed on proper cycling etiquette with motorists and cyclists. Students will learn cycling laws, pace-lining, hand signals, pacing, cornering, hill climbing/descending techniques, and sports nutrition/hydration while cycling. A brief flat-tire repair clinic will be included. Students must have a road bike and helmet to participate.

*Transfers to CSU, UC (unit limit)*

**ADVISORY:** Must be able to ride 20 miles comfortably on a road bike.

**REPEATABILITY:** May be repeated 5 times.

**PEF 118A BADMINTON: BEGINNING**

Lecture 1, Lab 2, Units 1.75

This course covers the basic skills of badminton. Instruction on rules, equipment, grip, positioning, and shotmaking will be included. Serves, clears, drives, smashes, and drop shots will be introduced and practiced.

*Transfers to CSU, UC (unit limit)*

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** PEF 118A and 118B may be taken for a combined total of 6 times.

**PEF 118B BADMINTON: INTERMEDIATE**

Lecture 1, Lab 2, Units 1.75

This course reviews the basic skills of badminton before proceeding to more advanced play, drills, and tactics. In addition to singles and doubles play, drills to enhance a variety of shotmaking skills will be included. Advanced game strategy and techniques will be introduced.

*Transfers to CSU, UC (unit limit)*

**ADVISORY:** PEF 118A or equivalent.

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** PEF 118A and 118B may be taken for a combined total of 6 times.

**PEF 119A TABLE TENNIS: BEGINNING**

Lecture 1, Lab 2, Units 1.75

This course covers the basic skills of table tennis. Instruction on rules, equipment, grip, positioning, and shot making will be included.

*Transfers to CSU, UC (unit limit)*

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** PEF 119A, 119B, 119C may be taken for a combined total of 6 times.

**PEF 119B TABLE TENNIS: INTERMEDIATE**

Lecture 1, Lab 2, Units 1.75

This course reviews the basic skills of table tennis for singles and doubles play. Intermediate game strategy, tactics, and techniques will be covered.

*Transfers to CSU, UC (unit limit)*

**ADVISORY:** PEF 119A or equivalent.

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** PEF 119A, 119B, 119C may be taken for a combined total of 6 times.

**PEF 119C TABLE TENNIS: COMPETITIVE**

Lecture .5, Lab 1.5, Units 1

This course is designed for table tennis players to enhance their skills. Analysis and application of serves, returns, spins, and other advanced offensive and defensive tactics will be covered.

*Transfers to CSU, UC (unit limit)*

**ADVISORY:** PEF 119B or equivalent.

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** PEF 119A, 119B, 119C may be taken for a combined total of 6 times.

**PEF 130A BASKETBALL: BEGINNING**

Lecture 1, Lab 2, Units 1.75

This course covers the fundamental techniques of basketball including beginning level shooting, passing, dribbling, defense, and rebounding. Basic rules and strategies are also introduced.

*Transfers to CSU, UC (unit limit)*

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** PEF 130A, 130B, 130C may be taken for a combined total of 6 times.

**PEF 130B BASKETBALL: INTERMEDIATE**

Lecture 1, Lab 2, Units 1.75

This course covers techniques of basketball including intermediate level shooting, passing, dribbling, defense, and rebounding.

*Transfers to CSU, UC (unit limit)*

**ADVISORY:** PEF 130A or equivalent.

**REPEATABILITY:** May be repeated up to 5 times.

**NOTE:** PEF 130A, 130B, 130C may be taken for a combined total of 6 times.

**PEF 130C BASKETBALL: COMPETITIVE**

Lecture .5, Lab 1.5, Units 1

This course is designed for experienced basketball players to enhance their skills primarily through game play. Advanced instructional drills and strategies are also included.

*Transfers to CSU, UC (unit limit)*

**ADVISORY:** Completion of PEF 130B or equivalent.

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** PEF 130A, 130B, 130C may be taken for a combined total of 6 times.

**PEF 131 SPECIAL TOPICS**

Units 1-4

This course is designed to meet the needs of students for studies in areas of special interest. Topics and credit will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

*Transfers to CSU*

**PEF 135A INDOOR SOCCER (135A)**

Lecture 1, Lab 2, Units 1.75

This course is designed to acquaint students with the basic skills, rules, and techniques required of indoor soccer. Instruction covering fundamental ball skills and techniques, ball movement, and defensive and offensive principles will be included. All levels of ability are welcome.

*Transfers to CSU, UC (unit limit)*

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** PEF 135A, 135B, 135E may be taken for a combined total of 6 times.

**PEF 135B INDOOR SOCCER (135B)**

Lecture .25, Lab .75, Units .5

This course is designed to acquaint students with the basic skills, rules, and techniques required of indoor soccer. Instruction covering fundamental ball skills and techniques, ball movement, and defensive and offensive principles will be included. All levels of ability are welcome.

*Transfers to CSU, UC (unit limit)*

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** PEF 135A, 135B, 135E may be taken for a combined total of 6 times.

**PEF 135C OUTDOOR SOCCER (135C)**

Lecture .5, Lab 1.5, Units 1

This course reviews the skills, rules, techniques, and strategies associated with outdoor soccer. Instruction will cover field skills, goalkeeper skills, field dimensions, penalty situations, player positioning, tactics, and strategy specific to the outdoor game. All levels of ability are welcome.

*Transfers to CSU, UC (unit limit)*

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** PEF 135C, 135D may be taken for a combined total of 6 times.

**PEF 135D OUTDOOR SOCCER (135D)**

Lecture .25, Lab .75, Units .5

This course reviews the skills, rules, techniques, and strategies associated with outdoor soccer. Instruction will cover field skills, goalkeeper skills, field dimensions, penalty situations, player positioning, tactics, and strategy specific to the outdoor game. All levels of ability are welcome.

*Transfers to CSU, UC (unit limit)*

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** PEF 135C, 135D may be taken for a combined total of 6 times.

**PEF 135E INDOOR SOCCER: COMPETITIVE**

Lecture .5, Lab 1.5, Units 1

This course is designed for experienced soccer players to enhance their skills and abilities in advanced soccer techniques and indoor game strategies. Analysis and application of triangulation, player supporting runs, individual and team defensive strategies, and offensive movement will be covered.

*Transfers to CSU, UC (unit limit)*

**ADVISORY:** Completion of one soccer course or equivalent.

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** PEF 135A, 135B, 135E may be taken for a combined total of 6 times.

**PEF 136A VOLLEYBALL: BEGINNING**

Lecture .5, Lab 1.5, Units 1

This course covers the basic skills of volleyball. Instruction will include passing, setting, hitting, serving, and positioning.

*Transfers to CSU, UC (unit limit)*

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** PEF 136A, 136B, 136C, 136D, 136E and 136F may be taken for a combined total of 6 times.

**PEF 136B VOLLEYBALL: INTERMEDIATE**

Lecture 1, Lab 2, Units 1.75

This course is designed to instruct students in more advanced technical skills of hitting, serving, passing, and setting. There will be additional emphasis on defensive and offensive tactics and strategy as it applies to positioning and plays.

*Transfers to CSU, UC (unit limit)*

**ADVISORY:** PEF 136A or equivalent.

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** PEF 136A, 136B, 136C, 136D, 136E and 136F may be taken for a combined total of 6 times.

**PEF 136C VOLLEYBALL: COMPETITIVE**

Lecture .5, Lab 1.5, Units 1

This course is designed for experienced volleyball players to enhance their skills and abilities in advanced volleyball techniques and game strategies. Analysis and application of offensive and defensive team positioning, passing, and setting will be covered.

*Transfers to CSU, UC (unit limit)*

**ADVISORY:** Completion of one volleyball course or equivalent.

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** PEF 136A, 136B, 136C, 136D, 136E and 136F may be taken for a combined total of 6 times.

**PEF 136D TEAM SPORTS VOLLEYBALL**

Lecture 0, Lab 3, Units 1

This course provides students with the opportunity to participate in volleyball league competition on either 6-person or 4-person co-ed teams.

*Transfers to CSU, UC (unit limit)*

**ADVISORY:** PEF 136A or equivalent.

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** PEF 136A, 136B, 136C, 136D, 136E and 136F may be taken for a combined total of 6 times.

**PEF 136E SAND VOLLEYBALL: COMPETITIVE**

Lecture .5, Lab 1.5, Units 1

This course is designed for experienced volleyball players to enhance their skills and abilities in advanced sand volleyball techniques and game strategies. Analysis and application of team positioning, play passing and setting, and offensive and defensive sets will be covered.

*Transfers to CSU, UC (unit limit)*

**ADVISORY:** PEF 136A, 136B, 136C or equivalent.

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** PEF 136A, 136B, 136C, 136D, 136E and 136F may be taken for a combined total of 6 times.

**PEF 136F SPORTS VOLLEYBALL: LEAGUE**

Lecture 0, Lab 1, Units .25

This course provides students with the opportunity to participate in volleyball league competition on either 6-person or 4-person co-ed teams.

*Transfers to CSU, UC (unit limit)*

**ADVISORY:** PEF 136A or equivalent.

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** PEF 136A, 136B, 136C, 136D, 136E and 136F may be taken for a combined total of 6 times.

**PEF 137A ICE SKATING: BEGINNING**

Lecture .25, Lab .75, Units .5

This course will teach the fundamentals of skating designed for beginning students. Students will learn a brief history of skating and essential skating techniques. Students will also learn the basic skills through skating drills, movements, and exercises.

*Transfers to CSU, UC (unit limit)*

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** PEF 137A and 137B may be taken for a combined total of 6 times.

**PEF 137B ICE SKATING: INTERMEDIATE**

Lecture .25, Lab .75, Units .5

This course is designed for intermediate skating students. Students will learn intermediate skating skills through a variety of movement and body exercises. Emphasis will be placed on skills utilized in figure skating. Such topics will include steps, spins, jumps, turns and footwork, and freestyle moves.

*Transfers to CSU, UC (unit limit)*

**ADVISORY:** PEF 137A or equivalent.

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** PEF 137A and 137B may be taken for a combined total of 6 times.

**PEF 137C ICE HOCKEY: BEGINNING**

Lecture .5, Lab 1.5, Units 1

Designed for beginning hockey students, this course will teach the fundamentals of the game. Instruction in these fundamental skills will be provided through skating, puck control, and shooting drills. Additional instruction includes information on history, rules, tactics, and the importance of good sportsmanship. Students must provide their own helmet, hockey stick, and skates.

*Transfers to CSU, UC (unit limit)*

**ADVISORY:** PEF 137A or equivalent.

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** PEF 137C, 137D and 137E may be taken for a combined total of 6 times.

**PEF 137D ICE HOCKEY: INTERMEDIATE**

Lecture .5, Lab 1.5, Units 1

Designed for beginning hockey students, this course will teach the fundamentals of the game. Instruction in these fundamental skills will be provided through skating, puck control, and shooting drills. Additional instruction includes information on history, rules, tactics, and the importance of good sportsmanship.

*Transfers to CSU, UC (unit limit)*

**ADVISORY:** PEF 137C or equivalent.

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** PEF 137C, 137D and 137E may be taken for a combined total of 6 times.

**PEF 137E ICE HOCKEY: COMPETITIVE TEAM**

Lecture .5, Lab 1.5, Units 1

This course prepares students for competition in organized hockey games to be played at the city's Ice Arena.

*Transfers to CSU, UC*

**ADVISORY:** PEF 137C or 137D or equivalent.

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** PEF 137C, 137D and 137E may be taken for a combined total of 6 times.

**PEF 140A BEGINNING YOGA**

Lecture 1, Lab 1, Units 1.25

This course introduces students to the science and practice of Yoga. Emphasis will be on posture training and exercises designed to achieve strength, flexibility, and proper body alignment. Additional topics to be covered include meditation, breathing, and relaxation techniques for reduction of stress and tension. Special focus will be placed on methods to incorporate these tools into all areas of daily life.

*Transfers to CSU, UC (unit limit)*

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** PEF 140A, 140B, 140C may be taken for a combined total of 6 times.

**PEF 140B INTERMEDIATE YOGA***Lecture 1 Lab 1, Units 1.25*

In this course, students will have the opportunity to further their knowledge and learn the techniques of Yoga. Additional postures and exercises designed to achieve strength, flexibility, and proper body alignment will be presented as well as advanced meditation, breathing, and relaxation techniques for reduction of stress and tension. Special focus will be placed on methods to incorporate these tools into all areas of daily life.

*Transfers to CSU, UC (unit limit)***ADVISORY:** PEF 140A or equivalent.**REPEATABILITY:** May be repeated 5 times.**NOTE:** PEF 140A, 140B, 140C may be taken for a combined total of 6 times.**PEF 140C ASTANGA YOGA***Lecture 2, Lab 2, Units 2.75*

This course introduces the student to the science and practice of the Astanga Primary Series of Yoga. Emphasis will be placed on practicing the postures (asanas) correctly, along with breathing techniques specific to this style of Yoga. Sanskrit as well as English asana names will be presented. The course is designed to help the student increase strength, stamina, flexibility, and balance while developing the ability to stay calm in challenging or potentially stressful situations. The course will explore the philosophy of the traditional eight limbs of Astanga Yoga and how they might be applied to a modern, Western lifestyle.

*Transfers to CSU, UC (unit limit)***ADVISORY:** PEF 140A, 140B, or equivalent.**REPEATABILITY:** May be repeated 5 times.**NOTE:** PEF 140A, 140B, 140C may be taken for a combined total of 6 times.**PEF 141A BEGINNING T'AI CHI CH'UAN***Lecture 1, Lab 1, Units 1.25*

This course is an introduction to the study and practice of T'ai Chi Ch'uan. Discussion will include history and philosophical principles. Practice will involve Chi Kung exercises and the first of three sections of the Yang long form.

*Transfers to CSU, UC (unit limit)***REPEATABILITY:** May be repeated 5 times.**NOTE:** PEF 141A and 141B may be taken for a combined total of 6 times.**PEF 141B INTERMEDIATE T'AI CHI CH'UAN***Lecture 1, Lab 1, Units 1.25*

This course is a continued study and practice of T'ai Chi Ch'uan including Chi Kung and the first two sections of the long form. This course also incorporates understanding of the physical and philosophical practices of T'ai Chi.

*Transfers to CSU, UC (unit limit)***ADVISORY:** PEF 141A or equivalent.**REPEATABILITY:** May be repeated 5 times.**NOTE:** PEF 141A and 141B may be taken for a combined total of 6 times.**PEF 141C BEGINNING CHI KUNG***Lecture .75, Lab 1.25, Units 1.25*

Chi Kung (Qigong) is a training system practiced since ancient times in China for increasing one's strength, flexibility, and a calmness of mind. It has been scientifically documented for its effectiveness both in healing and preventing disease. Techniques taught will include healing postures, gentle repetitive movement, self-massage, breathing practices, and meditation.

*Transfers to CSU, UC (unit limit)***REPEATABILITY:** May be repeated 5 times.**PEF 142A THE FELDENKRAIS METHOD: AWARENESS THROUGH MOVEMENT***Lecture 1, Lab 1, Units 1.5*

This course provides the skills necessary to improve coordination, balance, agility and range of motion through lessons in movement. Emphasis is on developing efficient movement through awareness of the interaction between the muscular-skeletal and nervous systems. The universal application of this method serves to refine sensory-motor skills required in the performing arts, athletics, and in daily activities.

*Transfers to CSU, UC (unit limit)***REPEATABILITY:** May be repeated 5 times.**PEF 143B STRETCHING AND RELAXATION TECHNIQUES***Lecture 1, Lab 2, Units 1.75*

This course is designed for students who want to learn about, practice, and improve their flexibility and stress management skills by participating in guided stretching and relaxation programs.

*Transfers to CSU, UC (unit limit)***REPEATABILITY:** May be repeated 5 times.**PEF 143C BREATH AND MEDITATION***Lecture 1, Lab 1, Units 1.25*

This course introduces students to breath and meditation which will include yoga breathing techniques and yoga postures. Instruction will cover exploring students' breathing patterns and how to deepen their breath, thus helping to calm the body, mind, and emotions which prepares students for meditation practice.

*Transfers to CSU, UC (unit limit)***ADVISORY:** Yoga experience is helpful but not required.**REPEATABILITY:** May be repeated 5 times.**PEF 191 SPECIAL TOPICS***Units 1-4*

This course is designed to meet the needs of students for studies in occupational, technical or college preparatory areas of special interest. Topics and credits will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

**PEF 231 SPECIAL PROJECTS***Units 1-4*

This course is designed for students wishing to pursue a specific topic of study. Emphasis is on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

*Transfers to CSU***PEF 291 SPECIAL PROJECTS***Units 1-4*

This course is designed for students wishing to pursue a specific topic of study in occupational, technical or college preparatory areas. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

## NON-CREDIT PHYSICAL EDUCATION

### PEF 550 FITNESS FOR LIFE (ADULT WELLNESS)

*Hours per Week: 4.5*

This course provides an instructor-led, structured, physical conditioning program specifically designed for the older adult. Emphasis is on flexibility, range of motion movement exercises, upper and lower body strengthening, and cardiovascular wellness. Individualized instructional programming is utilized.

## PHYSICAL EDUCATION HEALTH

### ASSOCIATE DEGREE

A degree is offered in the field of Physical Education and Health. For major requirements, see page 76.

### PEH 100 PERSONAL HEALTH AND WELLNESS

*Lecture 4, Lab 0, Units 4*

This course will introduce students to the scope of current personal health issues and practices. Emphasis will be placed on a personal health analysis and proactive behavior to improve and enhance one's lifestyle practices and experiences. Students will explore the interdependence dynamics of current health issues and practices that utilize the balance of mind, body, and spirit. Various aspects of wellness will be discussed including stress management, weight control, nutrition, fitness, healthy relationships, human sexuality, positive lifestyle habits, and strategies to avoid disease.

*Transfers to CSU, UC*

### PEH 101 NUTRITION

*Lecture 4, Lab 0, Units 4*

This course is an introduction to the fundamentals of nutrition. The course includes the study of nutrients and nutritional needs, and their roles in the creation and enhancement of good health.

*Transfers to CSU, UC*

### PEH 102 NUTRITION FOR FITNESS AND SPORT

*Lecture 4, Lab 0, Units 4*

This course covers the science of sports nutrition. Topics such as carbohydrate, protein and fat needs for optimal athletic performance and physique change are discussed. Hydration and nutrition strategies for before, during and after physical activity are covered. An understanding of nutritional principles and an analysis of current research, as applied to personal practices, will allow students to plan strategies for improving their own fitness and sports performance.

*Transfers to CSU*

### PEH 131 SPECIAL TOPICS

*Units 1-4*

This course is designed to meet the needs of students for studies in areas of special interest. Topics and credit will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

*Transfers to CSU*

### PEH 143A STRESS REDUCTION AND MEDITATION TECHNIQUES

*Lecture 1, Lab 1, Units 1.25*

This course will present a variety of techniques for stress reduction and relaxation. These will include study and practice of various cultural traditions. The latest scientific findings in health enhancement will be explored.

*Transfers to CSU*

### PEH 150A INTRODUCTION TO MASSAGE TECHNIQUES

*Lecture 1, Lab 1, Units 1.25*

This course will provide theory and practical experience in massage therapy methods, procedures, and contraindications. Topics will include types of massage and their usage, physiological and psychological effects of massage, anatomy and physiology, trigger points, and massage strokes and their sequence.

### PEH 191 SPECIAL TOPICS

*Units 1-4*

This course is designed to meet the needs of students for studies in occupational, technical or college preparatory areas of special interest. Topics and credits will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

### PEH 231 SPECIAL PROJECTS

*Units 1-4*

This course is designed for students wishing to pursue a specific topic of study. Emphasis is on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

*Transfers to CSU*

### PEH 291 SPECIAL PROJECTS

*Units 1-4*

This course is designed for students wishing to pursue a specific topic of study in occupational, technical or college preparatory areas. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.



# PHYSICAL EDUCATION THEORY

## ASSOCIATE DEGREE

A degree is offered in the field of Physical Education and Health. For major requirements, see page 76.

### PET 100 INTRODUCTION TO EXERCISE SCIENCE

Lecture 4, Lab 0, Units 4

This course introduces students to exercise physiology and its relationship to health, fitness, and performance. Other areas introduced include motor learning, biomechanics, and exercise psychology.

*Transfers to CSU, UC*

### PET 101 EXERCISE PROGRAM DESIGN

Lecture 2, Lab 0, Units 2

In this course, the science of exercise program design will be discussed. Physiological adaptations to endurance, resistance, and flexibility training will be introduced as will exercise prescription and teaching cues for fitness instruction.

*Transfers to CSU*

### PET 102 CARE AND PREVENTION OF ATHLETIC INJURIES

Lecture 2, Lab 0, Units 2

This course provides an overview of the skeletal and muscular anatomy and kinesiological principles of movement. The course also introduces the mechanisms, signs and symptoms, evaluation, treatment modalities, and prevention activities of sports injuries.

*Transfers to CSU*

### PET 103 FITNESS ASSESSMENT

Lecture 2, Lab 0, Units 2

This course is designed for the fitness specialist or enthusiast who is interested in basic fitness tests to evaluate muscle strength and endurance, flexibility, cardiovascular endurance, and body composition. Testing standards, protocols, and principles for designing exercise programs will be included.

*Transfers to CSU*

### PET 131 SPECIAL TOPICS

Units 1-4

This course is designed to meet the needs of students for studies in areas of special interest. Topics and credit will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

*Transfers to CSU*

### PET 191 SPECIAL TOPICS

Units 1-4

This course is designed to meet the needs of students for studies in occupational, technical or college preparatory areas of special interest. Topics and credits will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

### PET 231 SPECIAL PROJECTS

Units 1-4

This course is designed for students wishing to pursue a specific topic of study. Emphasis is on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

*Transfers to CSU*

### PET 291 SPECIAL PROJECTS

Units 1-4

This course is designed for students wishing to pursue a specific topic of study in occupational, technical or college preparatory areas. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

# PHYSICAL SCIENCE

## ASSOCIATE DEGREE

A degree is offered in the field of Natural Science. For major requirements, see page 75.

### PHS 102 SURVEY OF CONCEPTS IN CHEMISTRY AND PHYSICS

Lecture 4, Lab 3, Units 5

This is an integrated course covering fundamental topics in chemistry and physics. Topics include Newton's laws of motion, momentum, energy, fluids, heat, electricity, magnetism, light, the atom, nuclear energy, chemical elements, bonding, chemical reactions, organic and biological chemistry.

*Transfers to CSU, UC*

### PHS 111 ASTRONOMY

Lecture 4, Lab 0, Units 4

This course presents a broad view of astronomy and its importance to humanity, without complex mathematics. Topics include our planetary system, stars and stellar evolution, galaxies, and cosmology (the Big Bang and possible fate of the universe). Telescope viewing of the night sky will be included.

*Transfers to CSU, UC*

### PHS 114A NATURAL HISTORY OF LAKE TAHOE

Lecture 1.5, Lab 0, Units 1.5

This course is designed for students who wish to explore the natural features of Lake Tahoe and the factors influencing its future. The unique geology, climate, plants, animals, habitats, management issues, and human impact of the Lake Tahoe basin will be emphasized.

*Transfers to CSU*

### PHS 114B NATURAL HISTORY AND CONSERVATION OF LAKE TAHOE

Lecture 1.5, Lab 0, Units 1.5

This course is designed for students who wish to continue their study of the natural history of Lake Tahoe by gaining an understanding of human impacts on Tahoe's natural environment, and factors involved in restoration and conservation. Students will visit sites where restoration projects have been implemented and where current research is being conducted.

*Transfers to CSU*

**ADVISORY:** Students are encouraged to take PHS 114A or equivalent.

**PHS 116 OCEANOGRAPHY***Lecture 4, Lab 0, Units 4*

This course is an introduction to the marine environment. Students will explore the physical and biological characteristics of the world's oceans. Areas of emphasis will include ocean basin geology, waves and tides, ocean circulation, coastal features and processes, marine ecology, ocean flora and fauna, and human/environmental pressures.

