



Lake Tahoe Community College

2019/2020  
CATALOG

# Discover Your Program With LTCC's Guided Pathways

Find your perfect fit, get on your pathway, graduate on time, and get to work! Introducing Guided Pathways at LTCC, a program that will help you explore your passions, get on the right academic path, network with others who share your interests, and graduate ready to launch your career.

First things first: it's perfectly okay if you aren't sure what major is right for you – Guided Pathways can help! Start by using the Guided Pathways Meta Majors icons and brief descriptions below to identify where your strengths and areas of interests fit. Once you know which meta major is for you, meet with an LTCC counselor to further explore the options and select the right major, program, and classes for you!



Society, Culture, and Education

**Learn • Share • Enlighten**

Explore human relationships, communities, and global connections while sharing your knowledge with others. Spark discussions about the inner workings of society and culture, and help create positive change. Open doors to jobs in counseling, education, social work, community development, cultural research, and human resources.



Health and Public Safety

**Serve • Care • Protect**

Support physical and mental health to help people and communities thrive. Learn how to work effectively in a team that saves lives during emergency situations. Get employed in counseling, emergency medicine, law enforcement, medical administration, or firefighting.



Arts, Languages, and Humanities

**Create • Communicate • Connect**

Discover the full human experience through oral communication, writing, and creative expression. Fine-tune your problem-solving and critical-thinking skills while nourishing your artistic side. Explore careers in education, performing and studio arts, journalism, or language and communications.



Science, Technology, and Environment

**Explore • Discover • Analyze**

Understand the physical world by using the scientific methods of observation, experimentation, and analysis. Deepen your knowledge of the natural world, and gain hands-on experience with advanced scientific tools. Ideal for careers in computer science, environmental engineering, medicine, or GIS mapping.



Business, Hospitality, and Leadership

**Build • Lead • Invent**

Learn customer relations and partnership building while developing your business management knowledge. Master the expertise needed to grow your own business, or the high-demand skills employers need. Career paths include accounting, event planning, hotel or restaurant management, culinary arts, or wilderness and outdoor education.

# LAKE TAHOE COMMUNITY COLLEGE

One College Drive • South Lake Tahoe, California 96150

## 2019 CATALOG 2020

|                                         |                                                       |
|-----------------------------------------|-------------------------------------------------------|
| Telephone                               | (530) 541-4660                                        |
| Superintendent/President                | ext. 210                                              |
| Office of Instruction                   | ext. 752                                              |
| Administrative Services                 | ext. 219                                              |
| Library                                 | ext. 232                                              |
| Media Services                          | ext. 234                                              |
| One-Stop Enrollment Services Center     | ext. 211                                              |
| Financial Aid                           | ext. 236                                              |
| Disability Resource Center              | ext. 249                                              |
| Bookstore                               | ext. 227                                              |
| Foundation                              | ext. 245                                              |
| General LTCC Fax                        | (530) 541-7852                                        |
| One-Stop Enrollment Services Center Fax | (530) 542-1781                                        |
| <b>Website</b>                          | <b><a href="http://www.ltcc.edu">www.ltcc.edu</a></b> |

Catalog Produced by  
Lake Tahoe Community College, Instruction Office

Design and Production by Darci Osika  
Editing by Michelle Risdon  
Covers by Katie Bailey

*This Catalog is in Adobe Acrobat (PDF) format. You may view or print individual pages,  
or save the documents to your hard drive for viewing or printing at your convenience.*

### ACCREDITATION

Lake Tahoe Community College is 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, a regional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

The University of California and the California State University systems 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 veteran's 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 communicate their 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.

# Vision, Mission, Beliefs

## ***Our Vision***

California's premier destination community college

## ***Our Mission***

Lake Tahoe Community College serves our local, regional, and global communities by promoting comprehensive learning, success, and life-changing opportunities.

Through quality instruction and student support,  
our personalized approach to teaching and learning  
empowers students to achieve their educational and personal goals.

## ***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





# Table of Contents

|                                                            |                   |
|------------------------------------------------------------|-------------------|
| LTCC's Guided Pathways/Meta Majors .....                   | i                 |
| Accreditation / Academic Freedom .....                     | 1                 |
| Mission Statement.....                                     | 2                 |
| Academic Calendar .....                                    | 4                 |
| Welcome to Lake Tahoe Community College .....              | 5                 |
| President's Welcome .....                                  | 7                 |
| Board of Trustees' Welcome .....                           | 8                 |
| LTCC Foundation .....                                      | 9                 |
| Administration .....                                       | 10                |
| Enrollment Services .....                                  | 11                |
| Admissions Information .....                               | 12                |
| Registration Information .....                             | 13                |
| Fees, Tuition, and Refunds .....                           | 15                |
| Financial Aid .....                                        | 16                |
| Student Support Services .....                             | 19                |
| Student Life: Student Organizations & Special Events ..... | 23                |
| Student Clubs & Organizations .....                        | 24                |
| Special Events.....                                        | 25                |
| Special Programs .....                                     | 27                |
| Policies and Procedures.....                               | 31                |
| Academic: Registration / Eligibility .....                 | 32                |
| Academic: Grading / Awarding of Credit .....               | 34                |
| Student Conduct: Rights and Responsibilities .....         | 38                |
| Student Conduct: Standards and Policies .....              | 46                |
| Degree Requirements and Transfer Planning.....             | 53                |
| AA Degree Requirements.....                                | 54                |
| Transfer Planning .....                                    | 57                |
| Credit by Examinations (AP, IB, CLEP) .....                | 60                |
| Educational and Transfer Planning Worksheets.....          | 64                |
| General Education Core Competencies .....                  | 67                |
| Majors and Certificates .....                              | 69                |
| Academic Course Codes.....                                 | 70                |
| Majors .....                                               | 71                |
| Certificate Programs .....                                 | 109               |
| Employable Skills Certificates.....                        | 125               |
| Course Descriptions.....                                   | 131               |
| Classified Employees .....                                 | 252               |
| College Faculty.....                                       | 254               |
| Abbreviations and Terms.....                               | 256               |
| Index .....                                                | 258               |
| Campus Map.....                                            | inside back cover |

# 2019 - 2020 ACADEMIC YEAR

## **SUMMER SESSION 2019 (July 8, 2019 - August 16, 2019)**

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

|                                                          |               |                    |
|----------------------------------------------------------|---------------|--------------------|
| Independence Day Holiday                                 | Thursday      | July 4             |
| <b>FIRST DAY OF CLASSES</b>                              | <b>Monday</b> | <b>July 8</b>      |
| Credit by Examination (if offered)                       | Friday        | July 12            |
| Last Day to Petition for Summer Conferral                | Friday        | July 12            |
| Last Day to Declare P/NP Option (6-week session) Classes | Friday        | July 19            |
| Last Day to Drop with "W" Grade (6-week session) Classes | Monday        | July 29            |
| Intensive Spanish Summer Institute                       | Monday-Friday | July 29 - August 2 |
| Final Exams (at last class meeting)                      | Monday-Friday | August 12 - 16     |
| Last Day of Classes (6-week session)                     | Friday        | August 16          |

## **FALL QUARTER 2019 (September 16, 2019 - December 12, 2019)**

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

|                                         |                         |                               |
|-----------------------------------------|-------------------------|-------------------------------|
| Labor Day Holiday                       | Monday                  | September 2                   |
| <b>FIRST DAY OF CLASSES</b>             | <b>Monday</b>           | <b>September 16</b>           |
| Credit by Examination                   | Friday                  | September 20                  |
| Last Day to Drop with No Record*        | Friday                  | September 27                  |
| Last Day to Petition for Fall Conferral | Friday                  | October 4                     |
| Last Day to Declare P/NP Option*        | Friday                  | October 11                    |
| Last Day to Drop with "W" Grade*        | Friday                  | November 1                    |
| Veterans Day Holiday                    | Monday                  | November 11                   |
| No Monday-Wednesday Classes or Labs     | Monday-Wednesday        | November 25-27                |
| Thanksgiving Holiday                    | Thursday & Friday       | November 28 & 29              |
| No Saturday/Sunday Classes or Labs      | Saturday & Sunday       | November 30 & December 1      |
| Final Exams                             | Monday-Thursday         | December 9 - 12               |
| Winter Recess                           | Friday-Sunday (4 weeks) | December 13 - January 5, 2020 |

## **WINTER QUARTER 2020 (January 6, 2020 - March 27, 2020)**

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

|                                                               |                          |                    |
|---------------------------------------------------------------|--------------------------|--------------------|
| Last Day to Petition for Winter Conferral                     | Friday                   | December 13, 2019  |
| <b>FIRST DAY OF CLASSES</b>                                   | <b>Monday</b>            | <b>January 6</b>   |
| Credit by Examination                                         | Friday                   | January 10         |
| Last Day to Drop with No Record*                              | Friday                   | January 17         |
| No Saturday/Sunday Classes or Labs                            | Saturday & Sunday        | January 18 & 19    |
| Martin Luther King, Jr. Holiday                               | Monday                   | January 20         |
| Last Day to Declare P/NP Option*                              | Friday                   | January 31         |
| Lincoln's Birthday Holiday                                    | Friday                   | February 14        |
| No Saturday/Sunday Classes or Labs                            | Saturday & Sunday        | February 15 & 16   |
| Washington's Birthday Holiday                                 | Monday                   | February 17        |
| <b>Last Day to Petition for Graduation (Spring Conferral)</b> | <b>Friday</b>            | <b>February 21</b> |
| Last Day to Drop with "W" Grade*                              | Friday                   | February 21        |
| Final Exams                                                   | Tuesday-Friday           | March 24 - 27      |
| Spring Recess                                                 | Saturday-Sunday (1 week) | March 28 - April 5 |

## **SPRING QUARTER 2020 (April 6, 2020 - June 25, 2020)**

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 6</b> |
| Credit by Examination               | Friday          | April 10       |
| Last Day to Drop with No Record*    | Friday          | April 17       |
| Last Day to Declare P/NP Option*    | Friday          | May 1          |
| Last Day to Drop for "W" Grade*     | Friday          | May 22         |
| Memorial Day Holiday                | Monday          | May 25         |
| Final Exams                         | Monday-Thursday | June 22 - 25   |
| Commencement Exercises (No Classes) | Friday          | June 26        |

\* For Full Quarter Length Classes (see quarterly Schedule for more detailed information).

# Welcome to LTCC



## Elevate Your Education

The alpine town of South Lake Tahoe, located on Lake Tahoe's southern end, first expressed an interest in hosting a community college back in 1964, a year before the City of South Lake Tahoe was first established. On March 5, 1974, voters approved the formation of a new community college district with 66% of the vote. The new college district encompassed the area that lies in the southern portion of the Lake Tahoe Basin, with the lake forming much of the northern boundary, the Sierra Crest creating the western border, the eastern portion made out of the California-Nevada state line, and to the south the line dividing El Dorado and Alpine counties. On the same day the district was born, voters also selected a four-member board of trustees to supervise the new college district: Roberta Mason, Dr. Will Cluff, Rev. Donald Swanson, and Dr. Frederick "Fritz" Wenck. Temporary board member Gene Bellisario stepped in to fill the fifth vacant seat that had been reserved for a board member from Alpine County, which did not vote in support of the new district being formed. Bellisario served for a few months until June 1974, when William Patrick Conlon won the seat in a special election. A few months later, the Board hired Dr. James Duke in September 1974 as the college's first superintendent/president.

LTCC opened its doors for the first time on September 18, 1975, in a converted motel on Highway 50. In its first year, 119 classes were offered to 1,407 students. The first graduating class of Spring 1976 consisted of 11 students.

The acquisition of a site for a permanent campus was pursued vigorously in 1979. The purchase of a parcel on Al Tahoe Blvd. owned by the Shell Oil Company was negotiated and on Dec. 27, 1979, the title to the 164-acre plot in the center of South Lake Tahoe was recorded in the name of Lake Tahoe Community College.

The West Campus was opened in Fall 1982. It provided space for a library and three more classrooms in addition to what the Highway 50 campus provided. Eventually an expanded art lab and an intimate "Collegiate Theatre" were also included at the new site. This allowed for more classroom space at the original converted motel campus.

On July 8, 1986, a groundbreaking ceremony was held on the permanent campus site at Al Tahoe and construction began on the first phase of the college master plan. The college moved into its present location in October 1988.

The Child Development Center opened in September 1993 to provide care for 46 children, and for use as a teaching lab for the Early Childhood Education program. A new Technology Wing was dedicated on Jan. 2, 1996, and the College Theatre opened in March 1996. In June 2005, the theatre was named after LTCC's first president, Dr. James Duke.

With everything but Physical Education now located on the main Al Tahoe campus, the Board of Trustees decided to lease four portable classrooms. These "Garden Classrooms" were in place for the fall quarter of 1996, bringing the entire college to one location for the first time.

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, located near the Main Building on campus.

In 2006, a new 27,000-square-foot library and the Haldan Art Gallery opened. The library was renamed the Roberta Mason Library in 2014, in honor of LTCC's first Board of Trustees president. Along with the increased book and periodical space, the Roberta Mason Library also offers a large reading area, computer and study stations, group study rooms, and a fireplace with comfortable seating. 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.

The Lisa Maloff University Center at Lake Tahoe Community College officially opened in August 2018, and is now the home for advanced degree programs and teacher credentialing for the South Shore community. The University Center was made possible thanks to a \$5.8 million donation from Lisa Maloff.

## College Leadership

On June 30, 1990, Dr. James W. Duke, the founding president, retired after overseeing the construction of the first permanent building for the college on Al Tahoe. Dr. Guy Lease was selected as his successor and leader of the next phase of construction at LTCC. After 17 years of exemplary service and overseeing the construction of several new building phases of the college, Dr. Lease retired in 2007.

The college then hired Dr. Paul T. Killpatrick in July 2008 as the college's third president. Dr. Killpatrick served the college for two years before moving on to another community college presidency in Washington state.

The college's fourth superintendent/president, Dr. Kindred Murillo, was hired in July 2011. Dr. Murillo spearheaded a successful bond campaign called Measure F in November 2014, resulting in \$55 million in funding coming to campus for the next 10 years. Dr. Murillo also oversaw the acquisition of a \$5.8 million donation from South Tahoe local Lisa Maloff, which will result in the Lisa Maloff University Center coming to LTCC's campus in 2018, after a June 2017 groundbreaking ceremony. This structure houses LTCC's expanding bachelor's degree programs.

Dr. Murillo left LTCC to take a presidency position at Southwest College in January 2017. That's when LTCC hired its fifth superintendent/president, Jeff DeFranco. Jeff had served as Vice President of Administrative Services at LTCC since 2013 before taking on his new position.

## Athletics

In Fall 1994, LTCC's men's and women's cross-country running teams first competed in the Golden Valley Conference. Thanks to LTCC's Kokanee mascot, cries of "Go Fish!" from fans became common. In the fall of 1995, women's volleyball was added to the intercollegiate athletic program, and the men's cross-country team won first place in the Golden Valley Conference. In 1999, the college added an intercollegiate Nordic ski team to its program.

After years without any college athletics, sports returned to campus with the successful launch of the men's and women's intercollegiate soccer teams in Fall 2014. With the new teams came a new logo and mascot - the LTCC Coyote. Both teams are in the Golden Valley Conference.

## LTCC Today

In addition to providing a healthy mix of interesting and educational courses, majors, degrees and certificates, LTCC also has a wide array of online-accessible, transferable courses that provide students real flexibility in their education choices. These online courses provide students a way to supplement face-to-face courses and provide the ability to finish degrees completely online.

The campus has grown and so have LTCC's educational opportunities. Today, LTCC has 37 full-time and approximately 130 adjunct faculty members who are experts in their fields. In addition to quality academic programs for traditional students, LTCC has expanded its career and technical education offerings and innovative summer programs. The Intensive Spanish Summer Institute (ISSI) draws approximately 500 students from across the United States for a one-week immersion experience in Spanish language and culture. LTCC's regionally accredited Lake Tahoe Basin Fire Academy prepares students for Firefighter I certification in California. LTCC also offers 14 guaranteed transfer degrees that guarantee qualifying students a seat at a California State University institution to complete their bachelor's degree. Students who desire affordably priced advanced degrees can find them at LTCC's Lisa Maloff University Center. Sierra Nevada College (SNC) at LTCC offers four-year degrees in Global Business Management and Psychology. Brandman University offers a bachelor's degree in both Liberal and Applied Studies, along with both a single-subject and multiple-subject teaching credential. They also offer a Master of Arts in Education and a Doctorate in Education in Organizational Leadership. Starting Fall 2019, our newest partner, Washington State University, is offering a bachelor's degree in Hospitality Business Management. All of these programs make it possible for locals to earn an affordable, high-quality degree without having to leave South Lake Tahoe. Scholarships are available for all of these educational partners and degrees and credentials.





# Welcome from the President



Welcome to Lake Tahoe Community College, home of the Coyotes!

LTCC is fully committed to supporting your academic and career development needs. We provide students with clear pathways to the exact right program for them through our Guided Pathways meta majors, helping you identify and achieve your particular academic, professional, and personal goals in a timely and affordable way. Each quarter, we serve approximately 2,300 students who, just like you, are looking for a high-quality education and a high level of personalized support from caring faculty and staff, all at a very affordable price. For first-time, full-time students, the Lake Tahoe College Promise of free tuition, free South Shore bus transportation, free textbooks and loads of support can make college a reality for just about anyone.

LTCC prides itself on being a comprehensive college that offers life-changing opportunities to all students. Our catalog reflects this passion by describing the broad array of program offerings you can explore here, including four-year degrees, teaching credentials, and a Masters and Doctorate program through our Lisa Maloff University Center. LTCC provides a personalized approach to learning and support with its world-class faculty who are experts in their fields and the art of teaching. Students will enjoy the many benefits of our small class sizes and individualized instruction offered through both on-campus and online course selections.

Whether your goal is to attain a degree, prepare for transfer to a four-year institution or to our University Center, obtain a new job, advance in your chosen career path, or engage in personal development, LTCC is the perfect fit. The variety of academic programs and career training opportunities will not only meet your needs but will inspire your true passions.

LTCC is "California's Premier Destination Community College," and we provide a quality education in a beautiful and unique environment. Not only is Lake Tahoe an amazing place to learn, but the close-knit community and surrounding natural environment make it an amazing place to live and play. The entire LTCC community of faculty, staff, counselors, and administrators are focused on assisting you on your educational path and ensuring you get the most out of your time with us. Come visit, explore our beautiful campus, and discover how to elevate your education here at LTCC! We appreciate your interest in our college and encourage you to browse our website, visit our campus, talk to a student ambassador, and meet with a counselor to learn how we can help you pursue your dreams and achieve your goals.



# Welcome from the Board of Trustees



Karen Borges  
Board Clerk



Jeff Cowen  
Board President



Nancy Dalton



Kerry David



Tony Sears



Brian Grajeda  
Student Trustee

Congratulations on choosing Lake Tahoe Community College.  
You are in the right place!

Student success is woven into all aspects of LTCC. The staff and faculty are ready to assist you in attaining the educational goals that you have set for yourself. Please take advantage of our tutors, counselors, and Student Services to make your experience at LTCC the best that it can be. On behalf of the Board of Trustees, welcome to Lake Tahoe Community College!

Sincerely,

*Jeff W. Cowen*

Board of Trustees President

# LTCC Foundation



*Foundation Board of Directors (pictured left to right), **Back Row:** Ron Alling, Gregory Cremeans, Bob Novasel, Jeff DeFranco, Joe Tillson, Tyler Fair; **Second Row:** Kerry David, Nancy Harrison, Cinnamon Pakes, Russi Egan, Jeff Tillman; **Third Row:** Roberta Mason, Diane Bisbee, Hellen Barclay, Sara Pierce; **Front Row:** Adele Lucas, Leon Malmel, Kim Carr, Bob Cliff, Deanna Brothers; Not pictured: Charlotte Goodman, Lucy McLaughlin, Walter Morris, Jamie Orr, and Georgillis Ortega*

---

## **LTCC Foundation's Mission: To work for educational excellence by assisting and encouraging investment in the development and growth of educational opportunities at Lake Tahoe Community College.**

---

The Lake Tahoe Community College Foundation was established in 1995 to encourage support for and investment in educational opportunities at Lake Tahoe Community College. The Foundation's volunteer Board of Directors has worked diligently to raise millions of dollars for LTCC students and programs since its creation. This support has provided scholarships, added cultural programs and provided equipment and technology, instructional support, staff development, the Haldan Art Gallery, and the Ledbetter Terrace. More than \$800,000 in scholarship money has been awarded to support our students 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 for and connection 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 academic, business, professional or civic activities. We hope that this recognition will inspire 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 members, we will invest in the college as a critical community resource, inspire hope for tomorrow, and foster optimism and direction for future generations. 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 the Lake Tahoe Community College Foundation, please call (530) 541-4660 ext. 245 or email [foundation@ltcc.edu](mailto:foundation@ltcc.edu). Volunteer opportunities are available, and event and program information can be found on the Foundation's website: [www.ltcc.edu/donate](http://www.ltcc.edu/donate).

# Administration



**Jeff DeFranco,**  
**Superintendent/President**  
M.A. University of Oregon  
B.A. California State University, Chico



**Russi Egan,**  
**Vice President,**  
**Administrative Services**  
M.S. National University  
B.A. Ashford University



**Jonathan King,**  
**Vice President, Student Services**  
Ph.D. University of Texas  
M.S. Harvard University  
B.A. Moorehouse College



**Michelle Risdon,**  
**Vice President, Academic Affairs**  
Ph.D. University of Michigan  
M.A. University of Michigan  
B.A. University of Puget Sound



**Alexandra Bissonnette,**  
**Dean, Instruction**  
M.S. Loyola Marymount University  
B.A. University of Southern California  
(starting July 2019)



**Brad Deeds,**  
**Dean, Workforce Development**  
**and Instruction**  
M.A. University of Nevada, Reno  
B.A. University of Southern California



**Michelle Sower,**  
**Dean, Instruction**  
M.S. University of Nevada, Reno  
B.A. California State University, Chico  
(through June 30, 2019)



# Enrollment Services

|                                  |    |
|----------------------------------|----|
| Admissions Information .....     | 12 |
| Registration Information .....   | 13 |
| Fees, Tuition, and Refunds ..... | 15 |
| Financial Aid .....              | 16 |



# 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.*

## Admissions Information

### ADMISSIONS (ONE STOP ENROLLMENT CENTER)

Room A102, Ext. 211

To gain admission to Lake Tahoe Community 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 the One-Stop Enrollment Services Center at [enrollmentservices@ltcc.edu](mailto:enrollmentservices@ltcc.edu).

**Go to [www.ltcc.edu/admissions](http://www.ltcc.edu/admissions) to start today!**

**For more information or assistance,  
contact the ONE-STOP ENROLLMENT SERVICES  
CENTER at [enrollmentservices@ltcc.edu](mailto:enrollmentservices@ltcc.edu)  
or call (530) 541-4660 ext. 211.  
Fax Line (530) 542-1781**

### 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 Lake Tahoe Community College as California Residents.

### INTERSTATE ATTENDANCE AGREEMENT

Students who live in selected Nevada areas (zip codes of 89402, 89413, 89448, 89449, 89450, 89451) are eligible for a special tuition rate of \$93.00 per unit. There is a limitation on the number of students who can be admitted to this program, so students are encouraged to apply early. A minimum of six units per quarter and an educational goal of degree, certificate, or transfer is required. Students can obtain more information from the One-Stop Enrollment Services Center: [www.ltcc.edu/admissions](http://www.ltcc.edu/admissions).

### OUT-OF-STATE RESIDENTS

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

### NON-RESIDENT TUITION EXEMPTION (AB 540)

Non-resident students (including undocumented students) may be eligible for a tuition exemption if you meet all three of the requirements below.

#### 1. Time and coursework requirements

Either:

Attendance for three full-time years or the equivalent at any combination of the following:

- California high school
- California adult school (including non-credit courses offered by a California community college)
- California community college (maximum of two years of credit bearing courses can count toward this requirement)

Or:

Three years of California high school coursework and three years of total attendance at a California elementary school, California secondary school, or any combination of the two.

#### 2. Degree or unit requirements

Meet one of the following requirements:

- Graduation from a California high school (or attainment of the equivalent)
- Attainment of an associate's degree from a California community college
- Fulfillment of minimum transfer requirements from a California community college to a UC or CSU campus

#### 3. Signed Nonresident Exemption Request

You also must have signed the California Nonresident Exemption Request, which states that you meet all the requirements to qualify for AB 540 status and, if you are undocumented, are in the process of adjusting your immigration status (or will do so as soon as you are eligible).



**FINANCIAL AID**

Room A102, Ext. 236

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

Please see page 16 for information on application procedures, or contact the Financial Aid Office.

**INTERNATIONAL ADMISSIONS** (Revised 2017)

International students may be admitted to Lake Tahoe Community College in accordance with the District Board of Trustees' policy. In order to be considered for admission, applicants must:

1. Be 18 years of age and a high school graduate, exceptions may be made in some cases for students, younger than 18 years of age, identified as advanced students who may benefit from earlier access to college courses;
2. Student must meet one of the following criteria to demonstrate English language proficiency:
  - Obtain an acceptable score on the TOEFL, IELTS or LTCC language assessment test or demonstrate English competency via verbal interview with LTCC ESL Director and Academic Counselor. Students accepted to the college via the verbal interview may be required to enroll in supplemental ESL class for the first academic term. This requirement may also be satisfied by a completion of an ESL language school, a completion of a general education course at a US college, or a US high school education;
  - Student from nationally recognized English speaking countries do not need to submit any of the above stated documents;
3. Present evidence of necessary funds to pay all educational and living expenses while at the College. 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. Applicants who have local support willing to take financial responsibility for their living expenses while at the College will need to demonstrate only the ability to cover the academic cost of tuition and books. Written statement from the sponsor will be required;
4. Provide evidence of a recent physical examination;
5. Intend to obtain a student F1 visa (not a visitor's visa);
6. Send personal letter in English describing their academic goals, interests, and future plans;
7. Complete the International Student Admission Application and pay the application fee of \$100;
8. Transfer students must meet all of the above-mentioned requirements and supply copies of immigration documents. Transfer students will be accepted based on individualized assessment with counselors and advisors;

Please contact the International Program office for more details on these requirements and application deadlines.

After an applicant has completed the items above and returned all of the necessary paperwork, the admission file will be reviewed and a notice sent indicating either acceptance or denial of admission. If admitted, the student will be issued an I-20 form to use to obtain a student visa. Upon arrival, international students must report to the International Program office, attend an orientation meeting for new

students and provide evidence of medical insurance covering the term of stay in the U.S. Students must also meet with the international student counselor for academic advising.

**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 One-Stop Enrollment Services Center. (This could take up to four weeks.)

When all transcripts are on file, students should request a credit evaluation from the One-Stop Enrollment Services Center, 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 a credit evaluation or to petition for graduation. Students requesting an evaluation for graduation must petition by February 15th of the year in which graduation will occur. See Graduation Requirements on page 55 for other degree conferral timelines.

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.

**MATH AND ENGLISH PLACEMENT**

All new students with an academic goal or those intending to enroll in mathematics or English must meet with a counselor to enroll in the appropriate level. Students should bring a copy of their high school transcripts to the counselor meeting. Contact One-Stop Enrollment Services Center for more information.

## Registration Information

**SCHEDULE OF CLASSES**

Lake Tahoe Community College publishes a *Schedule of Classes* prior to the each quarter. Each *Schedule* contains a listing of the courses to be offered during the term(s) 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 the One-Stop Enrollment Services Center and Instruction. Additionally, schedules are available via Passport (student portal) or at <http://www.ltcc.edu/academics/scheduleofclasses.php>.

Courses listed in the quarterly *Schedule of Classes* are offered on a rotating schedule designed to optimize students' opportunity to make progress toward their educational goals. 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 and online. For information regarding the frequency of a course offering, contact the One-Stop Enrollment Services Center, the Instruction Office, or visit <http://schedule.ltcc.edu> and click on the "Projected Schedule" button.

## REGISTRATION PROCEDURES

Current students may register online via Passport or in person at the One-Stop Enrollment Services Center. Most new and former students are required to complete a three-step process to foster their success at LTCC.

1. Apply for admission and financial aid.
2. Complete GPS (Guidance and Planning for Success) and other pre-enrollment activities.
3. Register for classes and pay fees.

Visit [www.ltcc.edu/admissions](http://www.ltcc.edu/admissions) to get started today.

### Priority Registration

Enrollment priority is granted to students who have completed GPS, maintain a 2.0 GPA while attending LTCC, and make satisfactory progress towards their educational goals. Certain student groups receive priority registration as well. The priority registration chart for each quarter is published in the *Schedule of Classes* and Passport.

### Registration for Online Courses

Students can register for most classes online via Passport. If space remains available, students may register for full quarter length courses through the Wednesday of the first week of classes. All fees are due at the time of registration.

### Waitlists

When a class is full, students can add themselves to the waitlist. If a seat opens up, the first person on the waitlist will be notified through his or her LTCC email of the permission to enroll. Students who remain on the waitlist on the first day of class will be granted priority during late registration.

### Late Registration

Students should always register before the first class meeting if space is available. 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.

## ADDING AND DROPPING

Adding and dropping/withdrawing from a class is done at the One-Stop Enrollment Services Center 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 One-Stop Enrollment Services Center.

### 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 One-Stop Enrollment

Services Center for deadlines. All requests for withdrawal (drop with a "W" grade) must be submitted in writing to the One-Stop Enrollment Services Center. Students may also withdraw via Passport. 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 on 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 One-Stop Enrollment Services Center. Failure to do so may negatively affect the student's transcript.

## AUDITING OF CLASSES

Under limited circumstances, auditing of classes may be allowed. The audit policy is available in the One-Stop Enrollment Services Center.

## CREDIT BY EXAMINATION

Students must petition for designated courses in order to receive credit by examination. Courses offering credit by examination are listed at the beginning of each subject area in the Course Description section of the catalog. Students are strongly encouraged to meet with a counselor before beginning the credit by exam process. For more specific information regarding credit by examination, refer to page 36 in the Policies and Procedures section in the catalog.

## LIMITATION OF STUDENT LOAD

A full-time student, for financial aid purposes, 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, a Dean, or the Vice President of Academic Affairs.

## 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.

## 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 Director of Human Resources, 1 College Drive, South Lake Tahoe, CA 96150, (530) 541-4660 ext. 269 or the Vice President of Student Services, 1 College Drive, South Lake Tahoe, CA 96150, (530) 541-4660 ext. 477.

## Fees, Tuition, and Refunds

### Fee Examples

**California Residents registered in 12 units:**

|                                       |               |
|---------------------------------------|---------------|
| Student Representation Fee            | \$2.00        |
| Health Fee                            | 3.00          |
| Enrollment Fees* (\$31.00 x 12 units) | <u>372.00</u> |
|                                       | \$377.00      |

**Interstate Attendance Students registered in 12 units:**

|                                    |                 |
|------------------------------------|-----------------|
| Student Representation Fee         | \$2.00          |
| Health Fee                         | 3.00            |
| Tuition Fees* (\$93.00 x 12 units) | <u>1,116.00</u> |
|                                    | \$1,121.00      |

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

|                                      |                 |
|--------------------------------------|-----------------|
| Student Representation Fee:          | \$2.00          |
| Health Fee                           | 3.00            |
| Enrollment Fee* (\$31.00 x 12 units) | 372.00          |
| Tuition (\$177.00 x 12 units)        | <u>2,124.00</u> |
|                                      | \$2,501.00      |

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

**TUITION AND FEES**

All tuition and fees must be paid in full at the time of registration and before entering classes. **These fees are subject to change without prior notice pending Board of Trustees or California State Legislative action.**

- All students shall pay a student representation fee of \$2.00 per quarter pursuant to Title 5, Section 54801, 54803 and 54805 of the Education Code. Students may decline to pay this fee on financial, religious, political, or moral grounds.
- 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 the One-Stop Enrollment Services Center to provide an exemption for students who depend exclusively upon prayer for healing as required by the Education Code.
- 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/admissions](http://www.ltcc.edu/admissions).

- In addition to the \$31.00 enrollment fee, nonresidents, both out-of-state and international, shall pay \$177 per unit. This fee is determined by the Board of Trustees.
- Students are required to purchase or provide certain instructional materials that 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, 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.
- 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**

The policy below applies to fees charged for classes offered through the credit program including enrollment fees, non-resident tuition, Interstate Attendance Agreement fees, material fees, and facility use fees.

- Cancelled classes:** All fees are fully refundable when the college cancels a class.
- Dropping classes:** When a student chooses to drop a class before the start date, all fees are refundable with the exceptions listed below. In order to receive a refund on or after the start date, the drop must occur by the following deadlines:
  - Full-quarter (12-week) classes: Friday of the 2nd week of the quarter
  - Six-week session classes: Friday of the 1st week of the session
  - All other classes: prior to the 10% point of the class calculated in calendar days
  - Art material fees: if a student drops an art class after receiving materials, refunds will be prorated based on the amount of materials used.
- Health and student representation fees: These quarter-based fees are refundable if all classes are dropped before the refund deadline for full-quarter classes. During summer, the fees are refundable through the refund deadline for the six-week session.
- Most service fees are non-refundable. These fees include amounts charged for challenge exams, transcripts, replacement diplomas, replacement certificates, and similar services.

**EXCEPTIONS:** For special fees involving class field trips and/or optional fees, see the refund policy described in the quarterly *Schedule of Classes*. For the community education refund policy, please contact the Community Education Office. Additional

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.

#### PREPAID TUITION PROGRAMS

After paying tuition and fees during the registration process, a student may request to have amounts invoiced to an approved prepaid tuition program or 529 plan for reimbursement. Students interested in this service should contact the One-Stop Enrollment Services Center for details.

#### 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 the One-Stop Enrollment Services Center, room A102.

## Financial Aid

#### GENERAL INFORMATION

Room A102, ext. 236

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

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 website at [www.ltcc.edu](http://www.ltcc.edu), on Passport, and in the Financial Aid Handbook, which is available in the Financial Aid Office, as well as on Passport.

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, and have a high school diploma or recognized equivalent. Students without a high school diploma or equivalent are usually ineligible to receive federal financial aid. Students without a social security number may qualify for California state aid, but not federal financial aid. Contact the Financial Aid Office for more information.

**LAKE TAHOE COLLEGE PROMISE**

All first-time college students who commit to attending LTCC full time will pay absolutely NO tuition for their first year.

What Promise Students Must Do:

- Be a California or resident or AB540 student
- Be a Nevada resident in the Tahoe Basin
- Complete the [FAFSA form](#) or [California Dream Act](#) Application
- Be a first-time student at LTCC
- Enroll full time (15 units recommended, 12 units required) each quarter during the 2019/20 academic year
- Maintain a GPA of at least 2.0
- Attend a new student orientation
- Develop your academic plan with a counselor
- Apply and register

**PROGRAMS**

**Fee Waiver:** California College Promise Grant (CCPG) program (waives enrollment fees for eligible California or AB540 residents) - qualifications listed previously do not apply to this program.

**NOTE:** *Students may lose eligibility for the CCPG if their grade point average is below 2.0 and/or they successfully complete 50% or less of their attempted units.*

**Grants:** Federal Pell Grant, Federal Supplemental Education Opportunity Grant (FSEOG), Cal Grant, Student Success Completion Grant (12-15 unit enrollment per term).

**Work-Study:** Federal Work Study allows you to work on campus and earn income to meet educational expenses, with the flexibility to make sure that you can put your studies first!

**Federal Direct Student Loans:** Loans designed for students who complete the FAFSA may be available, even if you do not qualify for any need-based financial aid.

**Student Assistance Programs:** CalWORKs, EOP&S and CARE are designed to help students who have financial need and difficulty accessing higher education. These programs can provide employment, as well as help with child care and transportation expenses (see page 20 for more information).

**SCHOLARSHIPS**

LTCC offers a variety of scholarships to continuing and transferring students through the generous donations of individual donors, on-campus clubs, and local organizations. Most scholarships are awarded during the spring quarter, and information on these is posted on the electronic Scholarship Board located on Passport beginning in March. For information on other scholarships that may become available throughout the school year, contact the One-Stop Enrollment Services Center staff at ext. 211, room A102.

**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 for which a student may receive financial aid. Refer to the LTCC website, Passport, or the Financial Aid Handbook for this policy.

**GRANT REPAYMENT**

Students receiving financial aid who then withdraw from all classes, or receive all F's or W'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 hold will be placed on their LTCC records.





# Student Support Services

|                                                                     |    |
|---------------------------------------------------------------------|----|
| Bookstore .....                                                     | 20 |
| CalWORKs.....                                                       | 20 |
| Career Center .....                                                 | 20 |
| Child Development Center (CDC) .....                                | 20 |
| Clubs and Organizations.....                                        | 20 |
| Counseling / Advising.....                                          | 20 |
| Disability Resource Center (DRC) .....                              | 20 |
| Equity Program.....                                                 | 20 |
| EOP&S and CARE Programs.....                                        | 21 |
| Fitness Education Center (FEC) .....                                | 21 |
| Food Service .....                                                  | 21 |
| Guidance and Planning for Success (GPS) .....                       | 21 |
| Housing .....                                                       | 21 |
| Intercollegiate Athletics /Soccer .....                             | 21 |
| International Student Program .....                                 | 21 |
| Job Training Skills, Internships, and<br>Workforce Experience ..... | 21 |
| Library & Learning Services.....                                    | 22 |
| Media Services .....                                                | 22 |
| One-Stop Enrollment Services Center.....                            | 22 |
| Passport/Student Email.....                                         | 22 |
| Transfer Center.....                                                | 22 |
| Veterans Services .....                                             | 22 |

# Student Support Services

## BOOKSTORE

Room A101, ext. 227, [www.ltcc.bncollege.com](http://www.ltcc.bncollege.com)

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 materials; hiking and field guides; works by local/faculty authors; a variety of school, culinary arts, and art supplies; electronic accessories; clothing; gifts; and greeting cards. The Bookstore offers a book rental program for many courses and has eTextbook options available for most titles. The bookstore can also special order textbooks and general reading books upon request. Additionally, the LTCC Bookstore carries a wide selection of snack and meal options and beverages. The store staff are available for assistance all day Monday-Thursday and limited hours on Friday.

## CalWORKs

Room A102, ext. 318, <http://www.ltcc.edu/admissions/calworks.php>

Students who are receiving CalWORKs benefits are eligible for support services through the college, including paid work-study positions, free employment preparedness workshops, school supplies, and assistance with transportation costs.

## CAREER SERVICES

<http://www.ltcc.edu/campusresources/careerservicescenter.php>

Students who are 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. Career counseling, workshops, classes, assessments, and many other services are available through the Counseling offices, One Stop, Work-Based Learning office, and the [ADVANCE](#) program.

## CHILD DEVELOPMENT CENTER

CDC Building, ext. 288,

<http://www.ltcc.edu/campusresources/child-development-center.php>

The Child Development Center (CDC) is a fully-licensed childcare facility located on the Lake Tahoe Community College campus. Licensed for 46 children ages 6 weeks through pre-kindergarten, the CDC is a model facility for Early Childhood Education students. 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.

## CLUBS AND ORGANIZATIONS

Room A102, ext. 211, <http://www.ltcc.edu/campuslife/student-clubs.php>

LTCC offers over 16 clubs and organizations for students to enjoy. These include social, athletic, and major-based clubs. See page 24 for more information.

## COUNSELING / ADVISING

Room A102, ext. 211,

<http://www.ltcc.edu/campusresources/counseling.php>

LTCC Counselors help students in developing educational goals and planning for success. They also work with students in setting personal goals and managing life issues.

## DISABILITY RESOURCE CENTER (DRC)

Room A205, ext. 249,

<http://www.ltcc.edu/campusresources/disabilityresourcecenter/index.php>

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. A fully equipped *High Tech Center (HTC)* is available to students who may benefit from using adapted computer technology. Deaf or Hard of Hearing students may access a Video Phone located in the DRC.

## EQUITY PROGRAM

Room A258, ext. 549,

<http://www.ltcc.edu/campusresources/equity-outreach.php>

The Equity Program is specifically designed to assist Latino/a students and ethnic minority groups, foster youth, low income, and first generation college students in their educational journey. The Equity office serves as the liaison for LTCC students to community resources, provides families and their prospective students with information about the college, and assists potential students who may need special assistance with their admissions applications. The mission of the Equity office is to provide opportunities for educational access to all interested individuals regardless of their circumstance.

- Book lending program access, specialized counseling, priority registration, sponsored transfer visits to universities, and several cultural opportunities are available to students through this program.
- Equity peer mentoring is specifically designed to help mentor, guide, and foster relationships among Latino/a students at LTCC. Monthly activities, a specifically designed quiet area for study, fellowship and leadership training and development are key components of peer mentoring.



**EXTENDED OPPORTUNITY PROGRAMS AND SERVICES (EOP&S)/  
COOPERATIVE AGENCIES RESOURCES FOR EDUCATION (CARE)**

Room A102, ext. 318, <http://www.ltcc.edu/admissions/eops.php>

EOP&S and CARE are designed to assist students who are educationally and financially disadvantaged. Students may be EOP&S eligible if they are low-income, a California resident and AB540, attending college full-time, and are considered educationally disadvantaged. CARE 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. These programs provide above and beyond services, such as counseling, tutoring, transportation vouchers, books, supplies, and cash grants.

**FITNESS EDUCATION CENTER (FEC)**

Physical Education Building, Room PE101, ext. 355,

<http://www.ltcc.edu/campuslife/fec.php>

The FEC is a full-service fitness center complete with free weights, cardio machines, and a variety of other fitness equipment. Students may enroll in a PEF 120A/B/C or PEF 121A/B/C course or in a Community Education course to use the facility. See page 208 for PEF course listings.

**FOOD SERVICE**

Student Center, ext. 211

There are a variety of food options available throughout campus. The Coffee Cart is located in the Student Center. The Cart offers breakfast and lunch items as well as an array of coffee drinks and beverages. The Bookstore also offers a wide variety of food and beverage items. In addition, there are several vending machines located throughout the campus.

**GUIDANCE AND PLANNING FOR SUCCESS (GPS)**

Room A102, ext. 211, <http://www.ltcc.edu/admissions/gps.php>

This Student Success Support Program is designed to assist students in achieving their educational goal. See page 33 for more information.

**HOUSING**

Room A102, ext. 211, <http://www.ltcc.edu/campuslife/housing.php>

Although LTCC does not provide housing for students, the One-Stop Enrollment Services Center serves as a resource for students seeking housing opportunities.

**INTERCOLLEGIATE ATHLETICS / SOCCER**

Room PE101, ext. 557,

<http://www.ltcc.edu/campuslife/athletics/index.php>

LTCC offers competitive intercollegiate soccer teams for both men and women. Students wishing to try out for the soccer programs need to ensure they meet academic, athletic, and eligibility criteria. The soccer teams compete in the Golden Valley Conference. For more information see Athletic Eligibility on page 32.

**INTERNATIONAL STUDENT PROGRAM**

Room A253, ext. 755,

<http://www.ltcc.edu/admissions/internationalstudents/index.php>

The office of International Student Programs at LTCC provides services and support for international students. We offer assistance with USCIS procedures, particularly for visa status maintenance and employment options. Additionally, the International Student Program organizes orientation meeting for new students and study skills workshops for continuing students. We also coordinate access for international students to both college and external resources, for insurance, banking, social security, and daily life needs. In addition, this program moderates quarterly fun activities for international students in Lake Tahoe.

The International Student Program seeks to raise awareness of other cultures at LTCC, promotes friendships between international and domestic students, and provides support and appreciation for the international student community.

If you are contemplating study abroad/exchange program, don't wait; come by the International Student Program office to check out 10 reasons why you should study abroad. We can assist you in the application process.

**JOB TRAINING SKILLS, INTERNSHIPS AND WORK EXPERIENCE**

Room B105, ext. 703,

[http://www.ltcc.edu/academics/academic\\_programs/internship.php](http://www.ltcc.edu/academics/academic_programs/internship.php)

The Lake Tahoe Community College Work Experience and Internship 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' professional 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 and at the Program Office.
- **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 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. See page 251 for course information.

**LIBRARY & LEARNING SERVICES**

Roberta Mason Library, Room L100, ext. 232

<http://www.ltcc.edu/campusresources/library/index.php>

The Library & Learning Services facilitate access and success through student-centered services, spaces, and collections. We promote the college mission by providing personalized research and tutoring support services, quality information literacy instruction, and course-related library materials. We strive to be an engaging and dynamic academic hub for students' individualized and collaborative tutoring, learning, and research needs.

- Over 27,000 sq. ft. library and adjoining art gallery (opened 2006, expanded in 2017)
- Convenient access to proctoring and tutoring in Math, Writing, and subject areas
- More than 50,000 books, electronic books, magazines, and newspapers
- Online access to research databases and scholarly journals
- Quarterly textbook and calculator lending program
- Chromebook checkouts for student use
- Computers for student and public use
- Group study rooms and study carrels
- Hundreds of DVDs and CDs

**MEDIA SERVICES**

Media Services, ext. 234

Media services are provided to enhance the college's instructional environment, bringing a rich array of audiovisual technology into the classroom. Housed in the library, an audiovisual viewing room with media equipment is available to students and the public.

**ONE-STOP ENROLLMENT SERVICES CENTER**

Room A102, ext. 211, <http://www.ltcc.edu/admissions/index.php>

The One-Stop Enrollment Services Center is designed to assist students with all of their registration and enrollment needs as well as with any student services program information. Students are encouraged to stop by the center which is located just off of the commons area or to contact the Center via email at [enrollmentservices@ltcc.edu](mailto:enrollmentservices@ltcc.edu) or (530) 541-4660 ext. 211.

**PASSPORT / STUDENT EMAIL**

Room A102, ext. 211, <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.

**TRANSFER CENTER**

Room A102, ext. 211,

<http://www.ltcc.edu/campusresources/transfer-center/index.php>

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. The Transfer Center also has several resources for students to use, including a library of California and Nevada college catalogs, books and brochures with general college information, access to over 18,000 college catalogs online, and articulation agreement information with California universities and the University of Nevada, Reno. Counselors can also assist with CSU, UC, and UNR applications.

**VETERANS SERVICES**

Room A203, ext. 432

<http://www.ltcc.edu/campusresources/veterans/index.php>

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 One-Stop Enrollment Services Center.

All veterans must have official transcripts of all previous college work on file. Transcripts requested from previous schools should be sent directly to the One-Stop Enrollment Services Center. 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 the One-Stop Enrollment Services Center during their second quarter of attendance to declare a major, develop an education plan, and review their evaluation of prior credit.

Veterans who have an honorable discharge (as certified on their DD214) will receive quarter unit equivalent credit in the following areas:

- Veterans will be granted four quarter units of credit to count in Area 6 of the LTCC-GE pattern, or four units of degree-applicable elective credit, OR
- Veterans who plan to graduate LTCC using the CSU-GE pattern, and veterans who plan to complete CSU-GE for transfer, will be granted four quarter units of credit in Area E of the CSU GE pattern.

Veterans collecting benefits while attending Lake Tahoe Community College are responsible for informing the One-Stop Enrollment Services Center 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.



# Student Organizations & Special Events

Student Life .....24

Student Clubs and Organizations .....24

Special Events.....25

# Student Life

Lake Tahoe Community College offers students the chance to study in one of the most beautiful spots in the world. Whether hiking, biking, snow sports, lake activities, or resort activities, there is always something to do in South Lake Tahoe. The college believes that a student educational experience is enhanced through participation in on-campus activities and clubs. Therefore, in addition to the many events and entertainment options in town, the college provides an expansive student life program. LTCC students are encouraged to participate in the many activities and clubs offered at the college.

## 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 responsibilities; and
3. To enhance student life, individually and collectively.

### STUDENTS TAKE AN ACTIVE ROLE AT LTCC

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

For club information, contact Julie Booth, Student Life Coordinator, at [booth@ltcc.edu](mailto:booth@ltcc.edu) or at ext. 477.

For information regarding policy and procedure for organizing clubs and student advocacy, see page 40.

# Student Clubs & Organizations

### ALLY CLUB

Promotes equal rights and support to the LGBTQIA community on campus and around the South Shore.

### ALPHA GAMMA SIGMA (AGS)

Fosters and recognizes scholarships, promotes public service activities, presents guest speakers, and also holds occasional social events. This is an honorary society and is restricted to students who have 18 or more college hours with a 3.0 GPA. Alpha Gamma Sigma membership will be noted on students' transcripts.

### ART CLUB

Provides educational opportunities for art students including, but not limited to, the creation of their own art as well as the viewing of historical pieces of artwork.

### BADMINTON CLUB

Provides opportunities for students to expand their knowledge and skills in the sport. In addition, the club will serve as a collaborative and competitive environment for students.

### CIRCLE K- KIWANIS SERVICE CLUB (Advisory Only)

The Kiwanis mission is to assist Kiwanis International in serving the children of the world. After all, that service makes up Kiwanis' own mission. So the work of this foundation helps the Kiwanis family of programs change children's lives—often in ways that would otherwise remain beyond the resources of clubs and districts.

### ECOLOGY ACTION CLUB

Seeks to develop a greener campus, community, and society by raising awareness of the ecological and environmental issues that pose a threat. Through direct action and education, we promote conservation and preservation of a healthy, green, and sustainable ecology locally and globally.

### FILIPINO CLUB

An association of students that introduce various Filipino values and culture to the LTCC community. We participate in cultural activities that showcase Filipino history, food, songs, and dance while providing awareness of the Filipino culture.

### FUTURE BUSINESS LEADERS OF TAHOE (FBLT)

Creates, promotes, and facilitates relationships between LTCC students and the local business community.

### GEOLOGY CLUB

Explores the earth through field trips. Recent trips include Monterey Bay, Yosemite, and the unique areas surrounding Lake Tahoe.

**HISPANOS ORGULLOSOS PREPARÁNDOSE PARA LA EXCELENCIA  
(HOPE) CLUB**  
(PROUD HISPANICS PREPARING FOR EXCELLENCE)

The HOPE Club promotes equity for all students and the development of cultural change on campus and in the community while also fundraising for student scholarships.

**INTERNATIONAL CLUB**

Provides an association of students interested in foreign languages and travel with an appreciation of diverse civilizations and societies. Students get the opportunity to celebrate different cultures and holidays around the world, while raising funds for those experiences and student scholarships.

**MATH CLUB**

Social and service organization providing math resources to the college and the community.

**SCIENCE CLUB**

Promotes science among local youth by visiting local schools with science demonstrations and activities. The Club works with local teachers to enhance their existing curriculum with our visits. The Science Club also takes field trips to destinations of interest to science students -- for example, The Exploratorium, iFly, Lawrence Berkely National Laboratory -- and raises funds to support these activities.

**SOCCER CLUB**

Provides opportunities for students to expand their knowledge and skills of soccer and also provides an environment for students to collaborate and compete.

**STUDENT AMBASSADORS**

Ambassadors are an elite group of students chosen each year based on grades, leadership, and citizenship. These students work in the One-Stop Enrollment Services Center department and help support students and promote LTCC in various activities.

**STUDENT SENATE**

As the governing body for the associated students of Lake Tahoe Community College, the Student Senate represents student needs and interests to the college administration, faculty, and staff. Students serving on the Student Senate develop leadership skills, plan events to enrich student life, learn about the shared governance process, and make the voice of LTCC's students heard.

**TABLE TENNIS CLUB**

Provides opportunities for students to play table tennis and expand their knowledge and skills. The club provides an environment for competition at all levels.

**VOLLEYBALL CLUB**

Provides a constructive environment for students to learn and develop techniques that will allow them to become better volleyball players.

# Special Events

*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 the One-Stop Enrollment Services Center at ext. 211 or go the college website at [www.ltcc.edu](http://www.ltcc.edu).*

**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 other art galleries (Theatre Foyer Gallery and Student Gallery) 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.

**COYOTE CHRONICLE**

The *Coyote Chronicle* is a bi-monthly newsletter designed to inform students and staff of upcoming events as well as to honor an LTCC student in the Student Spotlight section. The *Chronicle* is available on the website as well as in hard copy all across campus.

**COYOTE KICK-OFF**

LTCC's annual open house event to welcome new students. Students get the chance to participate in departmental activities, learn about clubs and student support programs, and engage with peers, faculty, and staff.

**CULTURAL EVENTS**

The Arts are a vital part of life at Lake Tahoe Community College. From theatre, music, and dance performances, to art exhibits and writer's presentations, LTCC offers a wide range of cultural experiences for students and the community.

- **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.
- **MEXICAN INDEPENDENCE DAY (GRITO DE DOLORES)** is September 16th, a day on which Mexico celebrates their freedom over Spanish colonial rule (much like USA's July 4th). LTCC celebrates this momentous holiday on campus with live music, food, a children's soccer tournament, and much more.

**CULTURE FEST (COMMUNITY GAMES)**

Let the games begin! LTCC student clubs sponsor this annual event which involves a games and activities in a festival atmosphere. Music, cultural experiences, food, and sports tournaments are all part of this day where the community and the college come together for this family-friendly event each spring.

**HALLOWEEN-FEST**

This event involves the annual club costume and pumpkin carving competition. Students can also enjoy a variety of activities at club tables and collect candy.

**HONOR ROLL CELEBRATIONS**

Each quarter the administration hosts a reception in the student center for the students who achieve honor roll status for the preceding quarter. Students receive a certificate and a small gift for their achievements.

**HOWL OUT AWARDS**

Howl Outs are presented to deserving students who go above and beyond the call of duty in and/or out of the classroom. Faculty and staff can nominate a student for this award throughout the year. Students receive a certificate of appreciation as well as a treat, which is delivered to them in their classroom.

**INTERCOLLEGIATE SOCCER GAMES**

Games are free and fun to watch! Come and support your teams as they compete.

**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 demonstration garden in July, pairs wine, music, and food from some of Tahoe's best local restaurants and caterers.

**THEATRE PERFORMANCES**

The Theatre Arts Department presents one for-credit play, as well as other special events and performances, throughout the year. Whether onstage as a performer, working behind the scenes building sets or running the show, or as an audience member, through the Theatre Arts Department, students and community members can find a wide range of theatre and entertainment experiences.

# Special Programs

|                                                |    |
|------------------------------------------------|----|
| CONNECT Community Education .....              | 28 |
| Educación para los Padres y Temporales         |    |
| o Familiares .....                             | 28 |
| Foster and Kinship Care Education.....         | 28 |
| Incarcerated Student Program .....             | 28 |
| Intensive Spanish Summer Institute (ISSI)..... | 28 |
| South Bay Regional Public                      |    |
| Safety Consortium .....                        | 29 |
| Tahoe Parents Nursery School.....              | 29 |
| TRiO - Educational Talent Search .....         | 29 |
| TRiO - Upward Bound.....                       | 29 |



# Special 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

Room B107, ext. 717

### CONNECT

What is Community Education? CONNECT-Community Education is a Lake Tahoe Community College program serving the community by providing educational workshops to meet the needs and interests of both the young and young at heart who want to embark on a new learning journey. The program was originally created to offer a solution to the repeatability regulations and has grown exponentially to serve the community of South Lake Tahoe. Workshops are offered in addition to the college's instructional programs; credits are not given for these workshops and there are no grades or tests. The program is self-supporting and is not funded by taxpayers' dollars. CONNECT offers workshops that focus on fun, professional development, families, kids, creative arts, and much more! Many workshops fill up quickly, so enroll early to secure your spot! For a complete listing of workshop offerings, please visit [ltccconnect.com](http://ltccconnect.com). If you are interested in facilitating a workshop or have an idea for a workshop that you would like to see offered, please contact our office at [connect@ltcc.edu](mailto:connect@ltcc.edu).

## EDUCACIÓN PARA LOS PADRES TEMPORALES O FAMILIARES

Room E108, ext. 575

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.

## FOSTER AND KINSHIP CARE EDUCATION

ext. 575

### Foster and Kinship Care

LTCC offers not-for-credit workshops in Foster and Kinship Care Education. (FKCE) 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. Participants can register at [ltcc.edu/FKCE](http://ltcc.edu/FKCE) or by calling our office.

## INCARCERATED STUDENT PROGRAM

ext. 344

### Incarcerated Student Program

The Incarcerated Student Program (ISP) was first approved as a pilot program by LTCC's Board of Trustees in 2015. In spring of 2017, LTCC's Substantive Change Proposal received approval from the Accrediting Commission for Community and Junior Colleges (ACCJC). The Incarcerated Student Program was introduced to serve inmates of California's correctional facilities and promote their educational success. Higher education provides inmates with a pathway to a more productive future and a greater likelihood of post-release employment. Incarcerated students can earn their Associate's Degree for Transfer (AA-T) in Sociology through an Enhanced One-On-One pedagogical approach facilitated through Lake Tahoe Community College.

## INTENSIVE SPANISH SUMMER INSTITUTE

Room E102, ext. 522

### [www.ltcc.edu/ISSI](http://www.ltcc.edu/ISSI)

Each August, Lake Tahoe Community College is transformed into a Mexican pueblo offering students an immersion experience in Spanish language and culture during the Intensive Spanish Summer Institute (ISSI). 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 week-long Institute, students can earn up to 4.0 quarter units of credit in courses designed to promote the development of fluency in Spanish.

**SOUTH BAY REGIONAL PUBLIC SAFETY TRAINING CONSORTIUM**

Room A104, Instruction Office, ext. 752

As a member of the South Bay Regional Public Safety Training Consortium, Lake Tahoe Community College offers courses for students who are interested in Fire Science and related public safety careers. The Consortium is funded by member colleges to provide vocational specific training that may require special facilities or training conditions, or is presented outside of the regular schedule of college courses. The application and registration process is completed at the South Bay Regional Public Safety Training Center located near Evergreen Valley College in San Jose. Although open to the public, the majority of these courses are intended to serve those who are already employed in the fire service or related public safety careers. If you have questions about these courses, please call (408) 270-6458 or visit the South Bay Regional Public Safety Training Consortium webpage at [www.theacademy.ca.gov](http://www.theacademy.ca.gov).

**TAHOE PARENTS NURSERY SCHOOL**

Al Tahoe Learning Center, (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 through five years of age. The program operates Monday through Thursday from 9:00 a.m. to 12:00 noon, September through 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-EDUCATIONAL TALENT SEARCH PROGRAM**

South Tahoe High School Career Center, Room A-1,

(530) 541-4111, ext. 400

South Tahoe Middle School, Room 43, (530) 541-6404, ext. 237

**TRIO-ETS**

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.

**TRIO-UPWARD BOUND PROGRAM**

South Tahoe High School, Room A-4, (530) 541-4111, ext. 1845

**TRIO-UB**

Upward Bound (UB) is a program that provides fundamental support to high school students in their preparation for college. The goal of UB is to increase the rate at which participants complete high school and enroll in and graduate from institutions of higher education. UB serves students between the ages of 13 and 19 and who are low-income, potentially the first in their families to go to college, or at-risk youth. UB participants receive free tutoring, academic advising, and workshops focusing on study skills, career exploration, financial literacy, and college application processes. In addition, the program offers instructional support through Saturday and summer classes as well as trips to four-year colleges.

**“THE SECRET OF GETTING AHEAD IS GETTING STARTED.”**  
- Mark Twain

**ADVANCE**  
learn • earn • grow

**We offer low and no cost:**

- Educational and career planning support, including:
  - identifying goals
  - building a pathway plan
  - beginning a college enrollment process
- Assessment and evaluation of skills and needs
- Access to industry-supported boot camps
- Easy, “single-door” entry into a range of programs and services of South Shore and Alpine county

Check our flexible, multi-step process designed to help develop your unique plan geared to meeting your unique goals. goals.

Find us online at [ltcc.edu](http://ltcc.edu) under Academics or use the QR code.

To speak with one of our staff call (530) 541-4660 x685.





# Policies & Procedures

## **ACADEMIC: Registration / Eligibility**

|                                                   |    |
|---------------------------------------------------|----|
| Athletic Eligibility.....                         | 32 |
| Course Repeatability & Student Repetition .....   | 32 |
| Guidance and Planning for Success (GPS).....      | 33 |
| Prerequisites, Corequisites, and Advisories ..... | 33 |
| Priority Registration .....                       | 34 |
| Residency Determination .....                     | 34 |

## **ACADEMIC: Grading / Awarding of Credit**

|                                                                  |    |
|------------------------------------------------------------------|----|
| Academic and Progress Probation and Dismissal.....               | 34 |
| Academic Record Symbols and Grade Point Average .....            | 35 |
| Academic Renewal .....                                           | 35 |
| Attendance .....                                                 | 36 |
| Credit by Examination (Challenge Exam) .....                     | 36 |
| Determining the Number of Credits Awarded Per Course.....        | 37 |
| Earning and Awarding Credit for Prior Experiential Learning..... | 37 |
| Grade Changes .....                                              | 37 |
| Notice to Students Receiving Veterans' Benefits .....            | 37 |
| Pass/No Pass Courses.....                                        | 37 |
| Transcripts .....                                                | 38 |
| Transfer of Credits into Lake Tahoe Community College .....      | 38 |
| Requesting Exceptions to Academic Policies and Procedures .....  | 38 |

## **STUDENT CONDUCT: Rights and Responsibilities**

|                                                         |    |
|---------------------------------------------------------|----|
| Confidentiality of Social Security Numbers .....        | 38 |
| Crime Awareness and Campus Security Act of 1990 .....   | 38 |
| Drug Free School Policy.....                            | 38 |
| Family Educational Rights and Privacy Act (FERPA) ..... | 39 |
| Hazing.....                                             | 39 |
| Organizing Clubs and Activities .....                   | 39 |
| Parking.....                                            | 40 |
| Service Animals .....                                   | 40 |
| Sexual Assaults on Campus .....                         | 40 |
| Sexual Harassment Policy.....                           | 41 |
| Smoking.....                                            | 46 |
| Title IX Regulations.....                               | 46 |
| Weapons on Campus .....                                 | 46 |
| Withholding Services for Nonpayment of Fees .....       | 46 |

## **STUDENT CONDUCT: Standards and Policies**

|                                                  |    |
|--------------------------------------------------|----|
| Academic Dishonesty and Plagiarism..             | 46 |
| Student Conduct Standards .....                  | 47 |
| Student Disciplinary Actions and Procedures..... | 48 |
| Student Grievance Procedure .....                | 51 |



# 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. The college assumes no responsibility for misinterpretation by students of policies and procedures as presented in this catalog. Also visit our website for Board Policies and Administrative Procedures.*

## ACADEMIC

### REGISTRATION / ELIGIBILITY

#### **ATHLETIC ELIGIBILITY**

Students who participate in intercollegiate athletics must meet eligibility requirements specified by the California Community College Athletic Association (CCCAA). Initial eligibility during the first season of play requires a student athlete to be continuously and actively enrolled in a minimum of 12 units and attending class regularly. At least 9 of the 12 units attempted must be consistent with the student's approved education plan. To be eligible for the second season of play, student athletes are required to complete 36 units consistent with the student's approved education plan and maintain a cumulative grade point average of 2.0 or higher in coursework completed at accredited postsecondary institutions. Additional considerations for athletes include previous seasons of college competition, transfer history, legal residence, payment of fees, student conduct, incomplete coursework, and other criteria. The nature of athletic eligibility requirements is very complex. In order to avoid loss of eligibility, athletes are strongly advised to become thoroughly familiar with the requirements covered in PEA 150, Intercollegiate Athletic Pre-Participation Orientation.

#### **COURSE REPEATABILITY AND STUDENT REPETITION OF COURSES**

State regulations changed during the 2013-2014 academic year. The new regulations limit how students may enroll in courses based on course limits, family caps, and individual student exceptions. *While the LTCC catalog provides general information, students are strongly encouraged to meet with a counselor to discuss their specific situation and possible exceptions that may apply.*

**Enrollment:** For the purpose of repeatability, an "enrollment" occurs when a student has previously received a transcribed symbol such as a grade or "W" in a course, or when a student is currently registered for the course. An "enrollment" does not include previous attempts at a course that resulted in a drop with no record (i.e., no transcribed grade).

**Course Repeatability:** Each course is either repeatable or non-repeatable. If the course is repeatable, a student may enroll in the course an unlimited number of times up to the maximum cap based on the family to which the course belongs.

**Family Cap:** Most repeatable courses belong to a family. In combination, a student may enroll in one or more courses within the family for a total of six times. If a course is non-repeatable, the student may only enroll in and successfully complete the course once; however, the student may enroll in other courses within the same family.

**Withdrawal Limit:** A student may not withdraw from a course more than three times. If the student withdraws or receives a substandard grade in the course on two or more attempts, the student will only be allowed to enroll again based on an approved petition.

**Student Repetition:** An individual student may have a unique situation that would allow additional repeats. A petition is usually required to enroll based on the exceptions below. Some of the more common exceptions include:

- **Substandard Grade Exception-** A student may retake a non-repeatable course one additional time to improve a grade of D, F, or NP. If the student withdraws or receives a substandard grade in the course on two or more attempts, the student will only be allowed to enroll again based on an approved petition. No extra repeats are allowed for repeatable courses.
- **Significant Lapse of Time Exception-** Under limited circumstances, a student may retake a course when there has been a significant lapse of time since the original attempt, auditing would not provide the needed instruction, and recent completion is necessary due to a reason defined in Administrative Policy 4228 of Board Policy. This exception is not allowed if the student has already repeated the course due to extenuating circumstances.
- **Extenuating Circumstances Exception-** If a student's previous grade was due to extenuating circumstances beyond the control of the student, an exception may be granted to allow the student to attempt the course an additional time. This exception is not allowed if the student has already repeated the course due to significant lapse of time. Please also see the section on repeat for substandard grade.
- **Legally Mandated Exception-** Students may repeat courses that are required by statute or regulation as a condition of paid or volunteer employment.
- **Significant Change in Licensure or Industry Standards-** Students may repeat courses when the College has determined that there has been a significant change in licensure or industry standards which necessitates repetition to meet requirements for employment or licensure.

## **GPS: GUIDANCE AND PLANNING FOR SUCCESS MANDATES AND APPEALS**

The Lake Tahoe Community College Student Success and Support Program (SSSP) originated from the directives of the Seymour-Campbell Student Success Act of 2012 (SB1456), which was signed by Governor Brown on September 27, 2012. This bill mandated that colleges provide “a process that brings a college and a student into an agreement for the purpose of achieving the student's educational goals and completing the student's course of study,” and requires that all students who are pursuing a degree, certificate, or transfer path participate in core educational services provided by the Colleges. To fully integrate the SSSP principles and guidelines into Lake Tahoe Community College operations, the College branded the program as GPS: Guidance and Planning for Success.

### *GPS Component Mandates*

- A. \*Orientation services
- B. \*Guided placement prior to course registration
- C. \*Counseling and educational planning
- D. Intervention and follow-up services for students defined as “at-risk”
- E. Academic support services

\*Required services for priority registration and enrollment.

### *Exemption Criteria:*

Certain students will be defined as “exempt” from having to complete the GPS program. While these students are invited to participate in GPS, they are not mandated to complete the services for priority enrollment and registration purposes. The following student groups have been identified as exempt from GPS:

- a. Special admit students (high school concurrent and dual enrollment)
- b. Students only taking fire in-service training
- c. Incarcerated students
- d. Students only taking courses for licensure or certification for employment purposes as indicated on their educational goal on their application

### *Appeal Process:*

Students who do not meet exemptions may appeal for individual exemption of GPS services based on additional circumstances. Students who completed services at another college, students who already have a college degree, and students who have taken prerequisite courses may be individually exempted from required services at LTCC. A GPS Program Petition Form is available in the One-Stop Enrollment Services Center, and cases will be reviewed by the Executive Dean, Student Success or designee. Students may appeal the Dean's decision by submitting their petition to the Student Affairs Committee for a final review and decision.

## **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 the One-Stop Enrollment Services Center.

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 disenrolled; however, the student may appeal the decision within five days in writing directly to the Vice President, Academic Affairs. 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.

#### **PRIORITY REGISTRATION**

Enrollment priority is intended to benefit students who enroll for the purpose of attaining a degree or certificate, transferring to a four-year institution, or career advancement [Title 5, §58108]. Priority status is granted to students based on completion of the GPS program and other criteria, such as maintaining satisfactory academic progress. Students who are on academic or progress probation, have earned more than 150 units, or are concurrently enrolled high school students (special admit) are not eligible for enrollment priority. Among eligible students, highest priority is given to foster youth\*, homeless students\*, members of the military\*, honorably discharged veterans\*, and those students receiving services through the DRC\*, EOPS\*, and CalWORKS programs. The chart for priority registration is published in the *Schedule of Classes* each quarter defining both the eligibility criteria and specific dates for each priority registration group.

Students have the right to appeal the loss of priority registration status. Grounds for appeal include extenuating circumstances beyond the control of the student, demonstrated significant academic improvement, or lack of timely provision of reasonable accommodations for students with disabilities. Students who are enrolling in the last quarter prior to graduation or transfer may also apply for a one-time appeal of their priority status. Appeal forms are available from the One-Stop Enrollment Services Center.

\*A school official or counselor must verify students for the groups noted by the asterisk.

#### **RESIDENCY DETERMINATION**

Residency determination is conducted by the One-Stop Enrollment Services Center staff. Students seeking reclassification of residency status should complete a supplemental residency application and provide supporting documentation. If a student is dissatisfied with the outcome of the reclassification process, he or she may appeal the decision. Additional information and appeal procedures are available from the One-Stop Enrollment Services Center.

#### **GRADING / AWARDING OF CREDIT**

#### **ACADEMIC AND PROGRESS PROBATION AND DISMISSAL**

##### **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 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 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 Executive Dean, Student Success. Dismissal Appeal forms are available in the One-Stop Enrollment Services Center, room A102. 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 Executive Dean, Student Success 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 the One-Stop Enrollment Services Center, room A102.

**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 |
|--------------------|--------------------------------------------------------------------------------|-------------|
| <b>A</b>           | <b>Excellent</b>                                                               | <b>4</b>    |
| <b>B</b>           | <b>Good</b>                                                                    | <b>3</b>    |
| <b>C</b>           | <b>Satisfactory</b>                                                            | <b>2</b>    |
| <b>D</b>           | <b>Passing, less than satisfactory</b>                                         | <b>1</b>    |
| <b>F</b>           | <b>Failing</b>                                                                 | <b>0</b>    |
| <b>P</b>           | <b>Pass</b> (at least satisfactory - units awarded not counted in GPA)         |             |
| <b>NP</b>          | <b>No Pass</b> (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 One-Stop Enrollment Services Center.) 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 Enrollment Services 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 that 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 Enrollment Services 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 One-Stop Enrollment Services Center. 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 second calendar week and the last business day of the seventh 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 the One-Stop Enrollment Services Center 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.

**ACADEMIC RENEWAL (AP 4240)**

A student may petition the Enrollment Services Director to have disregarded a portion of previous substandard college work (grades of "D," "F" or No Pass) which is not reflective of the student's demonstrated ability. Students must meet with a counselor prior to petitioning for Academic Renewal.



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 will be counted for both subject and unit credit in meeting certificate and Associate Degree requirements.
2. The student must meet one of the following requirements at any accredited institution after the substandard work was recorded:
  - a. Completion of a minimum of 45 quarter (30 semester) units at a cumulative 2.0 GPA;
  - b. Completion of a minimum of 30 quarter (20 semester) units at a cumulative 2.5 GPA; or
  - c. Completion of a minimum of 15 quarter (10 semester) units at a cumulative 3.0 GPA.
  - d. Not more than 6 quarter units (4 semester) of these units completed subsequent to the disregarded work may be earned in courses where a grade of "P" (Pass) was issued.
3. 12 months must have lapsed since the substandard work to be disregarded.
4. Up to 45 units of course work may be eliminated from consideration in the cumulative grade point average.
5. The permanent academic record at Lake Tahoe Community College shall be annotated in such a manner that all course work and grades remain legible.

#### ATTENDANCE

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.

#### CREDIT BY EXAMINATION (AP 4235 )

Lake Tahoe Community College (LTCC) supports the general proposition that the full value of classroom learning experiences cannot be measured by any examination. Students who have achieved elsewhere a knowledge, understanding, and experience equivalent to that required by regular college courses may receive units of credit based on successful completion of a comprehensive and searching course examination administered by the College. To apply for Credit by Examination, a student must be registered for classes at LTCC the quarter in which the credit by exam is attempted and be in good academic standing. Not all LTCC courses are offered for credit by examination. Final determination of which courses are available for credit by examination will be made by the faculty member(s) who teaches the course and the appropriate dean. Credit by examination may only be granted for a course listed in the LTCC college catalog and offered during the quarter in which the exam will be taken. Available courses 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, must complete a Credit by Examination Petition available in the Enrollment Services Office for a particular course, and follow the procedures outlined below. Students are strongly urged to meet with a counselor before pursuing the credit by examination process. The procedure is as follows:

1. Students must be in good academic standing with a 2.0 GPA or higher.
2. Students must submit a Credit by Examination petition at least five (5) business days prior to the assigned date when the exam will be administered. The credit by examination petition deadline and exam dates are published each quarter in the Schedule of Classes.
3. Only courses designated in the current catalog as "available for Credit by Examination" may be petitioned.
4. Only one petition per quarter is allowed and the course for which the exam is to be taken must be selected from the current quarter's schedule of classes. For online only courses and courses offered during summer session, additional limitations may apply. Please contact the Instruction Office for details on limitations to the selection of courses available for credit by examination.
5. The exam for an individual course may only be attempted once by the same student.
6. If a student has previously received a grade in a course, the student may not petition to take the credit by examination for the course.
7. Students may not petition to take the credit by examination for a course they have previously taken in which they received a D, F, or NP grade. Credit for courses which have been granted based on examination 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.
8. Instructors have two business days after the examination date in which to grade the exam and file the grades in the Enrollment Services 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).
9. The student's academic record shall be clearly annotated to reflect

that credit was earned by examination.

10. Students may elect to receive the grade on the 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 exam grade, the student must notify the Enrollment Services Office within one week of the exam date. The fee for the exam will be transferred to the registration fees for the course within the same quarter. Residency requirements apply.
11. The student must pay the fees equal to instate residency tuition (CCPG does not cover this fee). LTCC will waive the fee for CCPG eligible students. The service fee is nonrefundable.
12. Students may enroll in the course prior to taking the exam. However, if the student elects to receive the grade on the exam, the student is responsible for dropping the course.
13. Credit by Examination may not be attempted for a course in a sequence of courses lower than what has already been completed by the student.

NOTE: Credit by Examination is NOT a prerequisite challenge exam. It should not be confused with the challenge process for a course prerequisite within a department or discipline.

Other available options for obtaining Credit by Examination include achievement of a score of 3 or higher on an Advanced Placement Examination administered by the College Entrance Examination Board or achievement of a score that qualifies for credit by examination in the College Level Examination Program.

Credits acquired by examination are not applicable to meeting of such unit load requirements as Selective Service deferment, Veterans, or Social Security benefits.

#### **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.

#### **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.

#### **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 the One-Stop Enrollment Services Center 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.

#### **NOTICE 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 One-Stop Enrollment Services Center for more information.

#### **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 One-Stop Enrollment Services Center 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 One-Stop Enrollment Services Center or elect the option via WebAdvisor by the 30% point of the course (Title 5§55022).

A maximum of 32 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 20 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.

#### **TRANSCRIPTS**

Transcripts are provided to students from the One-Stop Enrollment Services Center. Requests for official transcripts must be presented on a transcript request form (available from the One-Stop Enrollment Services Center 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 \$15 per request. Unofficial transcripts are available via WebAdvisor.

#### 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 One-Stop Enrollment Services Center 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.

#### REQUESTING EXCEPTIONS TO ACADEMIC POLICIES AND PROCEDURES

A student may petition for exceptions to some academic policies and procedures by completing an "Academic Policies and Procedures Petition" form. This form is available in the One-Stop Enrollment Services Center, room A102. The form, together with any supporting documentation, must be submitted to the Vice President, Academic Affairs, 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.

## STUDENT CONDUCT RIGHTS AND RESPONSIBILITIES

#### 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.

#### 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

| <u>Offense</u>                    | <u>2016</u> | <u>2017</u> | <u>2018</u> |
|-----------------------------------|-------------|-------------|-------------|
| Criminal Homicide                 | 0           | 0           | 0           |
| Aggravated Assault                | **1         | 0           | 0           |
| Sexual Assault                    | 0           | 0           | 0           |
| Robbery                           | 0           | 0           | 0           |
| Burglary                          | ***1        | 0           | 0           |
| Motor Vehicle Theft               | 0           | 0           | 0           |
| Grand Larceny/Theft (\$950 value) | 0           | 0           | 0           |
| Petty Larceny/Theft               | 0           | 0           | 0           |
| Arson                             | 0           | 0           | 0           |
| Dating/Domestic Violence/Stalking | 0           | 0           | 0           |
| Hate Crime                        | 0           | 0           | 0           |

2016: \*\*Aggravated Assault (assault with a deadly weapon against an employee).

\*\*\*Theft of LCD Projector from a locked classroom.

**NOTE: Grand Larceny/Theft is defined as the taking of personal property, without force, valued at more than \$950. Petty Larceny/Theft is defined as the taking of personal property, without force, of no significant value. Items reported as lost do not qualify as theft, regardless of value.**

#### ARRESTS FOR CRIMES ON CAMPUS

| <u>Crime</u>                        | <u>2016</u> | <u>2017</u> | <u>2018</u> |
|-------------------------------------|-------------|-------------|-------------|
| Liquor Law Violations               | 0           | 0           | 0           |
| Drug Abuse Violation                | 0           | 0           | 0           |
| Weapons- Carrying, Possession, etc. | **1         | 0           | 0           |

2016: Arrests – \*\*Assault with a deadly weapon (weapons possession) against an employee.

Students and employees are encouraged to report all incidents Administrative Services using the LTCC Incident Report form, available in the Administrative Services office. All students and employees are reminded to call 911 in the event of an emergency that requires the police, the fire department, or the paramedics on campus. Please contact Administrative Services if you have any questions.

#### 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.

#### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

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 One-Stop Enrollment Services Center. 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 his 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 One-Stop Enrollment Services Center prior to the first day of the quarter the student is attending. Forms requesting the withholding of directory information are available in the One-Stop Enrollment Services Center. 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.

Lake Tahoe Community College designated the following items as Directory Information:

- student name
- major field of study
- dates of attendance
- degrees, awards, and honors received
- participation in officially recognized activities and sports

- weight and height of members of athletic teams
- most recent previous school attended

The College may disclose any of those items without prior written consent unless notified in writing to the contrary by the first day of the quarter the student is currently attending. In addition, the following items have been designated as Limited Directory Information which may be released to the specified entities and/or for the specified purposes listed below:

- mailing address, phone number, and official college email address - may be released to facilitate communication from college departments or the Lake Tahoe Community College Foundation
- date of birth - may be released to educational institutions and official agencies as necessary for matching student records
- residence address, mailing address, phone number, and date of birth - may be released at the discretion of the Vice President, Academic Affairs to assist local law enforcement
- likenesses (such as photographs or videos) - may be released for use in publications, web content, marketing campaigns, and press releases initiated or approved by Lake Tahoe Community College
- student employment records - may be released by Human Resources or Financial Aid to verify employment of current and former students to potential employers, landlords, and companies providing credit

A copy of Board Regulation 3.22 will be available for inspection in the One-Stop Enrollment Services Center 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 Enrollment Services for further information.