*Transfers to CSU, UC***PHS 131 SPECIAL TOPICS***Units 1-4*

This course is designed to meet the needs of students for studies in areas of special interest. Topics and credit will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

*Transfers to CSU***PHS 140 STARS, ROCKS, AND TREES OF DESERT REGIONS***Lecture 1, Lab .5, Units 1.25*

This field-based course will introduce students to many facets of observational astronomy. In addition, the basic geology and ecology of arid regions in California and the Great Basin will be explored. The astronomy component of this course will concentrate on identification of planets, nebula, binary stars and galaxies, and will also feature telescope viewing of astronomical objects. The geology component of the course will feature interpretation of the modern and ancient geologic events that formed these regions, covering both tectonic and sedimentary forces. The ecology component will address the regional plant communities with a focus on the endemic plants of an area, especially trees. Content will focus on adaptations to environmental features exhibited by plants.

*Transfers to CSU***PHS 191 SPECIAL TOPICS***Units 1-4*

This course is designed to meet the needs of students for studies in occupational, technical or college preparatory areas of special interest. Topics and credits will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

**PHS 231 SPECIAL PROJECTS***Units 1-4*

This course is designed for students wishing to pursue a specific topic of study. Emphasis is on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

*Transfers to CSU***PHS 291 SPECIAL PROJECTS***Units 1-4*

This course is designed for students wishing to pursue a specific topic of study in occupational, technical or college preparatory areas. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

**PHYSICS****ASSOCIATE DEGREE**

A degree is offered in the field of Natural Science. For major requirements, see page 75.

**PHY 104 GENERAL PHYSICS I***Lecture 4, Lab 3, Units 5*

This course is the first in a sequence that satisfies the lower-division physics requirement for a major in pre-medicine or the biological sciences. This course is a study of mechanics. Topics will include descriptions of motion (kinematics), causes of motion (kinetics), momentum and energy conservation, and rotational motion.

*Transfers to CSU, UC (course limit)*

**PREREQUISITE:** MAT 104 with a grade of "C" or better or equivalent or appropriate skills demonstrated through the math assessment process.

**PHY 105 GENERAL PHYSICS II***Lecture 4, Lab 3, Units 5*

This course is the second in a sequence that satisfies the lower division physics requirement for a major in pre-medicine or the biological sciences. Topics to be covered include solids, fluids, temperature, heat, kinetic theory, thermodynamics, and wave phenomena such as vibrations, sound, and light

*Transfers to CSU, UC (course limit)*

**PREREQUISITE:** PHY 104 with a grade of "C" or better or equivalent.

**PHY 106 GENERAL PHYSICS III***Lecture 4, Lab 3, Units 5*

This course is the third in a sequence that satisfies the lower-division physics requirement for a major in pre-medicine or the biological sciences. This course is a study of electricity, magnetism, electromagnetic waves, and introductory modern physics. Lecture and lab topics include electric charges, forces, fields, voltage, circuits, magnetism, electromagnetic induction, EM waves, relativity and quantum physics.

*Transfers to CSU, UC (course limit)*

**PREREQUISITE:** PHY 105 with a grade of "C" or better or equivalent.

**PHY 107 GENERAL PHYSICS (CALCULUS) – MECHANICS***Lecture 4, Lab 3, Units 5*

This course is the first in a series that satisfies the lower-division physics requirement for a major in physics, physical science, chemistry, geology, or engineering. The course covers mechanics with the use of calculus. Topics include linear motion, Newton's laws, energy and momentum, conservation laws, and rotational motion.

*Transfers to CSU, UC (course limit)*

**PREREQUISITE:** MAT 105 with a grade of "C" or better or equivalent or appropriate skills demonstrated through the math assessment process.

**COREQUISITE:** MAT 106 or equivalent or appropriate skills demonstrated through the math assessment process. Prior completion of MAT 106 with a grade of "C" also satisfies this **corequisite**.

### PHY 108 GENERAL PHYSICS (CALCULUS) - WAVES, THERMODYNAMICS, AND LIGHT

Lecture 4, Lab 3, Units 5

This course is the second in a sequence which satisfies the lower division physics requirement for a major in physics, physical science, chemistry, geology, or engineering. Topics include solids and fluids, thermodynamics, and wave phenomena such as vibrations, sound, and light.

*Transfers to CSU, UC (course limit)*

**PREREQUISITE:** MAT 106 and PHY 107 with a grade of "C" or better or equivalent.

**COREQUISITE:** MAT 107.

### PHY 131 SPECIAL TOPICS

Units 1-4

This course is designed to meet the needs of students for studies in areas of special interest. Topics and credit will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

*Transfers to CSU*

### PHY 191 SPECIAL TOPICS

Units 1-4

This course is designed to meet the needs of students for studies in occupational, technical or college preparatory areas of special interest. Topics and credit will vary from quarter to quarter and will be published in the schedule of classes for the quarter in which the course will be offered.

### PHY 207 GENERAL PHYSICS (CALCULUS) - ELECTRICITY AND MAGNETISM

Lecture 4, Lab 3, Units 5

This course is the third in a sequence which satisfies the lower-division physics requirement for a major in physics, physical science, chemistry, geology, or engineering. Topics include electric fields and forces, Gauss's law, electric potential, Capacitance, resistance, AC and DC circuits, magnetic fields and forces, electromagnetic induction, electromagnetic waves.

*Transfers to CSU, UC (course limit)*

**PREREQUISITE:** PHY 108 or equivalent with a grade of "C" or better. MAT 107 or equivalent with a grade of "C" or better or appropriate skills demonstrated through the math assessment process.

**COREQUISITE:** MAT 202 or equivalent or appropriate skills demonstrated through the math assessment process. Prior completion of MAT 202 with a grade of "C" also satisfies this **corequisite**.

### PHY 208 GENERAL PHYSICS (CALCULUS) - MODERN PHYSICS

Lecture 4, Lab 3, Units 5

This course is the fourth in a sequence which satisfies the lower-division physics requirement for a major in physics, physical science, chemistry, geology, or engineering. Topics include relativity, quantum mechanics, atomic, nuclear, and particle physics.

*Transfers to CSU, UC (course limit)*

**PREREQUISITE:** PHY 207 or equivalent with a grade of "C" or better. MAT 107 or equivalent or appropriate skills demonstrated through the math assessment process.

### PHY 231 SPECIAL PROJECTS

Units 1-4

This course is designed for students wishing to pursue a specific topic of study. Emphasis is on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

*Transfers to CSU*

### PHY 291 SPECIAL PROJECTS

Units 1-4

This course is designed for students wishing to pursue a specific topic of study in occupational, technical or college preparatory areas. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

## POLISH

### PLS 131 SPECIAL TOPICS

Units 1-4

This course is designed to meet the needs of students for studies in areas of special interest. Topics and credit will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

*Transfers to CSU*

### PLS 151 CONVERSATIONAL POLISH I

Lecture 3, Lab 0, Units 3

This introductory level course is designed to assist students in attaining practical beginning level conversational skills in Polish. Students will develop the ability to understand and speak everyday conversational Polish through the introduction of vocabulary, elementary grammatical structures, and idiomatic expressions. The basics of reading and writing will be introduced. Students will also acquire an appreciation for Polish culture.

### PLS 152 CONVERSATIONAL POLISH II

Lecture 3, Lab 0, Units 3

This course is a continuation of PLS 151. It is designed to assist students in building practical conversational skills in Polish. Students will broaden their ability to understand and speak everyday conversational Polish through the introduction of new vocabulary and elementary grammatical structures used in oral communication. Ongoing basics of reading and writing will be developed. Students will also acquire an appreciation for the Polish culture.

**ADVISORY:** PLS 151 with a grade of "C" or better or equivalent.

### PLS 153 CONVERSATIONAL POLISH III

Lecture 3, Lab 0, Units 3

This course is a continuation of PLS 152 and is designed to assist students in building practical conversational skills in Polish. Students will broaden their ability to understand and speak everyday conversational Polish through the introduction of new vocabulary and more advanced grammatical structures at the elementary level in oral communication. Ongoing basics of reading and writing will be developed. Students will also acquire an appreciation for the Polish culture.

**ADVISORY:** PLS 152 with a grade of "C" or better or equivalent.

**PLS 191 SPECIAL TOPICS***Units 1-4*

This course is designed to meet the needs of students for studies in occupational, technical or college preparatory areas of special interest. Topics and credits will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

**PLS 231 SPECIAL PROJECTS***Units 1-4*

This course is designed for students wishing to pursue a specific topic of study. Emphasis is on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

*Transfers to CSU***PLS 291 SPECIAL PROJECTS***Units 1-4*

This course is designed for students wishing to pursue a specific topic of study in occupational, technical or college preparatory areas. Emphasis on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

**POLITICAL SCIENCE****ASSOCIATE DEGREE**

A degree is offered in the field of Social Science. For major requirements, see page 78.

**POL 101 UNITED STATES GOVERNMENT***Lecture 4, Lab 0, Units 4*

This course is a study of the formation and development of the United States national government, the Constitution, the national government's organization, function and powers. Particular attention is given to the study of United States political thought and philosophy. Emphasis will be given to California state and local government as examples of Federalism.

*Transfers to CSU, UC***ADVISORY:** ENG 101 and 103.**POL 107 POLITICAL THEORY***Lecture 4, Lab 0, Units 4*

This course is an in-depth study of the major political theories and ideologies from the late 18th century to the present. The course includes an examination of nationalism, democracy, liberalism, socialism, Marxism, communism, fascism, Islamic fundamentalism, and terrorism.

*Transfers to CSU, UC***ADVISORY:** ENG 101 and 103 or equivalent.**POL 122 CALIFORNIA STATE CAPITOL – SACRAMENTO***Lecture 1.5, Lab 0, Units 1.5*

This course is a survey of the California legislature, executive, and judicial process with special emphasis given to current California state and local issues. The course will consist of several lectures and a field trip to Sacramento.

*Transfers to CSU***POL 131 SPECIAL TOPICS***Units 1-4*

This course is designed to meet the needs of students for studies in areas of special interest. Topics and credit will vary from quarter to quarter and will be included under the cover title published in the schedule of classes for the quarter in which the course will be offered.

*Transfers to CSU***POL 191 SPECIAL TOPICS***Units 1-4*

This course is designed to meet the needs of students for studies in occupational, technical or college preparatory areas of special interest. Topics and credits will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

**POL 231 SPECIAL PROJECTS***Units 1-4*

This course is designed for students wishing to pursue a specific topic of study. Emphasis is on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

*Transfers to CSU***POL 291 SPECIAL PROJECTS***Units 1-4*

This course is designed for students wishing to pursue a specific topic of study in occupational, technical or college preparatory areas. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

**PORTUGUESE****POR 131 SPECIAL TOPICS***Units 1-4*

This course is designed to meet the needs of students for studies in areas of special interest. Topics and credit will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

*Transfers to CSU***POR 141 CONVERSATIONAL PORTUGUESE I***Lecture 3, Lab 0, Units 3*

This introductory level course is designed to assist students in attaining practical beginning level conversational skills in Portuguese. Students will develop the ability to understand and speak everyday conversational Portuguese through the introduction of vocabulary, elementary grammatical structures, and idiomatic expressions. The basics of reading and writing will be introduced. Students will also acquire an appreciation for cultures of Portuguese-speaking countries.

*Transfers to CSU*

**POR 142 CONVERSATIONAL PORTUGUESE II***Lecture 3, Lab 0, Units 3*

This course is a continuation of POR 141. It is designed to assist students in building practical conversational skills in Portuguese. Students will broaden their ability to understand and speak everyday conversational Portuguese through the introduction of vocabulary, elementary grammatical structures, and idiomatic expressions. The basics of reading and writing will be developed. Students will also acquire an appreciation for cultures of Portuguese-speaking countries.

*Transfers to CSU***ADVISORY:** POR 141 with a grade of "C" or better or equivalent.**POR 143 CONVERSATIONAL PORTUGUESE III***Lecture 3, Lab 0, Units 3*

This course is a continuation of POR 142. It is designed to assist students in acquiring practical conversational skills in Portuguese in everyday situations. Students will develop more complex language abilities through the introduction of new vocabulary and more advanced grammatical structures. The emphasis will remain on oral communication. Elementary reading, writing, and an appreciation of Portuguese-speaking cultures will be developed.

*Transfers to CSU***ADVISORY:** POR 142 with a grade of "C" or better or equivalent.**POR 191 SPECIAL TOPICS***Units 1-4*

This course is designed to meet the needs of students for studies in occupational, technical or college preparatory areas of special interest. Topics and credits will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

**POR 231 SPECIAL PROJECTS***Units 1-4*

This course is designed for students wishing to pursue a specific topic of study. Emphasis is on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

*Transfers to CSU***POR 291 SPECIAL PROJECTS***Units 1-4*

This course is designed for students wishing to pursue a specific topic of study in occupational, technical or college preparatory areas. Emphasis on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

**PSYCHOLOGY****ASSOCIATE DEGREE**

Degrees are offered in the fields of Psychology, Psychology for Transfer, and Social Science. For major requirements, see pages 77 and 78.

**PSY 101 GENERAL PSYCHOLOGY***Lecture 4, Lab 0, Units 4*

This course is an introduction to the theories and methodological approaches in psychology. The subject matter will include such topics as learning, memory, sensation, perception, cognition, social behavior, personality, motivation, emotion, human development, abnormal behavior, and the physiological bases of behavior.

*Transfers to CSU, UC***ADVISORY:** ENG 101 or equivalent.**PSY 102/ECE 102 CHILD AND ADOLESCENT DEVELOPMENT***Lecture 4, Lab 0, Lab 4*

This course is an introduction to the theoretical concepts and methodological approaches in child and adolescent development. Developmental processes through maturation and learning will be examined. Different theoretical perspectives (biological, cognitive, social, behavioral, emotional, and evolutionary) will be explored, and relevant research discussed. This course is cross-listed with ECE 102.

*Transfers to CSU, UC***ADVISORY:** ENG 101 or equivalent.**PSY 103 ADULT DEVELOPMENT***Lecture 4, Lab 0, Units 4*

This course completes the psychology series on human development which started with Child and Adolescent Development. The course covers the developmental sequence from young adulthood to late adulthood. These stages of adult development will be studied from physical, social, emotional, and cognitive perspectives. The course will also include issues of death and bereavement.

*Transfers to CSU, UC***ADVISORY:** ENG 101 and PSY 101 or equivalent.**PSY 104 SOCIAL PSYCHOLOGY***Lecture 4, Lab 0, Units 4*

This course is an introduction to the theories and methodological approaches in social psychology. The course will examine how people think about, influence, and interact with others. The topics covered in class will include person perception, attitude formation and change, interpersonal attraction, persuasion and influence, prejudice and stereotyping, aggression, and prosocial behavior.

*Transfers to CSU, UC***ADVISORY:** ENG 101 and PSY 101 or equivalent.**PSY 106 HUMAN SEXUALITY***Lecture 4, Lab 0, Units 4*

This course will examine the physical, social, and psychological aspects of human sexuality. Topics covered will include a diversity of perspectives regarding communication, attraction, conception, contraception, sexual orientation, and sexual ethics. Students will understand how their present attitudes may evolve and alter their behaviors. Current issues associated with sexually transmitted diseases, as well as the future of male and female relationships, will be covered.

*Transfers to CSU, UC*

**PSY 107 THEORIES OF PERSONALITY***Lecture 4, Lab 0, Units 4*

This course is an introduction to the study of personality in the field of psychology. The course will provide an overview of the major personality theories, beginning with psychoanalytical, biological, and continuing on to more recent approaches from humanistic, social learning and cognitive. This course will also provide an introduction to contemporary personality research methods, including the development of measures of personality and their use in assessment.

*Transfers to CSU, UC***ADVISORY:** PSY 101 and ENG 101 or equivalent.**PSY 108 HEALTH PSYCHOLOGY***Lecture 4, Lab 0, Units 4*

This course is an introduction to the research, theoretical concepts, and methodological approaches in health psychology. The course will include such topics as health behavior and primary prevention, stress and coping, patient in the treatment setting, and management of chronic and terminal illness. The relationships between emotional, behavioral, and cognitive factors regarding well-being will also be explored.

*Transfers to CSU***ADVISORY:** PSY 101 or equivalent.**PSY 111 PSYCHOLOGY OF PERSONAL GROWTH***Lecture 4, Lab 0, Units 4*

This course is designed to facilitate insight into the self and to assist students in exploring and maximizing personal potential. Through personal growth exercises, lecture, and small group interactions, it focuses on various theories of personality and approaches to mental health in an effort to help students develop self-awareness, personal goals, interpersonal communication skills, and to evolve a unified approach to the psychology of living.

*Transfers to CSU***ADVISORY:** PSY 101 and ENG 101 or equivalent.**PSY 113 PSYCHOLOGY OF HUMAN RELATIONS***Lecture 4, Lab 0, Units 4*

This course is designed to introduce students to theoretical perspectives and conceptual issues pertaining to interpersonal relationships. The course will include such topics as relationship processes, relationship goals, friendships, interpersonal attraction, love, social power, jealousy, and conflict.

*Transfers to CSU***ADVISORY:** PSY 101 and ENG 101 or equivalent.**PSY 131 SPECIAL TOPICS***Units 1-4*

This course is designed to meet the needs of students for studies in areas of special interest. Topics and credit will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

*Transfers to CSU***PSY 191 SPECIAL TOPICS***Units 1-4*

This course is designed to meet the needs of students for studies in occupational, technical or college preparatory areas of special interest. Topics and credits will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

**PSY 202 ABNORMAL PSYCHOLOGY***Lecture 4, Lab 0, Units 4*

This course is an introduction to the scientific study of mental illness and mental disorder. The course will cover such topics as diagnosis, causes, treatments, biological and cultural influences, and social consequences of various mental illnesses.

*Transfers to CSU, UC***ADVISORY:** PSY 101 and ENG 101 or equivalent.**PSY 210 INTRODUCTION TO BIOLOGICAL PSYCHOLOGY***Lecture 4, Lab 0, Units 4*

This introductory course examines the contemporary research and theory dealing with the relationship between the brain and psychological factors. The course will cover such topics as neuronal activity, the effects of drugs, the nervous system, hormones and sexual behavior, the effects of brain damage, emotional behaviors and stress, and brain chemical imbalances in individuals who suffer from mood disorders and schizophrenia.

*Transfers to CSU, UC***ADVISORY:** PSY 101 and ENG 101 or equivalent.**PSY 211 RESEARCH METHODS AND DESIGN***Lecture 4, Lab 3, Units 5*

This course introduces students to research methodologies in the social and behavioral sciences. Students will examine design and implementation issues of both experimental and non-experimental research, descriptive and inferential statistical analysis, hypothesis testing, ethical considerations when conducting research.

*Transfers to CSU, UC***PREREQUISITE:** MAT 201 with a grade of "C" or better or equivalent.**ADVISORY:** PSY 101 and ENG 101 or equivalent.**PSY 231 SPECIAL PROJECTS***Units 1-4*

This course is designed for students wishing to pursue a specific topic of study. Emphasis is on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

*Transfers to CSU***PSY 291 SPECIAL PROJECTS***Units 1-4*

This course is designed for students wishing to pursue a specific topic of study in occupational, technical or college preparatory areas. Emphasis on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

**RECREATION****REC 151 BEGINNING SNOWSPORTS INSTRUCTION***Lecture 2.5, Lab 1.5, Units 3*

This course is designed to prepare students for a Level 1 certification under both the Professional Ski Instructors of America (PSIA) and the American Association of Snowboard Instruction (AASI) and is considered the first stage of professional development as a ski/snowboard instructor. This course will prepare students to teach all aspects of beginning skiing and/or snowboarding.

**ADVISORY:** Students must be competent and comfortable on blue terrain.



**REC 131 SPECIAL TOPICS***Units 1-4*

This course is designed to meet the needs of students for studies in areas of special interest. Topics and credit will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

*Transfers to CSU***REC 191 SPECIAL TOPICS***Units 1-4*

This course is designed to meet the needs of students for studies in occupational, technical or college preparatory areas of special interest. Topics and credits will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

**REC 231 SPECIAL PROJECTS***Units 1-4*

This course is designed for students wishing to pursue a specific topic of study. Emphasis is on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

*Transfers to CSU***REC 291 SPECIAL PROJECTS***Units 1-4*

This course is designed to meet the needs of students for studies in occupational, technical or college preparatory areas of special interest. Topics and credits will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

**REAL ESTATE**

THE FOLLOWING COURSES IN THIS SUBJECT AREA MAY BE CHALLENGED: RES 151, 155.

**RES 131 SPECIAL TOPICS***Units 1-4*

This course is designed to meet the needs of students for studies in areas of special interest. Topics and credit will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

*Transfers to CSU***RES 132 OCCUPATIONAL WORK EXPERIENCE***Lecture 0, Lab 0, Units 1-6*

Occupational Work Experience is for students who are employed in jobs related to their educational or occupational goals. This program extends knowledge gained in the classroom to the workplace, helps students identify new and challenging objectives at work, and encourages professional growth and advancement.

*Transfers to CSU*

**COREQUISITE:** Students must be available to work 4 to 40 hours per week for an approved business and must have an application on file each quarter enrolled.

**REPEATABILITY:** May be repeated up to a total of twenty-four (24) units, six units maximum per quarter.

**RES 133 INTERNSHIP - OCCUPATIONAL WORK EXPERIENCE***Lecture 0, Lab 0, Units 1-6*

Internship - Occupational Work Experience is a supervised worksite placement the student earns which is related to the student's educational and occupational goals. The program will assist students in acquiring relevant work experience and awareness of career opportunities in their chosen field of study. This course may be repeated for a maximum of 24 units.

*Transfers to CSU*

**COREQUISITE:** Students must be available to volunteer 4 to 24 hours per week (if paid, hours per week increase as outlined in the work experience program) for an approved business and must have an application on file each quarter enrolled.

**REPEATABILITY:** May be repeated up to a total of twenty-four (24) units, six units maximum per quarter.

**RES 151 CALIFORNIA REAL ESTATE PRINCIPLES***Lecture 4, Lab 0, Units 4*

This is a fundamental real estate course covering the basic laws and principles of California real estate. The course provides the understanding, background, and terminology necessary for advanced study in specialized courses. Enrollment in this course is required by the California Department of Real Estate prior to taking the real estate salesperson's examination.

**RES 152 LEGAL ASPECTS OF REAL ESTATE***Lecture 4, Lab 0, Units 4*

This course provides fundamental knowledge of California real estate law, including rights associated with property ownership and management, agency, contracts, and application to real estate transfer, conveyance, probate proceedings, trust deeds, and foreclosure, as well as recent legislation governing real estate.

**ADVISORY:** RES 151 with a grade of "C" or better or equivalent.

**RES 153 REAL ESTATE APPRAISAL***Lecture 4, Lab 0, Units 4*

This course will study the appraisal of both residential and commercial properties, methods and techniques for determination of loan, market and insurance values. Methods of valuation, appraisal report and code of ethics will also be covered.

**ADVISORY:** RES 151 with a grade of "C" or better or equivalent.

**RES 154 REAL ESTATE FINANCE***Lecture 4, Lab 0, Units 4*

This course examines real estate financing and interactions with lending institutions. Topics include the money market, interest rates, and the various loan programs, including conventional and government backed loans. Emphasis will be on the loan process from application, approval, funding and the close of escrow. This course will address the loan process from the perspective of both the lender and the borrower. Successful course completion applies toward the California Department of Real Estate's educational requirements for the broker's examination.

**ADVISORY:** RES 151 with a grade of "C" or better or equivalent.

**RES 155 REAL ESTATE PRACTICE***Lecture 4, Lab 0, Units 4*

This course is a comprehensive presentation of the tools and techniques of operating a real estate business. Topics include the daily activities of brokers and salespeople, exchanges, listings, advertising, financing, specialized brokerage, property management, professional and public relations, and ethics.

**ADVISORY:** RES 151 with a grade of "C" or better or equivalent.

**RES 160 CALIFORNIA PROPERTY MANAGEMENT***Lecture 4, Lab 0, Units 4*

This course is designed to provide the basic knowledge required to function as a real property manager under California Real Estate law. The rights and responsibilities of tenants, landlords, and property managers will be emphasized.

**ADVISORY:** RES 151 with a grade of "C" or better or equivalent.

**RES 191 SPECIAL TOPICS***Units 1-4*

This course is designed to meet the needs of students for studies in occupational, technical, or college preparatory areas of special interest. Topics and credits will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

**RES 231 SPECIAL PROJECTS***Units 1-4*

This course is designed for students wishing to pursue a specific topic of study. Emphasis is on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

*Transfers to CSU*

**RES 291 SPECIAL PROJECTS***Units 1-4*

This course is designed for students wishing to pursue a specific topic of study in occupational, technical or college preparatory areas. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

# RELIGION

**ASSOCIATE DEGREE**

A degree is offered in the field of Humanities. For major requirements, see page 68.

**REL 101 OLD TESTAMENT***Lecture 4, Lab 0, Units 4*

This course presents a scholarly introduction to the ancient stories of the Tanakh, including Yahweh's covenant, Abraham's sacrifice, and Moses' Ten Commandments. Progressing historically, students read the political exploits of Kings David and Solomon, followed by the poetry and prophecy of Isaiah, Hosiah, and Jeremiah. This course offers a view of ancient culture, understanding of the basis for a wide range of Jewish and Christian theologies, and eternal truths of human life.

*Transfers to CSU, UC*

**ADVISORY:** ENG 101 or equivalent.

**REL 102 NEW TESTAMENT***Lecture 4, Lab 0, Units 4*

This course is a scholarly introduction to the study of New Testament literature in its historical and cultural setting. Topics covered include the culture of the ancient Greco-Roman world, the Jewish roots of the Jesus movement, the literary relationship of the four Gospels, the historical Jesus, the evolution of early Christianity, and the diverse theologies represented in the letters of Paul and other canonical and non-canonical writings.

*Transfers to CSU, UC*

**ADVISORY:** ENG 101 or equivalent.

**REL 103 WORLD RELIGIONS***Lecture 4, Lab 0, Units 4*

This course is an intensive analysis of religions as cultural systems. The origin, history, and interpretation of religious ideas in the major religions of the Eastern and Western worlds will be discussed, emphasizing the contributions each has made to the cultural development of humankind. Hinduism, Buddhism, Confucianism, Taoism, Judaism, Christianity, and Islam will be studied.

*Transfers to CSU, UC*

**ADVISORY:** ENG 101 or equivalent.

**REL 104 INTRODUCTION TO RELIGIOUS STUDIES***Lecture 4, Lab 0, Units 4*

This course is an introductory study of religion with an emphasis on the origins and functions of religion, religious experience, and religious and theological modes of expression. Methods and theories will be drawn from the disciplines of anthropology, philosophy, psychology, sociology, and theology. Course content will be drawn from Eastern and Western traditions, ancient, medieval, and modern times.

*Transfers to CSU, UC*

**ADVISORY:** ENG 101 or equivalent.

**REL 105 EASTERN RELIGIOUS TRADITIONS***Lecture 4, Lab 0, Units 4*

This course is a survey of the religious traditions of India, China, and Japan - Hinduism, Jainism, Buddhism, Sikhism, Taoism, Confucianism, and Shinto. Topics include an examination of the history, sacred texts, rituals, theological concepts, philosophical schools, and geographical developments of these religions. Emphasis will be placed on understanding the religious experience of believers.

*Transfers to CSU, UC*

**ADVISORY:** ENG 101 or equivalent.

**REL 107 THE PRINCIPLE TEACHINGS OF BUDDHISM***Lecture 4, Lab 0, Units 4*

This course will present the principle teachings and philosophies of Buddhism. Students will examine concepts such as "The Three Principle Paths," "Higher Knowledge" (Abhidharmakosha), meditation, karma, and role of the Dalai Lama. Students will also gain an understanding of how Buddhism compares and contrasts with the other major religions of the world.

*Transfers to CSU, UC*

**REL 131 SPECIAL TOPICS***Units 1-4*

This course is designed to meet the needs of students for studies in areas of special interest. Topics and credit will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

*Transfers to CSU*

**REL 191 SPECIAL TOPICS***Units 1-4*

This course is designed to meet the needs of students for studies in occupational, technical or college preparatory areas of special interest. Topics and credits will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

**REL 231 SPECIAL PROJECTS***Units 1-4*

This course is designed for students wishing to pursue a specific topic of study. Emphasis is on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

*Transfers to CSU***REL 291 SPECIAL PROJECTS***Units 1-4*

This course is designed to meet the needs of students for studies in occupational, technical or college preparatory areas of special interest. Topics and credits will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

**RUSSIAN****RUS 131 SPECIAL TOPICS***Units 1-4*

This course is designed to meet the needs of students for studies in areas of special interest. Topics and credit will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

*Transfers to CSU***RUS 141 CONVERSATIONAL RUSSIAN I***Lecture 3, Lab 0, Units 3*

This introductory course is designed to give students beginning level conversational skills in Russian with an emphasis on everyday practical vocabulary and idiomatic expressions. Elementary grammatical structures will also be introduced. Students will learn to read and write using the Russian (Cyrillic) alphabet, and will become acquainted with the life and customs of Russia and other countries of the former Soviet Union.

*Transfers to CSU***RUS 142 CONVERSATIONAL RUSSIAN II***Lecture 3, Lab 0, Units 3*

This course is a continuation of RUS 141. This elementary level course is designed to give students beginning level conversational skills in Russian with an emphasis on everyday practical vocabulary and idiomatic expressions. Elementary grammatical structures will also be introduced. Students will learn to read and write using the Russian (Cyrillic) alphabet, and will become acquainted with the life and customs of Russia and other countries of the former Soviet Union.

*Transfers to CSU***ADVISORY:** RUS 141 with a grade of "C" or better or equivalent.**RUS 143 CONVERSATIONAL RUSSIAN III***Lecture 3, Lab 0, Units 3*

This course is a continuation of RUS 142. This elementary level course is designed to give students beginning level conversational skills in Russian with an emphasis on everyday practical vocabulary idiomatic expressions and more intermediate level verb conjugations. Elementary grammatical structures will also be introduced. Students will learn to read and write using the Russian (Cyrillic) alphabet, and will become acquainted with the life and customs of Russia and other countries of the former Soviet Union.

*Transfers to CSU***ADVISORY:** RUS 142 with a grade of "C" or better or equivalent.**RUS 191 SPECIAL TOPICS***Units 1-4*

This course is designed to meet the needs of students for studies in occupational, technical or college preparatory areas of special interest. Topics and credits will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

**RUS 231 SPECIAL PROJECTS***Units 1-4*

This course is designed for students wishing to pursue a specific topic of study. Emphasis is on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

*Transfers to CSU***RUS 291 SPECIAL PROJECTS***Units 1-4*

This course is designed to meet the needs of students for studies in occupational, technical or college preparatory areas of special interest. Topics and credits will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

**SIGN LANGUAGE****ASSOCIATE DEGREE**

A degree is offered in the field of Humanities. For major requirements, see page 68.

**SNL 101 SIGN LANGUAGE: AMERICAN SIGN LANGUAGE - ELEMENTARY I***Lecture 5, Lab 0, Units 5*

This course provides a basic foundation for acquiring a visual gestural language, fingerspelling, American Sign Language (ASL) vocabulary, and grammatical structure. Beginning communication skills are taught with an emphasis on comprehension. Basic cultural aspects of Deafness and historical and linguistic elements of sign language will be introduced. This course is taught primarily in American Sign Language.

*Transfers to CSU, UC*

## **SNL 102 SIGN LANGUAGE: AMERICAN SIGN LANGUAGE - ELEMENTARY II**

*Lecture 5, Lab 0, Units 5*

This course is a continuation of SNL 101 focusing on communication competency with elementary skills targeted in the following language functions: American Sign Language (ASL) vocabulary, syntax and grammatical structure, and fingerspelling. Continued study of Deaf culture and the linguistics of American Sign Language will be provided. This course is taught primarily in American Sign Language.

*Transfers to CSU, UC*

**PREREQUISITE:** SNL 101 with a grade of "C" or better or equivalent.

## **SNL 103 SIGN LANGUAGE: AMERICAN SIGN LANGUAGE - ELEMENTARY III**

*Lecture 5, Lab 0, Units 5*

This course is a continuation of SNL 102 focusing on greater communication competency and grammatical structural accuracy. This course emphasizes a wider variety of elementary American Sign Language (ASL) vocabulary, fingerspelling, syntax, lexicon, and Deaf cultural awareness.

*Transfers to CSU, UC*

**PREREQUISITE:** SNL 102 with a grade of "C" or better or equivalent.

## **SNL 106 FINGERSPELLING I**

*Lecture 1.5, Lab 0, Units 1.5*

This course introduces students to the American Manual Alphabet (Fingerspelling) and provides introductory knowledge, techniques, and skills development in receptive and expressive fingerspelling. It focuses on providing hands-on experiences in class to improve student's basic skills. This course is strongly recommended for those interested in the field of interpreting educational or other professional fields which work with Deaf people.

*Transfers to CSU*

**ADVISORY:** SNL 101 or equivalent.

## **SNL 108 AMERICAN DEAF CULTURE I**

*Lecture 4, Lab 0, Units 4*

This course is an introduction to the culture, values, and daily life of Deaf people in North America as reflected in language, literature, art, history, political and social events, and daily life. The goal of this course is to reduce the gap between layman's perception of Deaf people and Deaf people's perception of themselves. Discussion and topics aim to seek appreciation for the unique issues of being Deaf in a hearing world and the trends of Deaf culture. Students studying in the following fields would benefit from this comprehensive, investigative class: interpreting for the Deaf, Deaf Studies, education, anthropology, audiology, speech-language pathology, medicine, mental health services, and any service-oriented field. This course is conducted in simultaneous communication (American Sign Language (ASL) with voice translation). Knowledge of ASL is not necessary for this course.

*Transfers to CSU, UC*

**ADVISORY:** ENG 101 or equivalent.

## **SNL 120A CONVERSATIONAL AMERICAN SIGN LANGUAGE I**

*Lecture 3, Lab 0, Units 3*

This course is designed to provide basic conversational skills in American Sign Language (ASL), the language used by most Deaf people in the United States. Emphasis will be placed on basic ASL structure and self-expression. This course is strongly recommended for prospective teachers, interpreters, and other professionals working with Deaf people. Students should have basic skills in ASL.

*Transfers to CSU*

**PREREQUISITE:** SNL 101 or equivalent.

## **SNL 120B CONVERSATIONAL AMERICAN SIGN LANGUAGE II**

*Lecture 1.5, Lab 0, Units 1.5*

This course offers a progression in acquiring conversational skills on a wide variety of topics in American Sign Language (ASL), the language used by most Deaf people in the United States. ASL grammar and expression will be reinforced as part of the conversational process.

*Transfers to CSU*

**PREREQUISITE:** SNL 101 or equivalent.

**ADVISORY:** SNL 120A or equivalent.

## **SNL 131 SPECIAL TOPICS**

*Units 1-4*

This course is designed to meet the needs of students for studies in areas of special interest. Topics and credit will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

*Transfers to CSU*

## **SNL 191 SPECIAL TOPICS**

*Units 1-4*

This course is designed to meet the needs of students for studies in occupational, technical or college preparatory areas of special interest. Topics and credits will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

## **SNL 201 SIGN LANGUAGE: AMERICAN SIGN LANGUAGE - INTERMEDIATE I**

*Lecture 5, Lab 0, Units 5*

This course provides continued instructional activities for students who wish to become competent in communication with Deaf people. There will be a broader scope in signing techniques and skills with an intermediate study of ASL vocabulary, fingerspelling, syntax, lexicon, sentence structure, conversational skills, and thought processes. Further study in aspects of Deaf culture will be included.

*Transfers to CSU, UC*

**PREREQUISITE:** SNL 103 with a grade of "C" or better or equivalent.

## **SNL 202 SIGN LANGUAGE: AMERICAN SIGN LANGUAGE - INTERMEDIATE II**

*Lecture 5, Lab 0, Units 5*

This course emphasizes intermediate expressive and receptive non-verbal communication skills between signers who have preliminary American Sign Language syntactical and lexical skills. Students will generate and compile previously learned signs, studying handshape characteristics, palm orientation, location and movement with new signs and ASL sentence structure being introduced as a focus for classroom instruction. This course will provide an understanding of Deaf cultural processes by identifying behaviors from activities and interactions in the Deaf community.

*Transfers to CSU, UC*

**PREREQUISITE:** SNL 201 with a grade of "C" or better or equivalent.

### SNL 203 SIGN LANGUAGE: AMERICAN SIGN LANGUAGE - INTERMEDIATE III

Lecture 5, Lab 0, Units 5

This course provides extensive activities on sign language expressions. Activities include the utilization of ASL and the correct translation of English glosses, expressions, and idioms. There will be a focus on reinforcing previously learned grammatical markers, handshapes, and ASL vocabulary. This course emphasizes intermediate fluency, continued study of ASL handshapes, movement and orientation of signs, fingerspelling, syntax, lexicon, and Deaf cultural awareness.

*Transfers to CSU, UC*

**PREREQUISITE:** SNL 202 with a grade of "C" or better or equivalent.

### SNL 205 INTRODUCTION TO INTERPRETING

Lecture 4, Lab 0, Units 4

This course is an introduction to basic theories, principles, and practices of interpreting. Topics include the responsibilities and role of the interpreter, environments in which interpreters will be involved, and qualification assessments and standards within the profession. This course emphasizes professionalism and the responsibility in interpreting through the observance of ethical standards. Introduction to beginning sign-to-voice techniques and voice-to-sign practices will be introduced through use of prepared videotapes and role-play scenarios. This course is intended for students who plan to become sign language interpreters. Intermediate sign language skills are necessary in order for students to succeed in this course.

*Transfers to CSU*

**PREREQUISITE:** SNL 101 AND SNL 102 or equivalent.

### SNL 231 SPECIAL PROJECTS

Units 1-4

This course is designed for students wishing to pursue a specific topic of study. Emphasis is on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

*Transfers to CSU*

### SNL 291 SPECIAL PROJECTS

Units 1-4

This course is designed to meet the needs of students for studies in occupational, technical or college preparatory areas of special interest. Topics and credits will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

## SOCIOLOGY

### ASSOCIATE DEGREE

Degrees are offered in the field of Sociology, and Sociology for Transfer. For major requirements, see page 79.

### SOC 101 INTRODUCTION TO SOCIOLOGY

Lecture 4, Lab 0, Units 4

This course is an introduction to the basic principles of sociological inquiry. It includes analysis of social structures and social behavior, including socialization, social institutions, race, class, gender, deviance, and social change. As well, students will be exposed to the basic theoretical and methodological approaches of the discipline.

*Transfers to CSU, UC*

**ADVISORY:** ENG 101 or equivalent.

### SOC 102 MARRIAGE, FAMILIES, AND INTIMATE RELATIONSHIPS

Lecture 4, Lab 0, Units 4

This course is a study of the family as a social unit and institution, with emphasis on the various forms and functions of the family, as well as the family as a social problem. Cross-cultural families and non-traditional family forms, such as the gay and lesbian family and single-parent form, will be compared with more traditional forms like the nuclear family. Additional emphasis will be placed on patterns of dating and the variety of intimate relationships in society as well as the construction of the family in politics, media, and popular culture.

*Transfers to CSU, UC*

**ADVISORY:** ENG 101 or equivalent.

### SOC 103 SOCIAL PROBLEMS

Lecture 4, Lab 0, Units 4

In this course, sociological perspectives will be used to understand social problems in the United States and selected world societies. The course will focus on social institutions and the problems and inequalities they produce, including racism, sexism, poverty, crime, violence, crimes against the environment, and white collar crime.

*Transfers to CSU, UC*

**ADVISORY:** ENG 101 or equivalent.

### SOC 104 DEVIANCE

Lecture 4, Lab 0, Units 4

This course is an examination of the social construction of deviance with emphasis on theoretical perspectives explaining how people become or are labeled as deviant. Topics studied will include crime, substance abuse, mental illness, sexuality, cognitive deviance, and elite deviance. The social construction of deviance in politics, social policy, and the media will also be a special focus.

*Transfers to CSU*

**ADVISORY:** ENG 101 or equivalent.

### SOC 106 CRIME AND SOCIETY

Lecture 4, Lab 0, Units 4

This course is an introduction to the study of crime as a social problem and a social construction. Topics such as violent crime, victimology, corrections, law enforcement, white collar crime, and social policies towards crime will be analyzed in the context of major criminological and sociological theories and approaches. Special attention will be given to the social construction of crime in the media.

*Transfers to CSU, UC*

**ADVISORY:** ENG 101 or equivalent.

### SOC 107 RACE AND ETHNIC RELATIONS

Lecture 4, Lab 0, Units 4

This course is a survey of the racial and ethnic structure of the United States with attention on the socio-cultural histories and circumstances of racial and ethnic groups. Emphasis will be given to the politics of race and ethnicity including the problems associated with racism, prejudice, cultural misunderstanding and stereotyping, as well as associated social policy, legislation and issues in popular culture.

*Transfers to CSU, UC*

**ADVISORY:** ENG 101 or equivalent.

**SOC 111 SOCIOLOGY OF POPULAR CULTURE***Lecture 4, Lab 0, Units 4*

This course analyzes the development of American popular culture through the methods and perspectives of sociology. Students will be exposed to the nature of popular culture, its connections to social institutions, social politics, economics, social identity, collective behavior, and social change. Some of the topics considered in the course include: video games, theme parks and consumer spaces, popular film, popular texts, television, fan culture, music, the Internet, popular sports, celebrity culture, youth culture and advertising. Students will be encouraged to understand forms of popular culture beyond the level of appreciation to a level of critical thinking and critical awareness.

*Transfers to CSU, UC***ADVISORY:** *ENG 101 or equivalent.***SOC 114 GENDER***Lecture 4, Lab 0, Units 4*

This course will focus on the social construction of gender relations and gender identity in society. Specific attention will be given to social inequalities related to gender, such as sexism and sexual harassment, to major theoretical and political perspectives on gender, including feminist theory, to sexuality, to masculinity and men's movements, and to transgender issues. Focus will also be given to gender construction in contemporary popular culture.

*Transfers to CSU, UC***ADVISORY:** *ENG 101 or equivalent.***SOC 131 SPECIAL TOPICS***Units 1-4*

This course is designed to meet the needs of student for studies in areas of special interest. Topics and credit will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

*Transfers to CSU***SOC 191 SPECIAL TOPICS***Units 1-4*

This course is designed to meet the needs of students for studies in occupational, technical or college preparatory areas of special interest. Topics and credits will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

**SOC 231 SPECIAL PROJECTS***Units 1-4*

This course is designed for students wishing to pursue a specific topic of study. Emphasis is on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

*Transfers to CSU***SOC 291 SPECIAL PROJECTS***Units 1-4*

This course is designed for students wishing to pursue a specific topic of study in occupational, technical or college preparatory areas. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

**SPANISH****ASSOCIATE DEGREE**

Degrees are offered in the fields of Humanities and Spanish. For major requirements, see pages 68 and 80.

**CERTIFICATE OF ACHIEVEMENT**

A Certificate of Achievement is offered in the field of Spanish. For requirements, see page 93.

**THE FOLLOWING COURSES IN THIS SUBJECT AREA MAY BE CHALLENGED: SPA 101, 102, 103.**

**SPA 101 ELEMENTARY SPANISH I***Lecture 5, Lab 0, Units 5*

This beginning course is an introduction to the speaking, reading, writing, and understanding of elementary Spanish. Elementary grammatical structures as used in the context of oral communication will be introduced and studied, which will aid the student in developing effective, competent, and grammatically correct communication skills. This course contains a cultural component that will allow the student to develop an appreciation of the culture of Spanish-speaking countries.

*Transfers to CSU, UC***SPA 102 ELEMENTARY SPANISH II***Lecture 5, Lab 0, Units 5*

This course, a continuation of SPA 101, is designed to continue building elementary grammatical structures that focus on the speaking, reading, writing, and understanding of elementary Spanish. Students will continue to build their communication skills through the introduction of new vocabulary and more complex grammatical structures, including the present and past tenses. Students will continue to develop an appreciation of the culture of Spanish-speaking countries.

*Transfers to CSU, UC***PREREQUISITE:** *SPA 101 with a grade of "C" or better or equivalent.***SPA 103 ELEMENTARY SPANISH III***Lecture 5, Lab 0, Units 5*

This course, a continuation of SPA 102, is designed to continue building elementary grammatical structures that focus on the speaking, reading, writing, and understanding of elementary Spanish. Students will continue to attain higher levels of communication skills through the introduction of new vocabulary and more complex grammatical structures. Students will review present and past tenses, and will be introduced to the subjunctive. Students will continue to develop an appreciation of culture of Spanish-speaking countries.

*Transfers to CSU, UC***PREREQUISITE:** *SPA 102 with a grade of "C" or better or equivalent.*



### SPA 105 INTERMEDIATE SPANISH ORAL PROFICIENCY

*Lecture 3, Lab 0, Units 3*

The emphasis of this course is to develop communication skills and to build confidence in oral expression by accurately incorporating grammatical structures and vocabulary at the intermediate level. Speaking proficiency will be developed by expanding vocabulary, increasing listening comprehension, refining grammar control and pronunciation, and through intensive conversational practice. Readings and written exercises from the text, magazines, and newspapers will focus on cultural issues from prehistoric to modern times. Students will also study contemporary issues and current events selected to stimulate critical thinking in Spanish.

*Transfers to CSU*

**PREREQUISITE:** SPA 103 with a grade of "C" or better or equivalent.

### SPA 110 HISPANIC CIVILIZATION AND CULTURE

*Lecture 4, Lab 0, Units 4*

This course is an interdisciplinary study of Latin America focusing on the history, culture, and civilizations of Spanish-speaking countries. Students will study Pre-Colombian civilizations, the Spanish conquest, independence, and revolution in order to build a foundation to understand modern-day Latin American society.

*Transfers to CSU, UC*

### SPA 131 SPECIAL TOPICS

*Units 1-4*

This course is designed to meet the needs of students for studies in areas of special interest. Topics and credit will vary from quarter to quarter and will be included under this cover title published in the schedule for the quarter in which the course will be offered.

*Transfers to CSU*

### SPA 141 CONVERSATIONAL SPANISH I

*Lecture 3, Lab 0, Units 3*

This introductory level course is designed to assist students in acquiring practical elementary-low level conversational skills in Spanish. Students will develop the ability to understand and speak everyday conversational Spanish through the introduction of vocabulary, elementary grammatical structures, and idiomatic expressions. The basics of reading and writing will be introduced. Students will also acquire an appreciation for cultures of Spanish-speaking countries.

*Transfers to CSU*

### SPA 142 CONVERSATIONAL SPANISH II

*Lecture 3, Lab 0, Units 3*

This course is a continuation of SPA 141. It is designed to assist students in acquiring practical conversational skills in Spanish. Students will develop the ability to understand and speak everyday conversational Spanish through the introduction of vocabulary, elementary grammatical structures, and idiomatic expressions. The basics of reading and writing will be presented. Students will also acquire an appreciation for cultures of Spanish-speaking countries.

*Transfers to CSU*

**ADVISORY:** SPA 141 with a grade of "C" or better or equivalent.

### SPA 143 CONVERSATIONAL SPANISH III

*Lecture 3, Lab 0, Units 3*

This course is a continuation of SPA 142. It is designed to assist students in acquiring practical conversational skills in Spanish in everyday situations. Students will develop more complex language abilities through the introduction of new vocabulary and more advanced grammatical structures. The emphasis will remain on oral communication. Elementary reading, writing, and an appreciation of Spanish-speaking cultures will be developed.

*Transfers to CSU*

**ADVISORY:** SPA 142 with a grade of "C" or better or equivalent.

### SPA 155 BI-CULTURAL CONVERSATION

*Lecture 4, Lab 0, Units 4*

This conversational course will offer intermediate level Spanish students the opportunity to speak, practice, and build Spanish oral skills with native Spanish speakers in a small group setting. The students will use a wide range of vocabulary from greetings and expressions of courtesy to "topical" vocabulary such as shopping, employment, and foods. Students will be required to speak Spanish during the class and help their Spanish-speaking partner practice English.

**ADVISORY:** SPA 102 or SPA 142 with a grade of "C" or better or equivalent.

### SPA 157A CONVERSATION EXPANDED EXPERIENCE - LOW BEGINNING

*Lecture 1, Lab 0, Units 1*

This course is designed to complement vocabulary and concepts presented in elementary Spanish grammar classes and to assist students in acquiring practical elementary conversational skills in Spanish.