#### **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."

#### **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 the One-Stop Enrollment



Services Center at extension 211 for procedures and copies of regulations that organizations need to follow.

All LTCC students are invited to join existing campus clubs. Students interested in joining one of these clubs should stop by or call the One-Stop Enrollment Services Center at extension 211.

### 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 affiliates themselves formally with LTCC, the organization will be governed by the same Education Code as all other recognized student associations.

### 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.**

### SERVICE ANIMALS

#### *BP 3440 & AP 3440 - SERVICE ANIMALS*

In order to prevent discrimination on the basis of disability, the District will allow an individual with a verified disability to use a qualified service animal in District facilities and on District campuses in compliance with state and federal law. For more information on Board Policies and Administrative Procedures, visit the [Board Policy Manual](#).

### SEXUAL ASSAULTS ON CAMPUS

#### *BP 3540 - SEXUAL ASSAULTS ON CAMPUS*

Any sexual assault or physical abuse, including, but not limited to rape as defined by California law, whether committed by an employee, student or member of the public, that occurs on District property, is a violation of District policies and procedures, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. Students, faculty, and staff who may be victims of sexual and other assaults shall be treated with dignity and provided comprehensive assistance.

The President/Superintendent shall establish administrative procedures that ensure that students, faculty, and staff who are victims of sexual and other assaults receive appropriate information and treatment, and that educational information about preventing sexual violence is provided and publicized as required by law.

The procedures shall meet the criteria contained in Education Code Sections 67385 and 67385.7 and 34 Code of Federal Regulations Section 668.46. For more information on Board Policies and Administrative Procedures, visit the [Board Policy Manual](#).

### SEXUAL ASSAULTS ON CAMPUS

#### *AP 3540 - SEXUAL ASSAULTS ON CAMPUS; Education Code Section 67385; 20 U.S. Code Section 1092(f); 34 Code of Federal Regulations Section 668.46(b) (11)*

Any sexual assault or physical abuse, including, but not limited to, rape, domestic violence, dating violence, sexual assault, or stalking, as defined by California law, whether committed by an employee, student, or member of the public, occurring on District property, in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the

District's facilities or at another location, or on an off-campus site or facility maintained by the District, or on grounds or facilities maintained by a student organization, is a violation of District policies and regulations, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures.

"Sexual assault" includes but is not limited to, rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.

"Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of a romantic or intimate relationship will be determined based on the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.

"Domestic violence" includes felony or misdemeanor crimes of violence committed by:

- a current or former spouse of the victim;
- by a person with whom the victim shares a child in common;
- by a person who is cohabitating with or has cohabitated with the victim as a spouse;
- by a person similarly situated to a spouse of the victim under California law; or
- by any other person against an adult or youth victim who is protected from that person's acts under California law.

"Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or to suffer substantial emotional distress.

These written procedures and protocols are designed to ensure victims of domestic violence, dating violence, sexual assault, or stalking receive treatment and information. All students, faculty members or staff members who allege they are the victims of domestic violence, dating violence, sexual assault or stalking on district property shall be provided with information regarding options and assistance available to them. Information shall be available from the office of the Vice President of Student Services (referenced in rest of procedure as Vice President), which shall maintain the identity and other information about alleged sexual assault victims as confidential unless and until the Vice President is authorized to release such information.

The Vice President shall provide all alleged victims of domestic violence, dating violence, sexual assault or stalking with the following, upon request:

- A copy of the district's policy and procedure regarding domestic violence, dating violence, sexual assault or stalking;
- A list of personnel on campus who should be notified and procedures for such notification, if the alleged victim consents; (president, vice president, and any other staff who has direct contact with the student and an impact on their safety and well-being)
- A description of available services, and the persons on campus available to provide those services if requested. Services and those responsible for provided or arranging them include:
  - transportation to a hospital, if necessary;
  - referral to a counseling center;
  - notice to the police, if desired;

- a list of other available campus resources or appropriate off-campus resources.
- A description of each of the following procedures:
  - criminal prosecution;
  - civil prosecution (i.e., Lawsuit);
  - district disciplinary procedures, both student and employee;
  - modification of class schedules;
  - tutoring, if necessary.

The Vice President should be available to provide assistance to district law enforcement unit employees regarding how to respond appropriately to reports of sexual violence.

The District will investigate all complaints alleging sexual assault under the procedures for sexual harassment investigations described in AP 3435, regardless of whether a complaint is filed with local law enforcement. All alleged victims of domestic violence, dating violence, sexual assault, or stalking on district property shall be kept informed through the Vice President of any ongoing investigation. Information shall include the status of any student or employee disciplinary proceedings or appeal; alleged victims of domestic violence, dating violence, sexual assault, or stalking are required to maintain any such information in confidence, unless the alleged assailant has waived rights to confidentiality.

The District shall maintain the identity of any alleged victim or witness of domestic violence, dating violence, sexual assault, or stalking on district property, as defined above, in confidence unless the alleged victim or witness specifically waives that right to confidentiality. All inquiries from reporters or other media representatives about alleged domestic violence, dating violence, sexual assaults, or stalking on district property shall be referred to the district at the Vice President's office, which shall work with the Vice President to assure that all confidentiality rights are maintained.

Additionally, the annual security report will include a statement regarding the district's programs to prevent sex offenses and procedures that should be followed after a sex offense occurs. The statement must include the following:

- A description of educational programs to promote the awareness of rape, acquaintance rape, other forcible and non-forcible sex offenses, domestic violence, dating violence, or stalking;
- Procedures to follow if a domestic violence, dating violence, sex offense, or stalking occurs, including who should be contacted, the importance of preserving evidence to prove a criminal offense, and to whom the alleged offense should be reported;
- Information on a student's right to notify appropriate law enforcement authorities, including on-campus and local police, and a statement that campus personnel will assist the student in notifying these authorities, if the student so requests;
- Information for students about existing on- and off-campus counseling, mental health, or other student services for victims of sex offenses;
- Notice to students that the campus will change a victim's academic situation after an alleged domestic violence, dating violence, sex offense, or stalking and of the options for those changes, if those changes are requested by the victim and are reasonably available;
- Procedures for campus disciplinary action in cases of an alleged

domestic violence, dating violence, sex offense, or stalking including a clear statement that:

- the accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding; and
- both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding resulting from an alleged sex offense. Compliance with this paragraph does not violate the family educational rights and privacy act. For the purposes of this paragraph, the outcome of a disciplinary proceeding means the final determination with respect to the alleged domestic violence, dating violence, sex offense, or stalking and any sanction that is imposed against the accused;
- A description of the sanctions the campus may impose following a final determination by a campus disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses, domestic violence, dating violence, or stalking.

### Education And Prevention Information

The Vice President shall:

- Provide, as part of each campus' established on-campus orientation program, education and prevention information about domestic violence, dating violence, sexual assault, or stalking. The information shall be developed in collaboration with campus-based and community-based victim advocacy organizations.
- Post sexual violence prevention and education information on the campus internet website regarding domestic violence, dating violence, sexual assault and stalking.

### SEXUAL HARASSMENT POLICY

BP 3435 – DISCRIMINATION AND HARASSMENT COMPLAINTS AND INVESTIGATIONS -Reference: Education Code Section 66281.5; Government Code Section 12950.1; Title 5 Sections 59320, 59324, 59326, 59328, and 59300 et seq.; and 34 Code of Federal Regulations Section 106.8(b); Administrative Procedure 3435

The Lake Tahoe Community College Superintendent/President shall ensure that procedures are written to address discrimination and harassment complaints and investigations within the College. The Superintendent/President shall ensure that the procedures are set forth in detail and maintained in the College's Human Resources Department.

*AP 3435 DISCRIMINATION AND HARASSMENT COMPLAINTS AND INVESTIGATIONS - Reference: Education Code Section 66281.5; Government Code Section 12950.1; Title 5 Sections 59320, 59324, 59326, 59328, and 59300 et seq.; 34 Code of Federal Regulations Section 106.8(b); Board Policy 3435, Board Policy 5520 and Administrative Procedure 5520*

### Complaints

Any person who has suffered harassment, discrimination, or retaliation may file a formal or informal complaint of harassment, discrimination, or retaliation.

A formal complaint is a written and signed statement filed with the District or the State Chancellor's office that alleges harassment, discrimination, or retaliation in violation of the District's Board Policies, Administrative Procedures or in violation of state or federal law. An informal complaint is any of the following: (1) An unwritten allegation of

harassment, discrimination, or retaliation; (2) a written allegation of harassment, discrimination, or retaliation that falls outside the timelines for a formal complaint; or (3) a written complaint alleging harassment, discrimination, or retaliation filed by an individual who expressly indicates that he/she does not want to file a formal complaint.

### **Oversight of Complaint Procedure**

The Vice President of Student Services is the "responsible District officer" charged with receiving complaints of discrimination or harassment from students, and coordinating their investigation. The "responsible District officer" charged with receiving complaints of discrimination or harassment from employees shall be the Chief Human Resource Officer.

The actual investigation of complaints may be assigned to other staff or to outside persons or organizations under contract with the District. This shall occur whenever the Vice President of Student Services is named in the complaint by a student, or whenever the Chief Human Resources Officer is named in the complaint by a District employee, or if either responsible District officer is implicated by the allegations in the complaint.

### **Informal Complaints**

Any person may submit an informal complaint to the Vice President of Student Services (students) or the Chief Human Resources Officer (employees) or any other District or college administrator. Administrators receiving an informal complaint shall immediately notify the appropriate District representative in writing of all pertinent information and facts alleged in the informal complaint.

Upon receipt of an informal complaint, the Vice President of Student Services (students) or the Chief Human Resources Officer (employees) will notify the person bringing the informal complaint of his/her right to file a formal complaint, if the incident falls within the timeline for a formal complaint, and explain the procedure for doing so. The complainant may later decide to file a formal complaint, if within the timelines to do so. If the individual chooses not to file a formal complaint, or if the alleged conduct falls outside the timeline to file a formal complaint, the Vice President of Student Services (students) or the Chief Human Resources Officer (employees) shall consider the allegations contained in the informal complaint and determine the appropriate course of action. This may include efforts to informally resolve the matter, or a fact-finding investigation.

Investigation of an informal complaint will be appropriate if the Vice President of Student Services (students)/Chief Human Resources Officer (employees) determines that the allegation(s), if proven true, would constitute a violation of the District policy prohibiting harassment, discrimination, or retaliation. The Vice President of Student Services (students)/ Chief Human Resources Officer (employees) will explain to any individual bringing an informal complaint that the District may decide to initiate an investigation, even if the individual does not wish the District to do so. The Vice President of Student Services (students)/ Chief Human Resources Officer (employees) shall not disregard any allegations of harassment, discrimination, or retaliation solely on the basis that the alleged conduct falls outside the deadline to file a formal complaint.

### **Formal Complaints**

Formal Complaints must be filed with the State Chancellor or the Vice President of Student Services (students)/Chief Human Resources Officer (employees) unless the party submitting the Formal Complaint alleges discrimination, harassment, or retaliation against the responsible district

officer, in which case it should be submitted directly to the Superintendent/President or the State Chancellor.

Formal Complaints should be submitted on the form prescribed by the State Chancellor. A copy of the form will be available from the Vice President of Student Services, the Chief Human Resources Officer, and at the State Chancellor's website.

If any party submits a written allegation of harassment, discrimination, or retaliation not on the form described above, the District will seek to have the individual complete and submit the form. However, if the individual chooses not to do so, the District will attach the written allegation(s) to the form and treat it as a Formal Complaint. In no instance will the District reject a written allegation of harassment, discrimination, or retaliation on the basis that it was not submitted on the proper form.

A Formal Complaint must meet each of the following criteria:

- It must allege facts with enough specificity to show that the allegations, if true, would constitute a violation of District policies or procedures prohibiting discrimination, harassment, or retaliation;
- The complainant must sign and date the Formal Complaint;
- The complainant must file any Formal Complaint not involving employment within one year of the date of the alleged discriminatory, harassing, or retaliatory conduct or within one year of the date on which the complainant knew or should have known of the facts underlying the allegation(s) of discrimination, harassment, or retaliation.
- The complainant must file any Formal Complaint alleging discrimination, harassment, or retaliation in employment within 180 days of the date of the alleged discriminatory, harassing, or retaliatory conduct, except that this period shall be extended by no more than 90 days following the expiration of the 180 days if the complainant first obtained knowledge of the facts of the alleged violation after the expiration of the 180 days.

If the Formal Complaint does not meet the requirements set forth above, the Vice President of Student Services (students)/Chief Human Resources Officer (employees) will promptly return it to the complainant and specify the defect. If the sole defect is that the Formal Complaint was filed outside the applicable proscribed timeline, the Vice President of Student Services (students)/Chief Human Resources Officer (employees) will handle the matter as an informal complaint.

### **Filing a Timely Complaint**

Since failure to report harassment and discrimination impedes the District's ability to stop the behavior, the District strongly encourages anyone who believes they are being harassed or discriminated against, to file a complaint. The District also strongly encourages the filing of such complaints within 30 days of the alleged incident. While all complaints are taken seriously and will be investigated promptly, delay in filing impedes the District's ability to investigate and remediate.

All supervisors and managers have a mandatory duty to report incidents of harassment and discrimination; the existence of a hostile, offensive or intimidating work environment, and acts of retaliation.

The District will investigate complaints involving acts that occur off campus if they are related to an academic or work activity.

**Communicating that the Conduct is Unwelcome**

The District further encourages students and staff to let the offending person know immediately and firmly that the conduct or behavior is unwelcome, offensive, in poor taste and/or inappropriate.

**Who May File a Complaint**

Any student, employee, or third party who believes he/she has been discriminated against or harassed by a student, employee, or third party in violation of this procedure and the related policy.

**Where to File a Complaint**

A student, employee, or third party who believes he/she has been discriminated against or harassed in violation of these policy and procedures may make a complaint orally or in writing, within one year of the date of the alleged harassment or the date on which the complainant knew or should have known of the facts underlying the complaint.

If a complainant decides to file a formal written unlawful discrimination or harassment complaint against the District, he/she must file the complaint on a form prescribed by the State Chancellor's Office. These approved forms are available from the Vice President of Student Services, the Chief Human Resources Officer, and at the State Chancellor's website.

The completed form must be filed with any of the following:

- Vice President of Student Services
- Administrators at LTCC
- Chief Human Resources Officer
- the State Chancellor's Office.

**Employment-Related Complaints**

Complainants filing employment-related complaints shall be notified that they may file employment discrimination complaints with the U.S. Equal Employment Opportunity Commission (EEOC) or the Department of Fair Employment and Housing (DFEH).

Complaints filed with the EEOC or the DFEH should be forwarded to the State Chancellor's Office.

Any District employee who receives a harassment or discrimination complaint shall notify the Chief Human Resources Officer if the complaint involves an employee immediately.

**Intake and Processing of the Complaint**

Upon receiving notification of a harassment or discrimination complaint, the Vice President of Student Services (students)/ or the Chief Human Resources Officer (employees) shall:

- Undertake efforts to informally resolve the charges, including but not limited to mediation, rearrangement of work/academic schedules; obtaining apologies; providing informal counseling and/or training, etc.
- Advise the complainant that he/she need not participate in an informal resolution of the complaint, as described above, and has the right to end the informal resolution process at any time. Mediation is not appropriate for resolving incidents involving sexual violence.
- Advise a student complainant that he/she may file a complaint with the Office of Civil Rights of the U.S. Department of Education and employee complainants may file a complaint with the Department of Fair Employment and Housing. All complainants should be advised that they have a right to file a complaint with local law enforcement. The District must investigate even if the complainant files a complaint with local

law enforcement. In addition, the District should ensure that complainants are aware of any available resources, such as counseling, health, and mental health services. The Vice President of Student Services/ Chief Human Resources Officer shall also notify the State Chancellor's Office of the complaint.

- Take interim steps to protect a complainant from coming into contact with an accused individual, especially if the complainant is a victim of sexual violence. The Vice President of Student Services/ Chief Human Resources Officer should notify the complainant of his or her options to avoid contact with the accused individual and allow students to change academic situations as appropriate. For instance, the District may prohibit the accused individual from having any contact with the complainant pending the results of the investigation. When taking steps to separate the complainant and accused individual, the District shall minimize the burden on the complainant. For example, it is not appropriate to remove complainants from classes or housing while allowing accused individuals to remain.

**Investigation**

The Vice President of Student Services (students)/ or the Chief Human Resources Officer (employees) shall:

- Authorize the investigation of the complaint, and supervise and/or conduct a thorough, prompt and impartial investigation of the complaint, as set forth below. Where complainants opt for informal resolution, the designated officer will determine whether further investigation is necessary to ensure resolution of the matter and utilize the investigation process outlined below as appropriate. In the case of a formal complaint, the investigation will include interviews with the complainant, the accused, and any other persons who may have relevant knowledge concerning the complaint. This may include victims of similar conduct.
- Review the factual information gathered through the investigation to determine whether the alleged conduct constitutes harassment, or other unlawful discriminatory conduct, giving consideration to all factual information and the totality of the circumstances, including the nature of the verbal, physical, visual or sexual conduct, and the context in which the alleged incidents occurred.
- Set forth the results of the investigation in a written report. The written report shall include a description of the circumstances giving rise to the complaint, a summary of the testimony of each witness, an analysis of any relevant data or other evidence collected during the investigation, a specific finding as to whether there is probable cause to believe that discrimination did or did not occur with respect to each allegation in the complaint, a description of actions the District will take to prevent similar conduct, the proposed resolution of the complaint, the complainant's right to appeal to the District's governing board, and if the complaint does not involve employment discrimination, the right to appeal to the State Chancellor. If the complaint involves employment discrimination, the report shall include the right to file an administrative complaint with the Department of Fair Employment and Housing. The report may contain any other appropriate information.
- Provide the complainant and accused with a copy or summary



of the investigative report within ninety days from the date the District received the complaint. The complainant and accused shall also be provided with a written notice setting forth the determination of the Superintendent/President as to whether harassment or other discriminatory conduct did or did not occur with respect to each allegation in the complaint; a description of action taken, if any, to prevent similar problems from occurring in the future; the proposed resolution of the complaint; and notice of the parties' rights to appeal to the District's Board of Trustees and the State Chancellor's Office. If the complaint involves allegations of employment discrimination, the complainant will be notified of his/her right to file a complaint with the California Department of Fair Employment and Housing or the U.S. Equal Employment Opportunity Commission. The results of the investigation and the determination as to whether harassment or other discriminatory conduct occurred shall also be reported to the accused, and the appropriate academic or administrative official(s). Reports to the complainant shall be prepared so as not to violate any applicable privacy rights of the accused.

#### **Investigation of the Complaint**

The District shall promptly investigate every complaint of harassment or discrimination. No claim of workplace or academic harassment or discrimination shall remain unexamined. This includes complaints involving activities that occur off campus and in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities, on a District bus, or at a class or training program sponsored by the District at another location.

As set forth above, where the complainant opts for an informal resolution, the Vice President of Student Services/ Chief Human Resources officer may limit the scope of the investigation, as appropriate. The District will keep the investigation confidential to the extent possible, but cannot guarantee absolute confidentiality because release of some information on a "need-to-know-basis" is essential to a thorough investigation. When determining whether to maintain confidentiality, the District may weigh the request for confidentiality against the following factors: the seriousness of the alleged harassment; the complainant's age; whether there have been other harassment complaints about the same individual; and the accused individual's rights to receive information about the allegations if the information is maintained by the District as an "education record" under the Family Educational Rights and Privacy Act (FERPA), 20 U.S. Code Section 1232g; 34 Code Federal Regulations Part 99.15. The District will inform the complainant if it cannot maintain confidentiality.

#### **Investigation Steps**

The District will fairly and objectively investigate harassment and discrimination complaints. Employees designated to serve as investigators under this policy shall have adequate training on what constitutes sexual harassment, including sexual violence, and that they understand how the District's grievance procedures operate. The investigator may not have any real or perceived conflicts of interest and must be able to investigate the allegations impartially.

Investigators will use the following steps: interviewing the complainant(s); interviewing the accused individual(s); identifying and interviewing

witnesses and evidence identified by each party; identifying and interviewing any other witnesses, if needed; reminding all individuals interviewed of the District's no-retaliation policy; considering whether any involved person should be removed from the campus pending completion of the investigation; reviewing personnel/academic files of all involved parties; reach a conclusion as to the allegations and any appropriate disciplinary and remedial action; and see that all recommended action is carried out in a timely fashion. When the District evaluates the complaint, it shall do so using a preponderance of the evidence standard. Thus, after considering all the evidence it has gathered, the District will decide whether it is more likely than not that discrimination or harassment has occurred.

#### **Timeline for Completion**

The District will undertake its investigation promptly and swiftly as possible. To that end, the investigator shall complete the above steps, and prepare a written report within 90 days of the District receiving the complaint.

#### **Cooperation Encouraged**

All employees are expected to cooperate with a District investigation into allegations of harassment or discrimination. Lack of cooperation impedes the ability of the District to investigate thoroughly and respond effectively. However, lack of cooperation by a complainant or witnesses does not relieve the District of its obligation to investigate. The District will conduct an investigation if it is discovered that harassment is, or may be occurring, with or without the cooperation of the alleged victim(s) and regardless of whether a complaint is filed.

#### **Confidentiality of the Process**

Investigations are best conducted within a confidential climate. Therefore, the District does not reveal information about ongoing investigations except as necessary to fulfill its legal obligations. The District will keep the investigation confidential to the extent possible, but it cannot guarantee absolute confidentiality because release of some information on a "need-to-know-basis" is essential to a thorough investigation and to protect the rights of Accused students and employees during the investigation process and any ensuing discipline.

#### **Discipline and Corrective Action**

If harassment, discrimination and/or retaliation occurred in violation of the policy or procedure, the District shall take disciplinary action against the accused and any other remedial action it determines to be appropriate. The action will be prompt, effective, and commensurate with the severity of the offense. Remedies for the complainant might include, but are not limited to:

- providing an escort to ensure that the complainant can move safely between classes and activities;
- ensuring that the complainant and alleged perpetrator do not attend the same classes or work in the same work area;
- preventing offending third parties from entering campus;
- providing counseling services;
- providing medical services;
- providing academic support services, such as tutoring;
- arranging for a student-complainant to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the complainant's academic record; and
- reviewing any disciplinary actions taken against the complainant to see if there is a causal connection between

the harassment and the misconduct that may have resulted in the complainant being disciplined.

If discipline is imposed, the nature of the discipline will not be communicated to the complainant. However, the District may disclose information about the sanction imposed on an individual who was found to have engaged in harassment when the sanction directly relates to the complainant; for example, the District may inform the complainant that the harasser must stay away from the complainant.

Disciplinary actions against faculty, staff, and students will conform to all relevant statutes, regulations, personnel policies and procedures, including the provisions of any applicable collective bargaining agreement. The District shall also take reasonable steps to protect the complainant from further harassment, and/or discrimination, and to protect the complainant and witnesses from retaliation as a result of communicating the complaint and/or assisting in the investigation. The District will ensure that complainants and witnesses know how to report any subsequent problems, and should follow-up with complainants to determine whether any retaliation or new incidents of harassment have occurred. The District shall take reasonable steps to ensure the confidentiality of the investigation and to protect the privacy of all parties to the extent possible without impeding the District's ability to investigate and respond effectively to the complaint.

If the District cannot take disciplinary action against the accused individual because the complainant refuses to participate in the investigation, it should pursue other steps to limit the effects of the alleged harassment and prevent its recurrence.

### Appeals

If the District imposes discipline against a student or employee as a result of the findings in its investigation, the student or employee may appeal the decision using procedure AP 5200 – Student Discipline Procedures for appealing a disciplinary decision. Employee appeals shall be in alignment with the applicable bargaining unit agreement on file with the District.

If the complainant is not satisfied with the results of the administrative determination, he/she may, within fifteen days, submit a written appeal to the Board of Trustees. The Board shall review the original complaint, the investigative report, the administrative decision, and the appeal. The Board shall issue a final District decision in the matter within 45 days after receiving the appeal. A copy of the decision rendered by the Board shall be forwarded to the complainant and to the State Chancellor's Office. The complainant shall also be notified of his/her right to appeal this decision.

If the Board does not act within 45 days the administrative determination shall be deemed approved and shall become the final decision of the District in the matter.

The complainant shall have the right to file a written appeal with the State Chancellor's Office within thirty days after the Board issued the final District decision or permitted the administrative decision to become final. Such appeals shall be processed pursuant to the provision of Title 5 Section 59350.

In any case involving employment discrimination, including workplace harassment, the complainant may, at any time before or after the issuance of the final decision of the District, file a complaint with the Department of Fair Employment and Housing. In such cases, the complainant may also file a petition for review with the State Chancellor's Office within thirty days after the governing board issues the final decision or permits the

administrative decision to become final.

### Extension of Time

Within 150 days of receiving a formal complaint, the District shall forward to the State Chancellor's Office the original complaint, the investigative report, a copy of the written notice to the complainant setting forth the results of the investigation, a copy of the final administrative decision rendered by the Board or indicating the date upon which the decision became final, and a copy of the notification to the complainant of his/her appeal rights. If, due to circumstances beyond its control, the District is unable to comply with the 150-day deadline for submission of materials, it may file a written request for an extension of time no later than ten days prior to the expiration of the deadline.

### Dissemination of Policy and Procedures

District Policy and Procedures related to harassment will include information that specifically addresses sexual violence. District policy and procedures will be provided to all students, faculty members, members of the administrative staff and members of the support staff, and will be posted on campus and on the District's website.

When hired, employees are required to sign that they have received the policy and procedures, and the signed acknowledgment of receipt is placed in each employee's personnel file. In addition, these policies and procedures are incorporated into the District's course catalogs and orientation materials for new students.

### Training

By January 1, 2006, the District shall provide at least two hours of classroom or other effective interactive training and education regarding sexual harassment to all supervisory employees who are employed as of July 1, 2005. All new supervisory employees must be provided with the training and education within six months of their assumption of a supervisory position. After January 1, 2006, the District shall provide sexual harassment training and education to each supervisory employee once every two years.

The training and education required by this procedure shall include information and practical guidance regarding the federal and state statutory provisions concerning the prohibition against and the prevention and correction of sexual harassment and the remedies available to victims of sexual harassment in employment. The training and education shall also include practical examples aimed at instructing supervisors in the prevention of harassment, discrimination, and retaliation, and shall be presented by trainers or educators with knowledge and expertise in the prevention of harassment, discrimination, and retaliation.

Training of all staff will be conducted. This includes counselors, faculty, health personnel, law enforcement officers, coaches, and all staff who regularly interact with students. Training for academic staff should emphasize environmental harassment in the classroom. The District will also provide training to students who lead student organizations. The District should provide copies of the sexual harassment policies and training to all District law enforcement unit employees regarding the grievance procedures and any other procedures used for investigating reports of sexual violence.

In years in which a substantive policy or procedural change has occurred, all District employees will attend a training update and/or receive a copy of the revised policies and procedures.

Participants in training programs will be required to sign a statement that they have either understood the policies and procedures, their responsibilities, and their own and the District's potential liability, or that

they did not understand the policy and desire further training.

### **Education and Prevention for Students**

In order to take proactive measures to prevent sexual harassment and violence toward students, the District will provide preventive education programs and make victim resources, including comprehensive victim services, available. The District will include such programs in their orientation programs for new students, and in training for student athletes and coaches. These programs will include discussion of what constitutes sexual harassment and sexual violence, the District's policies and disciplinary procedures, and the consequences of violating these policies. A training program or informational services will be made available to all students at least once annually.

The education programs will also include information aimed at encouraging students to report incidents of sexual violence to the appropriate District and law enforcement authorities. Since victims or third parties may be deterred from reporting incidents if alcohol, drugs, or other violations of District or campus rules were involved, the District will inform students that the primary concern is for student safety and that use of alcohol or drugs never makes the victim at fault for sexual violence. If other rules are violated, the District will address such violations separately from an allegation of sexual violence.

### **SMOKING**

The Board of Trustees, students, faculty, and staff of the Lake Tahoe Community College District (District) recognize the serious health problems associated with smoking tobacco or other non-tobacco products and the use of smokeless tobacco. It is also recognized that tobacco smoke poses a health risk to non-smokers. In order to protect students and staff who choose not to smoke from an unhealthy environment, the Board of Trustees prohibits smoking within buildings or facilities owned or leased by the District.

Smoking shall be permitted only in designated areas clearly indicated by "Designated Smoking Area" signage and in personal vehicles. Designated Smoking Areas shall be subject to review and possible change.

These designated areas will be clearly marked as "Designated Smoking Areas" and are noted on college campus maps. All other smoking and tobacco use in and on the College campus is expressly prohibited, except in personal vehicles. Furthermore, smoking is not allowed in college owned or leased vehicles.

Individuals refusing to comply with the BP 3750, will be subject to processes as noted in Administrative Procedure 3570.

For the purposes of this policy, smoking shall mean all uses of tobacco, including but not limited to cigar smoking, cigarette smoking, pipe smoking, e-cigarettes, and chewing tobacco.

The sale of tobacco products is prohibited on District property.

### **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 Dr. Jonathan King, Vice President of Student Services, LTCC, One College Drive, South Lake Tahoe, CA (530) 541-4660, ext. 750.

### **WEAPONS ON CAMPUS**

*BP 3530 - WEAPONS ON CAMPUS; Penal Code Sections 626.9 and 626.10,* Firearms or other weapons shall be prohibited on any college property or in any facility of the college except for activities conducted under the direction of college officials or as authorized by an official law enforcement agency.

*AP 3530 – WEAPONS ON CAMPUS; Penal Code Sections 626.9 and 626.10,* Firearms, knives, explosives, or other dangerous objects, including but not limited to any facsimile firearm, knife, or explosive, are prohibited on the college campus or in any facility of the District.

Activities involving firearms or other weapons conducted under the direction of college officials or as authorized by official law enforcement agency shall be reported to the Vice President of Administration or designee before taking place.

Bringing or possessing any dirk, dagger, ice pick, or knife having a fixed blade longer than 2 ½ inches upon the grounds, unless the person is authorized to possess such a weapon in the course of his/her employment, or has been authorized by a District employee to have the knife for their educational program; or is a duly appointed peace officer, who is engaged in the performance of his/her duties is prohibited on the campus or any District facility.

### **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 59410).

## **STUDENT CONDUCT**

### **STANDARDS AND POLICIES**

#### **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), cell phones, 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" websites or having another person "ghostwrite" the assignment. It does not matter if ideas are stolen, purchased, 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 Student Senate 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, Academic Affairs' office.

### STUDENT CONDUCT STANDARDS

*BP 5500 - STANDARDS OF STUDENT CONDUCT - References: Education Code Sections 66017, 66300, 66301, 72122, 76030-76037, 76120, and 76200; Penal Code Sections 501 (e)(3) and 646.9; Health and Safety Code Sections 104495, 11053, and 11014.5; Business and Professions Code Section 4160; Title 5 Section 59410; Family Educational Rights and Privacy Act (10 U.S.*

*Code Section 2332g); ACCJC Accreditation Standards I.C.8 and 10 (formerly II.A.7.b); Board Policy and Administrative Procedure 5520*

The Superintendent/President shall establish procedures, in consultation with the appropriate shared governance bodies, and designate appropriate staff members with the responsibility for the imposition of discipline on students in accordance with the requirements for due process of the federal and state law and regulations. The procedures shall clearly define the conduct that is subject to discipline, and shall identify potential disciplinary actions, including but not limited to the removal, suspension, or expulsion of a student.

No student shall be removed, suspended, expelled, or sanctioned unless the conduct for which the student is disciplined is related to college activity or College attendance. Pursuant to Education Code Section 72122, the Board shall consider any recommendation from the Superintendent/President for expulsion. The Board shall consider an expulsion recommendation in closed session unless the student requests that the matter be considered in a public meeting. Final action by the Board on the expulsion shall be taken at a public meeting.

These procedures shall be made widely available to students through the college catalog and other means. Students who engage in any of the activities outlined in this policy are subject to the procedures outlined in AP 5520 - Student Discipline Procedures.

The following conduct shall constitute good cause for discipline, including but not limited to the removal, suspension, or expulsion of a student.

- Causing or attempting to cause, or threatening to cause physical injury to another person.
- Possession, sale, or otherwise furnishing any firearm, knife, explosive, or other dangerous object, including but not limited to any facsimile firearm, knife, or explosive, unless, in the case of possession of any object of this type, the student has obtained written permission to possess the item from a District employee which is concurred by the college President.
- Unlawful possession, use, sale, offer to sell, or furnishing, or being under the influence of, any controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the California Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind; or unlawful possession of, or offering, arranging or negotiating the sale of any drug paraphernalia, as defined in California Health and Safety Code Section 11014.5.
- Committing or attempting to commit robbery or extortion.
- Causing or attempting to cause damage to district property or



to private property on campus.

- Stealing or attempting to steal District property or private property on campus, or knowingly receiving stolen District Property or private property on campus.
- Willful or persistent smoking in any area where smoking has been prohibited by law or District policies and procedures.
- Committing sexual harassment as defined by law or District policies and procedures.
- Engaging in harassing or discriminatory behavior based on disability, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other status protected by law.
- Engaging in intimidating conduct or bullying against other students through words or actions, including direct physical contact; verbal assaults, such as teasing or name calling; social isolation or manipulation, and cyberbullying.
- Willful misconduct which results in injury or death to a student or to college personnel or which results in cutting, defacing, or other injury to any real or personal property owned by the District or on campus.
- Disruptive behavior, willful disobedience, habitual profanity or vulgarity, or the open and persistent defiance of the authority of, or persistent abuse of college personnel.
- Cheating, plagiarism (including plagiarism in a student publication), or engaging in other academic dishonesty.
- Dishonesty, forgery, alteration, or misuse of college documents, records or identification, or knowingly furnishing false information to the District.
- Unauthorized entry upon or use of college facilities.
- Lewd, indecent, or obscene conduct on District-owned or controlled property or at District sponsored or supervised functions.
- Engaging in expression which is obscene, libelous, or slanderous; or which so incites students as to create a clear and present danger of the commission of unlawful acts on college premises, or the violation of lawful District administrative procedures, or the substantial disruption of the orderly operation of the District.
- Persistent, serious misconduct where other means of correction have failed to bring about proper conduct.
- Unauthorized preparation, giving, selling, transfer, distribution, or publication, for any commercial purpose, or any contemporaneous recording of an academic presentation in a classroom or equivalent site of instruction, including but not limited to handwritten or typewritten class notes, except as permitted by any district policy or administrative procedure.

#### STUDENT DISCIPLINARY ACTIONS AND PROCEDURES

*BP 5520 STUDENT DISCIPLINE - Reference: Education Code Sections 66017, 66300, 72122, 76030; Administrative Procedure 5520*

Students of Lake Tahoe Community College by virtue of Board policies, are ensured certain rights and privileges, and at the same time, assume certain responsibilities and standards of personal conduct. Due process procedures have been established to ensure that individual rights and institutional standards are not abridged.

Generally, LTCC jurisdiction and discipline shall be limited to conduct

which occurs on the district's college premises, learning sites, or at off-campus activities sponsored by LTCC. Any student found to have committed misconduct as described in this policy is subject to disciplinary sanctions. The Standards of Student Conduct, Board Policy 5500, and accompanying policies are published in the College's catalogs and other relevant print and electronic media.

The student discipline policy and procedures will apply to any student who deliberately prevents, physically or verbally:

- Students from pursuing their authorized curricular or co-curricular interests;
- Faculty and administrators from fulfilling their professional responsibilities;
- Classified employees from fulfilling their prescribed duties;
- Authorized guests from carrying out their prescribed duties;
- The safety of persons or the security of college property.

#### Violation of Law and LTCC Discipline

1. If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of the Standards of Student Conduct (BP 5500), disciplinary action may be taken and sanctions imposed for grave misconduct, which demonstrated flagrant disregard for the LTCC community, including but not limited to District property, programs, personnel, students and reputation. In such cases, no sanctions may be imposed unless the student has been found guilty in a court of law or has declined to contest such charges, although not actually admitting guilt (e.g., "no contest" or "nolo contendere").
2. LTCC disciplinary proceedings may be instituted against a student charged with violation of a law which is also a violation of the Standards of Student Conduct; for example, if both violations result from the same factual situation, without regard to the pendency of civil litigation in court or criminal arrest and prosecution. Proceedings under the Standards of Student Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.

#### STUDENT DISCIPLINARY ACTIONS AND PROCEDURES

*AP 5520 STUDENT DISCIPLINE PROCEDURES - Reference: Education Code Sections 66300, 72122, and 76030; Board Policy 5520*

The purpose of this procedure is to provide a prompt and equitable means to address violations of the Standards of Student Conduct, which guarantees to the student or students involved the due process rights guaranteed them by state and federal constitutional protections. This procedure will be used in a fair and equitable manner, and not for purposes of retaliation. It is not intended to substitute for criminal or civil proceedings that may be initiated by other agencies.

These Administrative Procedures are specifically not intended to infringe in any way on the rights of students to engage in free expression as protected by the state and federal constitutions, and by Education Code Section 76120, and will not be used to punish expression that is protected.

**Removal from Class** (Education Code Section 76032): Any instructor may order a student removed from his/her class for the day of the removal and the next class meeting. The instructor shall immediately report the removal to the Chief Student Services Officer (CSSO) or designee and the appropriate dean. The appropriate dean shall arrange for a conference between the student and the instructor regarding the removal. If the instructor or the student requests, the appropriate dean shall attend the

conference. The student shall not be returned to the class during the period of the removal without the agreement of the instructor. Nothing herein will prevent the appropriate dean from recommending further disciplinary action in accordance with these procedures based on the facts that led to the removal.

**Withdrawal of Consent to Remain on Campus:** The CSSO or designee may notify any person, for whom there is a reasonable belief that the person has willfully disrupted the orderly operation of the campus, that consent to remain on campus has been withdrawn. If the person is on campus at the time, he/she must promptly leave or be escorted off campus. If consent is withdrawn by the CSSO or designee, a written report must be promptly made to the Superintendent/President.

The person from whom consent has been withdrawn may submit a written request for a hearing on the withdrawal within the period of the withdrawal. The request shall be granted not later than seven business days from the date of receipt of the request. The hearing will be conducted in accordance with the provisions of this procedure relating to interim suspensions.

In no case shall consent be withdrawn for longer than fourteen business days from the date upon which consent was initially withdrawn.

Any person as to whom consent to remain on campus has been withdrawn who knowingly reenters the campus during the period in which consent has been withdrawn, except to come for a meeting or hearing, is subject to arrest (Penal Code Section 626.4).

**Immediate Interim Suspension** (Education Code Section 66017): The CSSO or designee may order immediate interim suspension of a student where he/she concludes that immediate suspension is required to protect lives or property and to ensure the maintenance of order. In cases where an interim suspension has been ordered, the time limits contained in these procedures shall not apply, and all hearing rights, including the right to a formal hearing where a long-term suspension or expulsion has been recommended, will be afforded to the student within ten (10) business days.

**Short-term Suspensions, Long-term Suspensions, and Expulsions:** Before any disciplinary action to suspend or expel is taken against a student, the following procedures will apply:

- **Notice** – The CSSO or designee will provide the student with written notice of the conduct warranting the discipline. The written notice will include the following:
  - the specific section of the Standards of Student Conduct that the student is accused of violating;
  - a short statement of the facts supporting the accusation;
  - the right of the student to meet with the CSSO or designee to discuss the accusation, or to respond in writing; and
  - the nature of the discipline that is being considered.
- **Time limits** – The notice must be provided to the student within five business days of the date on which the conduct took place; in the case of continuous, repeated, or ongoing conduct, the notice must be provided within five business days of the date on which conduct occurred which led to the decision to take disciplinary action.
- **Meeting** – If the student chooses to meet with the CSSO or designee, the meeting must occur within five business days after the notice is provided. At the meeting, the student must again be told the facts leading to the accusation and must be given an opportunity to respond verbally or in writing to the accusation.