### SPA 157B CONVERSATION EXPANDED EXPERIENCE - BEGINNING

*Lecture 1, Lab 0, Units 1*

This course is designed to complement vocabulary and concepts presented in elementary Spanish grammar classes and to assist students in acquiring practical elementary conversational skills in Spanish.

**ADVISORY:** SPA 101 or equivalent.

### SPA 157C CONVERSATION EXPANDED EXPERIENCE - HIGH BEGINNING

*Lecture 1, Lab 0, Units 1*

This course is designed to complement vocabulary and concepts presented in elementary Spanish grammar classes and to assist students in acquiring practical elementary conversational skills in Spanish.

**ADVISORY:** SPA 102 or equivalent.

### SPA 157D CONVERSATION EXPANDED EXPERIENCE - LOW INTERMEDIATE

*Lecture 1, Lab 0, Units 1*

This course is designed to complement vocabulary and concepts presented in intermediate Spanish grammar classes and to assist students in acquiring practical intermediate conversational skills in Spanish.

**ADVISORY:** SPA 103 or equivalent.

### SPA 157E CONVERSATION EXPANDED EXPERIENCE - INTERMEDIATE

*Lecture 1, Lab 0, Units 1*

This course is designed to complement vocabulary and concepts presented in intermediate Spanish grammar classes and to assist students in acquiring practical intermediate conversational skills in Spanish.

**ADVISORY:** SPA 201 or equivalent.

### **SPA 157F CONVERSATION EXPANDED EXPERIENCE - HIGH INTERMEDIATE**

*Lecture 1, Lab 0, Units 1*

This course is designed to complement vocabulary and concepts presented in intermediate Spanish grammar classes and to assist students in acquiring practical intermediate conversational skills in Spanish.

**ADVISORY:** SPA 202 or equivalent.

### **SPA 157G CONVERSATION EXPANDED EXPERIENCE - LOW ADVANCED**

*Lecture 1, Lab 0, Units 1*

This course is designed to complement vocabulary and concepts presented in intermediate Spanish grammar classes and to assist students in acquiring practical advanced conversational skills in Spanish.

**ADVISORY:** SPA 203 or equivalent.

### **SPA 157H CONVERSATION EXPANDED EXPERIENCE - ADVANCED**

*Lecture 1, Lab 0, Units 1*

This course is designed to complement vocabulary and concepts presented in intermediate Spanish grammar classes and to assist students in acquiring practical advanced conversational skills in Spanish.

**ADVISORY:** SPA 210 or equivalent.

### **SPA 157J CONVERSATION EXPANDED EXPERIENCE - HIGH ADVANCED**

*Lecture 1, Lab 0, Units 1*

This course is designed to complement vocabulary and concepts presented in advanced Spanish grammar classes and to assist students in acquiring practical advanced conversational skills in Spanish.

**ADVISORY:** SPA 211 or equivalent.

### **SPA 170A ELEMENTARY SPANISH FOR THE PROFESSIONS I**

*Lecture .5-3, Lab 0, Units .5-3*

This elementary Spanish course is designed to provide practical essentials of conversing in Spanish for persons in law enforcement, fire science, business and finance, social services, the hospitality industry, and other professions. The emphasis of this course is on acquiring elementary level communication skills for the worksite. It will introduce specific vocabulary for the profession as well as provide elementary level grammar concepts. Students will study cultural and behavioral attitudes appropriate for relating to persons of Spanish-speaking cultural heritage.

### **SPA 170B ELEMENTARY SPANISH FOR THE PROFESSIONS II**

*Lecture .5-3, Lab 0, Units .5-3*

This elementary Spanish course is a continuation of SPA 170A, and is designed to provide practical essentials of conversing in Spanish for persons in law enforcement, fire science, business and finance, social services, the hospitality industry, and other professions. The emphasis of this course is on acquiring elementary level communication skills for the worksite. It will introduce specific vocabulary for the profession as well as provide elementary level grammar concepts. Students will study cultural and behavioral attitudes appropriate for relating to persons of Spanish-speaking cultural heritage.

**ADVISORY:** SPA 170A with a grade of "C" or better or equivalent.

### **SPA 170C ELEMENTARY SPANISH FOR THE PROFESSIONS III**

*Lecture .5-3, Lab 0, Units .5-3*

This elementary Spanish course is a continuation of SPA 170B, and is designed to provide practical essentials of conversing in Spanish for persons in law enforcement, fire science, business and finance, social services, the hospitality industry, and other professions. The emphasis of this course is on acquiring elementary level communication skills for the worksite. It will introduce specific vocabulary for the profession as well as provide elementary level grammar concepts. Students will study cultural and behavioral attitudes appropriate for relating to persons of Spanish-speaking cultural heritage.

**ADVISORY:** SPA 170B with a grade of "C" or better or equivalent.

### **SPA 171A INTERMEDIATE SPANISH FOR THE PROFESSIONS I**

*Lecture .5-3, Lab 0, Units .5-3*

This intermediate Spanish course is designed to provide practical essentials of conversing in Spanish for persons in law enforcement, fire science, business and finance, social services, the hospitality industry, and other professions. The emphasis of this course is on acquiring low-intermediate level communication skills for the worksite. It will introduce specific vocabulary for the profession as well as provide low-intermediate level grammar concepts. Students will study cultural and behavioral attitudes appropriate for relating to persons of Spanish-speaking cultural heritage.

**ADVISORY:** SPA 103, SPA 143 (formerly 153), or SPA 170C with a grade of "C" or better or equivalent.

### **SPA 171B INTERMEDIATE SPANISH FOR THE PROFESSIONS II**

*Lecture .5-3, Lab 0, Units .5-3*

This intermediate Spanish course is a continuation of SPA 171A, and is designed to provide practical essentials of conversing in Spanish for persons in law enforcement, fire science, business and finance, social services, the hospitality industry, and other professions. The emphasis of this course is on acquiring mid-intermediate level proficiency using communication skills for the worksite. It will introduce specific vocabulary for the profession as well as provide mid-intermediate level grammar concepts. Students will study cultural and behavioral attitudes appropriate for relating to persons of Spanish-speaking cultural heritage.

**ADVISORY:** SPA 103, SPA 143 (formerly 153), or SPA 171A with a grade of "C" or better or equivalent.

### **SPA 171C INTERMEDIATE SPANISH FOR THE PROFESSIONS III**

*Lecture .5-3, Lab 0, Units .5-3*

This intermediate Spanish course is a continuation of SPA 171B, and is designed to provide practical essentials of conversing in Spanish for persons in law enforcement, fire science, business and finance, social services, the hospitality industry, and other professions. The emphasis of this course is on acquiring high-intermediate level proficiency using communication skills for the worksite. It will introduce specific vocabulary for the profession as well as provide high-intermediate level grammar concepts. Students will study cultural and behavioral attitudes appropriate for relating to persons of Spanish-speaking cultural heritage.

**ADVISORY:** SPA 171B with a grade of "C" or better or equivalent.

### SPA 172A ADVANCED SPANISH FOR THE PROFESSIONS I

Lecture .5-3, Lab 0, Units .5-3

This low-advanced level Spanish course is designed to provide practical essentials of conversing in Spanish for persons in law enforcement, fire science, business and finance, social services, the hospitality industry, and other professions. The emphasis of this course is on acquiring low-advanced level communication skills for the worksite. It will review and expand specific vocabulary for the profession, as well as provide low-advanced level grammar concepts. Students will study cultural and behavioral attitudes appropriate for relating to persons of Spanish-speaking cultural heritage.

**ADVISORY:** SPA 203 with a grade of "C" or better or equivalent or SPA 171C with a grade of "C" or better or equivalent.

### SPA 172B ADVANCED SPANISH FOR THE PROFESSIONS II

Lecture .5-3, Lab 0, Units .5-3

This mid-advanced level Spanish course is a continuation of SPA 172A, and is designed to provide practical essentials of conversing in Spanish for persons in law enforcement, fire science, business and finance, social services, the hospitality industry, and other professions. The emphasis of this course is on acquiring mid-advanced level communication skills for the worksite. It will review and expand specific vocabulary for the profession as well as provide mid-advanced level grammar concepts. Students will study cultural and behavioral attitudes appropriate for relating to persons of Spanish-speaking cultural heritage.

**ADVISORY:** SPA 172A with a grade of "C" or better or equivalent.

### SPA 172C ADVANCED SPANISH FOR THE PROFESSIONS III

Lecture .5-3, Lab 0, Units .5-3

This high-advanced level Spanish course is a continuation of SPA 172B, and is designed to provide practical essentials of conversing in Spanish for persons in law enforcement, fire science, business and finance, social services, the hospitality industry, and other professions. The emphasis of this course is on acquiring high-advanced level communication skills for the worksite. It will review and expand specific vocabulary for the profession as well as provide high-advanced level grammar concepts. Students will study cultural and behavioral attitudes appropriate for relating to persons of Spanish-speaking cultural heritage.

**ADVISORY:** SPA 172B with a grade of "C" or better or equivalent.

### SPA 180A SPANISH FOR THE MEDICAL/DENTAL PROFESSION I

Lecture 2, Lab 0, Units 2

This introductory level course is designed to build elementary level oral communication skills in Spanish for those associated with the medical and dental professions. Physicians, dentists, chiropractors, nurses, and professionals in the medical field will find this course helpful, especially for patient intake interaction at the beginning level.

### SPA 180B SPANISH FOR THE MEDICAL/DENTAL PROFESSION II

Lecture 2, Lab 0, Units 2

A continuation of SPA 180A, this course is designed to further develop the elementary level oral communication skills in Spanish for those associated with the medical and dental professions. Physicians, dentists, chiropractors, nurses, and professionals in the medical field will find this course helpful, especially for patient intake purposes and detailed patient interaction at the beginning level.

**ADVISORY:** SPA 180A with a grade of "C" or better or equivalent.

### SPA 191 SPECIAL TOPICS

Units 1-4

This course is designed to meet the needs of students for studies in occupational, technical or college preparatory areas of special interest. Topics and credits will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

### SPA 193A SPANISH FOR THE TEACHING PROFESSION I

Lecture 2, Lab 0, Units 2

This beginning level course is designed to assist students who are either already in the field of education or have an interest in pursuing a career in education. Students will develop communication skills in Spanish for classroom situations. Increasing the student's ability to understand and speak classroom Spanish through the introduction of vocabulary and elementary grammatical structures will be emphasized. The study of Spanish-speaking cultures, especially as it applies to the public educational setting, will enhance the understanding and appreciation of the Spanish language and culture.

**NOTE:** SPA 193A and SPA 193B may be repeated for a combined total of 12 units.

### SPA 193B SPANISH FOR THE TEACHING PROFESSION II

Lecture 2, Lab 0, Units 2

A continuation of SPA 193A, this beginning level course is designed to assist students who are either already in the field of education or have an interest in pursuing a career in education. Students will continue to develop communication skills in Spanish for classroom situations. Increasing the student's ability to understand and speak classroom Spanish through the introduction of additional vocabulary and elementary grammatical structures will be emphasized. The study of Spanish-speaking cultures, especially as it applies to the public educational setting, will enhance the understanding and appreciation of the Spanish language and culture.

**ADVISORY:** SPA 193A with a grade of "C" or better or equivalent.

**NOTE:** SPA 193A and SPA 193B may be repeated for a combined total of 12 units.

### SPA 201 INTERMEDIATE SPANISH I

Lecture 5, Lab 0, Units 5

This intermediate level course will assist students in developing intermediate level speaking, listening, reading, and writing skills while exposing them to Spanish-speaking people and cultures. Oral communication activities at this level are designed to promote intermediate level communicative competence and self-expression.

*Transfers to CSU, UC*

**PREREQUISITE:** SPA 103 with a grade of "C" or better or equivalent.

### SPA 202 INTERMEDIATE SPANISH II

Lecture 5, Lab 0, Units 5

This is a continuation of SPA 201, and further introduces more complex grammatical structures and vocabulary, which aids in the development of intermediate communication skills in speaking, listening, reading, and writing. An appreciation and understanding of Spanish-speaking cultures continues through the introduction and study of Spanish literature.

*Transfers to CSU, UC*

**PREREQUISITE:** SPA 201 with a grade of "C" or better or equivalent.

**SPA 203 INTERMEDIATE SPANISH III***Lecture 5, Lab 0, Units 5*

This course is a continuation of SPA 202. Emphasis is placed on learning complex grammatical structures, as well as on a wide variety of communication tasks that are used in speaking, writing, reading, and listening. Emphasis is also placed on the study of Spanish literature, which is used to enhance the student's linguistic ability, and to draw them into a greater cultural understanding of the people whose language they are learning.

*Transfers to CSU, UC***PREREQUISITE:** SPA 202 with a grade of "C" or better or equivalent.**SPA 210 ADVANCED SPANISH GRAMMAR AND COMPOSITION I***Lecture 5, Lab 0, Units 5*

This advanced level course emphasizes the proper use of Spanish grammar. Students will improve their ability to write clear paragraphs and compositions. Emphasis will be placed on the use of Spanish verb tenses. Oral communication is at the intermediate to advanced levels. An appreciation of Spanish-speaking cultures is presented by means of readings, presentations, literature, and composition themes. The course is conducted primarily in Spanish.

*Transfers to CSU, UC***PREREQUISITE:** SPA 203 with a grade of "C" or better or equivalent.**SPA 211 ADVANCED SPANISH GRAMMAR AND COMPOSITION II***Lecture 5, Lab 0, Units 5*

This course is a continuation of SPA 210. It continues to emphasize the proper use of Spanish grammar with oral communication at the intermediate to advanced levels. Students will improve their ability to write clear paragraphs and compositions. An appreciation of Spanish-speaking cultures is presented by means of readings, presentations, literature, and composition themes. The course is conducted primarily in Spanish.

*Transfers to CSU, UC***PREREQUISITE:** SPA 210 with a grade of "C" or better or equivalent.**SPA 212 INTRODUCTION TO SPANISH LITERATURE***Lecture 5, Lab 0, Units 5*

This course is an introduction to literary concepts, terminology, and theory. Included will be reading and discussion of prose, poetry and drama selected to familiarize the student with literary genres, and Spanish and Spanish-American literature. The course is conducted primarily in Spanish.

*Transfers to CSU, UC***PREREQUISITE:** SPA 203, 210, or 211 with a grade of "C" or better or equivalent.**SPA 231 SPECIAL PROJECTS***Units 1-4*

This course is designed for students wishing to pursue a specific topic of study. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

*Transfers to CSU***SPA 291 SPECIAL PROJECTS***Units 1-4*

This course is designed for students wishing to pursue a specific topic of study in occupational, technical or college preparatory areas. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

**INTENSIVE SPANISH SUMMER INSTITUTE****SPA 121A ISSI: LOW BEGINNING***Lecture 2.5, Lab 0, Units 2.5*

This course is for students with no previous knowledge of Spanish. It is intensive language instruction with an emphasis on developing basic communication skills in Spanish. This course will introduce students to the present tense fundamentals of verb conjugation, basic sentence structure, greetings, expressions of courtesy, and other useful vocabulary.

*Transfers to CSU***SPA 121B ISSI: BEGINNING***Lecture 2.5, Lab 0, Units 2.5*

This course is for students who have completed SPA 121A: Low Beginning, or have had a brief introduction to Spanish. It is intensive language instruction with an emphasis on developing basic communication skills in Spanish. It will review the present tense fundamentals of verb conjugation and vocabulary. It will introduce conjunctions and basic prepositions for combining sentences. Cultural information, new expressions, new vocabulary, as well as focus on the alphabet will be introduced. Pronunciation differences between English and Spanish, including stress and written accent marks will be identified. In addition, increased focus will be made on questioning skills and interrogatives.

*Transfers to CSU***ADVISORY:** SPA 121A with a grade of "P" or equivalent.**SPA 121D ISSI: HIGH BEGINNING***Lecture 2.5, Lab 0, Units 2.5*

This course is for students who have been introduced to the present tense. It will provide a thorough and extensive review of the present tense only, practice of -AR, -ER, and -IR verbs, a review of "ser" and "estar," "tener + que + infinitive verb," and "ir + a + infinitive verb," and the introduction of stem-changing verbs.

*Transfers to CSU***ADVISORY:** SPA 121B with a grade of "P" or equivalent.**SPA 122A ISSI: LOW INTERMEDIATE***Lecture 2.5, Lab 0, Units 2.5*

This course is for students who have a working knowledge of the present tense. It will include a review of the present tense including stem-changing verbs, review of the future expression using "ir + a + infinitive verb," review of the present progressive tense with "estar + gerund," an introduction of reflexive verbs and pronouns, and the introduction of the imperfect tense. There will be an emphasis on vocabulary development, communication strategies, and oral proficiency. This course is conducted almost entirely in Spanish.

*Transfers to CSU***ADVISORY:** SPA 121D with a grade of "P" or equivalent.

**SPA 122B ISSI: INTERMEDIATE***Lecture 2.5, Lab 0, Units 2.5*

This course is for students who have had one year of college Spanish or the equivalent. Topics include review of reflexive verbs and reflexive pronouns, and present progressive tense. New uses of the preterite and imperfect tenses, comparison of preterite and imperfect tenses, adverbs, adjectives, and suffix patterns will be introduced. New vocabulary development and communication strategies will be emphasized.

*Transfers to CSU*

**ADVISORY:** SPA 122A with a grade of "P" or equivalent or one year of college-level Spanish.

**SPA 122D ISSI: HIGH INTERMEDIATE***Lecture 2.5, Lab 0, Units 2.5*

This course is for students with one to two years of Spanish at the college level, or the equivalent. Students should have a command of the present tense and a working knowledge of the past and future tenses. This course will quickly review the present tense, and introduce and expand the uses of the subjunctive mood and formal commands. Vocabulary development and communication strategies will be emphasized. This course is conducted almost entirely in Spanish.

*Transfers to CSU*

**ADVISORY:** SPA 122B with a grade of "P" or one year of college-level Spanish or equivalent.

**SPA 123A ISSI: LOW ADVANCED***Lecture 2.5, Lab 0, Units 2.5*

This course is for students with a minimum of two to three years of college-level Spanish, or the equivalent. Students should have a working knowledge and command of most tenses. This course will contrast the uses of the preterite and imperfect tenses, expand the uses of the present subjunctive mood, and refine usage of vocabulary using idiomatic expressions, slang, and difficult grammatical principles. This course is conducted almost entirely in Spanish.

*Transfers to CSU*

**ADVISORY:** SPA 122D with a grade of "P" or two years of college-level Spanish or equivalent.

**SPA 123B ISSI: ADVANCED***Lecture 2.5, Lab 0, Units 2.5*

This course is for students with a minimum of two to three years of college level Spanish, or the equivalent. It will review difficult areas of the preterite, imperfect tenses, and present subjunctive mood. It will introduce more complex uses of the subjunctive mood, new vocabulary, and related expressions to expand the communicative strategies of the student. Advanced use of vocabulary and intricate grammatical structures will be taught through literature. This course is conducted almost entirely in Spanish.

*Transfers to CSU*

**ADVISORY:** SPA 123A with a grade of "P" or equivalent or two to three years of college-level Spanish.

**SPA 123D ISSI: HIGH ADVANCED***Lecture 2.5, Lab 0, Units 2.5*

This course is for students with a minimum of three years of college-level Spanish, or the equivalent. This course will quickly contrast the preterite and imperfect tenses, quickly review the uses of the present subjunctive mood, introduce the imperfect subjunctive mood and its uses, and introduce the conditional tense and its uses. Grammatical structures and vocabulary will be highlighted through literary selections, business terminology, and street slang. This course is conducted in Spanish.

*Transfers to CSU*

**ADVISORY:** SPA 123B with a grade of "P" or three years of college-level Spanish or equivalent.

**SPA 124 ISSI: LOW SUPERIOR***Lecture 2.5, Lab 0, Units 2.5*

This course is for students with a minimum of three years of college-level Spanish or the equivalent. Vocabulary enrichment will be highlighted through idioms, proverbs, synonyms, and antonyms. Topics include: review of the past subjunctive mood and conditional tense, the pronoun "se," introduction of the perfect subjunctive, complex sentences and new literary vocabulary, recognition of the different accents of the Spanish-speaking world and how to improve one's own Spanish accent.

*Transfers to CSU*

**ADVISORY:** SPA 123D with a grade of "P" or three years of college-level Spanish or the equivalent.

**SPA 124A ISSI: SUPERIOR***Lecture 2.5, Lab 0, Units 2.5*

This is a course designed for students who have completed an advanced course of Spanish. It will focus on oral and listening skills as students debate, explain, describe, and question in Spanish. Contemporary and controversial subjects will be presented through periodical articles and literary selections. Crucial grammatical structures related to course materials will be reviewed. This course is conducted in Spanish.

*Transfers to CSU*

**ADVISORY:** SPA 124 with a grade of "P" or three years of college-level Spanish or equivalent.

**SPA 125A ISSI: LOW BEGINNING MEDICAL SPANISH CORE CLASS***Lecture 2.5, Lab 0, Units 2.5*

This course provides a complete and realistic experience of medical Spanish taught by bilingual medical personnel. Basic and vital grammar for effective communication with your Spanish-speaking patient will be covered. Related vocabulary, paired with medical cultural differences and myths, will provide the student with necessary knowledge and practice to successfully communicate with their Spanish-speaking patient.

*Transfers to CSU***SPA 154A ISSI: REINFORCING GRAMMATICAL CONCEPTS AND STRUCTURES - LEVEL 1***Lecture .25, Lab 0, Units .25*

Students will examine the oddities of the present tense in Spanish. Students will review stem-changing verbs and "major" irregular verbs such as: "ser," "estar," "ir + a + infinitive verb" and "tener + que + infinitive verb." Variations of the translations of the present tense will be discussed as well as the present progressive tense. This course is strongly recommended for beginning and intermediate students who need to brush up on these beginning level "power" verbs and expressions.

**SPA 154B ISSI: REINFORCING GRAMMATICAL CONCEPTS AND STRUCTURES - LEVEL 2***Lecture .25, Lab 0, Units .25*

The differences between the two main past tenses will be the focus of this course. Students will compare and contrast the uses and conjugations of the preterite tense and the imperfect tense. The present subjunctive mood will also be highlighted. Intermediate and advanced level students will benefit from this grammar course.

### **SPA 154C ISSI: COMMUNICATIVE CONVERSATIONAL SPANISH VOCABULARY - BEGINNING LEVEL**

*Lecture .5, Lab 0, Units .5*

This communicative conversational Spanish vocabulary and grammar course will equip students with the necessary tools to communicate at the beginning level in Spanish. Common idiomatic expressions will be introduced, as well as resting phrases to assist students with communication tools needed to converse at the beginning level. A variety of vocabulary topics will be introduced that are common conversational topics necessary for the beginning student.

### **SPA 154E ISSI: SIMULTANEOUS BILINGUAL TRANSLATION TECHNIQUES - HIGH INTERMEDIATE TO SUPERIOR LEVEL**

*Lecture .5, Lab 0, Units .5*

Learn to recognize and solve key translation problems and miscommunication problems. Slang, jargon, noun strings, false cognates, and Spanish idioms will be discussed in order to assist students with a better understanding of the art of simultaneous translation techniques. This course is a must for advanced level language learners to help them sound more like native speakers of Spanish.

### **SPA 154F ISSI: SPANISH SLANG, JARGON, AND STREET LANGUAGE**

*Lecture .25, Lab 0, Units .25*

Learn the literal and figurative meanings of words that are at the heart of so many colorful expressions of Spanish slang, jargon, and street Spanish. This course will offer insights into the roots of Spanish-speaking cultures. In addition, it will be especially useful for teachers, community service workers, law enforcement, and health services personnel. This course is presented in English and Spanish.

### **SPA 154G ISSI: USING TRADITIONAL AND CONTEMPORARY LATINO MUSIC AS A LANGUAGE ACQUISITION TOOL**

*Lecture .25, Lab 0, Units .25*

This course will prepare teachers and other students to easily incorporate traditional and contemporary Latino music into their lesson plans and daily lives. Methods of introducing nouns, verb tenses, adjectives, and culture will highlight this course. These language acquisition techniques and resources are applicable to both the teaching of English and Spanish as a second language. This course is presented in English and Spanish.