**Short-term Suspension** – Within five days after the meeting described above (or if no meeting occurs, within ten business days of the notice), the CSSO or designee shall, in consultation with the Vice President,

Academic Affairs, decide whether to impose a short-term suspension, whether to impose some lesser disciplinary action, or whether to end the matter. Written notice of the CSSO or designee's decision shall be provided to the student. The notice will include the length of time of the suspension or the nature of the lesser disciplinary action. The CSSO or designee's decision on a short-term suspension shall be final.

**Long-term Suspension** – Within five business days after the meeting described above (or if no meeting occurs, within ten days of the notice), the CSSO or designee shall, in consultation with the Vice President, Academic Affairs, decide whether to impose a long-term suspension. Written notice of the CSSO or designee's decision shall be provided to the student. The notice will include the right of the student to request a formal hearing before a long-term suspension is imposed and a copy of this policy describing the procedures for a hearing.

**Expulsion** – Within five business days after the meeting described above (or if no meeting occurs, within ten days of the notice), the Superintendent/President shall, in consultation with the CSSO and the Vice President, Academic Affairs, decide whether to recommend expulsion to the Board of Trustees. Written notice of the Superintendent/President's decision shall be provided to the student. The notice will include the right of the student to request a formal hearing before expulsion is imposed and a copy of this policy describing the procedures for a hearing.

**Hearing Procedures** – Request for Hearing.

Within ten business days after receipt of the CSSO or designee's decision regarding a long-term suspension or the Superintendent/President's decision regarding expulsion, the student may request a formal hearing. The request must be made in writing to the CSSO or designee.

**Schedule of Hearing** – The formal hearing shall be held within ten business days after a formal request for hearing is received.

**Hearing Panel** – The hearing panel for any disciplinary action shall be composed of two faculty, one administrator, and one student.

The Superintendent/President, the president of the Academic Senate, and the president of the Student Senate shall each, at the beginning of the academic year, establish a list of at least five persons who will serve on student disciplinary hearing panels. The Superintendent/President shall appoint the hearing panel from the names on these lists. However, no administrator, faculty member, or student who has any personal involvement in the matter to be decided, who is a necessary witness, or who could not otherwise act in a neutral manner shall serve on a hearing panel.

**Hearing Panel Chair** – The Superintendent/President shall appoint one member of the panel to serve as the chair. The decision of the hearing panel chair shall be final on all matters relating to the conduct of the hearing unless there is a vote by two or more other members of the panel to the contrary.

**Conduct of the Hearing**

**NOTE:** The hearing must comply with principles of due process, including the right to confront and cross examine witnesses.

The members of the hearing panel shall be provided with a copy of the accusation against the student and any written response provided by the student before the hearing begins.

The facts supporting the accusation shall be presented by a college representative who shall be the CSSO or designee.

The college representative and the student may call witnesses and introduce oral and written testimony relevant to the issues of the matter.

Formal rules of evidence shall not apply. Any relevant supporting documentation shall be admitted.

Unless the hearing panel determines to proceed otherwise, the college representative and the student shall each be permitted to make an opening statement. Thereafter, the college representative shall make the first presentation, followed by the student. The college representative may present rebuttal evidence after the student completes his/ her evidence. The burden shall be on the college representative to prove by the preponderance of the evidence that the facts alleged are true.

The student may represent himself/herself, and may also have the right to be represented by a person of his/her choice except that the student shall not be represented by an attorney unless, in the judgment of the hearing panel, complex legal issues are involved. If the student wishes to be represented by an attorney, a request must be presented not less than five days prior to the date of the hearing. If the student is permitted to be represented by an attorney, the college representative may request legal assistance. The hearing panel may also request legal assistance; any legal advisor provided to the panel may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.

Hearings shall be closed and confidential unless the student requests that it be open to the public. Any such request must be made no less than five days prior to the date of the hearing.

In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the panel agree to the contrary.

The hearing shall be recorded by the District either by tape or digital recording. The official recording shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony, either in person or in writing. In the event the recording is by tape recording, the hearing panel chair shall, at the beginning of the hearing, ask each person present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. Tape recordings shall remain in the custody of the District at all times, unless released to a professional transcribing service.

The student may request a copy of the tape or digital recording; deliberations of the hearing will not be included.

All testimony shall be taken under oath or affirmation; the oath or affirmation shall be administered by the hearing panel chair. Written statements of witnesses shall not be used unless the witness is unavailable to testify. A witness who refuses to be tape recorded is not considered "unavailable."

Within ten days following the close of the hearing, the hearing panel shall prepare and send to the CSSO or designee a written decision. The decision shall include specific factual findings regarding the accusation and shall include specific conclusions regarding whether any specific section of the Standards of Student Conduct were violated. The decision shall also include a specific recommendation regarding the disciplinary action to be imposed, if any. The decision shall be based only on the record of the hearing and not on matter outside of that record. The record consists of the original accusation, the written response, if any, of the student, and the oral and written evidence produced at the hearing.

#### **CSSO or Designee's Decision:**

**Long-term suspension** – Within ten business days following receipt of the hearing panel's recommended decision, the CSSO or designee shall render a final written decision. The CSSO or designee may accept, modify, or reject the findings, decisions, and recommendations of the hearing panel. If the CSSO or designee modifies or rejects the hearing

panel's decision, the CSSO or designee shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the CSSO or designee shall be final.

**Expulsion** – Within ten business days following receipt of the hearing panel's recommended decision, the CSSO, in consultation with the Vice President, Academic Affairs, shall render a written recommended decision to the Superintendent/President. The Superintendent/President may accept, modify, or reject the findings, decisions, and recommendations of the hearing panel. If the Superintendent/President modifies or rejects the hearing panel's decision, he/she shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The Superintendent/President's decision shall be forwarded to the Board of Trustees.

**Board of Trustees Decision:** The Board of Trustees shall consider any recommendation from the Superintendent/President for expulsion at the next regularly scheduled meeting of the Board after receipt of the recommended decision.

The Board shall consider an expulsion recommendation in closed session, unless the student has requested that the matter be considered in a public meeting in accordance with these procedures (Education Code Section 72122).

The student shall be notified in writing, by registered or certified mail to the address last on file with the District and by email, or by personal service, at least three days prior to the meeting, of the date, time, and place of the Board's meeting.

The student may, within forty-eight hours after receipt of the notice, request that the hearing be held as a public meeting.

Even if a student has requested that the Board consider an expulsion recommendation in a public meeting, the Board will hold any discussion that might be in conflict with the right to privacy of any student other than the student requesting the public meeting in closed session.

The Board may accept, modify, or reject the findings, decisions, and recommendations of the Superintendent/President or the hearing panel. If the Board modifies or rejects the decision, the Board shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the Board shall be final.

The final action of the Board on the expulsion shall be taken at a public meeting and the result of the action shall be a public record of the District.

#### **Definitions**

**Day** – Days during which the District is in session and regular classes are held, excluding Saturdays and Sundays.

**District** – The Lake Tahoe Community College District

**Expulsion** – Permanent exclusion of the student by the Board of Trustees from all colleges in the District.

**Instructor** – Any academic employee of the District in whose class a student subject to discipline is enrolled, or counselor who is providing or has provided services to the student, or other academic employee who has responsibility for the student's educational program.

**Long-term Suspension** – Exclusion of the student by the Chief Student Services Officer (CSSO) or designee for good cause from one or more

classes for the remainder of the school term, or from all classes and activities of the college for one or more terms.

**Removal from class** – Exclusion of the student by an instructor for the day of the removal and the next class meeting.

**Short-term Suspension** – Exclusion of the student by the Chief Student Services Officer (CSSO) or designee for good cause from one or more classes for a period of up to ten consecutive days of instruction.

**Student** – Any person currently enrolled as a student at any college or in any program offered by the District.

**Time Limits:** Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.

**Withdrawal of Consent to Remain on Campus** – The Chief Student Services Officer (CSSO) or designee may notify any person as to whom there is a reasonable belief that the person has willfully disrupted the orderly operation of the campus that consent to remain on campus has been withdrawn. If the person is on campus at the time, he or she must promptly leave or be escorted off campus by authorized District personnel. If consent is withdrawn by the CSSO, a written report must be promptly made to the College President. The person from whom consent has been withdrawn may submit a written request for a hearing on the withdrawal within the period of the withdrawal. The request shall be granted not later than ten (10) business days from the date of receipt of the request. The hearing will be conducted in accordance with provisions of this procedure, relating to interim suspensions. In no case shall consent be withdrawn for longer than fourteen (14) business days from the date upon which consent was initially withdrawn. Any person as to whom consent to remain on campus has been withdrawn who knowingly reenters the campus during the period in which consent has been withdrawn, except to come for a meeting or hearing, is subject to arrest. (California Penal Code 626.4)

**Written or verbal reprimand** – An admonition to the student to cease and desist from conduct determined to violate the Standards of Student Conduct. Written reprimands may become part of a student's permanent record at the college. A record of the fact that a verbal reprimand has been given may become part of a student's record at the college for a period of up to one year.

## 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, or, if the Vice President, Academic Affairs 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 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, or, if the Vice President, Academic Affairs 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 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' 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 <http://extranet.cccco.edu/Divisions/Legal/Discrimination.aspx> and/or [www.accjc.org/complaint-process](http://www.accjc.org/complaint-process) for more information.

# Degree Requirements & Transfer Planning

|                                                                                   |    |
|-----------------------------------------------------------------------------------|----|
| Degrees Available .....                                                           | 54 |
| Graduation Requirements .....                                                     | 55 |
| Transfer Planning .....                                                           | 57 |
| Transferring to UCs .....                                                         | 58 |
| Transferring to CSUs .....                                                        | 58 |
| Transferring to UNR, Private, Independent,<br>and Out-of-State Universities ..... | 59 |
| Credit by Examinations (AP, IB, CLEP) .....                                       | 60 |
| LTCC General Education Curriculum .....                                           | 64 |
| CSU General Education Curriculum .....                                            | 65 |
| IGETC for Transfer Curriculum<br>to CSU and UC .....                              | 66 |
| General Education Core Competencies ..                                            | 67 |

# Degree Requirements

Available degrees:

## Associate in Arts Degrees

Only one degree allowed per Major (shown bold). See page 56 for Multiple Degree Policy.

**Addiction Studies**

**Anthropology**

**Art**

**Art New Media**

- Illustration
- Photography
- Video
- Audio

**Business**

- Accounting & Finance
- Management
- Marketing
- General Business

**Commercial Music**

**Computer and Information Sciences - Web Development**

**Criminal Justice**

**Culinary Arts**

**Early Childhood Education**

**Elementary Teacher Education**

**Environmental Technology & Sustainability**

- Biological Resources
- Physical Resources
- Sustainability

**Fire Academy**

**Fire Science**

**Fire Officer**

**Liberal Arts**

- Arts and Humanities
- Social Sciences
- Mathematics and Science

**Medical Office Assistant**

- Administrative

**Natural Science**

**Social Science**

**Spanish**

**Wilderness Education**

Revised degree coming soon

## Associate Degrees for Transfer

### **Associate in Arts for Transfer (AA-T)**

Anthropology  
 Elementary Teacher Education  
 English  
 Geography  
 Kinesiology  
 Psychology  
 Sociology  
 Spanish  
 Studio Arts

### **Associate in Science for Transfer (AS-T)**

Administration of Justice  
 Business Administration  
 Early Childhood Education  
 Geology  
 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 2019-20 academic year. If a student began attending before that time, he or she should 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 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.

# 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 64)</li> <li>. CSU GE (see page 65)</li> <li>. IGETC (see page 66)</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 65)</li> <li>. IGETC (see page 66)</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 CSU transferable 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 71.                                                                                                                                                                                                                                                                                                        | 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 71.                                                                                                     |
|   | <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 32 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, students must have a minimum grade of "C" in Area 2 and a minimum grade of "C-" in Area A1, 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.<br>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 the One-Stop Enrollment Services Center 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 the One-Stop Enrollment Services Center, room A102, by the third week in <b>February</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. Students who wish to have a degree conferred earlier in the academic year may apply for quarterly conferral.       |                                                                                                                                                                                                                                                                               |



**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.
- 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. 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 Degree:

- ENG 156A, 156B, 160
- ESL 191, 291
- GES 188, 191, 193, 199A, 291
- MAT 187, 187B
- and applicable special topic courses.

**BASIC SKILLS COURSES**

These courses do not count toward the 90-unit requirement for the Associate Degree:

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

Remedial coursework consists of pre-collegiate basic skills courses.

A student's need for remedial coursework shall be determined using appropriate assessment instruments, methods, or procedures.

A student who does not attain full eligibility status for degree-applicable credit courses within the limit described in paragraph two above shall, unless provided with a waiver, be restricted to taking only noncredit courses, nondegree-applicable courses which do not involve remediation, and those degree-applicable credit courses which do not have basic skills prerequisites or advisories on recommended preparation.

No student shall receive more than 45 quarter units for remedial coursework. 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 for a waiver to enroll in a maximum of eight (8) additional units of basic skills courses beyond the 45-unit limit. A student who exhausts this the unit limitations shall be referred to appropriate adult noncredit education services.

A student who successfully completes remedial coursework or who demonstrates skill levels which assure success in college-level courses may request reinstatement to proceed with college level coursework.

Students enrolled in one or more courses of English as a Second Language and students identified as having a learning disability are exempt from the limitations of this procedure.

**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 (ECS\$66746-66749). Please see the Transfer Planning section of the catalog or meet with a counselor for more details.

**MULTIPLE MAJORS/DEGREES**

Students may earn multiple degrees at Lake Tahoe Community College based on the following conditions:

1. Complete at least 16 additional degree-applicable quarter units beyond the number required for prior degrees. This equates to a minimum of 90 units for the first degree, 106 units for the second degree, and an additional 16 units for each subsequent degree.
2. The additional 16 units are waived under the following conditions:
  - a. If student is pursuing additional Transfer Degrees (AA-T or AS-T);
  - b. If student has completed an AA and then pursues a Transfer Degree (AA-T or AS-T);
  - c. If student completes AA and Transfer Degree (AA-T or AS-T) during the same term.
3. General education and competency requirements for the catalog year under which the student petitions must be met. In many cases, these requirements will be the same as those used to satisfy the first degree.
4. Multiple degrees may not be earned in the same major area of study\* as any previous or concurrent degree. Exceptions to this limitation may be allowed for transfer degrees (AA-T and/or AS-T)\*\*.

\*Major areas of study are indicated in all capital letters on page 69 of the college catalog.

\*\*Students seeking transfer degrees are strongly encouraged to meet with a counselor as different conditions may apply.

**INSTITUTIONAL 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.

### QUARTERLY CONFERRAL

Students may petition for conferral of a degree in any quarter that degree requirements will be completed. The deadline for summer conferral is the second week of July; fall is the first week of October; winter is the second week of December; and spring is the third week of February. Transcripts will reflect the degree upon conferral. Diplomas are available in August following the academic year in which the degree was conferred.

## 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 provide 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 One-Stop Enrollment Services Center.

### GENERAL EDUCATION CERTIFICATION

All California State Universities and UNR accept a common pattern of General Education (CSU-GE pattern). All UCs, CSUs, and UNR accept 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.

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

## FAQs 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/CSUs are impacted and will require higher GPA's for admission. Sixteen of the twenty-three CSUs 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 a student decide whether they 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.

## 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 (32 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 66) will meet these subject requirements for the University of California.**

### 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 UCs: UC-Davis, UC-Santa Barbara, UC-Santa Cruz, UC-Riverside, 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 only 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. Complete English composition, general education math, and speech requirements.
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 IGEC or CSU-GE patterns will meet these requirements for the California State University system.

**Note: 18 of the 23 CSUs 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 offer 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 to a program that is deemed similar to their community college major. Transfer degrees do 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: AA-T Anthropology, AS-T Administration of Justice, AS-T Business Administration, AS-T Early Childhood Education, AA-T Elementary Teacher Education, AA-T English, AA-T Geography, AS-T Geology, AA-T Kinesiology, AS-T Mathematics, AA-T Psychology, AA-T

Sociology, AA-T Spanish, and AA-T Studio Arts. 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

California residents are eligible for the Western Undergraduate Exchange (WUE) if their GPA is 3.25 or higher. Unlike the UCs and CSUs, 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/transfer](http://www.unr.edu/transfer). 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 BY EXAMINATIONS

Lake Tahoe Community College (LTCC) grants credit toward the LTCC-GE pattern, the IGETC pattern, the CSU-GE pattern and elective units for Credit by Examinations as described in the following charts. In addition, **subject exams displayed in charts may satisfy a specific LTCC course through a petition process. Please see a counselor for more information.** Students must be in good standing with a 2.0 or higher GPA at LTCC before Credit by Examination will be applied. **Test by Examination policies for major preparation are decided by each college/university. NOTE: UNITS LISTED BELOW ARE DISPLAYED AS QUARTER UNITS.**

### AP (Advanced Placement) Tests

AP credit for General Education and elective units are awarded for scores of 3, 4 or 5. *Please see a counselor for more information.*

| AP Subject                              | LTCC                                      | LTCC units earned                            | CSU GE                        | CSU units earned                          | IGETC                                                           | UC units earned                      |
|-----------------------------------------|-------------------------------------------|----------------------------------------------|-------------------------------|-------------------------------------------|-----------------------------------------------------------------|--------------------------------------|
| Art History                             | 4 units in Area 3A                        | 8 units                                      | 4 units Area C1 or C2         | 9 units                                   | 4 units I Area 3A or 3B                                         | 8 units                              |
| Biology                                 | 5 units in Area 5B (lab)                  | 8 units                                      | 6 units in Area B2 (lab)      | 9 units                                   | 5 units in Area 5B (lab)                                        | 8 units                              |
| Chemistry                               | 5 units in Area 5A (lab)                  | 8 units                                      | 6 units in Area B1 (lab)      | 9 units                                   | 5 units Area 5A (lab)                                           | 8 units                              |
| Chinese Language/<br>Culture            | 4 units in Area 3B                        | 8 units                                      | 4 units in Area C2            | 9 units                                   | 4 units in Area 3B and 6                                        | 8 units                              |
| Computer Science A                      | N/A                                       | 4.5 units ###                                | N/A                           | 4.5 units                                 | N/A                                                             | 2 units +                            |
| Computer Science AB                     | N/A                                       | 4.5 units ###                                | N/A                           | 9 units                                   | N/A                                                             | 4 units +                            |
| Com. Sci. exam Limits                   |                                           | + Maximum credit for both exams is 4.5 units |                               | Only one exam may be used toward transfer |                                                                 | + Maximum credit for both exams is 4 |
| Macroeconomics                          | 4 units in Area 4A                        | 4.5 units ##                                 | 4 units in Area D             | 4.5 units                                 | 4 units in Area 4                                               | 4 units                              |
| Microeconomics                          | 4 units in Area 4A                        | 4.5 units ##                                 | 4 units in Area D             | 4.5 units                                 | 4 units in Area 4                                               | 4 units                              |
| English Language &<br>Composition       | 4 units in Area 1A                        | 8 units *                                    | 4 units in Area A2            | 9 units                                   | 4 units in Area 1A                                              | 8 units *                            |
| English Literature &<br>Composition     | 4 units in Area 1A and 4 units in Area 3B | 8 units *                                    | 9 units in Area A2 and C2     | 9 units                                   | 4 units in Area 1A or 3B                                        | 8 units *                            |
| AP English Exam Limits                  |                                           | *8 Unit maximum for both exams               |                               |                                           |                                                                 | *8 Unit maximum for both exams       |
| Environmental Science                   | 5 units in Area 5A (lab)                  | 6 units ##                                   | 5 units in Area B1 (lab)      | 6 units                                   | 4 units in Area 5A (lab) (still need 5 unit course in sciences) | 4 units                              |
| French Language                         | 5 units in Area 3B                        | 8 units                                      | 4 units in Area C2            | 9 units                                   | 4 units in Area 3B and 6                                        | 8 units                              |
| French Literature                       | 5 units in Area 3B                        | 8 units                                      | 4 units in Area C2            | 9 units                                   | 4 units in Area 3B and 6                                        | 8 units                              |
| German Language                         | 5 units in Area 3B                        | 8 units                                      | 4 units in Area C2            | 9 units                                   | 4 units in Area 3B and 6                                        | 8 units                              |
| Government and<br>Politics: U.S.        | 4 units in Area 4B                        | 4.5 units ##                                 | 4 units in Area D and U.S. -2 | 4.5 units                                 | 4 units in Area 4 and U.S. -2                                   | 4 units                              |
| Government and<br>Politics: Comparative | 4 units in Area 4B                        | 4.5 units ##                                 | 4 units in Area D and U.S. -2 | 4.5 units                                 | 4 units in Area 4                                               | 4 units                              |
| History: European                       | 4 units in Area 4A                        | 8 units                                      | 4 units Area C2 or D          | 9 units                                   | 4 units in Area 3B or 4                                         | 8 units                              |

## - Indicates the number of units awarded toward LTCC degree exceeds the number of UC transferable units.

*continues next page*

| AP Subject                            | LTCC                     | LTCC units earned                       | CSU GE                                                 | CSU units earned                           | IGETC                                                    | UC units earned                         |
|---------------------------------------|--------------------------|-----------------------------------------|--------------------------------------------------------|--------------------------------------------|----------------------------------------------------------|-----------------------------------------|
| History: U.S. History                 | 4 units in Area 4B       | 8 units                                 | 4 units in Area D and U.S. -1                          | 9 units                                    | 4 units in Area 3B or 4 U.S. -1                          | 8 units                                 |
| History: World History                | 4 units in Area 4A       | 8 units                                 | 4 units in Area C2 or D                                | 9 units                                    | 4 units in Area 3B or 4                                  | 8 units                                 |
| Human Geography                       | 4 units in Area 4A       | 4.5 units ##                            | 4 units in Area D                                      | 4.5 units                                  | 4 units in Area 4                                        | 4 units                                 |
| Italian Language and Culture          | 5 units in Area 3B       | 8 units                                 | 4 units in Area C2                                     | 9 units                                    | 4 units in Area 3B and 6                                 | 8 units                                 |
| Japanese Language and Culture         | 5 units in Area 3B       | 8 units                                 | 4 units in Area C2                                     | 9 units                                    | 4 units in Area 3B and 6                                 | 8 units                                 |
| Latin: Vergil                         | 4 units in Area 3B       | 4.5 units ##                            | 4 units in Area C2                                     | 4.5 units                                  | 4 units in Area 3B and 6                                 | 4 units                                 |
| Latin                                 | 5 units in Area 3B       | 8 units                                 | 4 units in Area C2                                     | 9 units                                    | 4 units in Area 3B and 6                                 | 8 units                                 |
| Mathematics: Calculus AB              | 4 units in Area 2        | 4.5 units ##                            | 4 units in Area B4                                     | 4.5 units *                                | 4 units in Area 2                                        | 4 units +                               |
| Mathematics: Calculus BC              | 4 units in Area 2        | 8 units *                               | 4 units in Area B4                                     | 9 units *                                  | 4 units in Area 2                                        | 8 units +                               |
| AP Calculus Exam Limitations          |                          | *Maximum credit for both exams 8 units  |                                                        | *Only one exam may be used toward transfer |                                                          | + Maximum credit for both exams 8 units |
| Music Theory                          | 4 units in Area 3A       | 8 units                                 | 4 units in C1 (if completed prior to 2009)             | 9 units                                    | N/A                                                      | 8 units                                 |
| Physics B                             | 5 units in Area 5A (lab) | 8 units ##**                            | 5 units in Area B1 (lab)*                              | 9 units                                    | 6 units in Area 5A (lab)                                 | 8 units **                              |
|                                       |                          | 6 units ##**                            |                                                        | 6 units                                    | 4 units in Area 5A (lab but would still need 5 units 5B) | 4 units **                              |
| Physics C (mechanics)                 | 5 units in Area 5A       |                                         | 5 units in Area B1 (lab)*                              | 6 units                                    | 4 units Area 5A (lab but would still need 5 units 5B)    | 4 units**                               |
| Physics C (Electricity and Magnetism) | 5 units in Area 5A       |                                         | 5 units in Area B1 (lab)*                              | 6 units                                    | 6 units in Area 5A (lab)                                 | 8 units **                              |
| Physics 1                             | 5 units in Area 5A       | 8 units ##**                            | 5 units in B1 (lab)*                                   | 6 units                                    | 6 units in Area 5A (lab)                                 | 8 units **                              |
| Physics 2                             | 5 units in Area 5A       | 8 units ##**                            | 5 units in B1 (lab)*                                   | 6 units                                    | 6 units in Area 5A (lab)                                 | 8 units **                              |
| AP Physics Exam Limitations           |                          | **Maximum credit for 3 exams is 8 units | *Maximum 5 units toward GE and 9 units toward transfer |                                            |                                                          | **Maximum credit for 3 exams is 8 units |
| Psychology                            | 4 units in Area 4A       | 4.5 units ##                            | 4 units in Area D                                      | 4.5 units                                  | 4 units in Area 4                                        | 4 units                                 |
| Spanish: Spanish Language & Culture   | 5 units in Area 3B       | 8 units                                 | 4 units in Area C2                                     | 9 units                                    | 4 units in Area 3B and 6                                 | 8 units                                 |
| Spanish: Spanish Literature & Culture | 5 units in Area 3B       |                                         | 4 units C2                                             | 9 units                                    | 4 units in Area 3B and 6                                 | 8 units                                 |
| Statistics                            | 4 units in Area 2        | 4.5 units ##                            | 4 units B4                                             | 4.5 units                                  | 4 units in Area 2                                        | 4 units                                 |
| Studio Art – 2D Design                | N/A                      | 8 units                                 | N/A                                                    | 4.5 units                                  | N/A                                                      | 8 units                                 |
| Studio Art – 3D Design                | N/A                      | 8 units                                 | N/A                                                    | 4.5 units                                  | N/A                                                      | 8 units                                 |
| Studio Art - Drawing                  | N/A                      | 8 units                                 | N/A                                                    | 4.5 units                                  | N/A                                                      | 8 units                                 |

## - Indicates the number of units awarded toward LTCC degree exceeds the number of UC transferable units.

## **IB (International Baccalaureate) Credit**

IB credit for General Education is awarded in each subject test for the "Passing Scores" listed in chart on the LTCC pattern, the CSU-GE pattern and the IGETC pattern. Students who pass the Language A1 or A2 Higher Level exam in a language other than English with a score of 5 or higher will also receive credit for IGETC area 6A. **Please see a counselor for more information.**

| IB Examination                     | Passing Score | LTCC Unit Credit                                                 | CSU GE                                | IGETC*                                |
|------------------------------------|---------------|------------------------------------------------------------------|---------------------------------------|---------------------------------------|
| Biology HL                         | 5 or higher   | 4 units in Area 5/Bio Sci<br>(no lab credit)                     | 4 units in Area B2<br>(no lab credit) | 4 units in Area 5B<br>(no lab credit) |
| Chemistry HL                       | 5 or higher   | 4 units in Area 5/Phy Sci<br>(no lab credit)                     | 4 units in Area B1<br>(no lab credit) | 4 units in Area 5A<br>(no lab credit) |
| Economics HL                       | 5 or higher   | 4 units in Area 4/Soc Science                                    | 4 units in Area D                     | 4 units in Area 4                     |
| Geography HL                       | 5 or higher   | 4 units in Area 4/Soc Science                                    | 4 units in Area D                     | 4 units in Area 4                     |
| History HL<br>(any region)         | 5 or higher   | 4 units in Area 3/Humanities or<br>4 units in Area 4/Soc Science | 4 units in Area C2 or D               | 4 units in Area 3B or 4               |
| Language A1<br>(any language) HL   | 4             | N/A                                                              | 4 units in Area C2                    | N/A                                   |
| Language A1<br>(any language) HL   | 5 or higher   | 4 units in Area 3/Humanities                                     | 4 units in Area C2                    | 4 units in Area 3B                    |
| Language A2<br>(any language) HL   | 4             | N/A                                                              | 4 units in Area C2                    | N/A                                   |
| Language A2<br>(any language) HL   | 5 or higher   | 4 units in Area 3/Humanities                                     | 4 units in Area C2                    | 4 units in Area 3B                    |
| Language B<br>(any language) HL    | 5 or higher   | 4 units in Area 3/Humanities                                     | N/A                                   | Area 6A                               |
| Mathematics HL                     | 4             | 4 Units in Area 2                                                | 4 units in Area B4                    | N/A                                   |
| Mathematics HL                     | 5 or higher   | 4 Units in Area 2                                                | 4 units in Area B4                    | 4 Units in Area 2A                    |
| Physics HL                         | 5 or higher   | 4 units in Area 5/Phy Sci<br>(no lab credit)                     | 4 units in Area B1<br>(no lab credit) | 4 units in Area 5A<br>(no lab credit) |
| Psychology HL<br>(any language) HL | 5 or higher   | 4 units in Area 4/Soc Science                                    | 4 units in Area D                     | 4 units in Area 4                     |
| Theatre HL                         | 4             | N/A                                                              | 4 units in Area C1                    | N/A                                   |
| Theatre HL                         | 5 or higher   | 4 units in Area 3/Arts                                           | 4 units in Area C1                    | 4 units in Area 3A                    |

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

## CLEP (College Level Examination Program)

CLEP credit for General Education is awarded in each subject test for the "Passing Scores" listed in chart on the LTCC pattern and the CSU-GE pattern. The UC's do not accept CLEP. In turn, CLEP is not accepted for IGETC.

**Please see a counselor for more information.**

| CLEP Examination                      | CLEP Score | LTCC GE                                                             | CSU GE                                | IGETC* |
|---------------------------------------|------------|---------------------------------------------------------------------|---------------------------------------|--------|
| American Government                   | 50         | 4 Units in Area 4/US Studies                                        | 4 Units in Area D                     | N/A    |
| American Literature                   | 50         | 4 Units in Area 3/Humanities                                        | 4 Units in Area C2                    | N/A    |
| Analyzing and Interpreting Literature | 50         | 4 Units in Area 3/Humanities                                        | 4 Units in Area C2                    | N/A    |
| Biology                               | 50         | 4 Units in Area 5/Bio Sci<br>(no lab credit)                        | 4 Units in Area B2<br>(no lab credit) | N/A    |
| Calculus                              | 50         | 4 units in Area 2                                                   | 4 units in Area B4                    | N/A    |
| Chemistry                             | 50         | 4 Units in Area 5/Physical Sci<br>(no lab credit)                   | 4 Units in Area B1<br>(no lab credit) | N/A    |
| College Algebra                       | 50         | 4 units in Area 2                                                   | 4 units in Area B4                    | N/A    |
| College Algebra - Trigonometry        | 50         | 4 units in Area 2                                                   | 4 units in Area B4                    | N/A    |
| English Literature                    | 50         | 4 Units in Area 3/Humanities                                        | 4 Units in Area C2                    | N/A    |
| French Level II                       | 59         | 4 Units in Area 3/Humanities                                        | 4 Units in Area C2                    | N/A    |
| German Level II                       | 60         | 4 Units in Area 3/Humanities                                        | 4 Units in Area C2                    | N/A    |
| History, United States I              | 50         | 4 Units in Area 4/US Studies                                        | 4 Units in Area D and US-1            | N/A    |
| History, United States II             | 50         | 4 Units in Area 4/US Studies                                        | 4 Units in Area D and US-1            | N/A    |
| Human Growth and Development          | 50         | 4 units in Area 4/Soc Science                                       | 4 units in Area E                     | N/A    |
| Humanities                            | 50         | 4 units in Area 3/Humanities                                        | 4 units in Area C2                    | N/A    |
| Introductory Psychology               | 50         | 4 units in Area 4/Soc Science                                       |                                       | N/A    |
| Introductory Sociology                | 50         | 4 units in Area 4/Soc Science                                       | 4 units in Area D                     | N/A    |
| Natural Sciences                      | 50         | 4 units in Area 5/Bio Sci <u>or</u><br>Physical Sci (no lab credit) | 4 units in Area B1 or B2              | N/A    |
| Pre-Calculus                          | 50         | 4 Units in Area 2                                                   | 4 units in Area B4                    | N/A    |
| Principles of Macroeconomics          | 50         | 4 units in Area 4/Soc Science                                       | 4 units in Area D                     | N/A    |
| Principles of Microeconomics          | 50         | 4 units in Area 4/Soc Science                                       | 4 units in Area D                     | N/A    |
| Spanish Level III                     | 63         | 4 units in Area 3/Humanities                                        | 4 Units in Area C2                    | N/A    |
| Trigonometry                          | 50         | 4 units in Area 2                                                   | 4 units in Area B4                    | N/A    |
| Western Civilization I                | 50         | 4 units in Area 4/Soc Science                                       | 4 units in Area C2 or D6              | N/A    |
| Western Civilization II               | 50         | 4 units in Area 4/Soc Science                                       | 4 units in Area D                     | N/A    |

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



## ASSOCIATE DEGREE GENERAL EDUCATION CURRICULUM

### Lake Tahoe Community College 2019-2020

The following requirements are for the General Education of the Associate Degree. 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 of Academic Affairs. 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"/> | <b>AREA 1: English Communication</b><br><b>a. Composition</b> (1 course, minimum 4 units, completed with grade of "C" or higher)<br>ENG 101                                                                                                                                                                                                                                                                                                                         |           |       |       |         |
| <input type="checkbox"/> | <b>b. Communication</b> (1 course, minimum 4 units) ANT 108, BSN 105, COM 122, ENG 102, 103; PHI 104; SPE 101, 102, 104                                                                                                                                                                                                                                                                                                                                             |           |       |       |         |
| <input type="checkbox"/> | <b>AREA 2: Mathematical Concepts and Quantitative Reasoning (courses must be completed with a grade of "C" or higher)</b> (choose 1 option)<br>Option 1: Assessment score above MAT 154A or 154AA                                                                                                                                                                                                                                                                   |           |       |       |         |
| <input type="checkbox"/> | Option 2: MAT 152B or 152BB (can be satisfied through the assessment process), and MAT 153                                                                                                                                                                                                                                                                                                                                                                          |           |       |       |         |
| <input type="checkbox"/> | Option 3: (1 course) MAT 154A, 154AA, 102, 103A, 103B, 104, 105, 106, 107, 109, 110, 118, 201                                                                                                                                                                                                                                                                                                                                                                       |           |       |       |         |
| <input type="checkbox"/> | <b>AREA 3: Fine Arts and Humanities</b><br>(2 courses, 8 total units; 1 course from Fine Arts, 1 from Humanities)<br><b>a. Fine Arts</b> - ANT 106;<br>ART 101, 102, 103, 107, 111, 113, 114, 115, 116, 118, 119A, 120A, 141, 142, 143, 146, 210A, 211, 212, 213, 201A, 201B, 219A, 219B, 220A, 221A, 234, 239A, 242;<br>COM 130; MUS 101, 104B, 104C, 104E, 104F;<br>THE 101, 105A, 105B, 105E, 106A, 108A, 112A, 112B, 112C, 114, 116                             |           |       |       |         |
| <input type="checkbox"/> | <b>b. Humanities</b> - ANT 112, ASL 101, 102, 103, 201, 202, 203;<br>ENG 102, 108, 113, 200, 201, 202, 205, 206, 207, 208A, 209, 212, 213, 214, 215, 216, 217, 218, 221;<br>ETH 201; FRE 101, 102, 103; HUM 101, 102, 103, 105;<br>JPN 101, 102, 103, 201, 202, 203; PHI 101, 205; REL 103, 107;<br>SPA 101, 102, 103, 110, 201, 202, 203, 210, 211, 212, 220B, 221A, 221B                                                                                          |           |       |       |         |
| <input type="checkbox"/> | <b>AREA 4: Social Sciences</b><br>(minimum 8 units; 1 course from Social Science, 1 from US Studies)<br><b>a. Social Science</b> - ANT 101, 102, 106, 107, 108, 110, 112; ASL 108; BSN 100;<br>COM 122, 125; CRJ 101; ECE 102, 103; ECO 101, 102; ETH 201, 202A, 202B, 202C, 203A, 203B, 203C; GEG 102, 103, 106, 114;<br>HIS 127A, 127B, 127C; POL 107, 204, 206; PSY 101, 102, 103, 104, 107, 108, 109, 202, 210, 211; SOC 101, 102, 103, 104, 106, 107, 111, 114 |           |       |       |         |
| <input type="checkbox"/> | <b>b. U.S. Studies</b> - ETH 202B, 202C; HIS 104, 105, 109, 110, 111, 112, 113;<br>POL 101                                                                                                                                                                                                                                                                                                                                                                          |           |       |       |         |
| <input type="checkbox"/> | <b>AREA 5: Physical and Biological Sciences</b> (at least 2 courses; 1 from Physical Science, 1 from Biological Science; 1 course must be a lab--labs are underlined)<br><b>a. Physical Science:</b> CHM 100, 101, 102, 103, 116, 117;<br>GEG 101, 108, 113; GEL 101, 102, 103, 110, 114; PHS 102, 111, 117;<br>PHY 104, 105, 106, 107, 108, 207, 208                                                                                                               |           |       |       |         |
| <input type="checkbox"/> | <b>b. Biological Science:</b> ANT 103;<br>BIO 101, 102, 103, 110, 111, 112, 113, 115, 149, 201, 203, 204, 205, 210, 212;<br>EVS 102; PSY 210                                                                                                                                                                                                                                                                                                                        |           |       |       |         |
| <input type="checkbox"/> | <b>AREA 6: Lifelong Understanding and Self-Development</b> (minimum 4 units)<br>COU 100, 108, 123; ECE 100, 102; HTR 141A, PEH 100, 101, 102;<br>PET 100, 101, 102A, 104; PHI 205;<br>PSY 101, 102, 103, 106, 107, 108, 109, 111, 113; SOC 102, 107, 111, 114                                                                                                                                                                                                       |           |       |       |         |
| <input type="checkbox"/> | <b>AREA 7: Cultural Pluralism</b> (1 course, minimum 4 units)<br>ANT 102, 107, 108, 112; ART 107; ASL 108; CUL 202; ECE 126; ENG 107;<br>ETH 100, 201, 202A, 202B, 202C, 203A, 203B, 203C; GEG 102, 103;<br>HIS 109, 110; 127A, 127B, 127C; MUS 104C; REL 103;<br>SOC 107, 111, 114; SPA 110; SPE 102<br>(NOTE: bolded courses from above Areas may be double counted in this area)                                                                                 |           |       |       |         |