### **SPA 154J ISSI: MAGIC, SUPERSTITION, AND CULTURAL TRADITIONS OF LATIN AMERICA**

*Lecture .25, Lab 0, Units .25*

Explore the world of magic, superstition and cultural traditions of Latin America. Investigate white magic, famous miraculous cures and the concept of the Hand of God, and learn about the protection against the Evil Eye. Various cultural beliefs and attitudes will also be presented such as the magic of the moon, the ritual of healing with sacred mushrooms, and shaman wisdom. Vocabulary associated with alternative medicine and customs will be introduced. This course is presented in English and Spanish.

### **SPA 154K ISSI: AN OVERVIEW OF LATINO DANCE**

*Lecture .25, Lab 0, Units .25*

This contemporary Latino dance course will introduce the student to the culturally rich and diverse dance steps and music which incorporate the use of the salsa and merengue. Cultural information and musical history will also be provided. Students will also be introduced to the top musical groups currently associated with Latino dance. Dance and music vocabulary in Spanish, as well as appropriate verbs, will be introduced and used. Students will increase vocabulary and listening comprehension in Spanish. Presented in English and Spanish.

### **SPA 154L ISSI: ARTS AND CRAFTS FOR THE BILINGUAL/MULTICULTURAL CLASSROOM**

*Lecture .25, Lab 0, Units .25*

This course will give students hands-on craft experience making several different traditional crafts of Spanish-speaking cultures, as well as cultural background information and basic Spanish vocabulary. Students will receive the expertise they need to reproduce these crafts with their classroom. Presented in English and Spanish.

### **SPA 154M ISSI: REINFORCING GRAMMATICAL CONCEPTS AND STRUCTURES - LOW BEGINNING**

*Lecture .5, Lab 0, Units .5*

This course is for students with no prior knowledge of Spanish. It will methodically provide an in-depth look at Spanish verb conjugation.

### **SPA 154N ISSI: AN OVERVIEW OF AFRO-CUBAN DANCE**

*Lecture .25, Lab 0, Units .25*

This course introduces the student to culturally rich and diverse dance steps and music, which will incorporate the use of Afro-Cuban dance. Cultural information and musical history will also be provided. Students will also be introduced to the top musical groups currently associated with Afro-Cuban dance. Dance and music vocabulary in Spanish, as well as appropriate verbs, will be introduced and used. Students will increase vocabulary and listening comprehension in Spanish. This course is presented in English and Spanish.

### **SPA 154P ISSI: CONVERSATIONAL SCENARIOS I: HIGH BEGINNING AND LOW INTERMEDIATE**

*Lecture .25, Lab 0, Units .25*

This course is designed to focus on real life scenarios while building and enhancing Spanish conversational skills. Students will converse with partners, small groups, and the entire class. Students will also acquire an appreciation for cultures of Spanish-speaking countries. This course is led by a fluent Spanish-speaking instructor and native Spanish-speaking assistants.

**ADVISORY:** SPA 121B or 156AA with a grade of "P" or equivalent.

### **SPA 154Q ISSI: CONVERSATIONAL SCENARIOS II: INTERMEDIATE AND HIGH INTERMEDIATE**

*Lecture .25, Lab 0, Units .25*

This course is designed to focus on real life scenarios while building and enhancing Spanish conversational skills. Students will converse with partners, small groups, and the entire class. Students will also acquire an appreciation for cultures of Spanish-speaking countries. This course is led by a fluent Spanish-speaking instructor and native Spanish-speaking assistants.

**ADVISORY:** SPA 122A or 156C with a grade of "P" or equivalent.



### **SPA 154R ISSI: INCREASE SPANISH PROFICIENCY THROUGH INTERACTIVE STORIES**

*Lecture .5, Lab 0, Units .5*

This interactive course enhances the traditional approach to Spanish language fluency through humor, storytelling, and group participation. This course is for high-beginning through intermediate levels. Some previous exposure to Spanish grammar and conversation is required.

**ADVISORY:** SPA 121B with a grade of "P" or equivalent.

### **SPA 156A ISSI: SMALL GROUP CONVERSATION - LOW BEGINNING**

*Lecture .5, Lab 0, Units .5*

This course introduces students to communication strategies used while building their oral proficiency skills with a Spanish speaker. The course will include practice with structures and vocabulary presented in grammar courses. Students will develop the ability to understand and implement conversational Spanish through the use of vocabulary and idiomatic expressions.

### **SPA 156AA ISSI: SMALL GROUP CONVERSATION - BEGINNING**

*Lecture .5, Lab 0, Units .5*

This course introduces students to communication strategies used while building their oral proficiency skills with a Spanish speaker. The course will include practice with structures and vocabulary presented in grammar courses. Students will develop the ability to understand and implement conversational Spanish through the use of vocabulary and idiomatic expressions.

**ADVISORY:** SPA 156A with a grade of "P" or equivalent.

### **SPA 156B ISSI: SMALL GROUP CONVERSATION - HIGH BEGINNING**

*Lecture .5, Lab 0, Units .5*

This course introduces students to communication strategies used while building their oral proficiency skills with a Spanish speaker. The course will include practice with structures and vocabulary presented in grammar courses. Students will develop the ability to understand and implement conversational Spanish through the use of vocabulary and idiomatic expressions.

**ADVISORY:** SPA 156AA with a grade of "P" or equivalent.

### **SPA 156C ISSI: SMALL GROUP CONVERSATION - LOW INTERMEDIATE**

*Lecture .5, Lab 0, Units .5*

This course introduces students to communication strategies used while building their oral proficiency skills with a Spanish speaker. The course will include practice with structures and vocabulary presented in grammar courses. Students will develop the ability to understand and implement conversational Spanish through the use of vocabulary and idiomatic expressions.

**ADVISORY:** SPA 156B with a grade of "P" or equivalent.

### **SPA 156CC ISSI: SMALL GROUP CONVERSATION - INTERMEDIATE**

*Lecture .5, Lab 0, Units .5*

This course introduces students to communication strategies used while building their oral proficiency skills with a Spanish speaker. The course will include practice with structures and vocabulary presented in grammar courses. Students will develop the ability to understand and implement conversational Spanish through the use of vocabulary and idiomatic expressions.

**ADVISORY:** SPA 156C with a grade of "P" or equivalent.

### **SPA 156D ISSI: SMALL GROUP CONVERSATION - HIGH INTERMEDIATE**

*Lecture .5, Lab 0, Units .5*

This course introduces students to communication strategies used while building their oral proficiency skills with a Spanish speaker. The course will include practice with structures and vocabulary presented in grammar courses. Students will develop the ability to understand and implement conversational Spanish through the use of vocabulary and idiomatic expressions.

**ADVISORY:** SPA 156CC with a grade of "P" or equivalent.

### **SPA 156E ISSI: SMALL GROUP CONVERSATION - LOW ADVANCED**

*Lecture .5, Lab 0, Units .5*

This course introduces students to communication strategies used while building their oral proficiency skills with a Spanish speaker. The course will include practice with structures and vocabulary presented in grammar courses. Students will develop the ability to understand and implement conversational Spanish through the use of vocabulary and idiomatic expressions.

**ADVISORY:** SPA 156D with a grade of "P" or equivalent.

### **SPA 156EE ISSI: SMALL GROUP CONVERSATION - ADVANCED**

*Lecture .5, Lab 0, Units .5*

This course introduces students to communication strategies used while building their oral proficiency skills with a Spanish speaker. The course will include practice with structures and vocabulary presented in grammar courses. Students will develop the ability to understand and implement conversational Spanish through the use of vocabulary and idiomatic expressions.

**ADVISORY:** SPA 156E with a grade of "P" or equivalent.

### **SPA 156F ISSI: SMALL GROUP CONVERSATION - HIGH ADVANCED**

*Lecture .5, Lab 0, Units .5*

This course introduces students to communication strategies used while building their oral proficiency skills with a Spanish speaker. The course will include practice with structures and vocabulary presented in grammar courses. Students will develop the ability to understand and implement conversational Spanish through the use of vocabulary and idiomatic expressions.

**ADVISORY:** SPA 156EE with a grade of "P" or equivalent.

**SPA 156FF ISSI: SMALL GROUP CONVERSATION - LOW SUPERIOR**

*Lecture .5, Lab 0, Units .5*

This course introduces students to communication strategies used while building their oral proficiency skills with a Spanish speaker. The course will include practice with structures and vocabulary presented in grammar courses. Students will develop the ability to understand and implement conversational Spanish through the use of vocabulary and idiomatic expressions.

**ADVISORY:** SPA 156F with a grade of "P" or equivalent.

**SPA 156G ISSI: SMALL GROUP CONVERSATION - SUPERIOR**

*Lecture .5, Lab 0, Units .5*

This course introduces students to communication strategies used while building their oral proficiency skills with a Spanish speaker. The course will include practice with structures and vocabulary presented in grammar courses. Students will develop the ability to understand and implement conversational Spanish through the use of vocabulary and idiomatic expressions.

**ADVISORY:** SPA 156FF with a grade of "P" or equivalent.

**SPA 156GG ISSI: SMALL GROUP CONVERSATION - HIGH SUPERIOR**

*Lecture .5, Lab 0, Units .5*

This course introduces students to communication strategies used while building their oral proficiency skills with a Spanish speaker. The course will include practice with structures and vocabulary presented in grammar courses. Students will develop the ability to understand and implement conversational Spanish through the use of vocabulary and idiomatic expressions.

**ADVISORY:** SPA 156G with a grade of "P" or equivalent.

**SPA 160A ISSI: INTRODUCTION TO CALL (COMPUTER-ASSISTED LANGUAGE LEARNING) - LOW BEGINNING**

*Lecture .5, Lab 0, Units .5*

This course is an introduction and an exploration of Spanish language and culture web sites. Focus will be on ways to incorporate web sites and web site activities to reinforce concepts related to vocabulary, structures, skills, and cultural information presented in grammar courses.

**SPA 160AA ISSI: INTRODUCTION TO CALL (COMPUTER-ASSISTED LANGUAGE LEARNING) - BEGINNING**

*Lecture .5, Lab 0, Units .5*

This course is an introduction and an exploration of Spanish language and culture web sites. Focus will be on ways to incorporate web sites and web site activities to reinforce concepts related to vocabulary, structures, skills, and culture presented in grammar courses.

**ADVISORY:** SPA 160A with a grade of "P" or equivalent.

**SPA 160B ISSI: INTRODUCTION TO CALL (COMPUTER-ASSISTED LANGUAGE LEARNING) - HIGH BEGINNING**

*Lecture .5, Lab 0, Units .5*

This course is an introduction and an exploration of Spanish language and culture web sites. Focus will be on ways to incorporate web sites and web site activities to reinforce concepts related to vocabulary, structures, skills, and culture presented in grammar courses.

**ADVISORY:** SPA 160AA with a grade of "P" or equivalent.

**SPA 160C ISSI: INTRODUCTION TO CALL (COMPUTER-ASSISTED LANGUAGE LEARNING) - LOW INTERMEDIATE**

*Lecture .5, Lab 0, Units .5*

This course is an introduction and an exploration of Spanish language and culture web sites. Focus will be on ways to incorporate web sites and web site activities to reinforce concepts related to vocabulary, structures, skills, and culture presented in grammar courses.

**ADVISORY:** SPA 160B with a grade of "P" or equivalent.

**SPA 160CC ISSI: INTRODUCTION TO CALL (COMPUTER-ASSISTED LANGUAGE LEARNING) - INTERMEDIATE**

*Lecture .5, Lab 0, Units .5*

This course is an introduction and an exploration of Spanish language and culture web sites. Focus will be on ways to incorporate web sites and web site activities to reinforce concepts related to vocabulary, structures, skills, and culture presented in grammar courses.

**ADVISORY:** SPA 160C with a grade of "P" or equivalent.

**SPA 160D ISSI: INTRODUCTION TO CALL (COMPUTER-ASSISTED LANGUAGE LEARNING) - HIGH INTERMEDIATE**

*Lecture .5, Lab 0, Units .5*

This course is an introduction and an exploration of Spanish language and culture web sites. Focus will be on ways to incorporate web sites and web site activities to reinforce concepts related to vocabulary, structures, skills, and culture presented in grammar courses.

**ADVISORY:** SPA 160CC with a grade of "P" or equivalent.

**SPA 160E ISSI: INTRODUCTION TO CALL (COMPUTER-ASSISTED LANGUAGE LEARNING) - LOW ADVANCED**

*Lecture .5, Lab 0, Units .5*

This course is an introduction and an exploration of Spanish language and culture web sites. Focus will be on ways to incorporate web sites and web site activities to reinforce concepts related to vocabulary, structures, skills, and culture presented in grammar courses.

**ADVISORY:** SPA 160D with a grade of "P" or equivalent.

**SPA 160EE ISSI: INTRODUCTION TO CALL (COMPUTER-ASSISTED LANGUAGE LEARNING) - ADVANCED**

*Lecture .5, Lab 0, Units .5*

This course is an introduction and an exploration of Spanish language and culture web sites. Focus will be on ways to incorporate web sites and web site activities to reinforce concepts related to vocabulary, structures, skills, and culture presented in grammar courses.

**ADVISORY:** SPA 160E with a grade of "P" or equivalent.

**SPA 160F ISSI: INTRODUCTION TO CALL (COMPUTER-ASSISTED LANGUAGE LEARNING) - HIGH ADVANCED**

*Lecture .5, Lab 0, Units .5*

This course is an introduction and an exploration of Spanish language and culture web sites. Focus will be on ways to incorporate web sites and web site activities to reinforce concepts related to vocabulary, structures, skills, and culture presented in grammar courses.

**ADVISORY:** SPA 160EE with a grade of "P" or equivalent.

**SPA 160FF ISSI: INTRODUCTION TO CALL (COMPUTER-ASSISTED LANGUAGE LEARNING) - LOW SUPERIOR**

*Lecture .5, Lab 0, Units .5*

This course is an introduction and an exploration of Spanish language and culture web sites. Focus will be on ways to incorporate web sites and web site activities to reinforce concepts related to vocabulary, structures, skills, and culture presented in grammar courses.

*ADVISORY: SPA 160F with a grade of "P" or equivalent.*

**SPA 160G ISSI: INTRODUCTION TO CALL (COMPUTER-ASSISTED LANGUAGE LEARNING) - SUPERIOR**

*Lecture .5, Lab 0, Units .5*

This course is an introduction and an exploration of Spanish language and culture web sites. Focus will be on ways to incorporate web sites and web site activities to reinforce concepts related to vocabulary, structures, skills, and culture presented in grammar courses.

*ADVISORY: SPA 160FF with a grade of "P" or equivalent.*

**SPA 160GG ISSI: INTRODUCTION TO CALL (COMPUTER-ASSISTED LANGUAGE LEARNING) - HIGH SUPERIOR**

*Lecture .5, Lab 0, Units .5*

This course is an introduction and an exploration of Spanish language and culture web sites. Focus will be on ways to incorporate web sites and web site activities to reinforce concepts related to vocabulary, structures, skills, and culture presented in grammar courses.

*ADVISORY: SPA 160G with a grade of "P" or equivalent.*

**SPA 160H ISSI: MULTI-LEVEL CALL (COMPUTER-ASSISTED LANGUAGE LEARNING - PC)**

*Lecture .5, Lab 0, Units .5*

This course is an introduction to Spanish language and culture web sites that are appropriate for diverse levels of language learning. Focus will be on ways to use Spanish language web sites to reinforce vocabulary, structures, and skills presented in grammar courses. Students will be taught how to use settings in word processing and how to search the Internet for informative and helpful web sites.

**SPA 181A ISSI: SPANISH FOR THE MEDICAL PROFESSION: LOW BEGINNING TO INTERMEDIATE**

*Lecture .5, Lab 0, Units .5*

This is a low beginning to intermediate level course designed to build survival level oral communication skills for those associated with the medical profession. Spanish pronunciation and basic grammar will be introduced. Health-related vocabulary and terminology, as well as cultural differences associated with health-care, will be covered. This course is conducted in English.

**SPA 181D ISSI: SPANISH FOR THE MEDICAL PROFESSION: HIGH INTERMEDIATE TO HIGH SUPERIOR**

*Lecture .5, Lab 0, Units .5*

This is a high intermediate to high superior level course designed to improve oral communication skills for those associated with the medical profession. Vocabulary and terminology will cover information gathering for medical assessment, giving instructions for first aid and taking prescriptions, poisoning/drug use, and shock. This course is conducted almost entirely in Spanish. Grammatical explanations will be minimal.

*ADVISORY: Recommend one year of college-level Spanish or equivalent.*

**SPA 182 ISSI: COMPARATIVE GRAMMAR: LOW BEGINNING**

*Lecture .5, Lab 0, Units .5*

This course is for the true low beginning Spanish student who has never been exposed to the language. Through interactive student-centered discussions and lecture, students will learn the basics of the Spanish language. Elementary grammatical structures and vocabulary will be introduced. This course will aid the student's development of an appreciation for the culture of Spanish-speaking countries.

**SPA 183A ISSI: BREAKING OUT OF BEGINNER'S SPANISH**

*Lecture .5, Lab 0, Units .5*

This course is for the student who has knowledge of spoken Spanish and is ready to work on sounding more like a native speaker of Spanish. Transition words and phrases will be introduced to help the student towards that end. The course is recommended for students who have had at least one year of college-level Spanish.

*ADVISORY: Recommend one year of college-level Spanish or equivalent.*

**SPA 184A ISSI: COMPARATIVE GRAMMAR: BEGINNING TO INTERMEDIATE**

*Lecture .5, Lab 0, Units .5*

This low beginning to intermediate level grammar course will focus on the versatility of the present tense and develop the student's oral communication skills by expanding their understanding and usage of this tense.

**SPA 185A ISSI: COMPARATIVE GRAMMAR: HIGH INTERMEDIATE TO SUPERIOR**

*Lecture .5, Lab 0, Units .5*

This course will compare and contrast high intermediate to superior level grammar structures, which are problematic to students of Spanish. Conceptual and structural difficulties of "ser" and "estar," "por" and "para," preterite and imperfect verb tenses, pronouns, and syntax will be explained. This course is conducted almost entirely in Spanish.

*ADVISORY: SPA 184A with a grade of "P" or equivalent. Recommend one year of college-level Spanish or equivalent.*

### **SPA 186A ISSI: COMPARATIVE GRAMMAR: THE SUBJUNCTIVE MOOD FOR LOW ADVANCED TO ADVANCED LEVELS**

*Lecture .5, Lab 0, Units .5*

This course will focus on the Spanish and English subjunctive mood usage, misuse of the subjunctive, and structures that mandate the subjunctive mood in Spanish at the low advanced to advanced levels.

**ADVISORY:** *Recommend one year of college-level Spanish or equivalent.*

### **SPA 186B ISSI: COMPARATIVE GRAMMAR: THE SUBJUNCTIVE MOOD FOR HIGH ADVANCED TO SUPERIOR LEVELS**

*Lecture .5, Lab 0, Units .5*

This course will focus on the Spanish and English subjunctive mood usage, misuse of the subjunctive, and structures that mandate the subjunctive mood in Spanish at the high advanced to superior levels.

**ADVISORY:** *Recommend one to two years of college-level Spanish or equivalent.*

### **SPA 187 ISSI: HISPANICS IN HOLLYWOOD**

*Lecture .5, Lab 0, Units .5*

This course introduces the student to the presence of Hispanics in the movie industry for over 90 years. From silent movies to the present, actors from Hispanic heritage have entertained the world as heroes, villains, and lovers. Hispanics/Latinos changed and influenced the course of films in Hollywood. Learn who these important contributors are—their films, their music, and their history. This course will be presented in English and Spanish.

### **SPA 188 ISSI: AUTHENTIC SPANISH PRONUNCIATION**

*Lecture .5, Lab 0, Units .5*

This course will provide Spanish pronunciation skills that will help the student be better understood and increase their ability to listen and understand the spoken language. It will assist the student to more authentically sound like a native Spanish speaker. Topics will include mouth and tongue position, forming correct vowel sounds, consonant changes and syllables, stress placement, intonation, importance of syllables to pronunciation, and transitioning of words. English will be used during the course.

### **SPA 189 ISSI: LANGUAGE AND CULTURE THROUGH ZUMBA**

*Lecture .5, Lab 0, Units .5*

This course incorporates Latin and international music and dance movements with an intense cardiovascular and muscular workout. Students will move to the rhythms of Latin music while improving their Spanish listening skills and vocabulary through this course. The course will be presented in English and Spanish.

### **SPA 195A ISSI: SPANISH FOR THE TEACHING PROFESSION: LOW BEGINNING TO INTERMEDIATE**

*Lecture .5, Lab 0, Units .5*

This course is an introduction to classroom vocabulary for the teaching profession. Objects and activities associated with the classroom will be introduced and practiced. Low beginning to intermediate level grammatical explanations of the Spanish structures will be introduced. This course is presented in English and Spanish.

### **SPA 195D ISSI: SPANISH FOR THE TEACHING PROFESSION: HIGH INTERMEDIATE TO HIGH SUPERIOR**

*Lecture .5, Lab 0, Units .5*

This high intermediate to high superior level course provides students with classroom vocabulary and grammatical structures for the teaching profession. Specific units of study will include vocabulary necessary to teaching mathematics, language arts, natural sciences, and social sciences in Spanish. Practical correspondence with a student's family will also be highlighted. This course is conducted almost entirely in Spanish.

**ADVISORY:** *Recommend one year of college-level Spanish or equivalent.*

### **SPA 199A ISSI: SPANISH COMMUNICATIVE INTERACTIVE CONVERSATION COURSE (SCICC) THE DIFFICULT TRIP: BEGINNING LEVELS**

*Lecture .25, Lab 0, Units .25*

This interactive conversational Spanish course will provide opportunity for the student to apply the present and present progressive tenses while incorporating the use of elementary level vocabulary. Students will fully participate in conversations expressing facts and narration about current activities in authentic, simulated cultural settings. Students will create with the Spanish language, use interrogatives and infinitives, and use vocabulary and verb forms in both the "usted" and "tú" forms of verbs.

**ADVISORY:** *SPA 121A, B, or D or concurrent enrollment in SPA 121A, B, or D, or equivalent.*

### **SPA 199D ISSI: SPANISH COMMUNICATIVE INTERACTIVE CONVERSATION COURSE (SCICC) THE DIFFICULT TRIP: INTERMEDIATE LEVELS**

*Lecture .25, Lab 0, Units .25*

This interactive conversational Spanish course will provide opportunity for the student to apply the present, present progressive, preterite, imperfect, and future tenses and subjunctive mood, while incorporating the use of vocabulary and idiomatic expressions. Students will fully participate in conversations expressing facts and narration about current and past activities in authentic, simulated cultural settings. Students will create with the Spanish language, use interrogatives and infinitives, and provide explanations and hypothesize using vocabulary and verb forms in both the "usted" and the "tú" forms of verbs.

**ADVISORY:** *SPA 121D, 122A, B or D, or SPA 199A or concurrent enrollment in SPA 122A, B, or D, or SPA 199A or equivalent.*

### **SPA 199H ISSI: SPANISH COMMUNICATIVE INTERACTIVE CONVERSATION COURSE (SCICC) THE DIFFICULT TRIP: ADVANCED LEVELS**

*Lecture .25, Lab 0, Units .25*

This interactive conversational Spanish course will provide opportunity for the student to apply the present, present progressive, preterite, imperfect, future, and imperative tenses and the subjunctive mood, while incorporating the use of vocabulary and idiomatic expressions. Students will fully participate in conversations expressing facts and narration about current, past, and future activities in authentic, simulated cultural settings. Students will create with the Spanish language, use interrogatives and infinitives, and provide explanations and hypothesize using vocabulary and verb forms in both the "usted" and the "tú" forms of verbs.

**ADVISORY:** *SPA 122D, 123A, 123B or 123D, or SPA 199D or concurrent enrollment in SPA 123A, 123B, or 123D, or SPA 199D or equivalent.*

# SPEECH

## SPE 101 PUBLIC SPEAKING

Lecture 4, Lab 0, Units 4

This course offers instruction on the principles of effective extemporaneous speaking, as well as practice in preparation and delivery of speeches for different occasions. The course includes preparation and presentation of speeches for various occasions with emphasis placed on developing, organizing, and stating ideas.

*Transfers to CSU, UC*

**ADVISORY:** ENG 152 or equivalent.

## SPE 102 INTERCULTURAL COMMUNICATIONS

Lecture 4, Lab 0, Units 4

This course will expose students to the dynamics of intercultural communications. Lectures and discussion will include the topics of culture, co-cultures, and multiculturalism. Emphasis will be placed on self-awareness, cultural perspectives, verbal and non-verbal traditions, and mindfulness. In addition, students will be exposed to strategies that increase intercultural communication competence.

*Transfers to CSU, UC*

**ADVISORY:** ENG 152 or equivalent.

## SPE 104 SPEECH COMMUNICATION

Lecture 4, Lab 0, Units 4

This course is an introduction to speech communication, including learning to listen effectively, non-verbal communication, interpersonal communication, small group discussion, and speaking to an audience. Emphasis will be placed on building self-confidence and developing the student's ability to communicate with others.

*Transfers CSU, UC*

**ADVISORY:** ENG 152 or equivalent.

## SPE 131 SPECIAL TOPICS

Units 1-4

This course is designed to meet the needs of students for studies in areas of special interest. Topics and credit will vary from quarter to quarter and will be included under this cover title published in the schedule for the quarter in which the course will be offered.

*Transfers to CSU*

## SPE 191 SPECIAL TOPICS

Units 1-4

This course is designed to meet the needs of students for studies in occupational, technical or college preparatory areas of special interest. Topics and credits will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

## SPE 231 SPECIAL PROJECTS

Units 1-4

This course is designed for students wishing to pursue a specific topic of study. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

*Transfers to CSU*

## SPE 291 SPECIAL PROJECTS

Units 1-4

This course is designed for students wishing to pursue a specific topic of study in occupational, technical or college preparatory areas. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

# THEATRE ARTS

## ASSOCIATE DEGREE

A degree is offered in the field of Visual and Performing Arts. For major requirements see page 83.

## THE 101 INTRODUCTION TO THEATRE

Lecture 4, Lab 0, Units 4

This course is an introduction to theatre as both an art form and social forum. The course will develop interest and understanding in theatre arts including the general nature of theatrical presentations, elements of dramatic structure, and distinctive and collaborative contributions of the actor, director, designers, technicians, and audience in theatrical presentations. Fundamental acting concepts and skills will be introduced.

*Transfers to CSU, UC*

## THE 104A HISTORY OF MUSICAL THEATRE

Lecture 4, Lab 0, Units 4

This course will cover the historical evolution of musical theatre forms in America. Students will examine the ideas, practices, and contributions of the musical's most influential creative artists, and analyze the major elements of a musical show.

*Transfers to CSU, UC*

## THE 105 INTRODUCTION TO ACTING

Lecture 4, Lab 0, Units 4

This course is designed to present the fundamentals of the acting process to students with little or no acting experience. Focus will be on participation as students learn, hands-on, the process all actors go through in approaching a role. Students will also be introduced to methods for approaching dramatic text and an historical perspective of the actor's process.

*Transfers to CSU, UC*

## THE 106A FUNDAMENTALS OF ACTING: VOICE AND DICTION FOR THE STAGE

Lecture 4, Lab 0, Units 4

This course will present principles of voice and speech for stage performance including breathing, relaxation, resonance, enunciation, articulation, projection, expressiveness, and vocal characterization. Standard American Diction is taught through use of the International Phonetic Alphabet (IPA). This course will enhance anyone's vocal ability whether serious acting student or nonperformer.

*Transfers to CSU, UC*

**REPEATABILITY:** May be repeated 2 times.

### THE 106B FUNDAMENTALS OF ACTING: MOVEMENT

Lecture 4, Lab 0, Units 4

This course will present principles of voice and speech for stage performance including breathing, relaxation, resonance, enunciation, articulation, projection, expressiveness, and vocal characterization. Standard American Diction is taught through use of the International Phonetic Alphabet (IPA). This course will enhance anyone's vocal ability whether serious acting student or nonperformer.

*Transfers to CSU, UC*

**REPEATABILITY:** May be repeated 2 times.

### THE 106C FUNDAMENTALS OF ACTING: STYLES

Lecture 4, Lab 0, Units 4

This course is designed to combine elements of voice, movement, and characterization in performance of different acting styles. Styles covered may include Greek, Elizabethan (Shakespeare), Restoration, Victorian, Commedia, Absurdism, and Musical Theatre.

*Transfers to CSU, UC*

**ADVISORY:** THE 105 with a letter grade of 'C' or better or equivalent.

**REPEATABILITY:** May be repeated 2 times.

### THE 107 ACTOR'S WORKSHOP

Lecture 4, Lab 0, Units 4

This advanced acting course is designed to further explore and apply the principles of acting, movement, voice, and scene interpretation to the study of character using scenes or monologues. Emphasis is placed on the acting process, scene analysis, and character analysis. Topics will vary each quarter the course is offered.

*Transfers to CSU, UC*

**ADVISORY:** THE 105 with a letter grade of 'C' or better or equivalent.

**REPEATABILITY:** May be repeated 5 times.

### THE 108 IMPROVISATIONAL THEATRE

Lecture 4, Lab 0, Units 4

This course introduces the principles and practices of theatrical improvisation, including exercises, games and situational scenes designed to develop performance skills. This course is recommended for actors of all levels as well as anyone interested in the creative process.

*Transfers to CSU, UC*

**REPEATABILITY:** May be repeated 2 times.

### THE 109 CHILDREN'S THEATRE

Lecture 3, Lab 3, Units 4

This course is the rehearsal and performance of a theatrical production designed to play for children. The play will be rehearsed in class then taken to local elementary schools for performances. Topics will include issues and techniques unique to performing for children. No performance experience is necessary to participate.

*Transfers to CSU*

**REPEATABILITY:** May be repeated 5 times.

### THE 110 STUDY OF LIVE THEATRE

Lecture .5, Lab 1.5, Units 1

This course will provide students with the opportunity to participate in a field trip to attend professional quality theatre. Emphasis will be placed on developing an awareness of the artistry, scope, and impact of live theatre. The course will include lectures and a field trip to attend theatrical performances.

*Transfers to CSU*

**REPEATABILITY:** May be repeated 5 times.

### THE 111A A STUDY OF FILM: AMERICAN FILM

Lecture .5, Lab 1.5, Units 1

This course is designed to provide a variety of topics related to American film study which reflect student interest and current trends in film studies. The course is also designed to increase and enhance the student's critical judgment of film through the designed topics. Specific topics and film titles will be described in the class schedule.

*Transfers to CSU*

### THE 111B A STUDY OF FILM: FOREIGN FILM

Lecture .5, Lab 1.5, Units 1

This course is designed to provide a variety of topics related to foreign film study which reflect student interest and current trends in film studies. The course is also designed to increase and enhance the student's critical judgment of film through the designed topics. Specific topics and film titles will be described in the class schedule.

*Transfers to CSU*

### THE 111C A STUDY OF FILM: COMEDY FILM

Lecture .5, Lab 1.5, Units 1

This course is designed to provide a variety of topics related to comedy film study which reflect student interest and current trends in film studies. The course is also designed to increase and enhance the student's critical judgment of film through the designed topics. Specific topics and film titles will be described in the class schedule.

*Transfers to CSU*

### THE 111D A STUDY OF FILM: DRAMA FILM

Lecture .5, Lab 1.5, Units 1

This course is designed to provide a variety of topics related to drama film study which reflect student interest and current trends in film studies. The course is also designed to increase and enhance the student's critical judgment of film through the designed topics. Specific topics and film titles will be described in the class schedule.

*Transfers to CSU*

### THE 111E A STUDY OF FILM: ACTION FILM

Lecture .5, Lab 1.5, Units 1

This course is designed to provide a variety of topics related to action film study which reflect student interest and current trends in film studies. The course is also designed to increase and enhance the student's critical judgment of film through the designed topics. Specific topics and film titles will be described in the class schedule.

*Transfers to CSU*

### THE 111F A STUDY OF FILM: HORROR FILM

Lecture .5, Lab 1.5, Units 1

This course is designed to provide a variety of topics related to horror film study which reflect student interest and current trends in film studies. The course is also designed to increase and enhance the student's critical judgment of film through the designed topics. Specific topics and film titles will be described in the class schedule.

*Transfers to CSU*

### THE 111G A STUDY OF FILM: ROMANCE FILM

Lecture .5, Lab 1.5, Units 1

This course is designed to provide a variety of topics related to romance film study which reflect student interest and current trends in film studies. The course is also designed to increase and enhance the student's critical judgment of film through the designed topics. Specific topics and film titles will be described in the class schedule.

*Transfers to CSU*



**THE 111H A STUDY OF FILM: WAR ON FILM***Lecture .5, Lab 1.5, Units 1*

This course is designed to provide a variety of topics related to the subject of war on film which reflect student interest and current trends in film studies. The course is also designed to increase and enhance the student's critical judgment of film through the designed topics. Specific topics and film titles will be described in the class schedule.

*Transfers to CSU***THE 111J A STUDY OF FILM: WESTERN FILM***Lecture .5, Lab 1.5, Units 1*

This course is designed to provide a variety of topics related to Western film study which reflect student interest and current trends in film studies. The course is also designed to increase and enhance the student's critical judgment of film through the designed topics. Specific topics and film titles will be described in the class schedule.

*Transfers to CSU***THE 111K A STUDY OF FILM: MUSICAL FILM***Lecture .5, Lab 1.5, Units 1*

This course is designed to provide a variety of topics related to musical film study which reflect student interest and current trends in film studies. The course is also designed to increase and enhance the student's critical judgment of film through the designed topics. Specific topics and film titles will be described in the class schedule.

*Transfers to CSU***THE 111L A STUDY OF FILM: FILM NOIR***Lecture .5, Lab 1.5, Units 1*

This course is designed to provide a variety of topics related to film noir study which reflect student interest and current trends in film studies. The course is also designed to increase and enhance the student's critical judgment of film through the designed topics. Specific topics and film titles will be described in the class schedule.

*Transfers to CSU***THE 111M A STUDY OF FILM: FILM GENRE***Lecture .5, Lab 1.5, Units 1*

This course is designed to provide a variety of topics related to film genre study which reflect student interest and current trends in film studies. The course is also designed to increase and enhance the student's critical judgment of film through the designed topics. Specific topics and film titles will be described in the class schedule.

*Transfers to CSU, UC***THE 111N A STUDY OF FILM: DIRECTOR(S) FILM***Lecture .5, Lab 1.5, Units 1*

This course is designed to provide a variety of topics related to director(s) film study which reflect student interest and current trends in film studies. The course is also designed to increase and enhance the student's critical judgment of film through the designed topics. Specific topics and film titles will be described in the class schedule.

*Transfers to CSU***THE 111P A STUDY OF FILM: SOCIAL ISSUES***Lecture .5, Lab 1.5, Units 1*

This course is designed to provide a variety of film topics related to social issues which reflect student interest and current trends in film studies. The course is also designed to increase and enhance the student's critical judgment of film through the designed topics. Specific topics and film titles will be described in the class schedule.

*Transfers to CSU***THE 111Q A STUDY OF FILM: CULTURAL TOPICS***Lecture .5, Lab 1.5, Units 1*

This course is designed to provide a variety of film topics related to cultural topics which reflect student interest and current trends in film studies. The course is also designed to increase and enhance the student's critical judgment of film through the designed topics. Specific topics and film titles will be described in the class schedule.

*Transfers to CSU***THE 111R A STUDY OF FILM: SILENT FILM***Lecture .5, Lab 1.5, Units 1*

This course is designed to provide a variety of topics related to silent film study which reflect student interest and current trends in film studies. The course is also designed to increase and enhance the student's critical judgment of film through the designed topics. Specific topics and film titles will be described in the class schedule.

*Transfers to CSU***THE 111S A STUDY OF FILM: SHORT FILM***Lecture .5, Lab 1.5, Units 1*

This course is designed to provide a variety of topics related to short film study which reflect student interest and current trends in film studies. The course is also designed to increase and enhance the student's critical judgment of film through the designed topics. Specific topics and film titles will be described in the class schedule.

*Transfers to CSU***THE 111T A STUDY OF FILM: SCIENCE FICTION AND FANTASY FILM***Lecture .5, Lab 1.5, Units 1*

This course is designed to provide a variety of topics related to science fiction and fantasy film study which reflect student interest and current trends in film studies. The course is also designed to increase and enhance the student's critical judgment of film through the designed topics. Specific topics and film titles will be described in the class schedule.

*Transfers to CSU***THE 111U A STUDY OF FILM: FILM STUDIO(S)***Lecture .5, Lab 1.5, Units 1*

This course is designed to provide a variety of topics related to film studio(s) study which reflect student interest and current trends in film studies. The course is also designed to increase and enhance the student's critical judgment of film through the designed topics. Specific topics and film titles will be described in the class schedule.

*Transfers to CSU***THE 112A HISTORY OF FILM: BEGINNINGS TO 1945***Lecture 4, Lab 0, Units 4*

This course is an historical survey of the technical and artistic development of the film industry from 1865 to 1945. Emphasis will be placed on analyzing the film industry and looking at film as a reflection of world, social, economic, and political developments. Students will discuss and analyze each film viewed.

*Transfers to CSU, UC*

**THE 112B HISTORY OF FILM: 1945 TO 1965***Lecture 4, Lab 0, Units 4*

This course is an historical survey of the technical and artistic development of the film industry from 1945 to 1965. Emphasis will be placed on analyzing the film industry and looking at film as a reflection of world, social, economic, and political developments. Students will discuss and analyze each film viewed.

*Transfers to CSU, UC***THE 112C HISTORY OF FILM: 1965 TO PRESENT***Lecture 4, Lab 0, Units 4*

This course is an historical survey of the technical and artistic development of the film industry from 1965 to the present. Emphasis will be placed on analyzing the film industry and looking at film as a reflection of world, social, economic, and political developments. Students will discuss and analyze each film viewed.

*Transfers to CSU, UC***THE 114 INTRODUCTION TO SCREENWRITING***Lecture 4, Lab 0, Units 4*

This course explores the fundamentals of screenwriting as a kind of dramatic writing. Students will practice the various formats used by screenwriting professionals, including script pages, and will develop a story for a feature-length screenplay.

*Transfers to CSU***ADVISORY:** *ENG 101 or equivalent.***THE 115 INTRODUCTION TO PLAYWRITING***Lecture 4, Lab 0, Units 4*

This course is designed to introduce students to the elements of writing for the stage. Topics include discussion and analysis of dramatic structure and dramatic action, character development, and writing dialogue. Students will create and critique their own plays, as well as study and critique plays from established authors and productions.

*Transfers to CSU***THE 118 THEATRICAL DESIGN***Lecture 4, Lab 0, Units 4*

This course will focus on how to use set, lighting, sound, and costume elements to realize an artistic design concept, with the primary focus on set design. This course will also examine how theatrical design has changed throughout history, and how it has been affected by new multimedia technology. Students will create their own designs both by interpreting a director's production concept, as well as developing their own design concepts from script readings.

*Transfers to CSU, UC***REPEATABILITY:** *May be repeated 3 times.***THE 122 COLLABORATIVE WORKSHOP***Lecture 1, Lab 3, Units 2*

This course will allow students interested in directing, acting, and playwriting to work together in the exploration, development, revision, and preparation of new and original theatrical pieces. Actors will be paired with a playwright and director to become a collaborative group. The number of groups and numbers of actors in each group will be determined by the size of the class and the number of people interested in writing or directing.

*Transfers to CSU, UC***REPEATABILITY:** *May be repeated 5 times.***THE 126 MUSICAL THEATRE TECHNIQUES***Lecture 2, Lab 3, Units 3*

This course is designed to introduce participants to various aspects of musical theatre techniques. Through demonstration and active participation students will either focus on acting, dancing, singing, or auditioning techniques. The topic of each class will be announced in the schedule. Experienced performers can strengthen their skills and newcomers can learn new techniques.

*Transfers to CSU, UC***REPEATABILITY:** *May be repeated 5 times.***THE 127 INTRODUCTION TO SOUND TECHNOLOGY***Lecture 3, Lab 2, Units 3.75*

This course is designed for the beginning/intermediate live sound engineer. The course will focus on the mixing of instrumental and vocal sound in live performances as well as the recording and playback of theatrical sound effects. The recording and editing of music and sound effects and the real-time mixing of live sound will be done in both analog and digital formats.

*Transfers to CSU***THE 128A/B/C/D PRODUCTION TECHNIQUES***Lecture 0-1, Lab 3-9, Units 1-4***Module A: 0-3-1****Module B: 1-3-2****Module C: 1-6-3****Module D: 1-9-4**

This course emphasizes rehearsal techniques for public performance. The focus of this course is on acting, scene design, lighting, sound, costuming, and production. Students will enroll in 1-4 units depending on the size of the role or assignment. This course culminates in the production and performance of a theatre play. Auditions and interviews are required before registration.

*Transfers to CSU, UC***PREREQUISITE:** *Audition/interview.***REPEATABILITY:** *May be repeated 5 times.***THE 129 STAGECRAFT***Lecture 3, Lab 3, Units 4*

This course teaches the student the basics of technical theatre including stagecraft, lighting, and sound. The course has a hands-on approach to basic stagehand practices so that the student will become proficient in general backstage work with an emphasis on safety. Students will be working with power tools, lighting, and sound equipment.

*Transfers to CSU, UC***REPEATABILITY:** *May be repeated 5 times.***THE 130 STAGE LIGHTING***Lecture 3, Lab 3 Units 4*

This course covers the use and function of the many stage lighting instruments in common usage today. Students will develop hands-on skills in the hanging, rigging, and focusing of lighting instruments. The course will introduce the operation and programming of lighting control boards, basic electrical theory, programming of moving lights, and beginning stage lighting design.

*Transfers to CSU, UC*

**THE 131 SPECIAL TOPICS***Units 1-4*

This course is designed to meet the needs of students for studies in areas of special interest. Topics and credit will vary from quarter to quarter and will be included under this cover title published in the schedule for the quarter in which the course will be offered.

*Transfers to CSU***THE 132 OCCUPATIONAL WORK EXPERIENCE***Lecture 0, Lab 0, Units 1-6*

Occupational Work Experience is for students who are employed in jobs related to their educational or occupational goals. This program extends knowledge gained in the classroom to the workplace, helps students identify new and challenging objectives at work, and encourages professional growth and advancement.

*Transfers to CSU*

**COREQUISITE:** *Students must be available to work to 40 hours per week for an approved business and must have an application on file each quarter enrolled.*

**REPEATABILITY:** *May be repeated up to a total of twenty-four (24) units, six units maximum per quarter.*

**THE 133 INTERNSHIP - OCCUPATIONAL WORK EXPERIENCE***Lecture 0, Lab 0, Units 1-6*

Internship - Occupational Work Experience is a supervised worksite placement the student earns which is related to the student's educational and occupational goals. The program will assist students in acquiring relevant work experience and awareness of career opportunities in their chosen field of study. This course may be repeated for a maximum of 24 units

*Transfers to CSU*

**COREQUISITE:** *Students must be available to volunteer 4 to 24 hours per week (if paid, hours per week increase as outlined in the work experience program) for an approved business and must have an application on file each quarter enrolled.*

**REPEATABILITY:** *May be repeated up to a total of twenty-four (24) units, six units maximum per quarter.*

**THE 191 SPECIAL TOPICS***Units 1-4*

This course is designed to meet the needs of students for studies in occupational, technical or college preparatory areas of special interest. Topics and credits will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

**THE 208 ADVANCED IMPROVISATION***Lecture 1, Lab 3, Units 2*

In this course, students will improve techniques to improvise a story, character, and setting. This course may culminate in a public improvisation performance. The course is recommended for actors with some experience in both acting and improvisation. Registration is by instructor approval/audition only. Auditions for this course will be conducted during the first class meeting.

*Transfers to CSU, UC*

**PREREQUISITE:** *Audition/interview.*

**ADVISORY:** *Registration is by instructor approval/audition only. Auditions for this course will be conducted during the first class meeting.*

**REPEATABILITY:** *May be repeated 5 times.*

**THE 214 INTERMEDIATE SCREENWRITING***Lecture 4, Lab 0, Units 4*

This course builds on basic screenwriting skills through collaborative and individual exercises. Students will become more proficient in writing short sketches in correct script format, analyzing and using three-act structure, cross-cutting actions, and adapting stories for the screen.

*Transfers to CSU*

**PREREQUISITE:** *THE 114 with a letter grade of "C" or better or equivalent.*

**THE 228A/B/C/D ADVANCED PRODUCTION TECHNIQUES***Lecture 0-1, Lab 3-9, Units 1-4***Module A: 0-3-1****Module B: 1-3-2****Module C: 1-6-3****Module D: 1-9-4**

This course emphasizes rehearsal techniques for students who have substantial production experience and wish to continue upgrading their skills in acting, scene design, lighting, sound, costuming, and production. Students will enroll in 1-4 units depending on size of role or assignment. This course culminates in the production and performance of a play. Auditions and interviews are required before registration.

*Transfers to CSU, UC*

**PREREQUISITE:** *Audition/interview.*

**REPEATABILITY:** *May be repeated 5 times.*

**THE 231 SPECIAL PROJECTS***Units 1-4*

This course is designed for students wishing to pursue a specific topic of study. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

*Transfers to CSU***THE 291 SPECIAL PROJECTS***Units 1-4*

This course is designed for students wishing to pursue a specific topic of study in occupational, technical or college preparatory areas. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

# WILDERNESS EDUCATION

## ASSOCIATE DEGREE

A degree is offered in the field of Wilderness Education. For major requirements and areas of concentration, see page 85.

## CERTIFICATE OF ACHIEVEMENT

A Certificate of Achievement is offered in the field of Wilderness Education. For requirements and areas of concentration, see page 95.

## WLD 100 FOUNDATIONS OF RECREATION LAND MANAGEMENT

*Lecture 3, Lab 0, Units 3*

This course will expose students to the principles of land management with specific focus on the complexities of managing recreation in the Tahoe basin. Students will meet representatives of the main land management agencies and organizations to discuss their agency's/ organization's mission, structure, and processes as it revolves around recreation. Through a series of guest lectures, class discussions, and group projects, students will learn about the processes that shape recreation planning, policy, management, challenges, trends, opportunities, and demands in the Lake Tahoe basin.

*Transfers to CSU*

## WLD 101 ORIGINS AND DIRECTIONS OF WILDERNESS EDUCATION

*Lecture 2, Lab 0, Units 2*

This course is an introduction to the foundations, origins, settings and experiential learning associated with wilderness education. Special attention is focused on the philosophical, historical, psychological, ethical, and social foundations of wilderness education. Similarities and differences to such fields as outdoor education, recreation, environmental sciences, and experiential education will be investigated.

*Transfers to CSU*

## WLD 104 FUNDAMENTALS OF OUTDOOR LEADERSHIP

*Lecture 2, Lab 2, Units 2.75*

In this course students will learn and practice outdoor leadership. Topics include LNT (Leave-No-Trace) practices, map and compass, wilderness first aid, and leadership strategies. Activities include peak ascents, wilderness skills, expeditionary learning, environmental stewardship, and service projects. This course will include a backcountry experience. Instruction will be both classroom and field-based.

*Transfers to CSU, UC*

## WLD 106A WILDERNESS MEDICAL ASSOCIATES (WMA) WILDERNESS FIRST RESPONDER

*Lecture 3, Lab 3, Units 4*

This course provides a Wilderness First Responder (WFR) certification through Wilderness Medical Associates (WMA) for those students who meet all course criteria. WMA is the definitive medical training certifying body for all outdoor leaders and enthusiasts. In this course, students will learn to handle medical emergencies when help is miles away and dialing 911 is not an option. Through classroom lectures, field instruction, and role playing scenarios, students will learn to be prepared for emergency situations that involve prolonged patient care, severe environments, and improvised equipment. A CPR (cardiopulmonary resuscitation) certification is also included with this course.

*Transfers to CSU*

**REPEATABILITY:** May be repeated 1 time.

## WLD 106B WILDERNESS MEDICAL ASSOCIATES (WMA) OPEN RECERTIFICATION (CHALLENGE)

*Lecture 2 Lab 0, Units 2*

This course is a recertification course open to graduates of all wilderness medical training courses of 64 hours or longer with a current certification. Upon successful completion of this course, the student will receive Wilderness Medical Associates WFR (Wilderness First Responder), Anaphylaxis and BLS (Basic Life Support)-level CPR (cardiopulmonary resuscitation) certifications. WEMT (Wilderness Emergency Medical Technician) graduates with a current EMT-B or Paramedic certificate may also recertify the wilderness portion of their WEMT.