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

**CALIFORNIA STATE UNIVERSITY  
GENERAL EDUCATION CURRICULUM  
2019-2020**

The CSU system allows students to complete lower-division general education requirements by following the pattern below. Students must have a minimum grade of "C" in Area A2 and a minimum grade of "C-" in Areas A1, 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><br>(minimum 12 units)                                                                                                                                                                                                                                                                                                                                                                                          |           |       |       |         |
| <input type="checkbox"/> | <b>1. Oral Communication</b> (minimum 4 units) SPE 101, 104                                                                                                                                                                                                                                                                                                                                                                                                                                |           |       |       |         |
| <input type="checkbox"/> | <b>2. Written Communication</b> (minimum 4 units) ENG 101                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |       |       |         |
| <input type="checkbox"/> | <b>3. Critical Thinking</b> (minimum 4 units) ENG 102, 103; PHI 104                                                                                                                                                                                                                                                                                                                                                                                                                        |           |       |       |         |
| <input type="checkbox"/> | <b>AREA B - Physical Universe and Its Life Forms</b> (minimum 13 units)<br><i>One lab course must be selected. Note: Lab courses are underlined in this section.</i>                                                                                                                                                                                                                                                                                                                       |           |       |       |         |
| <input type="checkbox"/> | <b>1. Physical Universe</b> (minimum 4 units)<br>CHM <u>100</u> , <u>101</u> , <u>102</u> , <u>103</u> , <u>116</u> , <u>117</u> ; GEG <u>101</u> , 108, 113;<br>GEL 101, <u>102</u> , <u>103</u> , 110, <u>114</u> ; PHS <u>102</u> , 111, <u>117</u> ; PHY <u>104</u> , <u>105</u> , <u>106</u> , <u>107</u> , <u>108</u> ,<br><u>207</u> , <u>208</u>                                                                                                                                   |           |       |       |         |
| <input type="checkbox"/> | <b>2. Life Forms</b> (minimum 4 units)<br>ANT 103; BIO <u>101</u> , <u>102</u> , <u>103</u> , <u>110</u> , <u>111</u> , <u>112</u> , <u>115</u> , <u>149</u> , <u>201</u> , <u>203</u> , <u>204</u> , <u>205</u> , <u>210</u> ,<br><u>212</u> ; EVS 102, 103; PSY 210                                                                                                                                                                                                                      |           |       |       |         |
| <input type="checkbox"/> | <b>4. Mathematical Concepts</b> (minimum 4 units)<br>MAT 102, 103A, 103B, 104, 105, 106, 107, 109, 110, 118, 201, 202, 203, 204                                                                                                                                                                                                                                                                                                                                                            |           |       |       |         |
| <input type="checkbox"/> | <b>AREA C - Arts, Literature, Philosophy and Foreign Languages</b><br><i>3 courses; with at least 1 from Arts and 1 from Humanities (minimum 12 units)</i>                                                                                                                                                                                                                                                                                                                                 |           |       |       |         |
| <input type="checkbox"/> | <b>1. Arts</b> (minimum 4 units)<br>ART 101, 102, 103, 107, 111, 113, 114, 115, 116, 118, 119A, 141, 210A, 211,<br>212, 213, 214, 220A; COM 130                                                                                                                                                                                                                                                                                                                                            |           |       |       |         |
| <input type="checkbox"/> | ENG 218; MUS 101, 104B; 104C, 104E, 104F;<br>THE 101, 105A, 105E, 106A, 108A, 112A, 112B, 112C, 116                                                                                                                                                                                                                                                                                                                                                                                        |           |       |       |         |
| <input type="checkbox"/> | <b>2. Humanities</b> (minimum 4 units)<br>ANT 107, 112; ASL 101, 102, 103, 108, 201, 202, 203;<br>ENG 102, 108, 113, 200, 201, 202, 205, 206, 212, 213, 214, 215, 216, 217, 221;<br>ETH 201, 202A, 202B, 202C, 203A, 203B, 203C;<br>FRE 101, 102, 103; HIS 109, 110, <b>111</b> , <b>112</b> , <b>113</b> , 127A, 127B, 127C;<br>HUM 101, 102, 103, 105; JPN 101, 102, 103, 201, 202, 203;<br>PHI 101, 205;<br>REL 103, 107;<br>SPA 101, 102, 103, 110, 201, 202, 203, 210, 211, 212, 220B |           |       |       |         |
| <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>                                                                                                                                                                                                                                                                                                              |           |       |       |         |
| <input type="checkbox"/> | ANT 101, 102, 106, 107, 108, 112; BSN 100; COM 122, 125; CRJ 101;<br>ECE 102,103; ECO 101, 102;                                                                                                                                                                                                                                                                                                                                                                                            |           |       |       |         |
| <input type="checkbox"/> | ETH 201, 202A, 202B, 202C, 203A, 203B, 203C;<br>GEG 102, 103, 106, 114,<br>HIS 104, 105, 109, 110, <b>111</b> , <b>112</b> , <b>113</b> , 127A, 127B, 127C;<br>POL <b>101</b> , 107, 204, 206; PSY 101, 102, 103, 104, 107, 108, 109, 202, 211;<br>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)<br>COU 108; ECE 100, 102; PEH 100, 101, 102; PET 100, 101, 102A, 104;<br>PSY 101, 102, 103, 106, 107, 108, 109, 111, 113; SOC 102, 114                                                                                                                                                                                                                                                                       |           |       |       |         |
| <input type="checkbox"/> | <b>US History, Constitution and American Ideals</b><br><b>CSU Graduation Requirement</b> (minimum 8 units)<br><i><b>Bolded</b> courses in Areas C and D double count in this area only.</i><br>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

2019-2020

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><br>CSU: Completion of Group A, B and C - 3 courses<br>UC: Completion of Group A and B - 2 courses                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |       |       |         |
| <input type="checkbox"/> | <b>Group A -English Composition</b> (1 course, minimum 4 units)<br>ENG 101                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |       |       |         |
| <input type="checkbox"/> | <b>Group B -Critical Thinking/English Composition</b> (1 course, minimum 4 units)<br>ENG 103                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |       |       |         |
| <input type="checkbox"/> | <b>Group C -Oral Communication</b> (CSU requirement only; 1 course, 4 units)<br>SPE 101, 104                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |       |       |         |
| <input type="checkbox"/> | <b>AREA 2 - Mathematical Concepts and Quantitative Reasoning</b> (1 course)<br>MAT 103A, 103B, 105, 106, 107, 110, 118, 201, 202, 203, 204                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |       |       |         |
| <input type="checkbox"/> | <b>AREA 3 - Arts and Humanities</b><br>(at least 3 courses, minimum 12 units - with 1 from the Arts, 1 from Humanities)<br><b>A. Arts</b> (minimum 4 units)<br>ART 101, 102, 103, 107, 141; ENG 218;<br>MUS 101, 104B, 104C, 104E, 104F;<br>THE 101, 105A, 112A, 112B, 112C, 116<br><b>B. Humanities</b> (minimum 4 units)<br>ANT 107; ENG 102, 108, 113, 200, 201, 202, 205, 206, 212, 213, 214, 215, 216,<br>217, 221; ETH 201, 202A, 202B, 202C, 203A, 203B, 203C;<br>HIS 109, 110, 111, 112, 113, 127A, 127B, 127C; HUM 101, 102, 103, 105;<br>JPN 201, 202, 203; PHI 101, 205;<br>REL 103, 107; ASL 108, 201, 202, 203;<br>SPA 110, 201, 202, 203, 210, 211, 212, 220B |           |       |       |         |
| <input type="checkbox"/> | <b>AREA 4 - Social and Behavioral Sciences</b><br>(at least 3 courses, minimum 12 units, from at least 2 subjects)<br>ANT 101, 102, 107, 108; COM 122; CRJ 101; ECE 102; ECO 101, 102;<br>ETH 201, 202A, 202B, 202C, 203A, 203B, 203C; GEG 102, 103, 106, 114;<br>HIS 104, 105, 109, 110, 111, 112, 113, 127A, 127B, 127C;<br>POL 101, 107, 204, 206; PSY 101, 102, 103, 104, 107, 108, 109, 202, 210, 211;<br>SOC 101, 102, 103, 104, 106, 107, 111, 114                                                                                                                                                                                                                   |           |       |       |         |
| <input type="checkbox"/> | <b>AREA 5 - Physical and Biological Sciences</b> (at least 2 courses, minimum 9 units;<br>with 1 from Physical Science, 1 from Biological Science; at least 1 must include a <u>lab</u> )<br><b>A. Physical Science</b><br>CHM <u>100, 101, 102, 103, 116, 117</u> ; GEG <u>101, 113</u> ;<br>GEL <u>101, 102, 103, 110, 114</u> ; PHS <u>102, 111, 117</u> ;<br>PHY <u>104, 105, 106, 107, 108, 207, 208</u><br><b>B. Biological Science</b><br>ANT 103; BIO <u>101, 102, 103, 110, 111, 112, 149, 201, 203, 204, 205, 210, 212</u> ;<br>EVS 102, 103;                                                                                                                     |           |       |       |         |
| <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.<br>(Note: Course must be completed through the 102 level or higher in order to satisfy UC language requirement)<br>ASL 102; FRE 102; JPN 102; SPA 102                                           |           |       |       |         |
| <input type="checkbox"/> | <b>CSU Requirement in U.S. History, Constitution and American Ideals</b><br>(Not part of IGETC, may be completed prior to transfer, minimum 8 units)<br><b>NOTE - Bolded courses in Areas 3B and 4 double count in this area only.</b><br>POL 101 <b>and</b> one course from HIS 111, 112, 113                                                                                                                                                                                                                                                                                                                                                                              |           |       |       |         |

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

# 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 will 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 and non-verbal messages appropriate to 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, inferences, 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 – demonstrated 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 set 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





# MAJORS & CERTIFICATES

## Academic Course Codes ..... 70

### MAJOR\*

|                                                  |     |
|--------------------------------------------------|-----|
| ADDICTION STUDIES.....                           | 71  |
| ANTHROPOLOGY.....                                | 72  |
| Anthropology - Transfer Degree.....              | 73  |
| ART.....                                         | 74  |
| Studio Arts - Transfer Degree.....               | 75  |
| ART NEW MEDIA                                    |     |
| Illustration.....                                | 76  |
| Photography.....                                 | 76  |
| Video.....                                       | 76  |
| Audio.....                                       | 76  |
| BUSINESS                                         |     |
| Accounting & Finance.....                        | 77  |
| Management.....                                  | 77  |
| Marketing.....                                   | 77  |
| General Business.....                            | 77  |
| Business Administration - Transfer Degree.....   | 78  |
| COMMERCIAL MUSIC.....                            | 79  |
| COMPUTER AND INFORMATION SCIENCES - WEB          |     |
| DEVELOPMENT.....                                 | 80  |
| CRIMINAL JUSTICE.....                            | 81  |
| Administration of Justice - Transfer Degree..... | 82  |
| CULINARY ARTS.....                               | 83  |
| EARLY CHILDHOOD EDUCATION.....                   | 84  |
| Early Childhood Education - Transfer Degree..... | 85  |
| ELEMENTARY TEACHER EDUCATION -                   |     |
| Transfer Degree.....                             | 86  |
| ENGLISH - Transfer Degree.....                   | 87  |
| ENVIRONMENTAL TECHNOLOGY AND SUSTAINABILITY      |     |
| Biological Resources.....                        | 88  |
| Physical Resources.....                          | 88  |
| Sustainability.....                              | 88  |
| FIRE ACADEMY.....                                | 89  |
| FIRE OFFICER.....                                | 90  |
| FIRE SCIENCE.....                                | 91  |
| GEOGRAPHY - Transfer Degree.....                 | 92  |
| GEOLOGY - Transfer Degree.....                   | 93  |
| KINESIOLOGY - Transfer Degree.....               | 94  |
| LIBERAL ARTS                                     |     |
| Arts and Humanities.....                         | 95  |
| Social Sciences.....                             | 96  |
| Mathematics and Science.....                     | 97  |
| MATHEMATICS - Transfer Degree.....               | 99  |
| MEDICAL OFFICE ASSISTANT - Administrative.....   | 100 |
| NATURAL SCIENCE.....                             | 101 |
| PSYCHOLOGY - Transfer Degree.....                | 102 |
| SOCIAL SCIENCE.....                              | 103 |
| SOCIOLOGY - Transfer Degree.....                 | 104 |
| SPANISH.....                                     | 105 |
| Spanish - Transfer Degree.....                   | 107 |
| WILDERNESS EDUCATION.....                        | 108 |

\*NOTE: All major areas of study are noted in CAPS. See page 56 for Multiple Degree Policy.

### CERTIFICATES

|                        |     |
|------------------------|-----|
| Addiction Studies..... | 110 |
| Art                    |     |
| Drawing.....           | 110 |
| Painting.....          | 111 |
| Figure Studies.....    | 111 |
| Printmaking.....       | 111 |
| Sculpture.....         | 111 |
| Photography.....       | 111 |
| Ceramics.....          | 111 |

### CERTIFICATES (CONT.)

|                                                                   |            |
|-------------------------------------------------------------------|------------|
| Business                                                          |            |
| Accounting and Finance.....                                       | 112        |
| Accounting Technician.....                                        | 112        |
| General.....                                                      | 112        |
| Management.....                                                   | 112        |
| Marketing.....                                                    | 112        |
| Small Business Ownership.....                                     | 112        |
| Commercial Music.....                                             | 113        |
| Computer and Information Sciences - Web                           |            |
| Development.....                                                  | 113        |
| Criminal Justice.....                                             | 114        |
| Culinary Arts                                                     |            |
| Foundations of Cooking.....                                       | 114        |
| Foundations of Baking and Pastry.....                             | 115        |
| Global Cuisine.....                                               | 115        |
| Wine Studies.....                                                 | 116        |
| Vegetarian Cuisine.....                                           | 116        |
| Early Childhood Education.....                                    | 117        |
| Environmental Technology and Sustainability                       |            |
| Biological Resources.....                                         | 118        |
| Physical Resources.....                                           | 118        |
| Sustainability.....                                               | 118        |
| Fire Academy.....                                                 | 119        |
| Fire Officer.....                                                 | 119        |
| Fire Science.....                                                 | 120        |
| Medical Office Assistant: Administrative.....                     | 120        |
| Photography.....                                                  | 121        |
| Spanish.....                                                      | 121        |
| Wilderness Education.....                                         | 124        |
| <b>Non-Credit Certificate of Competency: ESL Proficiency.....</b> | <b>123</b> |
| <b>Employable Skills Certificates</b>                             |            |
| Applied Anthropology.....                                         | 125        |
| Certified Bookkeeper.....                                         | 125        |
| Commercial Music.....                                             | 125        |
| Computer and Information Sciences.....                            | 126        |
| Culinary Arts.....                                                | 126        |
| Dental Assisting and Radiology.....                               | 126        |
| Emergency Medical Technician (EMT).....                           | 126        |
| Geographic Information Systems (G.I.S.).....                      | 126        |
| Medical Office Assistant                                          |            |
| Medical Terminology.....                                          | 126        |
| Billing and Coding.....                                           | 126        |
| Personal Trainer Certification.....                               | 126        |
| Phlebotomy Training Program.....                                  | 127        |
| Photography/Digital Photography.....                              | 127        |
| Physical Therapy Aide.....                                        | 127        |
| Real Estate Salesperson.....                                      | 128        |
| Wilderness Education & Outdoor Leadership                         |            |
| Basic Mountain Guide.....                                         | 128        |
| Basic Ski Guide.....                                              | 128        |
| Climbing Instructor.....                                          | 128        |
| Sea Kayaking Guide.....                                           | 129        |
| Search and Rescue.....                                            | 129        |
| Ski or Snowboard Instructor.....                                  | 129        |
| Whitewater Rafting Guide.....                                     | 130        |
| Wilderness Medicine.....                                          | 130        |
| Wilderness Naturalist.....                                        | 130        |

# ACADEMIC COURSE CODES

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

\* Areas where a Career Technical Education (CTE) 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 Consortium for Addiction Programs and Professionals (CCAPP). The program is also certified by the California Association of Alcohol and Drug Educators (CAADE).

## *Program Learning Outcomes:*

- 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 64-66 for details.

## B. REQUIRED COURSES

**44 units distributed as follows:**

### 1. All courses from the following (40 units):

- COU 109 Introduction to Counseling (4)
- COU 120 Introduction to Substance Use Disorders (4)
- COU 121 The Physical, Chemical, and Behavioral Effects of Substance Use Disorders (4)
- COU 122 Rehabilitation and Recovery from Substance Use Disorders (4)
- COU 123 Substance Use Prevention (4)
- COU 124 Group Leadership and Process (4)
- COU 125 Counseling the Family of Addicted Persons (4)
- COU 126 Intervention and Referral Techniques (4)
- COU 127 Co-occurring Disorders (4)
- COU 128 Legal and Ethical Issues in Human Services for Counselors (4)

### 2. Select one courses from the following (4 units):

- PSY 101 General Psychology (4)
- PSY 202 Abnormal Psychology (4)
- SOC 101 Introduction to Sociology (4)

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

**NOTE:** Students wishing to meet CAADE and CCAPP certification must complete nine units of field work experience in Addiction Studies (COU 134). Prerequisites for COU 134 include COU 109, COU 120, COU 121, COU 122, COU 123, COU 124, COU 125, COU 126, COU 127, and COU 128.



# 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.

## Program Learning Outcomes:

- 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 64-66 for details.

## B. REQUIRED COURSES

**39-42 units distributed as follows:**

### 1. All courses from the following (16 units):

- ANT 101 Introduction to Archaeology (4)
- ANT 102 Cultural Anthropology (4)
- ANT 103 Physical/Biological Anthropology (4)
- ANT 108 Introduction to Language and Culture (4)

### 2. Select six courses from the following (23-26 units):

*(8 units of which must be from ANT):*

- ANT 105 Beginning Field Archaeology (2.75)
- ANT 106 Visual Anthropology (4)
- ANT 107 Magic, Witchcraft, and Religion (4)
- ANT 110 Applied Anthropology (4)
- ANT 112 Anthropology of the Unexplained (4)
- BIO 101 Principles of Biology I (5)
- BIO 149 Ecology (5)
- ENG 108 Women in Literature (4)
- GEG 102 Human Geography (4)
- GEG 103 World Regional Geography (4)
- GEG 134/CIS 135A Introduction to Geographic Information Systems (3.5)
- GEG 135 /CIS 135B Intermediate Geographic Information Systems (3.5)
- PHI 101 Introduction to Philosophy (4)
- SOC 101 Introduction to Sociology (4)
- SOC 103 Social Problems (4)
- SOC 104 Deviance (4)
- SOC 107 Race and Ethnic Relations (4)
- SOC 111 Sociology of Popular Culture (4)
- SOC 114 Gender (4)
- SPE 102 Intercultural Communication (4)

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

# ANTHROPOLOGY - TRANSFER DEGREE

The Associate in Arts in Anthropology for Transfer Degree provides students with an introduction to the four fields of anthropology - cultural, physical/biological, archaeology, and anthropological linguistics - with emphasis on the applications of the discipline to contexts of everyday life. Anthropology is a very relevant degree as it offers students a perspective for 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. Students completing this degree (ADT) are guaranteed admission to the CSU system, but not to a particular campus or major.

More information can be found on page 58. Students are strongly encouraged to see a counselor if considering this transfer option.

## *Program Learning Outcomes:*

- 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.

To obtain the Associate in Arts in Anthropology for Transfer degree, students must complete the following requirements:

1. Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education -Breadth Requirements.
  - (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0.

## **A. GENERAL EDUCATION REQUIREMENT**

See pages 65-66 for details.

## **B. REQUIRED COURSES**

**33-36 units distributed as follows:**

### **1. All courses from the following (12 units):**

- ANT 101 Introduction to Archaeology (4)
- ANT 102 Cultural Anthropology (4)
- ANT 103 Physical/Biological Anthropology (4)

### **2. Select one of the following courses (4-5 units):**

- ANT 107 Magic, Witchcraft, and Religion (4)
- ANT 108 Introduction to Language and Culture (4)
- MAT 201 Elementary Statistics (5)

### **3. Select two of the following courses (9-10 units):**

- PSY 211 Research Methods and Design (5)
- Any course not already used in B.2.

### **4. Select two from the following (8-9 units):**

- ANT 106 Visual Anthropology (4)
- ANT 110 Applied Anthropology (4)
- ANT 112 Anthropology of the Unexplained (4)
- SOC 107 Race and Ethnic Relations (4)
- SOC 111 Sociology of Popular Culture (4)
- SOC 114 Gender (4)
- Any course not already used in B.2. or B.3.

## **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.

## Program Learning Outcomes:

- 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 64-66 for details.

## B. REQUIRED COURSES

**39.25 units distributed as follows:**

### 1. All courses from the following (19.25 units):

|          |                                                |
|----------|------------------------------------------------|
| ART 101  | Art History: Prehistoric - Islamic (4)         |
| ART 102  | Art History: Medieval Europe - Renaissance (4) |
| ART 103  | Art History: Baroque - Contemporary (4)        |
| ART 118  | Color (4)                                      |
| ART 122  | Art Exhibit Production (1.25)                  |
| ART 228A | Professional Skills for Artists (2)            |

### 2. Select one course from the following (4 units):

|         |                                        |
|---------|----------------------------------------|
| ART 114 | Beginning Drawing from Observation (4) |
| ART 115 | Drawing: Wet Media (4)                 |
| ART 116 | Drawing: Concept and Image (4)         |

### 3. Select one course from the following (4 units):

|         |                              |
|---------|------------------------------|
| ART 111 | Two-Dimensional Design (4)   |
| ART 113 | Three-Dimensional Design (4) |

### 4. Minimum of 12 total units from any three of the seven areas:

|    |          |                                                 |
|----|----------|-------------------------------------------------|
| a. | ART 214  | Advanced Drawing from Observation (4)           |
|    | ART 215  | Advanced Drawing: Wet Media (4)                 |
|    | ART 216  | Advanced Drawing: Concept and Image (4)         |
|    | ART 241B | Portfolio Development: Drawing 1 (4)            |
| b. | ART 210A | Beginning Watercolor Painting (4)               |
|    | ART 210B | Advanced Watercolor Painting (4)                |
|    | ART 211  | Painting I (4)                                  |
|    | ART 212  | Painting II (4)                                 |
|    | ART 234  | Figure Painting (4)                             |
|    | ART 240A | Beginning Painting: Narrative and Symbolism (4) |
|    | ART 240A | Advanced Painting: Narrative and Symbolism (4)  |
|    | ART 241A | Portfolio Development: Painting 1 (4)           |

|    |          |                                     |
|----|----------|-------------------------------------|
| c. | ART 213  | Beginning Figure Drawing (4)        |
|    | ART 220A | Figure Sculpture I (4)              |
|    | ART 220B | Figure Sculpture II (4)             |
|    | ART 220C | Figure Sculpture III (4)            |
|    | ART 223  | Intermediate Figure Drawing (4)     |
|    | ART 224  | Portraiture (4)                     |
|    | ART 233  | Advanced Figure Drawing (4)         |
|    | ART 241C | Portfolio Development: Figure 1 (4) |

|    |          |                                    |
|----|----------|------------------------------------|
| d. | ART 221A | Beginning Relief Printmaking (4)   |
|    | ART 221B | Advanced Relief Printmaking (4)    |
|    | ART 221C | Beginning Monotype Printmaking (4) |
|    | ART 221D | Advanced Monotype Printmaking (4)  |
|    | ART 221E | Beginning Intaglio Printmaking (4) |
|    | ART 221F | Advanced Intaglio Printmaking (4)  |

|    |          |                                    |
|----|----------|------------------------------------|
| e. | ART 201A | Mixed Media Sculpture I (4)        |
|    | ART 201B | Mixed Media Sculpture II (4)       |
|    | ART 219A | Metal Sculpture I (4)              |
|    | ART 219B | Metal Sculpture II (4)             |
|    | ART 219C | Metal Sculpture III (4)            |
|    | ART 219D | Metal Sculpture IV (4)             |
|    | ART 219E | Sculpture: Metal Fabrication I (4) |

|    |          |                                    |
|----|----------|------------------------------------|
| f. | ART 142  | Black and White Photography I (4)  |
|    | ART 143  | Black and White Photography II (4) |
|    | ART 145A | Landscape Photography (A) (4)      |
|    | ART 146  | Digital Photography I (4)          |
|    | ART 147  | Photojournalism (4)                |
|    | ART 148  | Digital Photography II (4)         |
|    | ART 244  | Color Photography (4)              |
|    | ART 247  | Portrait Photography (4)           |
|    | ART 248  | Commercial Photography (4)         |

|    |          |                             |
|----|----------|-----------------------------|
| g. | ART 119A | Beginning Ceramics I (4)    |
|    | ART 120A | Intermediate Ceramics I (4) |
|    | ART 239A | Advanced Ceramics I (4)     |

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

# ART

## STUDIO ARTS - TRANSFER DEGREE

The Associates in Arts in Studio Art for Transfer 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 skills and concepts, as well as 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. Students completing the new Associate in Arts in Studio Art for Transfer degree (AA-T) are guaranteed admission to the CSU system, but not to a particular campus or major.

More information can be found on page 58. Students are strongly encouraged to see a counselor if considering this transfer option.

### *Program Learning Outcomes:*

- 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.

To obtain the Associate in Arts in Studio Arts for Transfer degree, students must complete the following requirements:

1. Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education -Breadth Requirements.
  - (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0.

### **A. GENERAL EDUCATION REQUIREMENTS**

See pages 65-66 for details.

### **B. REQUIRED COURSES**

**40 units distributed as follows:**

#### **1. All courses from the following (24 units):**

- ART 101 Art History: Prehistoric – Islamic (4)
- ART 102 Art History: Medieval Europe – Renaissance (4)
- ART 103 Art History: Baroque – Contemporary (4)
- ART 111 Two-Dimensional Design (4)
- ART 113 Three-Dimensional Design (4)
- ART 114 Beginning Drawing from Observation (4)

#### **2. Select four courses from the following (16 units):**

- ART 118 Color (4)
- ART 119A Beginning Ceramics I (4)
- ART 142 Black and White Photography I (4)
- ART 146 Digital Photography I (4)
- ART 201A Mixed Media Sculpture I (4)
- ART 211 Painting I (4)
- ART 213 Beginning Figure Drawing (4)
- ART 221A Beginning Relief Printmaking (4)
- DMA 112 Introduction to Digital Media Arts (4)

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



# ART NEW MEDIA

The Art New Media program emphasizes visual and performing arts produced in a digital environment. While all new media are intimately linked to new technology, it is essential for a designer or artist to have a strong foundation in the fundamentals of visual art, music, and computer technologies. Course work includes a wide spectrum of studies in traditional and new media fundamentals relevant to art and design.

## Program Learning Outcomes:

- Analyze design principles relevant to new media technology.
- Combine various technical skills in the field of art or music new media.
- Create visual images utilizing traditional and/or digital media.
- Synthesize concepts of modern art and music history and apply them to illustration, animation, graphic design and web design.
- Conceive visual solutions for successful visual communication.
- Critique new media works.
- Create a digital portfolio.

## A. GENERAL EDUCATION REQUIREMENTS

See pages 64-66 for details.

## B. REQUIRED COURSES

30 units distributed as follows:

### All courses from the following (30 units):

|          |                                         |
|----------|-----------------------------------------|
| ART 103  | Art History: Baroque - Contemporary (4) |
| ART 111  | Two-Dimensional Design (4)              |
| ART 118  | Color (4)                               |
| ART 135A | Digital Imaging I (4)                   |
| ART 146  | Digital Photography I (4)               |
| ART 228A | Professional Skills for Artists (2)     |
| DMA 112  | Introduction to Digital Media Arts (4)  |
| DMA 121  | Artistic Concepts for the Web (4)       |

## AREAS OF CONCENTRATION: (Choose one option)

In addition to the required core courses listed above, students seeking an Art New Media degree must select a single area of concentration from the four listed. Students must complete all required courses within the single area of concentration selected.

### 1. ART NEW MEDIA: ILLUSTRATION

#### All courses as follows (12 units):

|          |                                        |
|----------|----------------------------------------|
| ART 114  | Beginning Drawing from Observation (4) |
| ART 135B | Digital Imaging II (4)                 |
| DMA 111  | Introduction to Animation (4)          |

**TOTAL UNITS IN MAJOR (INCLUDING CORE) = 42**

### 2. ART NEW MEDIA: PHOTOGRAPHY

#### Select three courses from the following (12 units):

|          |                                   |
|----------|-----------------------------------|
| ART 135B | Digital Imaging II (4)            |
| ART 142  | Black and White Photography I (4) |
| ART 147  | Photojournalism (4)               |
| ART 148  | Digital Photography II (4)        |

**TOTAL UNITS IN MAJOR (INCLUDING CORE) = 42**

### 3. ART NEW MEDIA: VIDEO

#### All courses as follows (12 units):

|         |                                                         |
|---------|---------------------------------------------------------|
| DMA 101 | Introduction to Video Editing: YouTube to Hollywood (4) |
| DMA 102 | Intermediate Digital Video Editing (4)                  |
| DMA 103 | Film Production I (4)                                   |

**TOTAL UNITS IN MAJOR (INCLUDING CORE) = 42**

### 4. ART NEW MEDIA: AUDIO

#### All courses as follows (10.75 units):

|          |                                              |
|----------|----------------------------------------------|
| MUS 111  | Basic Music Theory I (4.75)                  |
| MUS 119A | Pro Tools 101: Pro Tools Fundamentals I (3)  |
| MUS 119B | Pro Tools 110: Pro Tools Fundamentals II (3) |
| MUS 120A | Basic Recording I (3)                        |

**TOTAL UNITS IN MAJOR (INCLUDING CORE) = 40.75**

## 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, and general 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.

## Program Learning Outcomes:

- 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 64-66 for details.

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

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

### 29 units distributed as follows:

#### All courses from the following (25 units):

|          |                                                                 |
|----------|-----------------------------------------------------------------|
| BSN 100  | Introduction to Business (4)                                    |
| BSN 101A | Business Law: Introduction to Law and Business Transactions (5) |
| BSN 102  | Business Information Processing and Systems (4)                 |
| BSN 104  | Business Communication (4)                                      |
| BSN 110A | Financial Accounting I (4)                                      |
| BSN 110B | Financial Accounting II (4)                                     |

*NOTE: Student must choose to take either (4 units):*

|         |                                               |
|---------|-----------------------------------------------|
| ECO 101 | Principles of Economics (Macro) (4) <u>or</u> |
| ECO 102 | Principles of Economics (Micro) (4)           |

## AREAS OF CONCENTRATION: (Choose one option)

In addition to the required core courses listed above, students seeking a Business degree must select a single area of concentration from the four listed. Students must complete all required courses within the single area of concentration selected.

## 1. BUSINESS: ACCOUNTING & FINANCE

### All courses as follows (16 units):

|          |                             |
|----------|-----------------------------|
| BSN 110C | Managerial Accounting (4)   |
| BSN 111  | Computerized Accounting (4) |
| BSN 115  | Business Finance (4)        |
| BSN 117  | Personal Finance (4)        |

**TOTAL UNITS IN MAJOR (INCLUDING CORE) = 45**

## 2. BUSINESS: MANAGEMENT

### All courses as follows (12 units):

|         |                               |
|---------|-------------------------------|
| BSN 120 | Human Resource Management (4) |
| BSN 122 | Organizational Behavior (4)   |
| BSN 125 | Business Management (4)       |

**TOTAL UNITS IN MAJOR (INCLUDING CORE) = 41**

## 3. BUSINESS: MARKETING

### All courses as follows (12 units):

|         |                               |
|---------|-------------------------------|
| BSN 135 | Principles of Marketing (4)   |
| BSN 136 | Principles of Advertising (4) |
| BSN 137 | Web Marketing (4)             |

**TOTAL UNITS IN MAJOR (INCLUDING CORE) = 41**

## 4. BUSINESS: GENERAL BUSINESS

### A minimum of three courses selected from the following (12-15 units):

|          |                                                                     |
|----------|---------------------------------------------------------------------|
| BSN 105  | Professional Communication (4)                                      |
| BSN 107  | Business Law: Introduction to the Legal Environment of Business (5) |
| BSN 110C | Managerial Accounting (4)                                           |
| BSN 115  | Business Finance (4)                                                |
| BSN 125  | Business Management (4)                                             |
| BSN 135  | Principles of Marketing (4)                                         |
| BSN 215  | Global Business (4)                                                 |
| ECO 101* | Principles of Economics (Macro) (4)                                 |
| ECO 102* | Principles of Economics (Micro) (4)                                 |
| MAT 118  | Calculus for Business & Social Sciences (5)                         |
| MAT 201  | Elementary Statistics (5)                                           |

*\*NOTE: Student cannot duplicate the ECO core course from Section B.*

**TOTAL UNITS IN MAJOR (INCLUDING CORE) = 41-44**

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

# BUSINESS

## BUSINESS ADMINISTRATION - TRANSFER DEGREE

The Business Administration 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 Business Administration will be able to transfer to the California State University system.

More information can be found on page 58. Students are strongly encouraged to see a counselor if considering this transfer option.

### *Program Learning Outcomes:*

- 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.

To obtain the Associate in Science in Business Administration for Transfer degree, students must complete the following requirements:

1. Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education -Breadth Requirements.
  - (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0.

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

See pages 65-66 for details.

### **B. REQUIRED COURSES**

**38-39 units distributed as follows:**

#### **1. All courses from the following (20 units):**

|          |                                     |
|----------|-------------------------------------|
| BSN 110A | Financial Accounting I (4)          |
| BSN 110B | Financial Accounting II (4)         |
| BSN 110C | Managerial Accounting (4)           |
| ECO 101  | Principles of Economics (Macro) (4) |
| ECO 102  | Principles of Economics (Micro) (4) |

#### **2. Select one of the following courses (5 units):**

|          |                                                                     |
|----------|---------------------------------------------------------------------|
| BSN 101A | Business Law: Introduction to Law and Business Transactions (5)     |
| BSN 107  | Business Law: Introduction to the Legal Environment of Business (5) |

#### **3. Select one of the following courses (5 units):**

|         |                                               |
|---------|-----------------------------------------------|
| MAT 118 | Calculus for Business and Social Sciences (5) |
| MAT 201 | Elementary Statistics (5)                     |

#### **4. Select two of the following courses (8-9 units):**

|                                   |                                                 |
|-----------------------------------|-------------------------------------------------|
| BSN 100                           | Introduction to Business (4)                    |
| BSN 102                           | Business Information Processing and Systems (4) |
| Any course not selected from B.3. |                                                 |

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

# COMMERCIAL MUSIC

The Commercial Music degree is designed to provide a core of historical, conceptual and technical experiences that will prepare a developing musician for career opportunities in the field of Commercial Music. Included in the degree is an Avid Pro Tools® User Certificate. Typical career paths may include recording engineer, live sound reinforcement, music and post production audio, digital media/internet audio, and performing and/or recording artist.

## *Program Learning Outcomes:*

- Demonstrate an understanding of the history of contemporary popular music.
- Demonstrate an understanding of the basic fundamentals of music theory.
- Complete the Pro Tools User Certification Exam.
- Demonstrate appropriate technical and musical skills in their major instrument.

## **A. GENERAL EDUCATION REQUIREMENTS**

See pages 64-66 for details.

## **B. REQUIRED COURSES**

**40.25-41.75 units distributed as follows:**

### **1. All courses from the following (24.25 units):**

|          |                                              |
|----------|----------------------------------------------|
| MUS 104B | History of Rock Music (4)                    |
| MUS 111  | Basic Music Theory I (4.75)                  |
| MUS 112  | Basic Music Theory II (4.75)                 |
| MUS 113  | Basic Music Theory III (4.75)                |
| MUS 119A | Pro Tools 101: Pro Tools Fundamentals I (3)  |
| MUS 119B | Pro Tools 110: Pro Tools Fundamentals II (3) |

### **2. Music History Electives:**

**One course selected from the following (4 units):**

|          |                        |
|----------|------------------------|
| MUS 104C | Music of the World (4) |
| MUS 104E | The Beatles (4)        |
| MUS 104F | History of Jazz (4)    |

### **3. Performance Electives:**

*Note: Each course can only be counted once towards performance electives.*

**A minimum of 8 units selected from the following:**

|          |                                  |
|----------|----------------------------------|
| MUS 116A | Drumset (2)                      |
| MUS 116B | Hand Drumming and Percussion (2) |
| MUS 116C | Guitar (2)                       |
| MUS 116D | Piano (2.75)                     |
| MUS 116E | Voice (2)                        |

### **4. Ensemble Electives:**

**A minimum of 4 units selected from the following:**

|          |                                   |
|----------|-----------------------------------|
| MUS 116F | Voice: Broadway/Pop Styles (2)    |
| MUS 141B | College Chorus B (1.75)           |
| MUS 141C | College Chorus C (1.5)            |
| MUS 248A | Beginning Rock Ensemble (2)       |
| MUS 248B | Intermediate Rock Ensemble (2.75) |

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



# COMPUTER AND INFORMATION SCIENCES - WEB DEVELOPMENT

The Web Development degree is designed to prepare students to begin developing web sites as a professional. The curriculum provides a balanced foundation in 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. Emphasis is placed on understanding and practicing the entire web development process, from start to finish.

## *Program Learning Outcomes:*

- 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.

## **A. GENERAL EDUCATION REQUIREMENTS**

See pages 64-66 for details.

## **B. REQUIRED COURSES**

### **31 units distributed as follows:**

#### **1. All courses from the following (27 units):**

- CIS 100 Web Publishing Using Authoring Software (4)
- CIS 101 Graphics for the Web (4)
- CIS 102 Animation for the Web (4)
- CIS 112 Web Publishing Using HTML and CSS (4)
- CIS 113 Client-Side Scripting for the Web (4)
- CIS 114 Data-Driven Web Sites (4)
- CIS 115 Current Technologies in Web Development (3)

#### **2. One course selected from the following (4 units):**

- ART 111 Two-Dimensional Design (4)
- DMA 121 Artistic Concepts for the Web (4)

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

# CRIMINAL JUSTICE

**C**riminal Justice is the study of the causes, consequences and control of crime. The program leading to the Criminal Justice Associate in Art (AA) 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 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 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.

## *Program Learning Outcomes:*

- 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. GENERAL EDUCATION REQUIREMENTS**

See pages 64-66 for details.

## **B. REQUIRED COURSES**

**28-29 units distributed as follows:**

### **1. All courses from the following (8 units):**

- CRJ 101 Introduction to Criminal Justice (4)
- CRJ 102 Criminal Law (4)

### **2. Three courses selected from the following (12 units):**

- CRJ 103 Introduction to Evidence (4)
- CRJ 104 Criminal Court Process (4)
- CRJ 105 Cultural Diversity in Criminal Justice (4)
- CRJ 108 Juvenile Law and Procedures (4)
- CRJ 110 Introduction to Corrections (4)
- CRJ 112 Introduction to Investigation (4)

### **3. Two courses selected from the following (8-9 units):**

- MAT 201 Elementary Statistics (5)
- PSY 101 General Psychology (4)
- SOC 101 Introduction to Sociology (4)

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

# CRIMINAL JUSTICE ADMINISTRATION OF JUSTICE - TRANSFER DEGREE

The Administration of Justice Associate in 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 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 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. Students completing the Administration of Justice for Transfer 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.

More information can be found on page 58. Students are strongly encouraged to see a counselor if considering this transfer option.

## *Program Learning Outcomes:*

- 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.

To obtain the Associate in Science in Administration of Justice for Transfer degree, students must complete the following requirements:

1. Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education -Breadth Requirements.
  - (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0.

## **A. GENERAL EDUCATION REQUIREMENTS**

See pages 65-66 for details.

## **B. REQUIRED COURSES**

**28-29 units distributed as follows:**

1. **All courses from the following (8 units):**
  - CRJ 101 Introduction to Criminal Justice (4)
  - CRJ 102 Criminal Law (4)
2. **Three courses selected from the following (12 units):**
  - CRJ 103 Introduction to Evidence (4)
  - CRJ 104 Criminal Court Process (4)
  - CRJ 105 Cultural Diversity in Criminal Justice (4)
  - CRJ 108 Juvenile Law and Procedures (4)
  - CRJ 110 Introduction to Corrections (4)
  - CRJ 112 Introduction to Investigation (4)
3. **Two courses selected from the following (8-9 units):**
  - MAT 201 Elementary Statistics (5)
  - PSY 101 General Psychology (4)
  - SOC 101 Introduction to Sociology (4)

## **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.

## Program Learning Outcomes:

- 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 64-66 for details.