*Transfers to CSU*

**PREREQUISITES:** WLD 107B, WLD 106A, or 64 hours of continual training from any wilderness medicine training program (cumulative training hours from different courses are not eligible). Training must have been completed within three years of this course.

**REPEATABILITY:** May be repeated 5 times.

## WLD 107A WILDERNESS FIRST AID

*Lecture 1.5, Lab 1.5, Units 2*

This course is designed for back country skiers, guides, forest service personnel, climbers, ski patrollers, and outdoor enthusiasts. Emphasis will be placed on learning procedures involving preventative medicine, evacuation, environmental resources, altitude related problems, and emergency first aid in the wilderness. Current Wilderness First Responders (WFR) may recertify in this class. NOTE: An American Heart Association (AHA) healthcare provider CPR certification is available in this course.

*Transfers to CSU*

**REPEATABILITY:** May be repeated 5 times.

## WLD 107B WILDERNESS FIRST RESPONDER

*Lecture 3.5, Lab 3.25, Units 4.5*

This course provides outdoor leaders, instructors, guides, and backcountry enthusiasts with the knowledge and skills to render medical care for outdoor and wilderness emergencies. Emphasis will be placed on emergency situations that involve prolonged patient care, severe environments, and improvised equipment. Both an LTCC Wilderness First Responder (WFR) and an American Heart Association (AHA) CPR certification are included in this course.

*Transfers to CSU*

**REPEATABILITY:** May be repeated 1 time.

**WLD 107F WILDERNESS FIRST AID: BASICS***Lecture .75, Lab 0, Units .75*

This course provides forest service personnel and outdoor enthusiasts with an awareness of the basic knowledge and skills needed to render medical care for wilderness emergencies. Topics covered will include patient assessment, preventive medicine, traumatic disorders, non-traumatic diseases, environmental injuries, and evacuation techniques. Students will have the opportunity to practice their wilderness first aid skills through simulated emergency scenarios.

*Transfers to CSU***WLD 112A MAP AND COMPASS***Lecture .5, Lab .25, Units .5*

This course provides a thorough introduction to the use of the map and compass for navigation in the Sierra Nevada and similar regions. The majority of the learning will occur through field practice in the use of compass and map interpretation.

*Transfers to CSU***WLD 112B LAND NAVIGATION***Lecture 2, Lab 1, Units 2.25*

This is a comprehensive course on the use of map, compass, and altimeter in the wilderness environment. The course includes information on low visibility navigation, triangulation, and orienteering techniques. An overnight field trip is included as part of the course.

*Transfers to CSU***WLD 112C MAP, COMPASS, AND GPS***Lecture 1, Lab 2, Units 1.75*

This is a comprehensive course on the use of the map, compass, and Global Positioning System (GPS) for navigation in the Sierra Nevada and similar regions. Learning will occur through both classroom and field sessions. Successful students will finish the class with command of the most common and reliable tools for wilderness land navigation.

*Transfers to CSU***WLD 114B ULTRALIGHT BACKPACKING***Lecture 1.25, Lab 1, Units 1.5*

This course will introduce students to the elements of ultralight backpacking. Topics covered include food selection and requirements, equipment selection and use, backpacking methods, topographic map use, Leave-No-Trace (LNT) principles, and gear inventions.

*Transfers to CSU, UC (unit limit)***REPEATABILITY:** *May be repeated 5 times.***WLD 115 WILDERNESS SURVIVAL***Lecture 2, Lab 1, Units 2.25*

Students will learn how to travel in the wilderness and cope with wilderness emergencies. Topics covered will include survival, land navigation, dangerous animals, cold injury, shelter and clothing, and wilderness travel with an emphasis on self-reliance and environmental awareness. An overnight field trip is included.

*Transfers to CSU, UC (unit limit)***WLD 116 MOUNTAIN WEATHER***Lecture 2, Lab 0, Units 2*

This course will introduce students to the elements of mountain weather as they relate to wilderness travelers and professionals. Topics covered include mountain climates, atmosphere, influence of terrain, and forecasting tools. This course will emphasize field applications and be especially useful for outdoor professionals and those who travel in the mountain environment.

*Transfers to CSU***WLD 117A MOUNTAINEERING***Lecture 1, Lab 2, Units 1.75*

This field-based course is designed to provide students with the necessary skills to travel safely in the mountains. Students will learn basic mountaineering principles, including Leave-No-Trace (LNT) principles, off-trail travel, basic snow and rock travel including technical systems, route finding, and safety considerations.

*Transfers to CSU, UC (unit limit)***REPEATABILITY:** *May be repeated 5 times.***NOTE:** *WLD 117A and 117B may be taken for a combined total of 6 times.***WLD 117B INTERMEDIATE MOUNTAINEERING***Lecture 2, Lab 2, Units 2.75*

This field-based course is designed to provide students with necessary, advanced information to travel safely in wilderness areas. Topics include mountaineering techniques, cross country backpacking, rock climbing skills, glacier travel techniques, peak ascents, and glissading. Much of the instruction occurs during a field expedition. Instruction will be both classroom and field-based.

*Transfers to CSU***ADVISORY:** *WLD 117A or equivalent.***REPEATABILITY:** *May be repeated 5 times.***NOTE:** *WLD 117A and 117B may be taken for a combined total of 6 times.***WLD 118A ROCK CLIMBING: BEGINNING***Lecture .75, Lab .75, Units 1*

This course is designed for those students interested in learning an in-depth introduction to rock climbing. Students will spend the majority of the class climbing in the field. Topics include: rope systems, safety gear, knots, belaying techniques, call signals, climbing techniques, footwork, balance, flexibility, and rappelling.

*Transfers to CSU, UC (unit limit)***REPEATABILITY:** *May be repeated 5 times.***NOTE:** *WLD 118A, 118B, 118C, and 118D may be taken for a combined total of 6 times.***WLD 118B ROCK CLIMBING: INTERMEDIATE***Lecture .75, Lab .75, Units 1*

This course is designed for those students who already possess basic skills related to rock climbing and wish to advance those skills. The course curriculum will focus on the construction and use of climbing anchors, the use of protection, knots and hitches, and more advanced climbing techniques.

*Transfers to CSU, UC (unit limit)***ADVISORY:** *WLD 118A or equivalent skills.***REPEATABILITY:** *May be repeated 5 times.***NOTE:** *WLD 118A, 118B, 118C, and 118D may be taken for a combined total of 6 times.***WLD 118C INTRODUCTION TO LEAD CLIMBING***Lecture .75, Lab .75, Units 1*

This course is designed for those students who wish to learn the basics of lead climbing. Topics include placing protection, protection strategies, down climbing, and anchor requirements. Acquire these skills with the safety of a top rope belay in an instructional setting.

*Transfers to CSU, UC (unit limit)***ADVISORY:** *WLD 118A, 118B, 118D, or equivalent.***REPEATABILITY:** *May be repeated 5 times.***NOTE:** *WLD 118A, 118B, 118C, and 118D may be taken for a combined total of 6 times.*

**WLD 118D SELF-RESCUE FOR CLIMBERS**

Lecture .75, Lab .75, Units 1

This course is designed for those climbers who wish to be self-reliant and learn the rescue skills necessary to be safe in the vertical world. Topics include: escaping belays, ascending and descending fixed ropes, and assisting injured climbing partners.

*Transfers to CSU, UC (unit limit)*

**ADVISORY:** WLD 118A, 118B, 118C, or equivalent.

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** WLD 118A, 118B, 118C, and 118D may be taken for a combined total of 6 times.

**WLD 121 SNOWSHOEING**

Lecture 1, Lab 1, Units 1.25

This course is designed for those students interested in improving both their winter hiking fitness and their technical skills related to snowshoeing. Students will spend the majority of the class snowshoeing in the field at various locations in Tahoe. Topics include: proper equipment, technique, snowshoeing areas, safety measures, and winter Leave-No-Trace (LNT) principles.

*Transfers to CSU, UC (unit limit)*

**REPEATABILITY:** May be repeated 5 times.

**WLD 122A CROSS COUNTRY SKIING**

Lecture 1, Lab 1, Units 1.25

This course provides the student with the fundamental and intermediate skills necessary for enjoying and participating in cross country skiing. Students will spend the majority of the class cross country skiing in the field. Topics include: equipment selection and use, technique, safety concerns, local areas, and winter Leave-No-Trace (LNT) principles.

*Transfers to CSU, UC (unit limit)*

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** WLD 122A, 122C and 122D may be taken for a combined total of 6 times.

**WLD 122C NORDIC SKATE SKIING: BEGINNING**

Lecture .75, Lab .75, Units 1

This course is designed for the beginner Nordic skate skier. This course will teach students the fundamental skills for skate skiing. Students will learn basic skating and poling techniques, hill climbing and descending techniques, and ski base preparation and waxing techniques.

*Transfers to CSU, UC (unit limit)*

**REPEATABILITY:** May be repeated 5 times.

**ADVISORY:** WLD 122A or equivalent. Prior cross country or alpine skiing experience is advised.

**NOTE:** WLD 122A, 122C and 122D may be taken for a combined total of 6 times.

**WLD 122D NORDIC SKATE SKIING: INTERMEDIATE**

Lecture .75, Lab .75, Units 1

This course is designed for the intermediate Nordic skate skier. This course will review the basic fundamentals of skate skiing, i.e., skating and poling techniques, hill climbing and descending techniques, and ski base preparation and waxing techniques for both. In addition, this course will focus on climbing and descending techniques and the appropriate poling techniques.

*Transfers to CSU, UC (unit limit)*

**REPEATABILITY:** May be repeated 5 times.

**ADVISORY:** WLD 122A, WLD 122C or equivalent. Prior Nordic skate skiing experience is advised.

**NOTE:** WLD 122A, 122C and 122D may be taken for a combined total of 6 times.

**WLD 124A TELEMAR SKIING**

Lecture .75, Lab 1, Units 1

This course will utilize a local ski resort to teach telemark skiing techniques. This course can accommodate a wide range of skiing abilities and will cover everything from the basic wedge turn to more advanced telemark techniques. Students will need to provide their own equipment.

*Transfers to CSU, UC (unit limit)*

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** WLD 124A and 124B may be taken for a combined total of 6 times.

**WLD 124B TELEMAR SKIING: ADVANCED**

Lecture 1, Lab 1, Units 1.25

This course is designed for the advanced telemark skier. Advanced skiing techniques will be introduced in order to ski a variety of terrain and snow conditions. Students must be able to consistently link controlled turns on intermediate to advanced terrain. This course will utilize a local ski resort. Students are required to supply their own equipment.

*Transfers to CSU, UC (unit limit)*

**ADVISORY:** WLD 124A or equivalent.

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** WLD 124A and 124B may be taken for a combined total of 6 times.

**WLD 125A BACKCOUNTRY SKIING**

Lecture 1, Lab 1, Units 1.25

This course is designed for the experienced telemark or alpine skier to learn how to enter into the winter backcountry environment safely. Topics include: avalanche recognition and avoidance, route selection, proper equipment selection and use, prevention of cold weather injuries and emergencies, emergency shelters, avalanche transceiver practice, and winter Leave-No-Trace (LNT) principles.

*Transfers to CSU, UC (unit limit)*

**ADVISORY:** WLD 128B, 128R, or equivalent. Students must be able to consistently link controlled turns on a variety of terrain.

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** WLD 125A, 126A and 126C may be taken for a combined total of 6 times.

**WLD 126A BACKCOUNTRY SNOWBOARDING**

Lecture 1, Lab 1, Units 1.25

This course is designed for the experienced snowboarder who would like to learn how to enter into the backcountry environment safely. Topics include: avalanche recognition and avoidance, route selection, proper equipment selection and use, snowshoes vs. splitboards, prevention of cold weather injuries and emergencies, emergency shelters, avalanche transceiver practice, and winter Leave-No-Trace (LNT) principles.

*Transfers to CSU, UC (unit limit)*

**ADVISORY:** WLD 128B, 128R, or equivalent. Students must be able to consistently link controlled turns on a variety of terrain.

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** WLD 125A, 126A and 126C may be taken for a combined total of 6 times.



## WLD 126C MULTI-DAY SKI/SPLITBOARD TOURING

Lecture 2, Lab 2, Units 2.75

This course is for the snowboarder or skier who wants to learn how to access remote peaks in the wilderness. Students will plan and execute a multi-day tour in a backcountry environment. Topics include: itinerary, food packing, gear choices, snow camping, Leave-No-Trace (LNT) practices, snowpack analysis and terrain choice, rescue scenarios, evacuation techniques, group dynamics, and peak skiing/snowboarding.

*Transfers to CSU, UC (unit limit)*

**ADVISORY:** WLD 128B, WLD 125A, WLD 126A or equivalent.

*Previous backcountry skiing/splitboarding experience is highly recommended. Students must be able to carry a 40lb pack and link controlled turns on a variety of terrain.*

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** WLD 125A, 126A and 126C may be taken for a combined total of 6 times.

## WLD 127A WINTER SURVIVAL

Lecture 2, Lab 1, Units 2.25

Students will learn aspects of traveling in the winter environment. Topics covered will include equipment selection and use, snow and avalanche avoidance and survival, shelter construction, safety and weather considerations, route finding, Leave-No-Trace (LNT) ethics, and search and rescue techniques. This course teaches self-reliance and environmental awareness.

*Transfers to CSU*

## WLD 128B AIARE LEVEL 1 AVALANCHE

Lecture 1.25, Lab .75, Units 1.5

This course provides a Level 1 Avalanche Certificate through the American Institute for Avalanche Research and Education (AIARE). With both classroom and field instruction, students will be provided lessons and exercises that are practically oriented, useful, and applicable in the basic understanding of avalanches. The course describes a framework for decision making and risk management in avalanche terrain.

*Transfers to CSU*

**ADVISORY:** Students should be competent backcountry skiers/snowboarders, i.e., have the ability to travel in the winter environment using the appropriate gear.

**REPEATABILITY:** May be repeated 2 times.

## WLD 128C AIARE LEVEL 2 AVALANCHE

Lecture 2.25, Lab 1, Units 2.50

This course provides a Level 2 Avalanche Certificate through the American Institute for Avalanche Research and Education (AIARE). The Level 2 course is a program that provides backcountry leaders the opportunity to advance their knowledge and decision making skills. This course also builds from the introductory avalanche hazard management model introduced in the Level 1 course and adds to it the evaluation of factors critical to stability evaluation. Students must have the ability to travel in avalanche terrain.

*Transfers to CSU*

**PREREQUISITE:** Current AIARE Level 1 avalanche certification or equivalent. Students will be required to present copies of their Level 1 certification at the first class session. Any student without proof of a Level 1 certification will be dropped from the class.

**ADVISORY:** Students should be competent backcountry skiers/snowboarders, i.e., have the ability to travel in the winter environment using the appropriate gear. Students should provide their own shovel, transceiver, probe, and snow-study kit.

**REPEATABILITY:** May be repeated 1 time.

## WLD 128R AVALANCHE AVOIDANCE AND RESCUE

Lecture .5, Lab .25, Units .5

This course is designed for the winter backcountry traveler who wishes to learn or review the basics of avalanche danger evaluation and practice the basics of avalanche rescue techniques. Topics include: avalanche types and characteristics, decision making framework, search and rescue, transceiver practice, and backcountry travel techniques.

*Transfers to CSU*

## WLD 131 SPECIAL TOPICS

Units 1-4

This course is designed to meet the needs of students for studies in areas of special interest. Topics and credit will vary from quarter to quarter and will be included under this cover title published in the schedule for the quarter in which the course will be offered.

*Transfers to CSU*

## WLD 133 INTERNSHIP - OCCUPATIONAL WORK EXPERIENCE

Lecture 0, Lab 0, Units 1-6

Internship - Occupational Work Experience is a supervised worksite placement the student earns which is related to the student's educational and occupational goals. The program will assist students in acquiring relevant work experience and awareness of career opportunities in their chosen field of study. This course may be repeated for a maximum of 24 units.

*Transfers to CSU*

**COREQUISITES:** Students must be available to volunteer 4 to 24 hours per week (if paid, hours per week increase as outlined in the work experience program) for an approved business and must have an application on file each quarter enrolled.

**REPEATABILITY:** May be repeated up to 24 units.

## WLD 137A MOUNTAIN PEAK HIKING

Lecture .25, Lab .5, Units .5

The Mountain Peak Hiking series of courses is designed for the outdoor enthusiast who has always wished to hike one of Tahoe's famous peaks, i.e., Mt. Tallac, Pyramid Peak, Freel Peak, etc. Students will be introduced to all the elements of hiking a large peak, including equipment selection and use, food selection and requirements, hiking methods, topographic map use, and Leave-No-Trace (LNT) ethics.

*Transfers to CSU, UC (unit limit)*

**ADVISORY:** It is highly recommended that students are in appropriate physical condition to spend the entire day hiking at elevation.

**REPEATABILITY:** May be repeated 5 times.

## WLD 137B HIKING/WILDERNESS WALKING

Lecture .5, Lab .75, Units .75

This course is designed for those students interested in improving both their hiking fitness and their technical skills related to wilderness walking. Topics covered include Leave-No-Trace (LNT) ethics, equipment selection and use, food selection and requirements, hiking methods, pacing, and endurance.

*Transfers to CSU, UC (unit limit)*

**REPEATABILITY:** May be repeated 5 times.

**WLD 137C WILDFLOWER HIKES***Lecture 1, Lab 2 Units 1.75*

This course will introduce students to the diversity of flowers found in the Tahoe Basin through a concentrated series of six day hikes at many of the best trails in the local area. Students will develop their technical hiking skills and be able to identify the groups of flowers, plants, and trees that make up the various ecosystems that surround Lake Tahoe. In addition to basic identification skills, students will learn how plants have evolved various survival and reproductive skills to survive and thrive in this environment. Other topics include: Leave-No-Trace principles (LNT), wildflower hiking strategies, and equipment selection and use. The ultimate objective of this course is to implement specific hiking techniques that help the individual to foster an ongoing appreciation of the beauty and complexity of wildflowers.

*Transfers to CSU, UC (unit limit)*

**ADVISORY:** Students should be in the appropriate physical fitness to hike up to six miles with elevation gains of 1500 ft.

**REPEATABILITY:** May be repeated 5 times

**WLD 140A WHITEWATER RAFTING: BEGINNING***Lecture 1.25, Lab 1, Units 1.5*

This course is designed for students interested in learning an in-depth introduction to whitewater rafting. Students will spend the majority of the class on an overnight rafting trip on the East Fork of the Carson River. Topics include: safe river travel, river equipment, hydrology, geomorphology, reading water, paddle skills, guide skills, and river stewardship.

*Transfers to CSU, UC (unit limit)*

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** WLD 140A, 140B, 140C, and 140F may be taken for a combined total of 6 times.

**WLD 140B WHITEWATER RAFTING: INTERMEDIATE***Lecture 1.25 Lab 1, Units 1.5*

This course is designed for those students who already possess basic skills related to whitewater rafting. Students will spend the majority of the course on an overnight rafting on one of the Sierra's Class III-IV rivers. Course content includes group organization, multi-day river trip planning, paddle strokes, advanced boat maneuvers, guide commands, giving a safety talk, safety and rescue techniques, and fundamental hydrology.

*Transfers to CSU, UC (unit limit)*

**ADVISORY:** WLD 140A, 140F, or equivalent.

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** WLD 140A, 140B, 140C, and 140F may be taken for a combined total of 6 times.

**WLD 140C WHITEWATER GUIDE SCHOOL***Lecture 1 Lab 6, Units 3*

This course is an intensive field training to prepare students to be commercial river guides. Course topics include: raft navigation, boat rigging, camp set up, equipment maintenance, safety talks, paddle talks, interpretative skills, swimming skills, and throw bag practice.

*Transfers to CSU*

**ADVISORY:** Students should be both physically and mentally prepared to spend multiple days on the river. Preparation may include a wet suit or a dry suit. Students should be good swimmers and comfortable in the water.

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** WLD 140A, 140B, 140C, and 140F may be taken for a combined total of 6 times.

**WLD 140F WHITEWATER RAFTING: BASICS***Lecture .25 Lab .5, Units .5*

This course is designed for the outdoor enthusiast who wishes to learn or review the basics of whitewater rafting. Students will spend the majority of the course whitewater rafting. The course familiarizes students with the following: safe river travel, river equipment, hydrology, paddle techniques, and river stewardship.

*Transfers to CSU, UC (unit limit)*

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** WLD 140A, 140B, 140C, and 140F may be taken for a combined total of 6 times.

**WLD 146A SEA KAYAKING: BEGINNING***Lecture .75, Lab .75, Units 1*

This course is designed for students interested in learning an in-depth introduction to sea kayaking. Students will spend the majority of the class kayaking on Lake Tahoe. Topics include: equipment use, paddling strokes, rescues, boating safety, a brief overview of navigation, and water stewardship.

*Transfers to CSU, UC (unit limit)*

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** WLD 146A, 146B, 146E, and 146F may be taken for a combined total of 6 times.

**WLD 146B SEA KAYAKING: CAMPING***Lecture .75, Lab 1, Units 1*

This course is designed for students who already possess basic skills related to sea kayaking and want to expand their experience into overnight sea kayaking trips. Students will spend the majority of the course on a two-day paddling trip with an overnight camping trip. The course curriculum will focus on necessary kayak camping equipment, navigation, trip planning, boating safety, and environmental stewardship.

*Transfers to CSU, UC (unit limit)*

**ADVISORY:** WLD 146A, 146F, or equivalent.

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** WLD 146A, 146B, 146E, and 146F may be taken for a combined total of 6 times.

**WLD 146C MULTI-DAY SEA KAYAKING***Lecture 2, Lab 2, Units 2.75*

This course is for the sea kayaker who wants to learn how to plan and carry out a multi-day trip. Students will spend the majority of the class on a four-day paddling trip. Topics include: itinerary, food packing and preparation, gear choices, Leave-No-Trace (LNT) practices, rescue scenarios, and rescue techniques.

*Transfers to CSU*

**ADVISORY:** WLD 146A or 146F or equivalent.

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** WLD 146A, 146B, 146C, 146E, and 146F may be taken for a combined total of 6 times.

### **WLD 146E KAYAKING LAKE TAHOE'S WATER TRAIL**

*Lecture .5, Lab .5, Units .75*

This course is designed for those individuals wanting to increase their kayaking experience and knowledge while exploring Lake Tahoe's Water Trail. Topics include history of the area, environmental ethics, and tips on long distance paddling skills. Students must have a familiarity and proficiency with both paddling strokes and rescue scenarios.

*Transfers to CSU, UC (unit limit)*

**ADVISORY:** WLD 146A or 146B or 146F or equivalent.

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** WLD 146A, 146B, 146E, and 146F may be taken for a combined total of 6 times.

### **WLD 146F SEA KAYAKING: INTRODUCTION TO BASICS**

*Lecture .25, Lab .5, Units .5*

This course is designed to provide an overview of basic sea kayaking skills. It is appropriate for both beginning students interested in learning sea kayaking basics and experienced kayakers wishing to fine-tune or review basic strokes and rescue techniques. Topics include: familiarization with basic equipment, introduction/review of basic paddling skills, rescue techniques, and boating safety. Students will spend the majority of the course on Lake Tahoe.

*Transfers to CSU, UC (unit limit)*

**REPEATABILITY:** May be repeated 5 times.

**NOTE:** WLD 146A, 146B, 146E, and 146F may be taken for a combined total of 6 times.

### **WLD 165A SUNSET HIKE: LNT (LEAVE-NO-TRACE)**

*Lecture .25, Lab .25, Units .25*

The Sunset Hike series of courses is designed for the outdoor enthusiast who wishes to learn various technical skills. This particular Sunset Hike focuses not only on hiking techniques, but also on LNT (Leave-No-Trace) principles. Principles include: planning, preparation, route and site selection, waste disposal, and other ways of minimizing the human impact on the backcountry environment.