## B. REQUIRED COURSES

26.75 - 30.5 units distributed as follows:

### 1. All courses as follows (23.5 units):

|          |                                                                     |
|----------|---------------------------------------------------------------------|
| CUL 101  | Introduction to the Culinary Arts Profession (2.5)                  |
| CUL 102  | Principles and Practices of Basic Food Preparation (4.5)            |
| CUL 104  | Principles and Practices of Baking and Pastry Arts (4)              |
| CUL 106  | Principles and Practices of Intermediate Food Preparation (4.5)     |
| CUL 114  | Principles and Practices of Intermediate Baking and Pastry Arts (4) |
| CUL 164A | Vegetarian Cuisine (1)                                              |
| CUL 165  | A Passion for Chocolate (.5)                                        |
| CUL 168A | Cake Decorating I (.5)                                              |
| CUL 172D | French Regional Cuisine (.75)                                       |
| CUL 172F | The Food and Cooking of China (1.25)                                |

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

#### a. A minimum of 1.25 units selected from the following:

|          |                                                      |
|----------|------------------------------------------------------|
| CUL 120  | Introduction to Wine (4)                             |
| CUL 162A | Simply Appetizers (.5)                               |
| CUL 162B | Cooking of the Fall: Soups, Stews, and Chilies (.75) |
| CUL 162C | Soups for All Seasons (.5)                           |
| CUL 162D | The Art of Slow Cooking (1)                          |
| CUL 169A | The Fine Art of Sushi Making I (.75)                 |
| CUL 169B | The Fine Art of Sushi Making II (.75)                |
| CUL 169C | Exploring the World of Pizza (.5)                    |
| CUL 171  | The Art and Science of Sauces and Saucemaking (.5)   |
| CUL 172A | Middle Eastern Cuisine (.75)                         |
| CUL 172B | The Cuisine of India (.75)                           |
| CUL 172C | Mexican Regional Cuisine (.75)                       |
| CUL 226  | Food and Wine (4)                                    |

### b. A minimum of 2 units selected from the following:

|          |                                                                     |
|----------|---------------------------------------------------------------------|
| CUL 163A | Home Comfort Desserts (.5)                                          |
| CUL 163C | Restaurant-Style Desserts (.75)                                     |
| CUL 163D | The Art of Baking Bread( 1.25)                                      |
| CUL 163E | Making a Gingerbread House (.5)                                     |
| CUL 163F | Cookie Mastery (.75)                                                |
| CUL 163G | Breakfast Breads and Pastries (.75)                                 |
| CUL 163H | International Breads, Pastries, Candies, and Desserts (1.5)         |
| CUL 163J | Cakes, Tortes, Fillings, and Icings (1)                             |
| CUL 163K | The Essential Flatbreads: Naan, Injera, Tortillas, and More (1)     |
| CUL 163L | Pies, Tart, and Galettes (.75)                                      |
| CUL 166  | Summer Foods: Salads, Cold Soups, Grilling, and Fruit Desserts (.5) |
| CUL 172E | Italian Regional Cuisine (1)                                        |
| CUL 172G | Contrasts in Flavor: Vietnamese and Thai Cooking (1)                |

### 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.

## Program Learning Outcomes:

- 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 64-66 for details.

## B. REQUIRED COURSES

40 units distributed as follows:

### 1. All courses from the following (32 units):

- ECE 100 Health, Safety, and Nutrition for Young Children (4)
- ECE 101 Principles and Practices of Teaching Young Children (4)
- ECE 102/PSY 102 Child and Adolescent Growth and Development (4)
- ECE 103 Child, Family, and Community (4)
- ECE 110 Introduction to Curriculum (4)
- ECE 124 Observation and Assessment (4)
- ECE 126 Teaching in a Diverse Society (4)
- ECE 202 Practicum in Early Childhood Programs: Field Experience (4)

### 2. Two courses selected from the following (8 units):

- ECE 109 Language and Literacy for Young Children (4)
- ECE 120 Creative Experiences for Young Children (4)
- ECE 121 Math and Science Experiences for Young Children (4)
- ECE 125 Positive Child Guidance (4)
- ECE 127 Infants and Toddlers: Development and Care (4)
- ECE 129 The Exceptional Child (4)
- ECE 203 Administration I: Programs in Early Childhood Education (4)
- ECE 204 Administration II: Personnel and Leadership in Early Childhood Education (4)
- ECE 205 Administration III: Adult Supervision and Mentoring in Early Care Education (4)

## 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, 129, 205

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, 204, and 205

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 x225



# EARLY CHILDHOOD EDUCATION - TRANSFER DEGREE

The Early Childhood Education for Transfer 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. There are two degrees offered to meet various student needs: The Associate in Arts degree and the Associate in Science for Transfer (AS-T). The Early Childhood Education AS-T is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing this degree (AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major.

More information can be found on page 58. Students are strongly encouraged to see a counselor if considering this transfer option.

## *Program Learning Outcomes:*

- 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.

To obtain the Associate in Science in Early Childhood Education for Transfer degree, students must complete the following:

1. Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education -Breadth Requirements.
  - (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0.

## **A. GENERAL EDUCATION REQUIREMENTS**

See pages 65-66 for details.

## **B. REQUIRED COURSES**

**32 units distributed as follows:**

### **All courses from the following (32 units):**

- |                 |                                                             |
|-----------------|-------------------------------------------------------------|
| ECE 100         | Health, Safety, and Nutrition for Young Children (4)        |
| ECE 101         | Principles and Practices of Teaching Young Children (4)     |
| ECE 102/PSY 102 | Child and Adolescent Growth and Development (4)             |
| ECE 103         | Child, Family, and Community (4)                            |
| ECE 110         | Introduction to Curriculum (4)                              |
| ECE 124         | Observation and Assessment (4)                              |
| ECE 126         | Teaching in a Diverse Society (4)                           |
| ECE 202         | Practicum in Early Childhood Programs: Field Experience (4) |

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

# ELEMENTARY TEACHER EDUCATION - TRANSFER DEGREE

The goals of this Associate in Arts in Elementary Teacher Education for Transfer Degree (AA-T in Elementary Teacher Education/Elementary Teacher Education AA-T) are to provide a clearly articulated curricular track for students who wish to transfer to a CSU campus, serve the diverse needs of students interested in the breadth and depth of the field of Elementary Teacher Education, expose students to the core principles and practices of a liberal studies curriculum in order to build a foundation for their future personal, academic, or professional paths, and give students a foundation that is appropriate for entry into advanced study in teacher preparation. With an advanced degree, such as a baccalaureate, the Elementary Teacher Education AA-T program will prepare students for possible career opportunities as a credentialed teacher grades K-12. Careers related to this field include public or private instructional assistant or classroom aide (grades K-8), private tutor, publishing and textbook salesperson, and curriculum and test developer.

More information can be found on page 58. Students are strongly encouraged to see a counselor if considering this transfer option.

## Program Learning Outcomes:

- Apply the scientific method using inquiry, data collection, quantitative reasoning, and basic mathematical concepts to analyze results.
- Assess teaching practices and learning conditions through application of child development theories.
- Evaluate attitudes, actions, and behaviors indicative of a professional educator.
- Apply analytical reading and writing, research, and critical thinking essential for completing assigned tasks.
- Explain relationships and interactions between humans and the earth.
- Apply knowledge of world history and cultures to identify the values of a culture and work with others of diverse cultures.
- Present information effectively to an intended audience.

To obtain the Associate in Arts in Elementary Teacher Education for Transfer degree, students must complete the following requirements:

1. Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
  - (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0.

## A. GENERAL EDUCATION REQUIREMENTS

See pages 65-66 for details.

## B. REQUIRED COURSES

**75.25 units distributed as follows:**

### 1. All courses from the following (66.25 units):

|                 |                                                                                    |
|-----------------|------------------------------------------------------------------------------------|
| BIO 110         | Introduction to Cell and Molecular Biology (5)                                     |
| ECE 102/PSY 102 | Child and Adolescent Growth and Development (4)                                    |
| EDU 100         | Introduction to Elementary Classroom Teaching (5.25)                               |
| ENG 101         | Reading and Compositions (5)                                                       |
| ENG 102         | Introduction to Literature (4)                                                     |
| GEG 103         | World Regional Geography (4)                                                       |
| GEL 114         | Introduction to Earth Sciences (5)                                                 |
| HIS 111         | History of the United States from the Colonial Period Through The 18th Century (4) |
| HIS 112         | History of the United States in the 19th Century (4)                               |
| HIS 127A        | History of World Civilizations to 1000 (4)                                         |
| HIS 127B        | History of World Civilizations from 1000 to 1800 (4)                               |

|         |                                                      |
|---------|------------------------------------------------------|
| MAT 109 | Mathematics for Elementary Education (5)             |
| PHS 102 | Survey of Concepts in Chemistry and Physics (5)      |
| POL 101 | Introduction to American Government and Politics (4) |
| SPE 101 | Public Speaking (4)                                  |

### 2. Select the following course (5 units):

|         |                                                    |
|---------|----------------------------------------------------|
| ENG 103 | Critical Reasoning: Writing the Research Paper (5) |
|---------|----------------------------------------------------|

### 3. Select one of the following courses (4 units):

|         |                             |
|---------|-----------------------------|
| MUS 101 | Music Appreciation (4)      |
| THE 101 | Introduction to Theatre (4) |

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

# ENGLISH - TRANSFER DEGREE

The English AA-T 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 English degree 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.

In addition to providing students with knowledge in the field of English language and literature, students completing the AA-T degree in English will be able to transfer to the California State University system.

More information can be found on page 58. Students are strongly encouraged to see a counselor if considering this transfer option.

## Program Learning Outcomes:

- 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.

To obtain the Associate in Arts in English for Transfer degree, students must complete the following requirements:

1. Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
  - (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0.

## A. GENERAL EDUCATION REQUIREMENTS

See pages 65-66 for details.

## B. REQUIRED COURSES

**33 units distributed as follows:**

### 1. Both courses from the following (9 units):

- ENG 102 Introduction to Literature (4)  
ENG 103 Critical Reasoning: Writing the Research Paper (5)

### 2. Select three of the following (12 units):

- ENG 200 Masterpieces of the Ancient and Medieval Worlds (4)  
ENG 201 Masterpieces of the Renaissance and Modern World (4)  
ENG 202 Masterpieces of the Modern World (4)  
ENG 212 English Literature I: From Beowulf's Monsters to Milton's Paradise (4)  
ENG 213 English Literature II: From Swift's Satire to the Passions of the Romantics (4)  
ENG 214 English Literature III: Victorian Values and Modern Masterpieces (4)  
ENG 215 American Literature I: Beginnings - 1820 (4)  
ENG 216 American Literature II: 1820 - 1914 (4)  
ENG 217 American Literature III: 1914 - Present (4)

### 3. Select one of the following (4 units):

- ENG 207 Introduction to Creative Writing (4)  
ENG 208A Fiction Writing (4)  
ENG 209 Creative Writing: Poetry (4)  
ENG 211 Creative Nonfiction (4)  
Any course not already selected in Area B.2.

### 4. Select two of the following (8 units):

- ENG 108 Women in Literature (4)  
ENG 113 Introduction to Shakespeare (4)  
ENG 205 Introduction to Poetry (4)  
ENG 206 The Short Story (4)  
ENG 218 Literature into Film (4)  
ENG 221 Literature of Nature (4)  
Any course not already selected in Area B.2. or B.3.

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

# ENVIRONMENTAL TECHNOLOGY AND SUSTAINABILITY

The Environmental Technology and Sustainability degree program is an interdisciplinary course of study that provides students with an introduction to environmental components, processes, and issues. The core areas covered by the degree are environmental science, biology, physical and earth sciences, and sustainability. Students pursuing this major have the option of exploring diverse fields in environmental management and restoration, natural resources conservation, and sustainability. Many of the courses emphasize exploration and study of the Lake Tahoe Basin and the surrounding areas, a natural lab of outstanding beauty and richness.

## Program Learning Outcomes:

- Apply the scientific method to analyze organisms, structures, processes, and issues associated with local, regional, national, and global environments.
- Dissect, model, and communicate the complexity of the natural environment into its component interconnected systems.

## A. GENERAL EDUCATION REQUIREMENTS

See pages 64-66 for details.

## B. REQUIRED COURSES :

The following core courses are required of all Environmental Technology and Sustainability degree students (18 units).

### All courses as follows (11.5 units):

|         |                                                                      |
|---------|----------------------------------------------------------------------|
| EVS 102 | Environmental Science: System Dynamics (4)                           |
| EVS 103 | Environmental Science: Human Impacts (4)                             |
| EVS 104 | Environmental Technology and Sustainability Laboratory Methods (1.5) |
| EVS 105 | Environmental Technology and Sustainability Field Methods (2)        |

### A minimum of 3 units of Occupational Work Experience:

|         |                                         |
|---------|-----------------------------------------|
| EVS 133 | Internship Occupational Work Experience |
|---------|-----------------------------------------|

### Select one course from the following (minimum 3.5 units):

|                  |                                                      |
|------------------|------------------------------------------------------|
| CHM 100          | Introduction to General Chemistry (5)                |
| CHM 101          | General Chemistry (5.75)                             |
| CIS 135A/GEG 134 | Introduction to Geographic Information Systems (3.5) |
| MAT 201          | Elementary Statistics (5)                            |

## AREAS OF CONCENTRATION: (Choose one option)

In addition to the required core courses listed above, students seeking an Environmental Technology and Sustainable degree must select a single area of concentration from the three listed. Students must complete all required courses within the single area of concentration selected.

## 1. ETS: BIOLOGICAL RESOURCES

### A minimum of 10 units distributed as follows:

#### The following course (5 units):

|         |                                              |
|---------|----------------------------------------------|
| BIO 111 | Introduction to Plant and Animal Biology (5) |
|---------|----------------------------------------------|

#### Select a minimum 5 units from the following:

|          |                                       |
|----------|---------------------------------------|
| BIO 112  | Systems Biology (5)                   |
| BIO 113  | Field Methods in Wildlife Ecology (4) |
| BIO 141A | Birds of the Lake Tahoe Basin (1.25)  |
| BIO 149  | Ecology (5)                           |
| BIO 201  | Botany (5)                            |
| BIO 212  | Zoology (5)                           |

**TOTAL UNITS IN MAJOR (INCLUDING CORE) = 28**

## 2. ETS: PHYSICAL RESOURCES

### A minimum of 10 units distributed as follows:

#### Select a minimum 5 units from the following:

|         |                        |
|---------|------------------------|
| GEG 101 | Physical Geography (5) |
| GEL 102 | Physical Geology (5)   |

#### Select a minimum 5 units from the following (not already used above):

|         |                                                     |
|---------|-----------------------------------------------------|
| GEG 101 | Physical Geography (5)                              |
| GEG 106 | California Geography (4)                            |
| GEG 107 | Water Quality Monitoring of Streams and Lakes (2.5) |
| GEG 108 | Water Resources (4)                                 |
| GEG 113 | Meteorology (4)                                     |
| GEG 114 | Economic Geography (4)                              |
| GEL 101 | Geology of California (4)                           |
| GEL 102 | Physical Geology (5)                                |
| GEL 103 | History of Earth and its Life (5)                   |
| GEL 107 | Geology of the Eastern Sierra (1.25)                |
| GEL 110 | Geology of the National Parks and Monuments (4)     |
| GSE 110 | History of Taming Water in the West (2.25)          |

**TOTAL UNITS IN MAJOR (INCLUDING CORE) = 28**

## 3. ETS: SUSTAINABILITY

### A minimum of 10 units distributed as follows:

#### Select a minimum 5 units from the following:

|         |                                        |
|---------|----------------------------------------|
| EVS 110 | California Naturalist Program (4.5)    |
| GSE 101 | Introduction to Sustainability (2.25)  |
| GSE 103 | Lake Tahoe Issues and Agencies (3)     |
| GSE 107 | Energy, Society and Sustainability (5) |

#### Select a minimum 5 units from the following (not already used above):

|         |                                                                            |
|---------|----------------------------------------------------------------------------|
| BIO 149 | Ecology (5)                                                                |
| GEG 107 | Water Quality Monitoring of Streams and Lakes (2.5)                        |
| GSE 101 | Introduction to Sustainability (2.25)                                      |
| GSE 103 | Lake Tahoe Issues and Agencies (3)                                         |
| GSE 105 | Introduction to Green Business (3.25)                                      |
| GSE 107 | Energy, Society and Sustainability (5)                                     |
| GSE 110 | History of Taming Water in the West (2.25)                                 |
| GSE 115 | Introduction to Geotourism (3.25)                                          |
| GSE 120 | Residential and Small Business Energy Auditing (3.5)                       |
| GSE 126 | Introduction to Solar Energy: Thermal, Photovoltaic, Passive Design (3.25) |
| WLD 100 | Foundations of Recreation Land Management (3)                              |

**TOTAL UNITS IN MAJOR (INCLUDING CORE) = 28**

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

# FIRE ACADEMY

The Lake Tahoe Basin Fire Academy is an Accredited Regional Training Program through the California State Fire Marshal and the State Board of Fire Services

The Fire Academy degree program prepares students for entry-level employment in the fire service and augments the existing Fire Academy certificate. Coursework includes FIR170A - Lake Tahoe Basin Fire Academy, Part 1, FIR170B - Lake Tahoe Basin Fire Academy, Part 2, FIR170C - Lake Tahoe Basin Fire Academy, Part 3, and HEA140C – Emergency Medical Technician (EMT). Topics include but are not limited to: fire service organization, firefighter safety, tools and equipment, fire prevention, incident management systems, wildland firefighting, fire suppression techniques, and pre-hospital emergency medical skills.

Students successfully completing the program and meeting additional industry specific requirements are eligible for California State Fire Marshal certification as a Firefighter I and National Registry certification as an EMT. The curriculum may also academically prepare the student for transfer to a 4-year university to complete a Baccalaureate degree program. All courses must be completed with a grade of B or better. Please consult with your counselor for specific transfer requirements. Lake Tahoe Community College is an Accredited Regional Training Program through the California State Fire Marshal and the State Board of Fire Services.

The Fire Academy degree program follows California State Fire Marshal Firefighter I curriculum standards and the National Fire Protection's (NFPA) Standard 1001, Standard for Firefighter Professional Qualifications. This standard is recognized across the United States as the professional qualification standard for all firefighters. Additionally, the EMT portion of the program is approved by the El Dorado County EMS Agency and is recognized throughout the State of California. Successful completion of HEA140C allows students to take the EMT National Registry Exam.

Instructional areas include 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, physical conditioning, and administering treatment within the scope of a first responder.

The Fire Academy courses are sequential and must be taken in order. Students must successfully complete Lake Tahoe Basin Fire Academy, Part 1 (FIR170A) with a grade B or better to enroll in Lake Tahoe Basin Fire Academy, Part 2 (FIR170B). Students must successfully complete Lake Tahoe Basin Fire Academy, Part 2 (FIR170B) with a grade B or better to enroll in Lake Tahoe Basin Fire Academy, Part 3 (FIR170C). Emergency Medical Technician (HEA140C) may be taken at any time and is offered independent of the Fire Academy courses.

Note: In order to be certified by the California State Fire Marshal as a Firefighter I students must have six months of experience as a full-time, paid firefighter or one year experience as a volunteer/part-time firefighter. Fire Academy courses are physically demanding and a health clearance is required. When appropriate, students receive invoices in classes to cover the cost of successful completion of individual certifications through the California State Fire Marshal (estimated at \$100). Students wishing to be certified as EMTs by the state and county are required to pay an \$100 certification fee, a Department of Justice/FBI livescan fee of \$100, and a National Registry of EMT certification fee of \$80 (all payable to external agencies). In order to be eligible to take the National Registry Exam for EMTs, students must obtain a grade of B or better in HEA140C.

## *Program Learning Outcomes:*

- Demonstrate effective and safe operation of fire service tools and equipment.
- Identify and properly use various fire appliances and nozzles, and demonstrate effective hose rolling techniques.
- Identify, maintain and utilize various types of ladders used in the fire service.
- Demonstrate proficiency in the donning and doffing of self-contained breathing apparatus.
- Identify various forcible entry tools and describe their use.
- Operate within the Incident Command System (ICS).
- Apply appropriate critical thinking and skills in the assessment of illness and/or injury of a person involved in an emergency situation and apply emergency treatment principles and techniques.

## **A. GENERAL EDUCATION REQUIREMENT**

See pages 64-66 for details.

## **B. REQUIRED COURSES**

### **All courses from the following (46.75 units):**

|          |                                            |
|----------|--------------------------------------------|
| FIR 170A | Lake Tahoe Basin Fire Academy, Part 1 (12) |
| FIR 170B | Lake Tahoe Basin Fire Academy, Part 2 (12) |
| FIR 170C | Lake Tahoe Basin Fire Academy, Part 3 (12) |
| HEA 140C | Emergency Medical Technician (EMT) (10.75) |

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



# FIRE OFFICER

The Lake Tahoe Basin Fire Academy is an Accredited Regional Training Program through the California State Fire Marshal and the State Board of Fire Services

The Fire Officer degree prepares students for supervisory-level careers in the fire service and training opportunities for employed and volunteer firefighters. Coursework includes: Human Resource Management, Instructional Methodology and Development, All-Risk Command and Wildland Operations, General Administrative Functions, Fire Inspections and Investigations, Budget and Fiscal Responsibilities, and Emergency Service Delivery Response

Students successfully completing the necessary coursework and meeting additional industry-specific requirements are eligible for California State Fire Marshal certification as a Fire Officer. Students must complete all summative tests with a minimum score of 80%.

This program follows the Chief Fire Officer National Fire Protection Association (NFPA) 1021 Standard for Fire Officer Professional Qualifications (2014), National Fire Protection Association (NFPA) 1051 Standard for Wildland Fire Fighter Professional Qualifications (2012), and National Fire Protection Association (NFPA) 1041 Standard for Fire Instructor Professional Qualifications (2012) to provide the qualifications for State Fire Training's Fire Officer Certification.

Note: In order to be certified by the State Board of Fire Services as a Fire Officer, students must have a minimum of five years full-time paid or ten years volunteer or part-time paid experience in a Recognized Fire Agency in California as a fire fighter performing suppression duties and at least two years of experience must be at the officer level (Lieutenant or higher) and be an Office of the State Fire Marshal (OSFM) certified Fire Officer, or Office of the State Fire Marshal (OSFM) certified Company Officer and possess, at a minimum, an associate's degree (any major) or higher from an accredited post-secondary institution.

## *Program Learning Outcomes:*

- Prepare for and pass all required certification training standards included in the Certification Task Book in the Chief Fire Officer California Training Standard Guide (November 2014), which is based on National Fire Protection Association (NFPA) 1021 Standard for Fire Officer Professional Qualifications (2014), National Fire Protection Association (NFPA) 1051 Standard for Wildland Fire Fighter Professional Qualifications (2012), and National Fire Protection Association (NFPA) 1041 Standard for Fire Instructor Professional Qualifications (2012).

## **A. GENERAL EDUCATION REQUIREMENT**

See pages 64-66 for details.

## **B. REQUIRED COURSES**

**All courses from the following (27 units):**

|          |                                                                 |
|----------|-----------------------------------------------------------------|
| FIR 172D | Instructor I: Instructional Methodology (2.5)                   |
| FIR 172E | Instructor II: Instructional Development (2.5)                  |
| FIR 181A | Company Officer 2A: Human Resource Management (3.5)             |
| FIR 181B | Company Officer 2B: General Administrative Functions (2)        |
| FIR 181C | Company Officer 2C: Fire Inspections and Investigations (3.5)   |
| FIR 181D | Company Officer 2D: All-Risk Command Operations (2.5)           |
| FIR 181E | Company Officer 2E: Wildland Incident Operations (2.5)          |
| FIR 182A | Chief Fire Officer 3A: Human Resource Management (2.5)          |
| FIR 182B | Chief Fire Officer 3B: Budget and Fiscal Responsibilities (1.5) |
| FIR 182C | Chief Fire Officer 3C: General Administrative Functions (2)     |
| FIR 182D | Chief Fire Officer 3D: Emergency Service Delivery Response (2)  |

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

# FIRE SCIENCE

The Lake Tahoe Basin Fire Academy is an Accredited Regional Training Program through the California State Fire Marshal and the State Board of Fire Services

The Fire Science 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 Fire Science 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 Higher Education (FESHE) Model.

## *Program Learning Outcomes:*

- 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 64-66 for details.

## **B. REQUIRED COURSES**

**31.5 – 34.75 units distributed as follows:**

### **1. All courses from the following (24 units):**

|         |                                                                   |
|---------|-------------------------------------------------------------------|
| FIR 101 | Fire Protection Organization (4)                                  |
| FIR 102 | Fundamentals of Fire Prevention (4)                               |
| FIR 103 | Fire Protection Equipment and Systems (4)                         |
| FIR 104 | Building Construction for Fire Protection (4)                     |
| FIR 105 | Fire Behavior and Combustion (4)                                  |
| FIR 106 | Principles of Fire and Emergency Services Safety and Survival (4) |

### **2. Choose a minimum of 7.5 units selected from the following:**

|          |                                                                                                       |
|----------|-------------------------------------------------------------------------------------------------------|
| FIR 153  | Fire Hydraulics (4)                                                                                   |
| FIR 167  | Wildland Fire Safety and Hand Crew Operations: Basic Wildland Firefighter (L-180, S-130, S-190) (3.5) |
| HEA 140C | Emergency Medical Technician (EMT) (10.75)                                                            |

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

# GEOGRAPHY - TRANSFER DEGREE

The Associate in Arts for Transfer in Geography Degree provides students with an introduction to the field of Geography. In addition, students will gain a broader understanding of their social and physical environment and the interconnectedness between it and other disciplines.

The Geography AA-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 AA-T degree in Geography will be able to transfer to the California State University system.

More information can be found on page 58. Students are strongly encouraged to see a counselor if considering this transfer option.

## *Program Learning Outcomes:*

Demonstrate familiarity with major concepts, theoretical perspectives, empirical findings, and historical trends in geography.

Evaluate how human activities are not only influenced by the physical world, but also how these activities influence our natural environment.

Communicate the complexity of society and the natural environment into its component interconnected systems.

To obtain the Associate in Arts in Geography for Transfer degree, students must complete the following requirements:

1. Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
  - (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0.

## **A. GENERAL EDUCATION REQUIREMENTS**

See pages 65-66 for details.

## **B. REQUIRED COURSES**

**28-30 units distributed as follows:**

### **1. Both courses from the following (9 units):**

- GEG 101 Physical Geography (5)
- GEG 102 Human Geography (4)

### **2. Select three of the following courses (11.5-12 units):**

- GEG 103 World Regional Geography (4)
- GEG 106 California Geography (4)
- GEG 113 Meteorology (4)
- GEG 134/CIS 135A Introduction to Geographic Information Systems (3.5)

### **3. Select two of the following courses (7.5-9 units):**

- ANT 102 Cultural Anthropology (4)
  - GEG 108 Water Resources (4)
  - GEG 114 Economic Geography (4)
  - GEG 135/CIS 135B Intermediate Geographic Information Systems (3.5)
  - GEL 102 Physical Geology (5)
- Any course not already selected in Area B.2.

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

# GEOLOGY - TRANSFER DEGREE

The Associate in Science for Transfer degree in Geology 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 Geology will be able to transfer to the California State University system.

This program leading to the AS-T degree provides students with general background knowledge in the field of Geology and they will gain a broader understanding of their physical environment and the interconnectedness between it and other disciplines.

More information can be found on page 58. Students are strongly encouraged to see a counselor if considering this transfer option.

## *Program Learning Outcomes:*

- Demonstrate familiarity with major concepts, theoretical perspectives, empirical findings, and historical trends.
- Apply the scientific method to analyze geologic structures, processes and issues on a local, regional, national and/or global level.
- Communicate the complexity of the natural environment into its component interconnected systems.

To obtain the Associate in Arts in Geology for Transfer degree, students must complete the following requirements:

1. Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
  - (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0.

## **A. GENERAL EDUCATION REQUIREMENT**

See pages 65-66 for details.

## **B. REQUIRED COURSES**

**All courses from the following (42.25 units):**

|         |                                               |
|---------|-----------------------------------------------|
| CHM 101 | General Chemistry I (5.75)                    |
| CHM 102 | General Chemistry II (5.75)                   |
| CHM 103 | General Chemistry III (5.75)                  |
| GEL 102 | Physical Geology (5)                          |
| GEL 103 | History of Earth and its Life (5)             |
| MAT 105 | Calculus and Analytic Geometry (Part I) (5)   |
| MAT 106 | Calculus and Analytic Geometry (Part II) (5)  |
| MAT 107 | Calculus and Analytic Geometry (Part III) (5) |

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

# KINESIOLOGY - TRANSFER DEGREE

The Associate in Arts for Transfer (AA-T) in Kinesiology is the scientific study of the anatomical, physiological, mechanical, and psychological mechanisms of human movement. Applications of kinesiology to human health include biomechanics, motor learning, exercise physiology; strength and conditioning; sport psychology; methods of rehabilitation and sport and exercise. Individuals who have earned degrees in kinesiology can work in research, the fitness industry, clinical settings, and in industrial environments. The Kinesiology degree offers students major preparation for transfer. Students completing this degree (ADT) are guaranteed admission to the CSU system, but not to a particular campus or major.

More information can be found on page 58. Students are strongly encouraged to see a counselor if considering this transfer option.

*Program Learning Outcomes for these majors are:*

- Describe foundational anatomical, biomechanical, and physiological basis for human movement.
- Describe the behavioral, historical, psycho-social and philosophical aspects of human movement.
- Apply the principles and practices that promote lifelong physical fitness and wellness.
- Identify career opportunities within the fields of physical education, kinesiology, fitness, sport, and wellness.

To obtain the Associate in Arts for Transfer degree in Kinesiology, students must complete the following requirements:

1. Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education –Breadth Requirements.
  - (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0.

## A. GENERAL EDUCATION REQUIREMENTS

See pages 65-66 for details.

## B. REQUIRED COURSES

**32.5-34.5 units distributed as follows:**

### 1. All courses from the following (19 units):

- |         |                                      |
|---------|--------------------------------------|
| BIO 203 | Human Anatomy and Physiology I (5)   |
| BIO 204 | Human Anatomy and Physiology II (5)  |
| BIO 205 | Human Anatomy and Physiology III (5) |
| PET 104 | Introduction to Kinesiology (4)      |

### 2. Select a maximum of one course from Fitness, one course from Individual Sports, and one course from Team Sports (minimum 4.5 units):

#### FITNESS (minimum 1.75 units)

- |           |                                                                     |
|-----------|---------------------------------------------------------------------|
| PEF 100B  | Beginning Weight Training and Cardiovascular Endurance (1.75)       |
| PEF 100BA | Intermediate Weight Training and Cardiovascular Endurance (1.75)    |
| PEF 100C  | Beginning Core Training and Cardiovascular Fitness (1.75)           |
| PEF 100CA | Intermediate Core Training and Cardiovascular Fitness (1.75)        |
| PEF 100G  | Beginning Flexibility, Stress Reduction and Cardiofitness (1.75)    |
| PEF 100GA | Intermediate Flexibility, Stress Reduction and Cardiofitness (1.75) |
| PEF 101A  | Beginning Body Blast (1.75)                                         |

- |           |                                                                     |
|-----------|---------------------------------------------------------------------|
| PEF 101AA | Intermediate Body Blast (1.75)                                      |
| PEF 101B  | Beginning Cardiovascular Body Sculpting (1.75)                      |
| PEF 101BA | Intermediate Cardiovascular Body Sculpting (1.75)                   |
| PEF 101C  | Beginning Women on Weights (WOW) (1.75)                             |
| PEF 101CA | Intermediate Women on Weights (WOW) (1.75)                          |
| PEF 101F  | Beginning Interval Training (1.75)                                  |
| PEF 101FA | Intermediate Interval Training (1.75)                               |
| PEF 101G  | Beginning Strength Training with Theraballs and Exertubes (1.75)    |
| PEF 101GA | Intermediate Strength Training with Theraballs and Exertubes (1.75) |
| PEF 101H  | Balance and Stability Exercise (B.A.S.E.) (1.75)                    |
| PEF 101HA | Intermediate Balance and Stability Exercise (B.A.S.E.) (1.75)       |
| PEF 101J  | Power, Speed, and Agility Training 1 (1.75)                         |
| PEF 101K  | Power, Speed, and Agility Training 2 (1.75)                         |
| PEF 104A  | Box Aerobics (1.75)                                                 |
| PEF 104B  | Ultra Kickboxing (1.75)                                             |
| PEF 104C  | Power Kickboxing (1.75)                                             |
| PEF 104D  | Hard Core Kickboxing (1.75)                                         |
| PEF 104E  | Powerstrike Circuit (1.75)                                          |
| PEF 104F  | Circuit Training 1 (1.75)                                           |
| PEF 104G  | Circuit Training 2 (1.75)                                           |
| PEF 140A  | Hatha Yoga: Beginning (1.75)                                        |
| PEF 140B  | Hatha Yoga: Intermediate (1.75)                                     |
| PEF 140C  | Astanga Yoga: Beginning (2.75)                                      |
| PEF 140D  | Astanga Yoga: Intermediate (2.75)                                   |
| PEF 140E  | Vinyasa Yoga: Beginning (1.75)                                      |
| PEF 140F  | Vinyasa Yoga: Intermediate (1.75)                                   |

#### INDIVIDUAL SPORTS (minimum 1 unit)

- |          |                    |
|----------|--------------------|
| PEF 116A | Tennis 1 (1)       |
| PEF 116B | Tennis 2 (1)       |
| PEF 116C | Tennis 3 (1)       |
| PEF 118A | Badminton 1 (1.75) |
| PEF 118B | Badminton 2 (1.75) |
| PEF 118C | Badminton 3 (1.75) |
| PEF 125A | Golf 1 (1)         |
| PEF 125B | Golf 2 (1)         |
| PEF 125C | Golf 3 (1)         |

#### TEAM SPORTS (minimum 1.75 units)

- |          |                     |
|----------|---------------------|
| PEF 123A | Basketball 1 (1.75) |
| PEF 123B | Basketball 2 (1.75) |
| PEF 123C | Basketball 3 (1.75) |
| PEF 124A | Volleyball 1 (1.75) |
| PEF 124B | Volleyball 2 (1.75) |
| PEF 124C | Volleyball 3 (1.75) |
| PEF 135A | Indoor Soccer (2)   |
| PEF 135F | Soccer 1 (2)        |
| PEF 135G | Soccer 2 (2)        |
| PEF 135H | Soccer 3 (2)        |
| PEF 135M | Futsal (1.75)       |

### 3. Select both of the following courses (9 units):

- |         |                           |
|---------|---------------------------|
| MAT 201 | Elementary Statistics (5) |
| PET 106 | First Aid and CPR (4)     |

## 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.

## Program Learning Outcomes:

- 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

See pages 64-66 for details.

## 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 Arts and one course from Humanities:

#### ARTS:

##### Art

|          |                                                |
|----------|------------------------------------------------|
| ART 101  | Art History: Prehistoric - Islamic (4)         |
| ART 102  | Art History: Medieval Europe - Renaissance (4) |
| ART 103  | Art History: Baroque - Contemporary (4)        |
| ART 107  | Art of the Americas (4)                        |
| ART 111  | Two-Dimensional Design (4)                     |
| ART 113  | Three-Dimensional Design (4)                   |
| ART 114  | Beginning Drawing from Observation (4)         |
| ART 115  | Drawing: Wet Media (4)                         |
| ART 116  | Drawing: Concept and Image (4)                 |
| ART 118  | Color (4)                                      |
| ART 119A | Beginning Ceramics I (4)                       |
| ART 141  | The History of Photography (4)                 |
| ART 210A | Beginning Watercolor Painting (4)              |
| ART 211  | Painting I (4)                                 |
| ART 212  | Painting II (4)                                |
| ART 213  | Beginning Figure Drawing (4)                   |
| ART 214  | Advanced Drawing from Observation (4)          |
| ART 220A | Figure Sculpture I (4)                         |
| ART 221A | Beginning Relief Printmaking (4)               |
| ART 221B | Advanced Relief Printmaking (4)                |
| ART 221C | Beginning Monotype Printmaking (4)             |
| ART 221D | Advanced Monotype Printmaking (4)              |
| ART 221E | Beginning Intaglio Printmaking (4)             |
| ART 221F | Advanced Intaglio Printmaking (4)              |

#### Communications

COM 130 Broadcasting: Television/Film Aesthetics (4)

#### English

ENG 218 Literature into Film (4)

#### Music

|          |                                      |
|----------|--------------------------------------|
| MUS 101  | Music Listening and Appreciation (4) |
| MUS 104B | History of Rock Music (4)            |
| MUS 104C | Music of the World (4)               |
| MUS 104E | The Beatles (4)                      |
| MUS 104F | History of Jazz (4)                  |

#### Theatre

|          |                                                         |
|----------|---------------------------------------------------------|
| THE 101  | Introduction to Theatre (4)                             |
| THE 105A | Introduction to Acting (4)                              |
| THE 105E | Acting Styles: Beginning Musical Theatre Techniques (4) |
| THE 106A | Voice and Diction for the Stage (4)                     |
| THE 108A | Beginning Improvisation (4)                             |
| THE 112A | History of Film: Beginnings to 1945 (4)                 |
| THE 112B | History of Film: 1945 to 1965 (4)                       |
| THE 112C | History of Film: 1965 to Present (4)                    |

#### HUMANITIES:

##### Anthropology

ANT 107 Magic, Witchcraft, and Religion (4)

##### English

|         |                                                                                 |
|---------|---------------------------------------------------------------------------------|
| ENG 102 | Introduction to Literature (4)                                                  |
| ENG 108 | Women in Literature (4)                                                         |
| ENG 113 | Introduction to Shakespeare (4)                                                 |
| ENG 200 | Masterpieces of the Ancient and Medieval Worlds (4)                             |
| ENG 201 | Masterpieces of the Renaissance and Modern World (4)                            |
| ENG 202 | Masterpieces of the Modern World (4)                                            |
| ENG 205 | Introduction to Poetry (4)                                                      |
| ENG 206 | The Short Story (4)                                                             |
| ENG 212 | English Literature I: From Beowulf's Monsters to Milton's Paradise (4)          |
| ENG 213 | English Literature II: From Swift's Satire to the Passions of the Romantics (4) |
| ENG 214 | English Literature III: Victorian Values and Modern Masterpieces (4)            |
| ENG 215 | American Literature I: Beginnings - 1820 (4)                                    |
| ENG 216 | American Literature II: 1820 - 1914 (4)                                         |
| ENG 217 | American Literature III: 1914 - Present (4)                                     |
| ENG 221 | Literature of Nature (4)                                                        |

# LIBERAL ARTS (CONT.)

## Ethnic Studies

|          |                                                     |
|----------|-----------------------------------------------------|
| ETH 201  | Mexican-American Culture (4)                        |
| ETH 202A | Mexican-American History: Pre-Columbian to 1848 (4) |
| ETH 202B | Mexican-American History: 1848 to 1960 (4)          |
| ETH 202C | Mexican-American History: 1960 to Present (4)       |
| ETH 203A | History of Mexico: Pre-Columbian to 1821 (4)        |
| ETH 203B | History of Mexico: 1821 to 1910 (4)                 |
| ETH 203C | History of Mexico: 1910 to Present (4)              |

## World Languages

|          |                                                                         |
|----------|-------------------------------------------------------------------------|
| ASL 101  | American Sign Language -Level I (5)                                     |
| ASL 102  | American Sign Language - Level II (5)                                   |
| ASL 103  | American Sign Language - Level III (5)                                  |
| ASL 108  | American Deaf Culture I (4)                                             |
| ASL 201  | American Sign Language - Level IV (5)                                   |
| ASL 202  | American Sign Language - Level V (5)                                    |
| ASL 203  | American Sign Language - Level VI (5)                                   |
| FRE 101  | Elementary French I (5)                                                 |
| FRE 102  | Elementary French II (5)                                                |
| FRE 103  | Elementary French III (5)                                               |
| JPN 101  | Elementary Japanese I (5)                                               |
| JPN 102  | Elementary Japanese II (5)                                              |
| JPN 103  | Elementary Japanese III (5)                                             |
| JPN 201  | Intermediate Japanese I (5)                                             |
| JPN 202  | Intermediate Japanese II (5)                                            |
| JPN 203  | Intermediate Japanese III (5)                                           |
| SPA 101  | Elementary Spanish I (5)                                                |
| SPA 102  | Elementary Spanish II (5)                                               |
| SPA 103  | Elementary Spanish III (5)                                              |
| SPA 110  | Hispanic Civilization and Culture (4)                                   |
| SPA 201  | Intermediate Spanish I (5)                                              |
| SPA 202  | Intermediate Spanish II (5)                                             |
| SPA 203  | Intermediate Spanish III (5)                                            |
| SPA 210  | Advanced Spanish Grammar and Composition I (5)                          |
| SPA 211  | Advanced Spanish Grammar and Composition II (5)                         |
| SPA 212  | Introduction to Spanish Literature                                      |
| SPA 221A | Spanish for Heritage and Bilingual Speakers 1A (3)                      |
| SPA 221B | Spanish for Heritage and Bilingual Speakers 1B (3)                      |
| SPA 220B | Intermediate Spanish for Heritage Speakers and Two-Way Immersion II (6) |

## History

|          |                                                                                    |
|----------|------------------------------------------------------------------------------------|
| HIS 109  | Women in American History (4)                                                      |
| HIS 110  | Multicultural History of the United States (4)                                     |
| HIS 111  | History of the United States from the Colonial Period through the 18th Century (4) |
| HIS 112  | History of the United States in the 19th Century (4)                               |
| HIS 113  | History of the United States from the 20th Century to the Present (4)              |
| HIS 127A | History of World Civilizations to 1000 (4)                                         |
| HIS 127B | History of World Civilizations from 1000 to 1800 (4)                               |
| HIS 127C | History of World Civilizations from 1750 to the Present (4)                        |

## Humanities

|         |                                                    |
|---------|----------------------------------------------------|
| HUM 101 | Ancient Western World (4)                          |
| HUM 102 | The Middle Ages, Renaissance, and Baroque Eras (4) |
| HUM 103 | The Modern World (4)                               |
| HUM 105 | Mythology (4)                                      |

## Philosophy

|         |                                |
|---------|--------------------------------|
| PHI 101 | Introduction to Philosophy (4) |
| PHI 205 | Contemporary Moral Issues (4)  |

## Religion

|         |                                         |
|---------|-----------------------------------------|
| REL 103 | World Religions (4)                     |
| REL 107 | The Principle Teachings of Buddhism (4) |

## 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 two of the following disciplines:

## Anthropology

|         |                                          |
|---------|------------------------------------------|
| ANT 101 | Introduction to Archaeology (4)          |
| ANT 102 | Cultural Anthropology (4)                |
| ANT 106 | Visual Anthropology (4)                  |
| ANT 107 | Magic, Witchcraft, and Religion (4)      |
| ANT 108 | Introduction to Language and Culture (4) |

## Business

|         |                              |
|---------|------------------------------|
| BSN 100 | Introduction to Business (4) |
|---------|------------------------------|

## Communications

|         |                            |
|---------|----------------------------|
| COM 122 | Mass Media and Society (4) |
|---------|----------------------------|

## Criminal Justice

|         |                                      |
|---------|--------------------------------------|
| CRJ 101 | Introduction to Criminal Justice (4) |
|---------|--------------------------------------|

## Early Childhood Education

|         |                                                 |
|---------|-------------------------------------------------|
| ECE 102 | Child and Adolescent Growth and Development (4) |
| ECE 103 | Child, Family, and Community (4)                |

## Economics

|         |                                     |
|---------|-------------------------------------|
| ECO 101 | Principles of Economics (Macro) (4) |
| ECO 102 | Principles of Economics (Micro) (4) |

## Ethnic Studies

|          |                                                     |
|----------|-----------------------------------------------------|
| ETH 201  | Mexican-American Culture (4)                        |
| ETH 202A | Mexican-American History: Pre-Columbian to 1848 (4) |
| ETH 202B | Mexican-American History: 1848 to 1960 (4)          |
| ETH 202C | Mexican-American History: 1960 to Present (4)       |
| ETH 203A | History of Mexico: Pre-Columbian to 1821 (4)        |
| ETH 203B | History of Mexico: 1821 to 1910 (4)                 |
| ETH 203C | History of Mexico: 1910 to Present (4)              |

# LIBERAL ARTS (CONT.)

## Geography

- GEG 102 Human Geography (4)  
 GEG 103 World Regional Geography (4)  
 GEG 106 California Geography (4)  
 GEG 114 Economic Geography (4)

## History

- HIS 104 Early California History (4)  
 HIS 105 Modern California History (4)  
 HIS 109 Women in American History (4)  
 HIS 110 Multicultural History of the United States (4)  
 HIS 111 History of the United States from the Colonial Period through the 18th Century (4)  
 HIS 112 History of the United States in the 19th Century (4)  
 HIS 113 History of the United States from the 20th Century to the Present (4)  
 HIS 127A History of World Civilizations to 1000 (4)  
 HIS 127B History of World Civilizations from 1000 to 1800 (4)  
 HIS 127C History of World Civilizations from 1750 to the Present (4)

## Political Science

- POL 101 Introduction to American Government and Politics (4)  
 POL 107 Introduction to Political Theory (4)  
 POL 204 Introduction to International Relations (4)  
 POL 206 Introduction to Comparative Government and Politics (4)

## Psychology

- PSY 101 General Psychology (4)  
 PSY 102 Child and Adolescent Development (4)  
 PSY 103 Adult Development (4)  
 PSY 104 Social Psychology (4)  
 PSY 108 Health Psychology (4)  
 PSY 202 Abnormal Psychology (4)  
 PSY 211 Research Methods and Design (4)

## Sociology

- SOC 101 Introduction to Sociology (4)  
 SOC 102 Marriage, Families, and Intimate Relationships (4)  
 SOC 103 Social Problems (4)  
 SOC 104 Deviance (4)  
 SOC 106 Crime and Society (4)  
 SOC 107 Race and Ethnic Relations (4)  
 SOC 111 Sociology of Popular Culture (4)  
 SOC 114 Gender (4)

## Speech

- SPE 102 Intercultural Communications (4)

## 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 (4)  
 MAT 103A College Algebra (Part I) (4)  
 MAT 103B College Algebra (Part II) (4)  
 MAT 104 College Trigonometry (4)  
 MAT 105 Calculus and Analytic Geometry (Part I) (5)  
 MAT 106 Calculus and Analytic Geometry (Part II) (5)  
 MAT 107 Calculus and Analytic Geometry (Part III) (5)  
 MAT 109 Mathematics for Elementary Education (5)  
 MAT 118 Calculus for Business and Social Sciences (5)  
 MAT 201 Elementary Statistics (5)  
 MAT 202 Calculus and Analytic Geometry (Part IV) (5)  
 MAT 203 Linear Algebra (5)  
 MAT 204 Differential Equations (5)

### Physical Sciences (minimum 1 course):

#### Chemistry

- CHM 100 Introduction to General Chemistry (5)  
 CHM 101 General Chemistry I (5.75)  
 CHM 102 General Chemistry II (5.75)  
 CHM 103 General Chemistry III (5.75)  
 CHM 116 Introduction to Organic Chemistry (5)  
 CHM 117 Introduction to Biological Chemistry (5)

#### Geography

- GEG 101 Physical Geography (5)  
 GEG 108 Water Resources (4)  
 GEG 113 Meteorology (4)

#### Geology

- GEL 101 Geology of California (4)  
 GEL 102 Physical Geology (5)  
 GEL 103 History of the Earth and its Life (5)  
 GEL 110 Geology of the National Parks and Monuments (4)  
 GEL 114 Introduction to Earth Sciences (5)

#### Physical Science

- PHS 111 Astronomy (4)  
 PHS 117 Oceanography (5)

# LIBERAL ARTS (CONT.)

**Physics**

|         |                                                                   |
|---------|-------------------------------------------------------------------|
| PHY 104 | General Physics I (5)                                             |
| PHY 105 | General Physics II (5)                                            |
| PHY 106 | General Physics III (5)                                           |
| PHY 107 | General Physics (Calculus) – Mechanics (6)                        |
| PHY 108 | General Physics (Calculus) – Waves, Thermodynamics, and Light (6) |
| PHY 207 | General Physics (Calculus) – Electricity and Magnetism (6)        |
| PHY 208 | General Physics (Calculus) - Optics and Modern Physics (6)        |

**Biological Sciences (minimum 1 course):****Anthropology**

|         |                                      |
|---------|--------------------------------------|
| ANT 103 | Physical/Biological Anthropology (4) |
|---------|--------------------------------------|

**Biological Sciences**

|         |                                                |
|---------|------------------------------------------------|
| BIO 101 | Principles of Biology I (5)                    |
| BIO 102 | Principles of Biology II (5)                   |
| BIO 103 | Principles of Biology III (5)                  |
| BIO 110 | Introduction to Cell and Molecular Biology (5) |
| BIO 111 | Introduction to Plant and Animal Biology (5)   |
| BIO 115 | Forensics (5)                                  |
| BIO 149 | Ecology (5)                                    |
| BIO 201 | Botany (5)                                     |
| BIO 203 | Human Anatomy and Physiology I (5)             |
| BIO 204 | Human Anatomy and Physiology II (5)            |
| BIO 205 | Human Anatomy and Physiology III (5)           |
| BIO 210 | Microbiology (5)                               |
| BIO 212 | Zoology (5)                                    |

**Psychology**

|         |                                           |
|---------|-------------------------------------------|
| PSY 210 | Introduction to Biological Psychology (4) |
|---------|-------------------------------------------|

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

# MATHEMATICS - 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. Students completing the AS-T degree in Mathematics will be able to transfer to the California State University system.

More information can be found on page 58. Students are strongly encouraged to see a counselor if considering this transfer option.

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 AS-T degree 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.

## *Program Learning Outcomes:*

- 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.

To obtain the Associate in Science in Mathematics for Transfer degree, students must complete the following requirements:

1. Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
  - (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0.

## **A. GENERAL EDUCATION REQUIREMENTS**

See pages 65-66 for details.

## **B. REQUIRED COURSES**

**29-30 units distributed as follows:**

### **1. All courses from the following (20 units):**

- MAT 105 Calculus and Analytic Geometry (Part I) (5)
- MAT 106 Calculus and Analytic Geometry (Part II) (5)
- MAT 107 Calculus and Analytic Geometry (Part III) (5)
- MAT 202 Calculus and Analytic Geometry (Part IV) (5)

### **2. Two courses from the following (9-10 units):**

- CIS 120A Computer Programming I (4) OR CIS 120B Computer Programming II (4)
- MAT 203 Linear Algebra (5)
- MAT 204 Differential Equations (5)

## **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.

## *Program Learning Outcomes:*

- 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 64-66 for details.

## **B. REQUIRED COURSES**

**31.75 units distributed as follows:**

### **1. All courses from the following (27.75 units):**

|          |                                                      |
|----------|------------------------------------------------------|
| BSN 102  | Business Information Processing and Systems (4)      |
| BSN 152A | Fundamentals of Bookkeeping I (4)                    |
| HEA 149  | Introduction to Medical Ethics and Law (.75)         |
| MOA 235  | Introduction to Administrative Medical Assisting (3) |
| MOA 236  | Basic Principles of Medical Coding (5)               |
| MOA 237  | Medical Insurance Billing (3)                        |
| MOA 238  | Medical Terminology, Part 1 (4)                      |
| MOA 240  | Medical Terminology, Part 2 (4)                      |

### **2. One course selected from the following (4 units):**

|         |                                  |
|---------|----------------------------------|
| BSN 104 | Business Communications (4)      |
| BSN 105 | Professional Communication (4)   |
| SPE 102 | Intercultural Communications (4) |
| SPE 104 | Speech Communication (4)         |

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

NOTE: The Medical Office Assistant: Administrative degree and certificate programs are designed to augment the Certified Medical Assistant: Clinical program through our Regional Training Partners at Barton University and is required for employment consideration at Barton Healthcare.

# 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.

## Program Learning Outcomes:

- 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 64-66 for details.

## B. REQUIRED COURSES

**30.5-40.25 units distributed as follows:**

### 1. Three courses selected from the following (min. 15 units):

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

|         |                                                                  |
|---------|------------------------------------------------------------------|
| BIO 101 | Principles of Biology I (5)                                      |
| BIO 102 | Principles of Biology II (5)                                     |
| BIO 103 | Principles of Biology III (5)                                    |
| CHM 101 | General Chemistry I (5.75)                                       |
| CHM 102 | General Chemistry II (5.75)                                      |
| CHM 103 | General Chemistry III (5.75)                                     |
| GEG 101 | Physical Geography (5)                                           |
| GEL 102 | Physical Geology (5)                                             |
| GEL 103 | History of the Earth and its Life (5)                            |
| GEL 114 | Introduction to Earth Sciences (5)                               |
| PHS 117 | Oceanography (5)                                                 |
| PHY 104 | General Physics I (5)                                            |
| PHY 105 | General Physics II (5)                                           |
| PHY 106 | General Physics III (5)                                          |
| PHY 107 | General Physics (Calculus) - Mechanics (6)                       |
| PHY 108 | General Physics (Calculus) - Waves, Thermodynamics and Light (6) |
| PHY 207 | General Physics (Calculus) - Electricity and Magnetism (6)       |
| PHY 208 | General Physics (Calculus) - Optics and Modern Physics (6)       |

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

|          |                                               |
|----------|-----------------------------------------------|
| MAT 102  | Survey of Mathematical Ideas (4)              |
| MAT 103A | College Algebra (Part I) (4)                  |
| MAT 103B | College Algebra (Part II) (4)                 |
| MAT 104  | College Trigonometry (4)                      |
| MAT 105  | Calculus and Analytic Geometry (Part I) (5)   |
| MAT 106  | Calculus and Analytic Geometry (Part II) (5)  |
| MAT 107  | Calculus and Analytic Geometry (Part III) (5) |
| MAT 118  | Calculus for Business and Social Sciences (5) |
| MAT 201  | Elementary Statistics (5)                     |
| MAT 202  | Calculus and Analytic Geometry (Part IV) (5)  |
| MAT 203  | Linear Algebra (5)                            |
| MAT 204  | Differential Equations (5)                    |

### 3. Three courses selected from the following (minimum 11.5 units):

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

|          |                                                |
|----------|------------------------------------------------|
| ANT 103  | Physical/Biological Anthropology (4)           |
| BIO 101  | Principles of Biology I (5)                    |
| BIO 102  | Principles of Biology II (5)                   |
| BIO 103  | Principles of Biology III (5)                  |
| BIO 110* | Introduction to Cell and Molecular Biology (5) |

*\*May not be taken as an elective, if BIO 101 has been taken for credit.*

BIO 111\*\* Introduction to Plant and Animal Biology (5)

*\*\*May not be taken as an elective, if BIO 102 has been taken for credit.*

|                  |                                                                   |
|------------------|-------------------------------------------------------------------|
| BIO 112          | Systems Biology (5)                                               |
| BIO 113          | Field Methods in Wildlife Ecology (4)                             |
| BIO 115          | Forensics (5)                                                     |
| BIO 121          | Musculoskeletal Anatomy (4)                                       |
| BIO 149          | Ecology (5)                                                       |
| BIO 201          | Botany (5)                                                        |
| BIO 203          | Human Anatomy and Physiology I (5)                                |
| BIO 204          | Human Anatomy and Physiology II (5)                               |
| BIO 205          | Human Anatomy and Physiology III (5)                              |
| BIO 210          | Microbiology (5)                                                  |
| BIO 212          | Zoology (5)                                                       |
| CHM 100          | Introduction to General Chemistry (5)                             |
| CHM 101          | General Chemistry I (5.75)                                        |
| CHM 102          | General Chemistry II (5.75)                                       |
| CHM 103          | General Chemistry III (5.75)                                      |
| CHM 116          | Introduction to Organic Chemistry (5)                             |
| CHM 117          | Introduction to Biological Chemistry (5)                          |
| CIS 135A/GEG 134 | Introduction to Geographic Information Systems (3.5)              |
| EVS 102          | Environmental Science: System Dynamics (4)                        |
| EVS 103          | Environmental Science: Human Impacts (4)                          |
| EVS 104          | Laboratory Methods (1.5)                                          |
| EVS 105          | Field Methods (2)                                                 |
| GEG 101          | Physical Geography (5)                                            |
| GEG 108          | Water Resources (4)                                               |
| GEG 113          | Meteorology (4)                                                   |
| GEL 101          | Geology of California (4)                                         |
| GEL 102          | Physical Geology (5)                                              |
| GEL 103          | History of the Earth and its Life (5)                             |
| GEL 110          | Geology of National Parks and Monuments (5)                       |
| GEL 114          | Introduction to Earth Sciences (5)                                |
| PHS 102          | Survey of Concepts in Chemistry and Physics (5)                   |
| PHS 111          | Astronomy (4)                                                     |
| PHS 117          | Oceanography (5)                                                  |
| PHY 104          | General Physics I (5)                                             |
| PHY 105          | General Physics II (5)                                            |
| PHY 106          | General Physics III (5)                                           |
| PHY 107          | General Physics (Calculus) - Mechanics (6)                        |
| PHY 108          | General Physics (Calculus) - Waves, Thermodynamics, and Light (6) |
| PHY 207          | General Physics (Calculus) - Electricity and Magnetism (6)        |
| PHY 208          | General Physics (Calculus) - Optics and Modern Physics (6)        |
| PSY 210          | Introduction to Biological Psychology (4)                         |

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

# PSYCHOLOGY - TRANSFER DEGREE

The psychology program provides 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. 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. Students completing the AA-T degree in Psychology will be able to transfer to the California State University system.

More information can be found on page 58. Students are strongly encouraged to see a counselor if considering this transfer option.

*Program 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.

To obtain the Associate in Arts in Psychology for Transfer degree, students must complete the following requirements:

1. Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
  - (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0.

## A. GENERAL EDUCATION REQUIREMENTS

See pages 65-66 for details.

## B. REQUIRED COURSES

**30 units distributed as follows**

1. **All courses from the following (14 units):**
  - MAT 201 Elementary Statistics (5)
  - PSY 101 General Psychology (4)
  - PSY 211 Research Methods and Design (5)
2. **Select the following course (4 units):**
  - PSY 210 Introduction to Biological Psychology (4)
3. **Select two courses from the following (8 units):**
  - PSY 102 / ECE 102 Child and Adolescent Growth and Development (4)
  - PSY 103 Adult Development (4)
  - PSY 104 Social Psychology (4)
  - PSY 109 Lifespan Development (4)
4. **Select one course from the following (4 units):**
  - PSY 106 Human Sexuality (4)
  - PSY 107 Theories of Personality (4)
  - PSY 108 Health Psychology (4)
  - PSY 111 Psychology of Personal Growth (4)
  - PSY 113 Psychology of Human Relations (4)
  - PSY 202 Abnormal Psychology (4)

*(Any course not already selected in B.2 or B.3)*

## 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.

## Program Learning Outcomes:

- 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 64-66 for details.

## B. REQUIRED COURSES

**28-30 units distributed as follows:**

### 1. One course selected from the following (4 units):

- PSY 101 General Psychology (4)  
 PSY 102/ECE 102 Child and Adolescent Growth and Development (4)  
 PSY 103 Adult Development (4)

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

- HIS 111 History of the United States from the Colonial Period through the 18th Century (4)  
 HIS 112 History of the United States in the 19th Century (4)  
 HIS 113 History of the United States from the 20th Century to the Present (4)  
 HIS 127A History of World Civilizations to 1000 (4)  
 HIS 127B History of World Civilizations from 1000 to 1800 (4)  
 HIS 127C History of World Civilizations from 1750 to the Present (4)  
 POL 101 Introduction to American Government and Politics (4)  
 POL 107 Introduction to Political Theory (4)  
 POL 204 Introduction to International Relations (4)  
 POL 206 Introduction to Comparative Government and Politics (4)

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

- ANT 102 Cultural Anthropology (4)  
 SOC 101 Introduction to Sociology (4)

### 4. A minimum of 16 units selected 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 (4)  
 ANT 102 Cultural Anthropology (4)  
 ANT 106 Visual Anthropology (4)  
 ANT 107 Magic, Witchcraft, and Religion (4)  
 ANT 108 Introduction to Language and Culture (4)  
 BSN 100 Introduction to Business (4)  
 BSN 101A Business Law: Introduction to Law and Business Transactions (5)  
 BSN 107 Business Law: Introduction to the Legal Environment of Business (5)  
 BSN 120 Human Resource Management (4)  
 BSN 125 Business Management (4)

COU 120 Introduction to Substance Use Disorders (4)

CRJ 101 Introduction to Criminal Justice (4)

CRJ 102 Criminal Law (4)

CRJ 105 Cultural Diversity in Criminal Justice (4)

ECE 101 Principles and Practices of Teaching Young Children (4)

ECE 102/PSY 102 Child and Adolescent Growth and Development (4)

ECE 103 Child, Family, and Community (4)

ECO 101 Principles of Economics (Macro) (4)

ECO 102 Principles of Economics (Micro) (4)

GEG 102 Human Geography (4)

GEG 103 World Regional Geography (4)

GEG 106 California Geography (4)

GEG 114 Economic Geography (4)

HIS 104 Early California History (4)

HIS 105 Modern California History (4)

HIS 109 Women in American History (4)

HIS 110 Multicultural History of the United States (4)

HIS 127A History of World Civilizations to 1000 (4)

HIS 127B History of World Civilizations from 1000 to 1800 (4)

HIS 127C History of World Civilizations from 1750 to the Present (4)

POL 101 Introduction to American Government and Politics (4)

POL 107 Introduction to Political Theory (4)

POL 204 Introduction to International Relations (4)

POL 206 Introduction to Comparative Government and Politics (4)

PSY 101 General Psychology (4)

PSY 102/ECE 102 Child and Adolescent Growth and Development (4)

PSY 103 Adult Development (4)

PSY 104 Social Psychology (4)

PSY 107 Theories of Personality (4)

PSY 109 Lifespan Development (4)

PSY 113 Psychology of Human Relations (4)

SOC 101 Introduction to Sociology (4)

SOC 102 Marriage, Families, and Intimate Relationships (4)

SOC 103 Social Problems (4)

SOC 104 Deviance (4)

SOC 106 Crime and Society (4)

SOC 107 Race and Ethnic Relations (4)

SOC 114 Gender (4)

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

# SOCIOLOGY - TRANSFER DEGREE

This program 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. The Sociology (AA-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 AA-T degree in Sociology will be able to transfer to the California State University system.

More information can be found on page 58. Students are strongly encouraged to see a counselor if considering this transfer option.

## Program Learning Outcomes:

- 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.

To obtain the Associate in Arts in Sociology for Transfer degree, students must complete the following requirements:

1. Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
  - (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0.

## A. GENERAL EDUCATION REQUIREMENTS

See pages 65-66 for details.

## B. REQUIRED COURSES

**29-30 units distributed as follows**

### 1. All courses from the following (4 units):

SOC 101 Introduction to Sociology (4)

### 2. Two courses selected from the following (9-10 units):

MAT 201 Elementary Statistics (5)

PSY 211 Research Methods and Design (5)

SOC 103 Social Problems (4)

### 3. Two courses selected from the following (8 units):

*(may not be double counted in Requirement B.2. above)*

PSY 104 Social Psychology (4)

SOC 102 Marriage, Families, and Intimate Relationships (4)

SOC 103 Social Problems (4)

SOC 106 Crime and Society (4)

SOC 107 Race and Ethnic Relations (4)

SOC 114 Gender (4)

### 4. Two courses selected from the following (8 units):

*(may not be double counted in Requirements B.2. or B.3. above)*

ANT 102 Cultural Anthropology (4)

PSY 101 General Psychology (4)

PSY 104 Social Psychology (4)

SOC 102 Marriage, Families, and Intimate Relationships (4)

SOC 103 Social Problems (4)

SOC 104 Deviance (4)

SOC 106 Crime and Society (4)

SOC 107 Race and Ethnic Relations (4)

SOC 111 Sociology of Popular Culture (4)

SOC 114 Gender (4)

## 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.

## Program Learning Outcomes:

- 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 64-66 for details.

## B. REQUIRED COURSES

**39-41 units distributed as follows:**

*NOTE: Six to seven courses from the following list, minimum 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 (5)                                                |
| SPA 102    | Elementary Spanish II (5)                                               |
| SPA 103    | Elementary Spanish III (5)                                              |
| SPA 201    | Intermediate Spanish I (5)                                              |
| SPA 202    | Intermediate Spanish II (5)                                             |
| SPA 203    | Intermediate Spanish III (5)                                            |
| SPA 210    | Advanced Spanish Grammar and Composition I (5)                          |
| SPA 211    | Advanced Spanish Grammar and Composition II (5)                         |
| SPA 212    | Introduction to Spanish Literature (5)                                  |
| SPA 220B   | Intermediate Spanish for Heritage Speakers and Two-Way Immersion II (6) |
| SPA 221A   | Spanish for the Heritage and Bilingual Speakers 1A (3)                  |
| SPA 221B   | Spanish for the Heritage and Bilingual Speakers 1B (3)                  |

*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. A minimum of 9-11 units selected 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 (5)                  |
| SPA 102 | Elementary Spanish II (5)                 |
| SPA 103 | Elementary Spanish III (5)                |
| SPA 105 | Intermediate Spanish Oral Proficiency (3) |
| SPA 110 | Hispanic Civilization and Culture (4)     |
| SPA 141 | Conversational Spanish I (3)              |
| SPA 142 | Conversational Spanish II (3)             |

- |          |                                                          |
|----------|----------------------------------------------------------|
| SPA 143  | Conversational Spanish III (3)                           |
| SPA 155  | Bi-Cultural Conversation (4)                             |
| SPA 157A | Conversation Expanded Experience - Low Beginning (1)     |
| SPA 157B | Conversation Expanded Experience - Beginning (1)         |
| SPA 157C | Conversation Expanded Experience - High Beginning (1)    |
| SPA 157D | Conversation Expanded Experience - Low Intermediate (1)  |
| SPA 157E | Conversation Expanded Experience - Intermediate (1)      |
| SPA 157F | Conversation Expanded Experience - High Intermediate (1) |
| SPA 157G | Conversation Expanded Experience - Low Advanced (1)      |
| SPA 157H | Conversation Expanded Experience - Advanced (1)          |
| SPA 157J | Conversation Expanded Experience - High Advanced (1)     |

*\*\* A maximum of 3 units from the courses in the 170 series may be used toward the degree.*

- |          |                                                                         |
|----------|-------------------------------------------------------------------------|
| SPA 201  | Intermediate Spanish I (5)                                              |
| SPA 202  | Intermediate Spanish II (5)                                             |
| SPA 203  | Intermediate Spanish III (5)                                            |
| SPA 210  | Advanced Spanish Grammar and Composition I (5)                          |
| SPA 211  | Advanced Spanish Grammar and Composition II (5)                         |
| SPA 212  | Introduction to Spanish Literature (5)                                  |
| SPA 220B | Intermediate Spanish for Heritage Speakers and Two-Way Immersion II (6) |
| SPA 221A | Spanish for the Heritage and Bilingual Speakers 1A (3)                  |
| SPA 221B | Spanish for the Heritage and Bilingual Speakers 1B (3)                  |

*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 (2.5)            |
| SPA 121B  | ISSI: Beginning (2.5)                |
| SPA 121D  | ISSI: High Beginning (2.5)           |
| SPA 122A  | ISSI: Low Intermediate (2.5)         |
| SPA 122B  | ISSI: Intermediate (2.5)             |
| SPA 122C  | ISSI: Intermediate - Level II (2.5)  |
| SPA 122CA | ISSI: Intermediate - Level III (2.5) |
| SPA 122D  | ISSI: High Intermediate (2.5)        |

# SPANISH (CONT.)

|           |                                           |
|-----------|-------------------------------------------|
| SPA 122E  | ISSI: High Intermediate - Level II (2.5)  |
| SPA 122EA | ISSI: High Intermediate - Level III (2.5) |
| SPA 123A  | ISSI: Low Advanced (2.5)                  |
| SPA 123B  | ISSI: Advanced (2.5)                      |
| SPA 123D  | ISSI: High Advanced (2.5)                 |
| SPA 124   | ISSI: Low Superior (2.5)                  |
| SPA 124A  | ISSI: Superior (2.5)                      |

|          |                                                                                                                    |
|----------|--------------------------------------------------------------------------------------------------------------------|
| SPA 183A | ISSI: Breaking Out of Beginner's Spanish (.5)                                                                      |
| SPA 183B | ISSI: Breaking Out of Intermediate Spanish (.5)                                                                    |
| SPA 184A | ISSI: Comparative Grammar: High Beginning to Intermediate (.5)                                                     |
| SPA 185A | ISSI: Comparative Grammar: High Intermediate to Superior (.5)                                                      |
| SPA 186A | ISSI: Comparative Grammar: The Subjunctive (.5) Mood for Low Advanced to Advanced Levels (.5)                      |
| SPA 186B | ISSI: Comparative Grammar: The Subjunctive (.5) Mood for High Advanced to Superior Levels (.5)                     |
| SPA 187  | ISSI: Hispanics in Hollywood (.5)                                                                                  |
| SPA 188  | ISSI: The Power of Proper Pronunciation in Spanish (.5)                                                            |
| SPA 189  | ISSI: Language and Culture Through Zumba (.5)                                                                      |
| SPA 199A | ISSI: Spanish Communicative Interactive Conversation Course (SCICC): The Difficult Trip: Beginning Levels (.25)    |
| SPA 199D | ISSI: Spanish Communicative Interactive Conversation Course (SCICC): The Difficult Trip: Intermediate Levels (.25) |
| SPA 199H | ISSI: Spanish Communicative Interactive Conversation Course (SCICC): The Difficult Trip: Advanced Levels (.25)     |

## ISSI MINI-COURSES

|           |                                                                                               |
|-----------|-----------------------------------------------------------------------------------------------|
| SPA 154A  | ISSI: Reinforcing Grammatical Concepts and Structures - Level 1 (.5)                          |
| SPA 154B  | ISSI: Reinforcing Grammatical Concepts and Structures - Level 2 (.5)                          |
| SPA 154C  | ISSI: Communicative Conversational Spanish Vocabulary - Beginning (.5)                        |
| SPA 154E  | ISSI: Simultaneous Bilingual Translation (.5) Techniques - High Intermediate to Superior (.5) |
| SPA 154F  | ISSI: Spanish Slang, Jargon, and Street Language (.5)                                         |
| SPA 154G  | ISSI: Using Traditional and Contemporary Latino (.5) Music as a Language Acquisition Too (.5) |
| SPA 154M  | ISSI: Reinforcing Grammatical Concepts and Structures - Low Beginning to Beginning (.5)       |
| SPA 154P  | ISSI: Conversational Scenarios I: High Beginning and Low Intermediate (.5)                    |
| SPA 154Q  | ISSI: Conversational Scenarios II: Intermediate and High Intermediate (.5)                    |
| SPA 154R  | ISSI: Increase Spanish Proficiency Through Interactive Stories (.5)                           |
| SPA 156CC | ISSI: Small Group Conversation - Intermediate (.5)                                            |
| SPA 156CD | ISSI: Small Group Conversation - Intermediate Level II (.5)                                   |
| SPA 156CE | ISSI: Small Group Conversation - Intermediate Level III (.5)                                  |
| SPA 156D  | ISSI: Small Group Conversation - High Intermediate (.5)                                       |
| SPA 156DA | ISSI: Small Group Conversation - High Intermediate Level II (.5)                              |
| SPA 156DB | ISSI: Small Group Conversation - High Intermediate Level III (.5)                             |
| SPA 156E  | ISSI: Small Group Conversation - Low Advanced (.5)                                            |
| SPA 156EE | ISSI: Small Group Conversation - Advanced (.5)                                                |
| SPA 156F  | ISSI: Small Group Conversation - High Advanced (.5)                                           |
| SPA 156FF | ISSI: Small Group Conversation - Low Superior (.5)                                            |
| SPA 156G  | ISSI: Small Group Conversation - Superior (.5)                                                |
| SPA 156GG | ISSI: Small Group Conversation - High Superior (.5)                                           |
| SPA 156GH | ISSI: Small Group Conversation - High Superior Level II (.5)                                  |
| SPA 160H  | ISSI: Multi-Level CALL (PC) (.5)                                                              |
| SPA 181A  | ISSI: Spanish for the Medical Profession - High Beginning to Intermediate (.5)                |
| SPA 181D  | ISSI: Spanish for the Medical Profession - High Intermediate to High Superior (.5)            |
| SPA 182   | ISSI: Comparative Grammar: Beginning to High Beginning (.5)                                   |

## c. Suggested courses:

|          |                                                     |
|----------|-----------------------------------------------------|
| ANT 101  | Introduction to Archaeology (4)                     |
| ART 107  | Art of the Americas (4)                             |
| ETH 100  | Current Latino Issues (4)                           |
| ETH 201  | Mexican-American Culture (4)                        |
| ETH 202A | Mexican-American History: Pre-Columbian to 1848 (4) |
| ETH 202B | Mexican-American History: 1848 to 1960 (4)          |
| ETH 202C | Mexican-American History: 1960 to Present (4)       |
| ETH 203A | History of Mexico: Pre-Columbian to 1821 (4)        |
| ETH 203B | History of Mexico: 1821 to 1910 (4)                 |
| ETH 203C | History of Mexico: 1910 to Present (4)              |
| HIS 104  | Early California History (4)                        |
| HIS 110  | Multicultural History of the United States (4)      |
| SPE 102  | Intercultural Communications (4)                    |

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

# SPANISH - TRANSFER DEGREE

The Associate in Arts in Spanish for Transfer 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 the bilingual workplace. Students will gain a broad-based appreciation of the culture, history, literature, and art of the Spanish-speaking countries. Students will complete coursework leading to proficiency in reading, writing, speaking and listening skills at the intermediate level according to the American Council on Teaching a Foreign Language (ACTFL) Proficiency Guidelines. The importance of study-abroad will be shared with students. Students completing the AA-T degree in Spanish will be able to transfer to the California State University system.

More information can be found on page 58. Students are strongly encouraged to see a counselor if considering this transfer option.

## *Program Learning Outcomes:*

- Communicate effectively in the four modalities of listening, reading, writing and speaking in the indicative and subjunctive tenses with references 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.

To obtain the Associate in Arts in Spanish for Transfer degree, students must complete the following requirements:

1. Completion of 60 semester units or 90 quarter units that are eligible for transfer to the California State University, including both of the following:
  - (A) The Intersegmental General Education Transfer Curriculum (IGETC) or the California State University General Education – Breadth Requirements.
  - (B) A minimum of 18 semester units or 27 quarter units in a major or area of emphasis, as determined by the community college district.
2. Obtainment of a minimum grade point average of 2.0.

## **A. GENERAL EDUCATION REQUIREMENTS**

See pages 65-66 for details.

## **B. REQUIRED COURSES**

**31-35 units distributed as follows**

### **1. Choose one of the two options below.**

#### **OPTION 1: All courses from the following (30 units):**

|         |                              |
|---------|------------------------------|
| SPA 101 | Elementary Spanish I (5)     |
| SPA 102 | Elementary Spanish II (5)    |
| SPA 103 | Elementary Spanish III (5)   |
| SPA 201 | Intermediate Spanish I (5)   |
| SPA 202 | Intermediate Spanish II (5)  |
| SPA 203 | Intermediate Spanish III (5) |

#### **OPTION 2: All courses from the following (27 units):**

|          |                                                                         |
|----------|-------------------------------------------------------------------------|
| SPA 201  | Intermediate Spanish I (5)                                              |
| SPA 202  | Intermediate Spanish II (5)                                             |
| SPA 203  | Intermediate Spanish III (5)                                            |
| SPA 221A | Spanish for Heritage and Bilingual Speakers 1A (3)                      |
| SPA 221B | Spanish for Heritage and Bilingual Speakers 1B (3)                      |
| SPA 220B | Intermediate Spanish for Heritage Speakers and Two-Way Immersion II (6) |

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

|         |                                                 |
|---------|-------------------------------------------------|
| SPA 110 | Hispanic Civilization and Culture (4)           |
| SPA 210 | Advanced Spanish Grammar and Composition I (5)  |
| SPA 211 | Advanced Spanish Grammar and Composition II (5) |

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

# WILDERNESS EDUCATION & OUTDOOR LEADERSHIP

Revised program coming soon.

# 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. 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 One-Stop Enrollment Services Center, room A102, 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 One-Stop Enrollment Services Center 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. Certificates are conferred quarterly resulting in a notation on the student's transcript. 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 the third week in February of the commencement year and has completed necessary certificate requirements.

Students may elect to meet the certificate requirements using either the 2019-2020 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 20 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
- Art
- Business
- Commercial Music
- Computer and Information Systems
- Criminal Justice
- Culinary Arts
- Early Childhood Education
- Environmental Technology and Sustainability
- Fire Academy
- Fire Office
- Fire Science
- Medical Office Assistant
- Photography
- Spanish
- Wilderness Education Outdoor Leadership

LTCC also grants a non-credit Certificate of Competency in ESL Proficiency (see page 123).



# 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 Consortium for Addiction Programs and Professionals (CCAPP). The program is also certified by the California Association of Alcohol and Drug Educators (CAADE).

## Program Learning Outcomes:

- 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

### 44 units distributed as follows:

1. **All courses from the following (40 units):**
  - COU 109 Introduction to Counseling (4)
  - COU 120 Introduction to Substance Use Disorders (4)
  - COU 121 The Physical, Chemical, and Behavioral Effects of Substance Use Disorders (4)
  - COU 122 Rehabilitation and Recovery from Substance Use Disorders (4)
  - COU 123 Substance Use Prevention (4)
  - COU 124 Group Leadership and Process (4)
  - COU 125 Counseling the Family of Addicted Persons (4)
  - COU 126 Intervention and Referral Techniques (4)
  - COU 127 Co-occurring Disorders (4)
  - COU 128 Legal and Ethical Issues in Human Services for Counselors (4)
2. **One courses selected from the following (4 units):**
  - PSY 101 General Psychology (4)
  - PSY 202 Abnormal Psychology (4)
  - SOC 101 Introduction to Sociology (4)

**NOTE:** Students wishing to meet CAADE and CCAPP certification must complete nine units of field work experience in Addiction Studies (COU 134). Prerequisites for COU 134 include COU 109, COU 120, COU 121, COU 122, COU 123, COU 124, COU 125, COU 126, COU 127, and COU 128.

# 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.

## Program Learning Outcomes:

- Explain the history of contemporary 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 design and install an art exhibition
- 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 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. REQUIRED COURSES:

### 35.25 units distributed as follows:

#### All courses from the following (11.25 units):

- ART 103 Art History: Baroque - Contemporary (4)
- ART 118 Color (4)
- ART 122 Art Exhibition Production (1.25)
- ART 228A Professional Skills for Artists (2)

#### One selected from the following (4 units):

- ART 114 Beginning Drawing from Observation (4)
- ART 115 Drawing: Wet Media (4)
- ART 116 Drawing: Concept and Image (4)

#### One selected from the following (4 units):

- ART 111 Two-Dimensional Design (4)
- ART 113 Three-Dimensional Design (4)

## AREAS OF CONCENTRATION: (Choose any option)

In addition to the required core courses listed above, students seeking an Art Certificate must select an area of concentration. Multiple areas of concentrations may be achieved by completing an additional 16 units in any of the following areas listed. Required core courses cannot be duplicated.