### **WLD 165B SUNSET HIKE: MAP AND COMPASS**

*Lecture .25, Lab .25, Units .25*

The Sunset Hike series of courses is designed for the outdoor enthusiast who wishes to learn various technical skills. This particular Sunset Hike focuses not only on hiking techniques, but also on orienteering skills using topographic maps and compasses. Students will learn to read a map and understand the signs and symbols, shades and coloring, contour lines, and declination.

### **WLD 165C SUNSET HIKE: BACKCOUNTRY FOODS**

*Lecture .25, Lab .25, Units .25*

The Sunset Hike series of courses is designed for the outdoor enthusiast who wishes to learn various technical skills. This particular Sunset Hike focuses not only on hiking techniques, but also on backcountry cuisine. Topics include: nutrition, packability, caloric intake, proper portioning, and tastefulness of backcountry foods. Students will have the opportunity to create and share their favorite trail snacks.

### **WLD 165D SUNSET HIKE: WOMEN'S TOPICS IN WILDERNESS EDUCATION**

*Lecture .25, Lab .25, Units .25*

The Sunset Hike series of courses is designed for the outdoor enthusiast who wishes to learn various technical skills. The emphasis of this particular Sunset Hike will be not only on hiking techniques, but also on the issues relative to women as they engage in backcountry activities. The course focuses on women's unique history with the wilderness, their physiology, their learning styles, and their group behaviors that enable them to either struggle or succeed in the backcountry environment.

### **WLD 191 SPECIAL TOPICS**

*Units 1-4*

This course is designed to meet the needs of students for studies in occupational, technical or college preparatory areas of special interest. Topics and credits will vary from quarter to quarter and will be included under this cover title published in the schedule of classes for the quarter in which the course will be offered.

### **WLD 231 SPECIAL PROJECTS**

*Units 1-4*

This course is designed for students wishing to pursue a specific topic of study. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

*Transfers to CSU*

### **WLD 291 SPECIAL PROJECTS**

*Units 1-4*

This course is designed for students wishing to pursue a specific topic of study in occupational, technical or college preparatory areas. Emphasis is placed on individualized instruction and student project planning. The student must arrange for project and credit approval by the instructor prior to registering for this course.

# WORK EXPERIENCE

## WKX 101 GENERAL WORK EXPERIENCE

*Lecture 0, Lab 0, Units 1-5*

General Work Experience is supervised employment or volunteer work intended to assist students in acquiring desirable work experience, attitudes, and career awareness through employment training in occupational fields. The work experience need not be related to the student's educational goals and may be used to explore and clarify academic and career options. May be repeated for a total of nine (9) units.

*Transfers to CSU*

**COREQUISITES:** *Students must be available to work 4 to 40 hours per week for an approved business and must have an application on file each quarter enrolled.*

**REPEATABILITY:** *May be repeated for a total of 9 units.*

### OCCUPATIONAL WORK EXPERIENCE COURSES:

These courses are for students who are **employed** in jobs related to their educational or occupational goals. This program extends knowledge gained in the classroom to the work place, helps students identify new and challenging objectives at work, and encourages professional growth and advancement. Up to 6 work experience credits per quarter may be earned, and the course may be repeated for a maximum of 24 total credits.

See course descriptions under these specific areas: BSN, CAO, CIS, COM, CNT, COU, CRJ, CUL, ECE, EDU, EVS, FIR, FOR, HEA, HRM, MOA, RES, and THE.

## WKX 102 INTERNSHIP – GENERAL WORK EXPERIENCE

*Lecture 0, Lab 0, Units 1-5*

Internship-General Work Experience is supervised placement intended to assist students in acquiring desirable work experience, attitudes, and career awareness through employment training in occupational fields. The internship need not be directly related to the student's educational goals and may be used to explore and clarify academic and career options. May be repeated for a total of nine (9) units.

*Transfers to CSU*

**COREQUISITES:** *Students must be available to volunteer 4 to 24 hours per week (if paid, hours per week increase as outlined in the work experience program) for an approved business and must have an application on file each quarter enrolled.*

**REPEATABILITY:** *May be repeated for a total of 9 units.*

### OCCUPATIONAL INTERNSHIP COURSES:

An Occupational Internship course is a 12-week placement the student earns giving them on-the-job experience in positions directly related to their career goals. Students must apply for internship and be in good academic standing with completion of some courses required in their major. This course may be repeated for a maximum of 24 units.

See course descriptions under these specific areas: BSN, CAO, CIS, COM, CNT, COU, CRJ, CUL, ECE, EDU, EVS, FIR, FOR, HEA, HRM, MOA, RES, THE, and WLD.

# Classified Staff

Bill Abiko	Programmer I	Ramiro Oropeza	Weekend Custodian
Karen Allen	Operations Assistant - Child Development Center	Georgillis Ortega	Admissions and Records Technician II
Virgilio Ballesteros	Custodian	Darci Osika	Schedule Production Assistant
Julie Booth	Administrative Assistant to the Superintendent/ President	Bob Peart	Reprographics Technician
Gayle Bradshaw	Interim Director of Admissions & Records	Teresa Peshon	Human Resources Assistant/Operations Technician
Frances Brady	Administrative Assistant to the Vice President of Administrative Services	Kellie Prigian	Accounting Assistant
Jennifer Bronken	Tahoe Parents Nursery School Coordinator	Christina Proctor	Public Information Officer
Diana Brown	Preschool Teacher - Child Development Center	Guy Przytakoski	Custodian
Gary Brusco	Groundskeeper/Custodian	America Ramirez	Financial Aid Technician
David Burba	Computer Programmer/Analyst	Arturo Rangel	ESL/CalWORKS Program Technician (Bilingual)
Julie Cathie	Financial Aid Director	Reyna Reger	Admissions and Records Technician II
Drusilla Cunningham	Interim Admissions & Records Specialist	Jamie Rhone	Career & Technical Education Technician
Martin Currie	Computer Programmer/Analyst	Francis Rider	Art Studio Technician
Erika Franco	TRiO - ETS Program Assistant	Cindy Lu Robinson	Cook - Child Development Center
Catalina Goralski	Office Assistant, Student Services (Bilingual)	Mariana Rojas	TRiO - ETS Program Coordinator - STHS
Craig Grasteit	Interim Director of Facilities & Maintenance	Bob Roseblade	Purchasing Technician
Jose Gutierrez	Custodian	Ricki Rozga	Schedule Production Specialist
Melonie Guttry	Executive Director, Foundation	Marc Sabella	Director of Fiscal Services
Shelley Hansen	Administrative Assistant to the Dean of Instruction	Shawna Sarver	Lead Teacher, Child Development Center
Avril Harcourt	Payroll Technician	Jonathan Schank	Library Assistant II
Cynthia Hertzog	Payroll Specialist	Brenda Seals	Custodian - Child Development Center
Ginger Janssen	Graphic Arts Specialist	Lisa Shafer	Administrative Assistant to the Dean of Student & Academic Support Services
Sandi Jorgensen	Administrative Assistant to the Dean of Instruction	Marla Sharp	Program Technician - Physical Education
Rosie Juarez	Admissions & Records Technician I (Bilingual)	Mia Smyrski	Admissions & Records Technician I
Davin Kangas	Custodian	Michelle Sower	Director, Child Development Center
Bill King	Interim Manager, Data Warehouse & Reports	Katherine Strain	Laboratory Specialist - Science
Tori Kuwahara	Program Assistant, Student Services	Lisa Strauss	Child Development Center - Teacher
Anna Lee	Academic Support Specialist	Janice Tait	Program Technician - Intensive Spanish Summer Institute (ISSI) and Tutoring & Learning Center
Pat Leonard-Heffner	Media Specialist	Lori Thorne	Administrative Assistant to the Vice President of Academic Affairs and Student Services
Diane Lewis	Library Assistant I	Jim Turegano	Custodian
Terry Livesay	Office Assistant - Instruction	Lisa Utzig-Shafer	TRiO - ETS Program Coordinator - STMS
Danny Masellones	Human Resources Technician	Rose Valero	Library Clerk
Carol Merkle	Program Technician - Learning Support Complex/ Computer Technology Wing	Juan Veneros	Accounting Assistant
Peggy Meyer	Library Assistant II	Susan Walter	Director of Human Resources
Kirby Moulton	Computer Systems Technician	Aileen Yure	Tahoe Parents Nursery School Coordinator
Kurt Munger	Theatre/Production Technician		
Diana Nelson	Art Studio Technician		
Paul Neves	Facilities and Maintenance Technician		
Julia Nold	Infant/Toddler Teacher - Child Development Center		
Mark Norton	Accountant		

# Faculty

<b>Stephen J. Adams</b> A.A. Menlo College B.A. University of California, Santa Barbara M.A. University of California, Santa Barbara Ph.D. University of California, Santa Barbara	<b>History, Political Science</b>	<b>Jon Kingsbury</b> B.A. University of Massachusetts M.B.A. University of Massachusetts Ed.D Alliant International University	<b>Accounting/Business</b>
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<b>Lisa Foley</b> B.A. Colgate University MLIS, University of California, Berkeley	<b>Director, Library</b>	<b>Sara Pierce</b> B.A. Westmont College, Santa Barbara M.A. California State University, Sacramento	<b>Spanish</b>
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<b>Tim Johnson</b> B.S. Wheaton College, Illinois M.S. University of Arizona	<b>Physical Education/Health</b>		



<b>Rexanne Ring</b> B.A. San Diego State University M.A. San Diego State University	<b>Physical Education/ Health</b>	<b>Mark Williams</b> B.A. Luther College, Decorah, Iowa M.A. University of Iowa D.M.A. University of Illinois at Urbana-Champaign	<b>Music</b>
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<b>Mike Spina</b> B.A. California State University, Chico M.A. California State University, Chico	<b>Computer &amp; Information Sciences/ Computer Applications</b>		
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<b>Tracy Thomas</b> B.A. California State University, Sacramento M.A. California State University, Sacramento	<b>Counselor</b>		
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<b>Martin Wallace</b> B.S. Portland State University M.S. California State University, Chico	<b>Chemistry</b>		

# Abbreviations & Terms

In reading college catalogs, schedules of classes, and other printed materials, it will help to be familiar with the following abbreviations and terms:

<b>AA</b>	Associate in Arts Degree (2-year college degree)	<b>Audit</b>	Students may audit certain courses after they have taken the course for credit and exhausted the repeat possibilities.
<b>AS</b>	Associate in Science (2-year college degree)		
<b>AA-T</b>	Associate in Arts for Transfer (2-year college degree)		
<b>AS-T</b>	Associate in Science for Transfer (2-year college degree)	<b>BOGFW</b>	A program that waives the enrollment and certain service fees for students who qualify.
<b>A&amp;R</b>	Admissions and Records Office		
<b>BA</b>	Bachelor of Arts Degree (4-year college degree)		
<b>BOGFW</b>	Board of Governor's Fee Waiver	<b>Certification</b>	A process in which the community college verifies that the student transferring to any of the CSU or UC campuses has completed the general education requirements.
<b>BS</b>	Bachelor of Science Degree (4-year college degree)		
<b>CDC</b>	Child Development Center	<b>Challenge Exam</b>	A test, typically the comprehensive final exam, students may take for certain designated courses in order to earn credit by examination.
<b>CSU</b>	California State University		
<b>DRC</b>	Disability Resource Center	<b>Corequisite</b>	A course students are required to complete simultaneously (or prior) to enrollment in another course.
<b>EOP&amp;S</b>	Extended Opportunity Programs and Services		
<b>ESL</b>	English as a Second Language	<b>Credit</b>	Also known as "unit." Measure of credit/unit earned for a course as determined by course hours, quantity of work in the course, type of instruction, and successful course completion.
<b>FAFSA</b>	Free Application for Federal Student Aid		
<b>FFELP</b>	Federal Family Educational Loan Program	<b>Ed Plan</b>	A document generated by a student and LTCC counselor that identifies the student's educational goal and the plan for achieving that goal.
<b>GE</b>	General Education		
<b>GPA</b>	Grade Point Average	<b>Electives</b>	Courses that are not required subjects, but are taken by the student, out of personal interest, for unit credit.
<b>IGETC</b>	Intersegmental General Education Transfer Curriculum		
<b>LTCC</b>	Lake Tahoe Community College	<b>Finals</b>	Exams administered at the end of the term to measure comprehension of course material.
<b>MSC</b>	Math Success Center		
<b>SUCCESS</b>	Scheduling Using Counseling and Comprehensive Evaluation for Student Success	<b>Freshman</b>	A student who has completed less than 45 quarter units or 30 semester units.
<b>TBA</b>	To Be Announced		
<b>TLC</b>	Tutoring and Learning Center	<b>Full-time Student</b>	A student registered in a minimum of 12 quarter units per regular term or 6 quarter units during the summer session.
<b>TRiO-SSS</b>	Student Support Services		
<b>TRiO-ETS</b>	Educational Talent Search	<b>General Education</b>	Courses that all students must complete to obtain a degree. Most are prescribed by state law.
<b>UC</b>	University of California		
<b>UNR</b>	University of Nevada Reno	<b>Highest Honors</b>	Honors at graduation bestowed on students with a cumulative LTCC grade point average of 4.0.
<b>Academic Probation</b>	Status of a student who has attempted at least 12 quarter units and earned a cumulative GPA below 2.0.	<b>Honors</b>	Honors at graduation bestowed on students with a cumulative LTCC grade point average of not less than 3.65 or more than 3.99.
<b>Academic Renewal</b>	A policy that allows a student who meets specific criteria to have disregarded a portion of previous LTCC standard college work which is not reflective of the student's demonstrated ability.		
<b>Accreditation</b>	A system of voluntary, non-governmental self-regulation whereby an institution evaluates itself in accordance with standards of good practice and accepts the obligation to undergo periodic evaluation through self study and professional peer review. LTCC is accredited by the Western Association of Schools and Colleges recognized by the Council for Higher Education Accreditation and the US Department of Education.		
<b>Advisories</b>	Recommended preparation which students are advised but not required to meet before or in conjunction with enrollment in a course or educational program.		
<b>Articulation Agreement</b>	Formal course agreements between schools which guarantee course equivalency credit.		

<b>Incomplete Grade</b>	“I” symbol on the student record indicating incomplete academic work because of an unforeseeable emergency and/or justifiable reasons at the end of the term. Students must petition the instructor in order to receive this notation.	<b>Semester</b>	The academic year from September to June is typically divided into two 18 week terms. Students receive grades at the end of each semester.
<b>Internship</b>	Internships offer students with identified majors an opportunity to work closely with experts in their field of interest. Students gain first-hand knowledge of the field and develop skills and experience which enhance their future employability.	<b>Sophomore</b>	A student who has completed between 45 and 89 quarter units or 30-59 semester units.
<b>Lower Division</b>	Freshman or Sophomore level course work.	<b>Staff</b>	Notation in the quarterly schedule of classes indicating that a specific faculty member has not been identified for the course at the time of publication.
<b>Major</b>	A group of required courses in a designated field of study.	<b>Transcript</b>	A copy of a student’s academic record at a specific high school or college.
<b>Matriculation</b>	A process which brings LTCC and a student into an agreement for the purpose of realizing the student’s educational objectives.	<b>Transfer Courses</b>	Classes which are accepted for credit at four-year colleges toward a Bachelor’s degree. The course descriptions in this catalog specify whether a course is transferable to UC and CSU.
<b>Non-degree Applicable</b>	Certain courses which do not count towards the 90-unit requirement for an Associate Degree at LTCC.	<b>Transfer Admission Agreement</b>	Guaranteed admission agreements with participating universities for eligible students.
<b>Pass/No Pass (P/NP)</b>	A grading option for certain designated courses.	<b>Transfer Degree</b>	The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor’s degree in a similar major at a CSU campus.
<b>Passport</b>	The student portal which provides secure access to online services including WebAdvisor, information, and student email.	<b>Undergraduate</b>	College freshman, sophomore, junior or senior.
<b>Prerequisite</b>	Requirement students must meet prior to enrolling in a particular course.	<b>Unit</b>	Amount of credit given to a course. (See also “credit”.)
<b>Prerequisite Appeal</b>	A process to petition the requirements students must complete prior to enrolling in a particular course.	<b>Upper Division</b>	Junior and senior level course work at a four-year college or university.
<b>Probation</b>	Warning status that the proper academic or progress standard is not being met.	<b>WebAdvisor</b>	Online self-service system used by students to register for classes, pay fees, check grades, view unofficial transcripts, search the class schedule, access financial aid information, and other functions.
<b>Progress Probation</b>	Status of a student who has attempted at least 18 units and earned 50% or more “W’s, I’s, or NP’s.”	<b>Withdrawal</b>	Process by which the student officially drops any course in a term. Failure to officially drop a course can result in a grade of “F” or “NP”.
<b>Quarter</b>	The academic year from September to June is divided into three 12 week terms. Students receive grades at the end of each quarter.	<b>Work Experience</b>	College credit can be earned by students who are currently employed. This program encourages participants to identify new and challenging objectives on the job which can result in improved relationships at work, increased visibility, and better work habits.
<b>Registration</b>	Official process of enrolling in a course and paying the required fees.		
<b>Resident</b>	For California Community College fee purposes, a resident is one who has established both physical presence and intent to make California his/her permanent home for one year and one day prior to the first day of the term for which he/she wishes to attend.		

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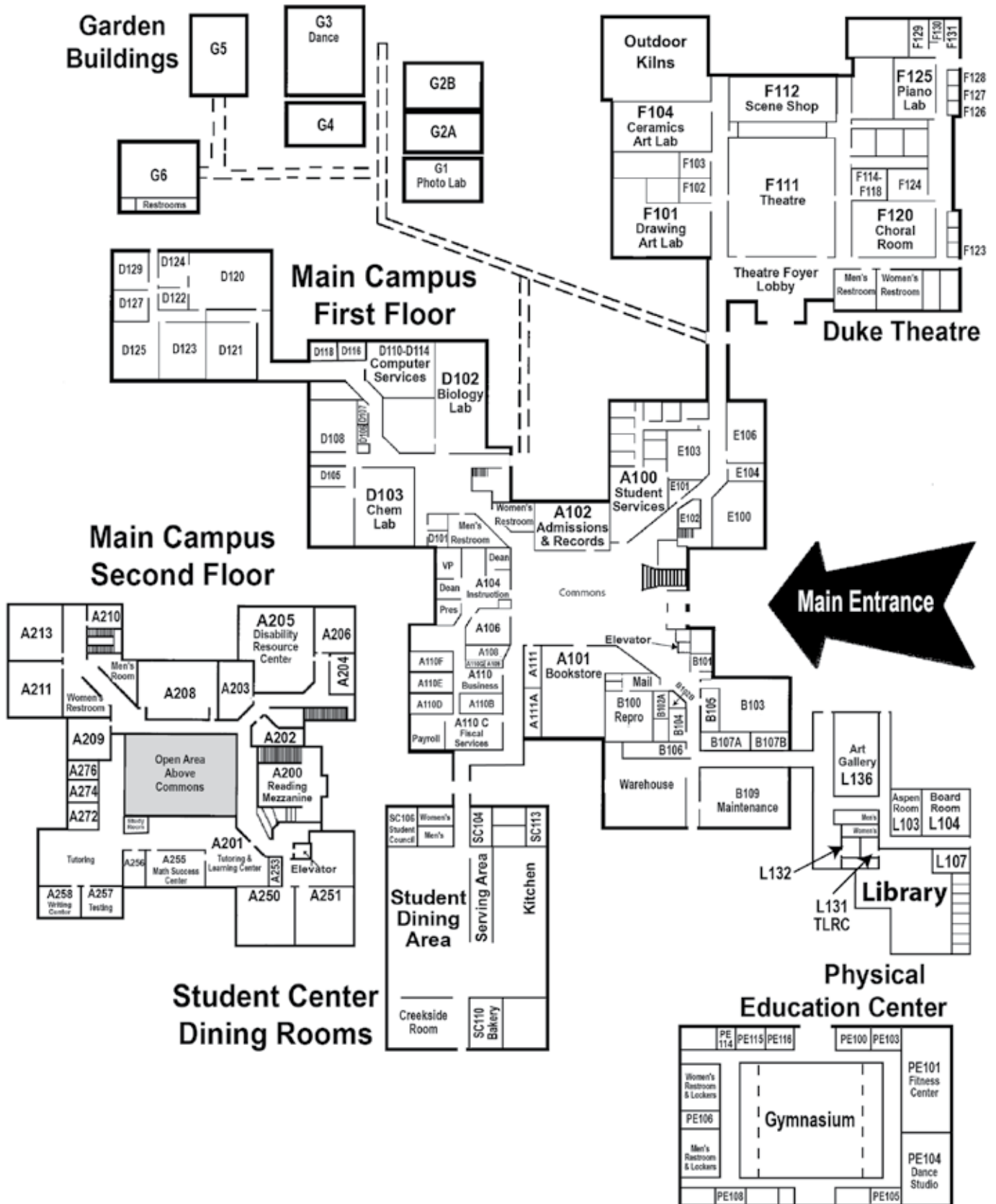
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# Notes

*Notes*

# Map of LTCC Campus

Lake Tahoe Community College is located at One College Drive, just off Al Tahoe Blvd., between Hwy. 50 and Pioneer Trail.



# General Education Core Competencies

## I. Communication

Students will communicate effectively, which means the ability to:

- A. Read – Students will be able to comprehend and interpret various types of written information in (1) prose and in (2) documentation, such as manuals and graphs
- B. Write – Students demonstrate the ability to:
  - Communicate thoughts, ideas, information, and messages in writing
  - Compose and create documents, such as: letters, reports, memoranda, manuals and graphs with correct grammar, spelling, punctuation, and appropriate language, style, and format
  - Check, edit, and revise written work for correct information, appropriate emphasis, form, style, and grammar
- C. Listen – Students will be able to receive, attend to, interpret, and respond appropriately to (1) verbal and/or (2) non-verbal messages
- D. Speak and/or Converse – Students have the ability to:
  - Organize ideas and communicate verbal, or non-verbal messages appropriate to the audience and the situation
  - Participate in conversations, discussions, and group activities
  - Speak clearly and ask questions

## II. Critical Thinking and Information Competency

Thinking critically is characterized by the ability to perform:

- A. Analysis – including:
  - Applying rules and principles to new situations
  - Discovering rules and applying them in the problem solving process
  - Using logic to draw conclusions from information given
  - Differentiating between facts, influences, assumptions, and conclusions
- B. Computation – demonstrated by an ability to:
  - Use basic numerical concepts, such as: whole numbers, percentages, estimates of math without a calculator
  - Use tables, graphs, charts, and diagrams to explain concepts or ideas
  - Use basic geometrical constructs, such as: lines, angles, shapes, and measurement
- C. Research – demonstrate abilities to:
  - Collect information
  - Identify the need for data
  - Obtain data from various sources
  - Organize, process, and maintain records of the information collected
  - Analyze and evaluate the information for relevance and accuracy

- Synthesize, evaluate, and communicate the results
- Determine which technology resources will produce the desired results
- Use current technology to acquire, organize, analyze, and communicate information

D. Problem Solving – Students demonstrate the ability to:

- Recognize whether a problem exists
- Identify components of the problem or issue
- Create a plan of action to resolve the issue
- Monitor, evaluate, and revise when necessary

## III. Global Awareness

Students will demonstrate a measurable understanding and appreciation of the world including its:

- A. Scientific complexities – Students demonstrate an understanding of:
  - The scientific method
  - How experiments work
  - The major differences between social, natural, and physical sciences
- B. Social diversity and civics
  - Interface with people from a variety of backgrounds
  - Understand different cultural beliefs and behaviors
  - Recognize important social and political issues in their own community
- C. Artistic variety – Students have been exposed to:
  - The visual and performing arts, including: drawing, painting, sculpture, photography, digital media, music, theatre and/or dance of multiple cultures
  - Analytical techniques for understanding artist meaning, and they have
  - Hands-on experience with creative endeavors

## IV. Personal Responsibility and Professional Development

- A. Self-Management and Self-Awareness – The student is able to:
  - Accurately assess his/her own knowledge, skills, and abilities
  - Motivate self and sets realistic goals
  - Accept that taking feedback well is important to success
  - Respond appropriately to challenging situations
- B. Social and Physical Wellness – Students make an appropriate effort to:
  - Manage personal health and well being
  - Demonstrate appropriate social skills in group settings
- C. Workplace Skills – Students understand the importance of:
  - Being dependable, reliable, and accountable
  - Maintaining a professional attitude



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