### 1. ART: DRAWING

#### Select four from the following (16 units):

- ART 114 Beginning Drawing from Observation (4)
- ART 115 Drawing: Wet Media (4)
- ART 116 Drawing: Concept and Image (4)
- ART 214 Advanced Drawing from Observation (4)
- ART 215 Advanced Drawing: Wet Media (4)
- ART 216 Advanced Drawing: Concept and Image (4)

# ART (CONT.)

## 2. ART: PAINTING

**Select four from the following (16 units):**

- ART 210A Beginning Watercolor Painting (4)
- ART 210B Advanced Watercolor Painting (4)
- ART 211 Painting I (4)
- ART 212 Painting II (4)
- ART 234 Figure Painting (4)
- ART 240A Beginning Painting: Narrative and Symbolism (4)
- ART 240B Advanced Painting: Narrative and Symbolism (4)

## 3. ART: FIGURE STUDIES

**Select four from the following (16 units):**

- ART 213 Beginning Figure Drawing (4)
- ART 220A Figure Sculpture I (4)
- ART 223 Intermediate Figure Drawing (4)
- ART 224 Portraiture (4)
- ART 233 Advanced Figure Drawing (4)
- ART 234 Figure Painting (4)

## 4. ART: PRINTMAKING

**Select four from the following (16 units):**

- ART 221A Beginning Relief Printmaking (4)
- ART 221B Advanced Relief Printmaking (4)
- ART 221C Beginning Monotype Printmaking (4)
- ART 221D Advanced Monotype Printmaking (4)
- ART 221E Beginning Intaglio Printmaking (4)
- ART 221F Advanced Intaglio Printmaking (4)

## 5. ART: SCULPTURE

**Select four from the following (16 units):**

- ART 201A Mixed Media Sculpture I (4)
- ART 201B Mixed Media Sculpture II (4)
- ART 219A Metal Sculpture I (4)
- ART 219B Metal Sculpture II (4)
- ART 219C Metal Sculpture III (4)
- ART 219D Metal Sculpture IV (4)
- ART 219E Sculpture: Metal Fabrication I (4)
- ART 220A Figure Sculpture I (4)
- ART 220B Figure Sculpture II (4)
- ART 220C Figure Sculpture III (4)

## 6. ART: PHOTOGRAPHY

**Select four from the following (16 units):**

- ART 142 Black and White Photography I (4)
- ART 143 Black and White Photography II (4)
- ART 146 Digital Photography I (4)
- ART 148 Digital Photography II (4)
- ART 244 Color Photography (4)
- ART 247 Portrait Photography (4)
- ART 248 Commercial Photography (4)

## 7. ART: CERAMICS

**Select four from the following (16 units):**

- ART 119A Beginning Ceramics I (4)
- ART 119B Beginning Ceramics II (4)
- ART 120A Intermediate Ceramics I (4)
- ART 120B Intermediate Ceramics II (4)
- ART 239A Advanced Ceramics I (4)
- ART 239B Advanced Ceramics II (4)

# BUSINESS

Certificates of Achievement in Business are available in the following areas: Accounting and Finance, Accounting Technician, General Business, Management, Marketing, and Small Business Ownership. These certificates provide students with short-term career training for entry-level employment in a variety of business fields.

## Program Learning Outcomes:

- 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.

## A. REQUIRED COURSES

### 1. ACCOUNTING AND FINANCE

#### 32 units distributed as follows:

##### All courses as follows (32 units):

|          |                                                 |
|----------|-------------------------------------------------|
| BSN 102  | Business Information Processing and Systems (4) |
| BSN 110A | Financial Accounting I (4) <u>and</u>           |
| BSN 110B | Financial Accounting II (4)                     |
| BSN 110C | Managerial Accounting (4)                       |
| BSN 111  | Computerized Accounting (4)                     |
| BSN 115  | Business Finance (4)                            |
| BSN 117  | Personal Finance (4)                            |
| BSN 118  | Principles of Investment (4)                    |

### 2. ACCOUNTING TECHNICIAN

#### 31 units distributed as follows:

##### All courses as follows (19 units):

|         |                                                 |
|---------|-------------------------------------------------|
| BSN 100 | Introduction to Business (4)                    |
| BSN 102 | Business Information Processing and Systems (4) |
| BSN 104 | Business Communication (4)                      |
| BSN 158 | Data Entry and Business Calculations (3)        |
| BSN 190 | Business Math (4)                               |

*NOTE: Student must choose to take either (8 units):*

BSN 110A Financial Accounting I (4) and

BSN 110B Financial Accounting II (4)

or

BSN 152A Fundamentals of Bookkeeping I (4) and

BSN 152B Fundamentals of Bookkeeping II (4)

*NOTE: Student must choose to take either (4 units):*

BSN 111 Computerized Accounting (4)

or

BSN 155A QuickBooks I (2) and

BSN 155B QuickBooks II (2)

### 3. GENERAL BUSINESS

#### 33 units distributed as follows:

##### All courses as follows (29 units):

|          |                                                                 |
|----------|-----------------------------------------------------------------|
| BSN 100  | Introduction to Business (4)                                    |
| BSN 101A | Business Law: Introduction to Law and Business Transactions (5) |
| BSN 102  | Business Information Processing and Systems (4)                 |
| BSN 104  | Business Communication (4)                                      |
| BSN 115  | Business Finance (4)                                            |
| BSN 125  | Business Management (4)                                         |
| BSN 135  | Principles of Marketing (4)                                     |

*NOTE: Student must choose to take either (4 units):*

BSN 110A Financial Accounting I (4)

or

BSN 152A Fundamentals of Bookkeeping I (4)

### 4. MANAGEMENT

#### 29 units distributed as follows:

##### All courses as follows (29 units):

|          |                                                                 |
|----------|-----------------------------------------------------------------|
| BSN 101A | Business Law: Introduction to Law and Business Transactions (5) |
| BSN 102  | Business Information Processing and Systems (4)                 |
| BSN 104  | Business Communication (4)                                      |
| BSN 105  | Professional Communication (4)                                  |
| BSN 120  | Human Resource Management (4)                                   |
| BSN 122  | Organizational Behavior (4)                                     |
| BSN 125  | Business Management (4)                                         |

### 5. MARKETING

#### 29 units distributed as follows:

##### All courses as follows (29 units):

|          |                                                                 |
|----------|-----------------------------------------------------------------|
| BSN 101A | Business Law: Introduction to Law and Business Transactions (5) |
| BSN 102  | Business Information Processing and Systems (4)                 |
| BSN 104  | Business Communication (4)                                      |
| BSN 105  | Professional Communication (4)                                  |
| BSN 135  | Principles of Marketing (4)                                     |
| BSN 136  | Principles of Advertising (4)                                   |
| BSN 137  | Web Marketing (4)                                               |

### 6. SMALL BUSINESS OWNERSHIP

#### 32 units distributed as follows:

##### All courses as follows (24 units):

|         |                                                 |
|---------|-------------------------------------------------|
| BSN 100 | Introduction to Business (4)                    |
| BSN 102 | Business Information Processing and Systems (4) |
| BSN 104 | Business Communication (4)                      |
| BSN 125 | Business Management (4)                         |
| BSN 135 | Principles of Marketing (4)                     |
| BSN 210 | Entrepreneurship (4)                            |

*NOTE: Student must choose to take either (4 units):*

BSN 110A Financial Accounting I (4)

or

BSN 152A Fundamentals of Bookkeeping I (4)

*NOTE: Student must choose to take either (4 units):*

BSN 111 Computerized Accounting (4)

or

BSN 155A QuickBooks I (2) and

BSN 155B QuickBooks II (2)

# COMMERCIAL MUSIC

The certificate in Commercial Music is designed to provide a core of historical, conceptual and technical experiences that will prepare a developing musician for career opportunities in the field of Commercial Music. Included in the LTCC Certificate of Achievement is an Avid Pro Tools® User Certificate. Pro Tools® is the de facto professional standard in audio recording technology. Typical career paths may include recording engineer, live sound reinforcement, music and post production audio, digital media/internet audio, and performing and/or recording artist.

## Program Learning Outcomes:

- Demonstrate an understanding of the history of contemporary popular music.
- Demonstrate an understanding of the basic fundamentals of music theory.
- Complete the Pro Tools User Certification Exam.
- Demonstrate appropriate technical and musical skills in their major instrument.

## A. REQUIRED COURSES

### 40.25 units distributed as follows:

#### 1. All courses from the following (24.25 units):

|          |                                              |
|----------|----------------------------------------------|
| MUS 104B | History of Rock Music (4)                    |
| MUS 111  | Basic Music Theory I (4.75)                  |
| MUS 112  | Basic Music Theory II (4.75)                 |
| MUS 113  | Basic Music Theory III (4.75)                |
| MUS 119A | Pro Tools 101: Pro Tools Fundamentals I (3)  |
| MUS 119B | Pro Tools 110: Pro Tools Fundamentals II (3) |

#### 2. Music History Electives:

##### One selected from the following (4 units):

|          |                        |
|----------|------------------------|
| MUS 104C | Music of the World (4) |
| MUS 104E | The Beatles (4)        |
| MUS 104F | History of Jazz (4)    |

#### 3. Performance Electives:

##### A minimum of 8 units selected from the following:

*Note: Each course can only be counted once towards performance electives.*

|          |                                  |
|----------|----------------------------------|
| MUS 116A | Drumset (2)                      |
| MUS 116B | Hand Drumming and Percussion (2) |
| MUS 116C | Guitar (2)                       |
| MUS 116D | Piano (2.75)                     |
| MUS 116E | Voice (2)                        |

#### 4. Ensemble Electives:

##### A minimum of 4 units selected from the following:

|          |                                   |
|----------|-----------------------------------|
| MUS 116F | Voice: Broadway/Pop Styles (2)    |
| MUS 141B | College Chorus B (1.75)           |
| MUS 141C | College Chorus C (1.5)            |
| MUS 248A | Beginning Rock Ensemble (2)       |
| MUS 248B | Intermediate Rock Ensemble (2.75) |

# 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.

## Program Learning Outcomes:

- 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.

## A. REQUIRED COURSES

### 31 units distributed as follows:

#### 1. All courses from the following (27 units):

|         |                                             |
|---------|---------------------------------------------|
| CIS 100 | Web Publishing Using Authoring Software (4) |
| CIS 101 | Graphics for the Web (4)                    |
| CIS 102 | Animation for the Web (4)                   |
| CIS 112 | Web Publishing Using HTML and CSS (4)       |
| CIS 113 | Client-Side Scripting for the Web (4)       |
| CIS 114 | Data-Driven Web Sites (4)                   |
| CIS 115 | Current Technologies in Web Development (3) |

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

|         |                                   |
|---------|-----------------------------------|
| ART 111 | Two-Dimensional Design (4)        |
| DMA 121 | Artistic Concepts for the Web (4) |

# CRIMINAL JUSTICE

**C**riminal 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 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.

## *Program Learning Outcomes:*

- 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 (4)
- CRJ 102 Criminal Law (4)

#### **2. Three courses from the following (12 units):**

- CRJ 103 Introduction to Evidence (4)
- CRJ 104 Criminal Court Process (4)
- CRJ 105 Cultural Diversity in Criminal Justice (4)
- CRJ 108 Juvenile Law and Procedures (4)
- CRJ 110 Introduction to Corrections (4)
- CRJ 112 Introduction to Investigation (4)

#### **3. Two courses from the following (8-9 units):**

- SOC 101 Introduction to Sociology (4)
- PSY 101 General Psychology (4)
- MAT 201 Elementary Statistics (5)

# CULINARY ARTS

**T**hese 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**

### *Program Learning Outcomes:*

- 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:**

### **19.75 units distributed as follows:**

#### **1. All courses from the following (20.5 units)**

- CUL 101 Introduction to the Culinary Arts Profession (2.5)
- CUL 102 Principles and Practices of Basic Food Preparation (4.5)
- CUL 104 Principles and Practices of Baking and Pastry Arts (4)
- CUL 106 Principles and Practices of Intermediate Food Preparation (4.5)
- CUL 164A Vegetarian Cuisine (1)
- CUL 172D French Regional Cuisine (.75)
- CUL 172F The Food and Cooking of China (1.25)

#### **2. Specified Electives (1.25 units minimum):**

- CUL 120 Introduction to Wine (4)
- CUL 162A Simply Appetizers (.5)
- CUL 162B Cooking of the Fall: Soups, Stews, and Chilies (.75)
- CUL 162C Soups for All Seasons (.5)
- CUL 162D The Art of Slow Cooking (1)
- CUL 169A The Fine Art of Sushi Making I (.75)
- CUL 169B The Fine Art of Sushi Making II (.75)
- CUL 169C Exploring the World of Pizza (.5)
- CUL 171 The Art and Science of Sauces and Saucemaking (.5)
- CUL 172A Middle Eastern Cuisine (.75)
- CUL 172B The Cuisine of India (.75)
- CUL 172C Mexican Regional Cuisine (.75)
- CUL 172E Italian Regional Cuisine (1)
- CUL 172G Contrasts in Flavor: Vietnamese and Thai Cooking (1)
- CUL 226 Food and Wine (4)



# CULINARY ARTS (CONT.)

## 2. FOUNDATIONS OF BAKING AND PASTRY

### Program Learning Outcomes:

- 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:

#### 18 units distributed as follows:

#### 1. All courses from the following (18.5 units)

|          |                                                                     |
|----------|---------------------------------------------------------------------|
| CUL 101  | Introduction to the Culinary Arts Profession (2.5)                  |
| CUL 102  | Principles and Practices of Basic Food Preparation (4.5)            |
| CUL 104  | Principles and Practices of Baking and Pastry Arts (4)              |
| CUL 114  | Principles and Practices of Intermediate Baking and Pastry Arts (4) |
| CUL 165  | A Passion for Chocolate (.5)                                        |
| CUL 168A | Cake Decorating I (.5)                                              |

#### 2. Specified Electives (2 units minimum):

|          |                                                                     |
|----------|---------------------------------------------------------------------|
| CUL 163A | Home Comfort Desserts (.5)                                          |
| CUL 163C | Restaurant-Style Desserts (.75)                                     |
| CUL 163D | The Art of Baking Bread (1.25)                                      |
| CUL 163E | Making a Gingerbread House (.5)                                     |
| CUL 163F | Cookie Mastery (.75)                                                |
| CUL 163G | Breakfast Breads and Pastries (.5)                                  |
| CUL 163H | International Breads, Pastries, Candies, and Desserts (1.5)         |
| CUL 163J | Cakes, Tortes, Fillings, and Icings (1)                             |
| CUL 163K | The Essential Flatbreads: Naan, Injera, Tortillas, and More (1)     |
| CUL 163L | Pies, Tarts, and Galettes (.75)                                     |
| CUL 166  | Summer Foods: Salads, Cold Soups, Grilling, and Fruit Desserts (.5) |

## 3. GLOBAL CUISINE

### Program Learning Outcomes:

- 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

#### 26.25 units distributed as follows:

#### 1. All courses from the following (24.75 units):

|          |                                                                 |
|----------|-----------------------------------------------------------------|
| CUL 101  | Introduction to the Culinary Arts Profession (2.5)              |
| CUL 102  | Principles and Practices of Basic Food Preparation (4.5)        |
| CUL 104  | Principles and Practices of Baking and Pastry Arts (4)          |
| CUL 106  | Principles and Practices of Intermediate Food Preparation (4.5) |
| CUL 125  | Wines of the World (4)                                          |
| CUL 172A | Middle Eastern Cuisine (.75)                                    |
| CUL 172B | The Cuisine of India (.75)                                      |
| CUL 172C | Mexican Regional Cuisine (.75)                                  |
| CUL 172D | French Regional Cuisine (.75)                                   |
| CUL 172E | Italian Regional Cuisine (1)                                    |
| CUL 172F | The Food and Cooking of China (1.25)                            |

#### 2. Specified Electives (1.5 units minimum):

|          |                                                                 |
|----------|-----------------------------------------------------------------|
| CUL 163H | International Breads, Pastries, Candies, and Desserts (1.5)     |
| CUL 163K | The Essential Flatbreads: Naan, Injera, Tortillas, and More (1) |
| CUL 172G | Contrasts in Flavor: Vietnamese and Thai Cooking (1)            |

# CULINARY ARTS (CONT.)

## 4. WINE STUDIES

### Program Learning Outcomes:

- 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

#### 27-27.5 units distributed as follows:

#### 1. All courses from the following (29-29.5 units):

- |         |                                                                 |
|---------|-----------------------------------------------------------------|
| CUL 101 | Introduction to the Culinary Arts Profession (2.5)              |
| CUL 102 | Principles and Practices of Basic Food Preparation (4.5)        |
| CUL 104 | Principles and Practices of Baking and Pastry Arts (4)          |
| - or -  |                                                                 |
| CUL 106 | Principles and Practices of Intermediate Food Preparation (4.5) |
| CUL 120 | Introduction to Wine (4)                                        |
| CUL 125 | Wines of the World (4)                                          |
| CUL 128 | Wines of California (4)                                         |
| CUL 226 | Food and Wine (4)                                               |

## 5. VEGETARIAN CUISINE

### Program Learning Outcomes:

- 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

#### 20.75 units distributed as follows:

#### 1. All courses from the following (18.75 units):

- |          |                                                                 |
|----------|-----------------------------------------------------------------|
| CUL 101  | Introduction to the Culinary Arts Profession (2.5)              |
| CUL 102  | Principles and Practices of Basic Food Preparation (4.5)        |
| CUL 104  | Principles and Practices of Baking and Pastry Arts              |
| CUL 106  | Principles and Practices of Intermediate Food Preparation (4.5) |
| CUL 164A | Vegetarian Cuisine (1)                                          |
| CUL 164C | Vegan Food and Cooking (1.25)                                   |
| CUL 164D | Healthy Cooking for a Healthy Diet (1)                          |

(4)

#### 2. Specified Electives (2 units minimum):

- |          |                                                                     |
|----------|---------------------------------------------------------------------|
| CUL 114  | Principles and Practices of Intermediate Baking and Pastry Arts (4) |
| CUL 120  | Introduction to Wine (4)                                            |
| CUL 162C | Soups for All Seasons (.5)                                          |
| CUL 163H | International Breads, Pastries, Candies, and Desserts (1.5)         |
| CUL 163K | The Essential Flatbreads: Naan, Injera, Tortillas, and More (1)     |
| CUL 172A | Middle Eastern Cuisine (.75)                                        |
| CUL 172B | The Cuisine of India (.75)                                          |
| CUL 172F | The Food and Cooking of China (1.25)                                |
| CUL 172G | Contrasts in Flavor: Vietnamese and Thai Cooking (1)                |

# 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.

## *Program Learning Outcomes:*

- 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:**

### **All courses from the following (32 units):**

|                 |                                                             |
|-----------------|-------------------------------------------------------------|
| ECE 100         | Health, Safety, and Nutrition for Young Children (4)        |
| ECE 101         | Practices and Principles of Teaching Young Children (4)     |
| ECE 102/PSY 102 | Child and Adolescent Growth and Development (4)             |
| ECE 103         | Child, Family, and Community (4)                            |
| ECE 110         | Introduction to Curriculum (4)                              |
| ECE 124         | Observation and Assessment (4)                              |
| ECE 126         | Teaching in a Diverse Society (4)                           |
| ECE 202         | Practicum in Early Childhood Programs: Field Experience (4) |

# ENVIRONMENTAL TECHNOLOGY AND TECHNOLOGY

The Environmental Technology and Sustainability certificate of achievement program is an interdisciplinary course of study that focuses on preparing students for employment with an introduction to environmental components, processes, and issues. Students pursuing this major have the option of exploring diverse fields in environmental management and restoration, natural resources conservation, and sustainability. Many of the courses emphasize exploration and study of the Lake Tahoe Basin and the surrounding areas, a natural lab of outstanding beauty and richness.

## Program Learning Outcomes:

- Apply the scientific method to analyze organisms, structures, processes, and issues associated with local, regional, national, and global environments.
- Dissect, model, and communicate the complexity of the natural environment into its component interconnected systems.

## A. REQUIRED COURSES:

### 18 units distributed as follows:

#### 3.5 units minimum from the following:

- CHM 100 Introduction to General Chemistry (5)
- CHM 101 General Chemistry (5.75)
- GEG 134/CIS 135A Introduction to Geographic Information Systems (3.5)
- MAT 201 Elementary Statistics (5)

#### 11.5 units distributed as follows:

- EVS 102 Environmental Science: System Dynamics (4)
- EVS 103 Environmental Science: Human Impacts (4)
- EVS 104 Environmental Technology and Sustainability Laboratory Methods (1.5)
- EVS 105 Environmental Technology and Sustainability Field Methods (2)

#### 3 units of Occupational Work Experience:

- EVS 133 Internship Occupational Work Experience (1-6)

## AREAS OF CONCENTRATION: (Choose any option)

In addition to the required core courses listed above, students seeking an Environmental Technology and Sustainability Certificate must select an area of concentration. Multiple areas of concentrations may be achieved by completing an additional 10 units in any of the following areas listed. Required core courses cannot be duplicated.

## 1. ETS: BIOLOGICAL RESOURCES

### A minimum of 10 units distributed as follows:

#### 5 units distributed as follows:

- BIO 111 Introduction to Plant and Animal Biology (5)

#### 5 units minimum not already used from the following:

- BIO 112 Systems Biology (5)
- BIO 113 Field Methods in Wildlife Ecology (4)
- BIO 141A Birds of the Lake Tahoe Basin (1.25)
- BIO 149 Ecology (5)
- BIO 201 Botany (5)
- BIO 212 Zoology (5)

**TOTAL UNITS (including required courses): 28 units**

## 2. ETS: PHYSICAL RESOURCES

### A minimum of 10 units distributed as follows:

#### 5 units minimum from the following:

- GEG 101 Physical Geography (5)
- GEL 102 Physical Geology (5)

#### 5 units minimum not already used from the following:

- GEG 101 Physical Geography (5)
- GEG 106 California Geography (4)
- GEG 107 Water Quality Monitoring of Streams and Lakes (2.5)
- GEG 108 Water Resources (4)
- GEG 113 Meteorology (4)
- GEG 114 Economic Geography (4)
- GEL 101 Geology of California (4)
- GEL 102 Physical Geology (5)
- GEL 103 History of Earth and its Life (5)
- GEL 107 Geology of the Eastern Sierra (1.25)
- GEL 110 Geology of the National Parks and Monuments (4)
- GSE 110 History of Taming Water in the West (2.25)

**TOTAL UNITS (including required courses): 28 units**

## 3. ETS: SUSTAINABILITY

### A minimum of 10 units distributed as follows:

#### 5 units minimum from the following:

- EVS 110 California Naturalist Program (4.5)
- GSE 101 Introduction to Sustainability (4)
- GSE 103 Lake Tahoe Issues and Agencies (3)
- GSE 107 Energy, Society and Sustainability (5)

#### 5 units minimum not already used from the following:

- BIO 149 Ecology (5)
- GEG 107 Water Quality Monitoring of Streams and Lakes (2.5)
- GSE 101 Introduction to Sustainability (2.25)
- GSE 103 Lake Tahoe Issues and Agencies (3)
- GSE 105 Introduction to Green Business (3.25)
- GSE 107 Energy, Society and Sustainability (5)
- GSE 110 History of Taming Water in the West (2.25)
- GSE 115 Introduction to Geotourism (3.25)
- GSE 120 Residential and Small Business Energy Auditing (3.5)
- GSE 126 Introduction to Solar Energy: Thermal, Photovoltaic, Passive Design (3.25)
- WLD 100 Foundations of Recreation Land Management (3)

**TOTAL UNITS (including required courses): 28 units**

# FIRE ACADEMY

An Accredited Regional Training Program through the California State Fire Marshal and the State Board of Fire Services

The Fire Academy 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 Fire Academy Certificate of Achievement, students must successfully pass the Lake Tahoe Basin Fire Academy (FIR170A, FIR170B, FIR170C) and Emergency Medical Technician (EMT) (HEA140C). The Lake Tahoe Basin Fire Academy is offered in partnership with Eastern Alpine Fire/EMS, 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.

## Program Learning Outcomes:

- 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.

## A. REQUIRED COURSES:

### All courses from the following (46.75 units):

|          |                                            |
|----------|--------------------------------------------|
| FIR 170A | Lake Tahoe Basin Fire Academy, Part 1 (12) |
| FIR 170B | Lake Tahoe Basin Fire Academy, Part 2 (12) |
| FIR 170C | Lake Tahoe Basin Fire Academy, Part 3 (12) |
| HEA 140C | Emergency Medical Technician (EMT) (10.75) |

# FIRE OFFICER

An Accredited Regional Training Program through the California State Fire Marshal and the State Board of Fire Services

The Fire Officer certificate prepares students for supervisory-level careers in the fire service and training opportunities for employed and volunteer firefighters. Coursework includes: Human Resource Management, Instructional Methodology and Development, All-Risk Command and Wildland Operations, General Administrative Functions, Fire Inspections and Investigations, Budget and Fiscal Responsibilities, and Emergency Service Delivery Response

Students successfully completing the necessary coursework and meeting additional industry-specific requirements are eligible for California State Fire Marshal certification as a Fire Officer. Students must complete all summative tests with a minimum score of 80%.

This program follows the Chief Fire Officer National Fire Protection Association (NFPA) 1021 Standard for Fire Officer Professional Qualifications (2014), National Fire Protection Association (NFPA) 1051 Standard for Wildland Fire Fighter Professional Qualifications (2012), and National Fire Protection Association (NFPA) 1041 Standard for Fire Instructor Professional Qualifications (2012) to provide the qualifications for State Fire Training's Fire Officer Certification.

Note: In order to be certified by the State Board of Fire Services as a Fire Officer, students must have a minimum of five years full-time paid or ten years volunteer or part-time paid experience in a Recognized Fire Agency in California as a fire fighter performing suppression duties and at least two years of experience must be at the officer level (Lieutenant or higher) and be an Office of the State Fire Marshal (OSFM) certified Fire Officer, or Office of the State Fire Marshal (OSFM) certified Company Officer and possess, at a minimum, an associate's degree (any major) or higher from an accredited post-secondary institution.

## Program Learning Outcomes:

- Prepare for and pass all required certification training standards included in the Certification Task Book in the Chief Fire Officer California Training Standard Guide (November 2014), which is based on National Fire Protection Association (NFPA) 1021 Standard for Fire Officer Professional Qualifications (2014), National Fire Protection Association (NFPA) 1051 Standard for Wildland Fire Fighter Professional Qualifications (2012), and National Fire Protection Association (NFPA) 1041 Standard for Fire Instructor Professional Qualifications (2012).

## A. REQUIRED COURSES

### All courses from the following (27 units):

|          |                                                                 |
|----------|-----------------------------------------------------------------|
| FIR 172D | Instructor I: Instructional Methodology (2.5)                   |
| FIR 172E | Instructor II: Instructional Development (2.5)                  |
| FIR 181A | Company Officer 2A: Human Resource Management (3.5)             |
| FIR 181B | Company Officer 2B: General Administrative Functions (2)        |
| FIR 181C | Company Officer 2C: Fire Inspections and Investigations (3.5)   |
| FIR 181D | Company Officer 2D: All-Risk Command Operations (2.5)           |
| FIR 181E | Company Officer 2E: Wildland Incident Operations (2.5)          |
| FIR 182A | Chief Fire Officer 3A: Human Resource Management (2.5)          |
| FIR 182B | Chief Fire Officer 3B: Budget and Fiscal Responsibilities (1.5) |
| FIR 182C | Chief Fire Officer 3C: General Administrative Functions (2)     |
| FIR 182D | Chief Fire Officer 3D: Emergency Service Delivery Response (2)  |



# FIRE SCIENCE

An Accredited Regional Training Program through the California State Fire Marshal and the State Board of Fire Services

The Fire Science 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 Fire Science 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 (FESHE) Higher Education Model.

## Program Learning Outcomes:

- 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. REQUIRED COURSES:

**31.5 – 34.75 units distributed as follows:**

### 1. All courses from the following (24 units):

- FIR 101 Fire Protection Organization (4)
- FIR 102 Fundamentals of Fire Prevention (4)
- FIR 103 Fire Protection Equipment and Systems (4)
- FIR 104 Building Construction for Fire Protection (4)
- FIR 105 Fire Behavior and Combustion (4)
- FIR 106 Principles of Fire and Emergency Services Safety and Survival (4)

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

- FIR 153 Fire Hydraulics (4)
- FIR 167 Wildland Fire Safety and Hand Crew Operations: Basic Wildland Firefighter (L-180, S-130, S-190) (3.5)
- HEA 140C Emergency Medical Technician (EMT) (10.75)

# 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.

## Program Learning Outcomes:

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. REQUIRED COURSES:

**31.75 units distributed as follows:**

### 1. All courses from the following (27.75 units):

- BSN 102 Business Information Processing and Systems (4)
- BSN 152A Fundamentals of Bookkeeping I (4)
- HEA 149 Introduction to Medical Ethics and Law (.75)
- MOA 235 Introduction to Administrative Medical Assisting (3)
- MOA 236 Basic Principles of Medical Coding (5)
- MOA 237 Medical Insurance Billing (3)
- MOA 238 Medical Terminology, Part 1 (4)
- MOA 240 Medical Terminology, Part 2 (4)

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

- BSN 104 Business Communications (4)
- BSN 105 Professional Communication (4)
- SPE 102 Intercultural Communications (4)
- SPE 104 Speech Communication (4)

NOTE: The Medical Office Assistant: Administrative degree and certificate programs are designed to augment the Certified Medical Assistant: Clinical program through our Regional Training Partners at Barton University and is required for employment consideration at Barton Healthcare.

# 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.

## Program Learning Outcomes:

- 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:

42 units distributed as follows:

### 1. All courses from the following (30 units):

|          |                                     |
|----------|-------------------------------------|
| ART 111  | Two-Dimensional Design (4)          |
| ART 141  | The History of Photography (4)      |
| ART 142  | Black and White Photography I (4)   |
| ART 143  | Black and White Photography II (4)  |
| ART 146  | Digital Photography (4)             |
| ART 148  | Digital Photography II (4)          |
| ART 228A | Professional Skills for Artists (2) |
| ART 244  | Color Photography (4)               |

### 2. Three courses from the following (12 units):

|          |                                     |
|----------|-------------------------------------|
| ART 135A | Digital Imaging I (4)               |
| ART 135B | Digital Imaging II (4)              |
| ART 145A | Landscape Photography (A) (4)       |
| ART 147  | Photojournalism (4)                 |
| ART 242  | Black and White Photography III (4) |
| ART 247  | Portrait Photography (4)            |
| ART 248  | Commercial Photography (4)          |

# 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.

## Program Learning Outcomes:

- 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 to seven courses from the following (30-32 units):

*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 (5)                                                |
| SPA 102  | Elementary Spanish II (5)                                               |
| SPA 103  | Elementary Spanish III (5)                                              |
| SPA 201  | Intermediate Spanish I (5)                                              |
| SPA 202  | Intermediate Spanish II (5)                                             |
| SPA 203  | Intermediate Spanish III (5)                                            |
| SPA 210  | Advanced Spanish Grammar and Composition I (5)                          |
| SPA 211  | Advanced Spanish Grammar and Composition II (5)                         |
| SPA 212  | Introduction to Spanish Literature (5)                                  |
| SPA 221A | Spanish for Heritage and Bilingual Speakers 1A (3)                      |
| SPA 221B | Spanish for Heritage and Bilingual Speakers 1B (3)                      |
| SPA 220B | Intermediate Spanish for Heritage Speakers and Two-Way Immersion II (6) |

### 2. ELECTIVE COURSES

**A minimum of 9-11 units 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 (5)                              |
| SPA 102  | Elementary Spanish II (5)                             |
| SPA 103  | Elementary Spanish III (5)                            |
| SPA 105  | Intermediate Spanish Oral Proficiency (3)             |
| SPA 110  | Hispanic Civilization and Culture (4)                 |
| SPA 141  | Conversational Spanish I (3)                          |
| SPA 142  | Conversational Spanish II (3)                         |
| SPA 143  | Conversational Spanish III (3)                        |
| SPA 155  | Bi-Cultural Conversation (4)                          |
| SPA 157A | Conversation Expanded Experience - Low Beginning (1)  |
| SPA 157B | Conversation Expanded Experience - Beginning (1)      |
| SPA 157C | Conversation Expanded Experience - High Beginning (1) |

# SPANISH (CONT.)

|                                                                                                       |                                                                         |
|-------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|
| SPA 157D                                                                                              | Conversation Expanded Experience - Low Intermediate (1)                 |
| SPA 157E                                                                                              | Conversation Expanded Experience - Intermediate (1)                     |
| SPA 157F                                                                                              | Conversation Expanded Experience - High Intermediate (1)                |
| SPA 157G                                                                                              | Conversation Expanded Experience - Low Advanced (1)                     |
| SPA 157H                                                                                              | Conversation Expanded Experience - Advanced (1)                         |
| SPA 157J                                                                                              | Conversation Expanded Experience - High Advanced (1)                    |
| SPA 170A                                                                                              | Elementary Spanish for the Professions I** (.5-3)                       |
| SPA 170B                                                                                              | Elementary Spanish for the Professions II** (.5-3)                      |
| SPA 170C                                                                                              | Elementary Spanish for the Professions III** (.5-3)                     |
| <b>** A maximum of 3 units from the courses in the 170 series may be used toward the certificate.</b> |                                                                         |
| SPA 201                                                                                               | Intermediate Spanish I (5)                                              |
| SPA 202                                                                                               | Intermediate Spanish II (5)                                             |
| SPA 203                                                                                               | Intermediate Spanish III (5)                                            |
| SPA 210                                                                                               | Advanced Spanish Grammar and Composition I (5)                          |
| SPA 211                                                                                               | Advanced Spanish Grammar and Composition II (5)                         |
| SPA 212                                                                                               | Introduction to Spanish Literature (5)                                  |
| SPA 221A                                                                                              | Spanish for Heritage and Bilingual Speakers 1A (3)                      |
| SPA 221B                                                                                              | Spanish for Heritage and Bilingual Speakers 1B (3)                      |
| SPA 220B                                                                                              | Intermediate Spanish for Heritage Speakers and Two-Way Immersion II (6) |

## **b. Students may take Intensive Spanish Summer Institute (ISSI) courses up to 3.5 units.**

|           |                                           |
|-----------|-------------------------------------------|
| SPA 121A  | ISSI: Low Beginning (2.5)                 |
| SPA 121B  | ISSI: Beginning (2.5)                     |
| SPA 121D  | ISSI: High Beginning (2.5)                |
| SPA 122A  | ISSI: Low Intermediate (2.5)              |
| SPA 122B  | ISSI: Intermediate (2.5)                  |
| SPA 122C  | ISSI: Intermediate - Level II (2.5)       |
| SPA 122CA | ISSI: Intermediate - Level III (2.5)      |
| SPA 122D  | ISSI: High Intermediate (2.5)             |
| SPA 122E  | ISSI: High Intermediate - Level II (2.5)  |
| SPA 122EA | ISSI: High Intermediate - Level III (2.5) |
| SPA 123A  | ISSI: Low Advanced (2.5)                  |
| SPA 123B  | ISSI: Advanced (2.5)                      |
| SPA 123D  | ISSI: High Advanced (2.5)                 |
| SPA 124   | ISSI: Low Superior (2.5)                  |
| SPA 124A  | ISSI: Superior (2.5)                      |

## **ISSI MINI-COURSES**

|          |                                                                                            |
|----------|--------------------------------------------------------------------------------------------|
| SPA 154A | ISSI: Reinforcing Grammatical Concepts and Structures - Level 1 (.5)                       |
| SPA 154B | ISSI: Reinforcing Grammatical Concepts and Structures - Level 2 (.5)                       |
| SPA 154C | ISSI: Communicative Conversational Spanish Vocabulary - Beginning (.5)                     |
| SPA 154E | ISSI: Simultaneous Bilingual Translation Techniques - High Intermediate to Superior (.5)   |
| SPA 154F | ISSI: Spanish Slang, Jargon, and Street Language (.5)                                      |
| SPA 154G | ISSI: Using Traditional and Contemporary Latino Music as a Language Acquisition Tool (.25) |
| SPA 154M | ISSI: Reinforcing Grammatical Concepts and Structures - Low Beginning to Beginning (.5)    |

|           |                                                                                                                    |
|-----------|--------------------------------------------------------------------------------------------------------------------|
| SPA 154P  | ISSI: Conversational Scenarios I: High Beginning and Low Intermediate (.5)                                         |
| SPA 154Q  | ISSI: Conversational Scenarios II: Intermediate and High Intermediate (.5)                                         |
| SPA 154R  | ISSI: Increase Spanish Proficiency Through Interactive Stories (.5)                                                |
| SPA 156CC | ISSI: Small Group Conversation - Intermediate (.5)                                                                 |
| SPA 156CD | ISSI: Small Group Conversation - Intermediate Level II (.5)                                                        |
| SPA 156CE | ISSI: Small Group Conversation - Intermediate Level III (.5)                                                       |
| SPA 156D  | ISSI: Small Group Conversation - High Intermediate (.5)                                                            |
| SPA 156DA | ISSI: Small Group Conversation - High Intermediate - Level II (.5)                                                 |
| SPA 156DB | ISSI: Small Group Conversation - High Intermediate - Level III (.5)                                                |
| SPA 156E  | ISSI: Small Group Conversation - Low Advanced (.5)                                                                 |
| SPA 156EE | ISSI: Small Group Conversation - Advanced (.5)                                                                     |
| SPA 156F  | ISSI: Small Group Conversation - High Advanced (.5)                                                                |
| SPA 156FF | ISSI: Small Group Conversation - Low Superior (.5)                                                                 |
| SPA 156G  | ISSI: Small Group Conversation - Superior (.5)                                                                     |
| SPA 156GG | ISSI: Small Group Conversation - High Superior (.5)                                                                |
| SPA 160H  | ISSI: Multi-Level CALL (PC) (.5)                                                                                   |
| SPA 181A  | ISSI: Spanish for the Medical Profession - High Beginning to Intermediate (.5)                                     |
| SPA 181D  | ISSI: Spanish for the Medical Profession - High Intermediate to High Superior (.5)                                 |
| SPA 182   | ISSI: Comparative Grammar: Beginning to High Beginning (.5)                                                        |
| SPA 183A  | ISSI: Breaking Out of Beginner's Spanish (.5)                                                                      |
| SPA 183B  | ISSI: Breaking Out of Intermediate Spanish (.5)                                                                    |
| SPA 184A  | ISSI: Comparative Grammar: High Beginning to Intermediate (.5)                                                     |
| SPA 185A  | ISSI: Comparative Grammar: High Intermediate to Superior                                                           |
| SPA 186A  | ISSI: Comparative Grammar: The Subjunctive Mood for Low Advanced to Advanced Levels (.5)                           |
| SPA 186B  | ISSI: Comparative Grammar: The Subjunctive Mood for High Advanced to Superior Levels (.5)                          |
| SPA 187   | ISSI: Hispanics in Hollywood (.5)                                                                                  |
| SPA 188   | ISSI: The Power of Proper Pronunciation in Spanish (.5)                                                            |
| SPA 189   | ISSI: Language and Culture Through Zumba (.5)                                                                      |
| SPA 199A  | ISSI: Spanish Communicative Interactive Conversation Course (SCICC): The Difficult Trip: Beginning Levels (.25)    |
| SPA 199D  | ISSI: Spanish Communicative Interactive Conversation Course (SCICC): The Difficult Trip: Intermediate Levels (.25) |
| SPA 199H  | ISSI: Spanish Communicative Interactive Conversation Course (SCICC): The Difficult Trip: Advanced Levels (.25)     |

## **c. Suggested courses:**

|         |                                 |
|---------|---------------------------------|
| ANT 101 | Introduction to Archaeology (4) |
| ART 107 | Art of the Americas (4)         |
| ETH 100 | Current Latino Issues (4)       |
| ETH 201 | Mexican-American Culture (4)    |

## SPANISH (CONT.)

|          |                                                     |
|----------|-----------------------------------------------------|
| ETH 202A | Mexican-American History: Pre-Columbian to 1848 (4) |
| ETH 202B | Mexican-American History: 1848 to 1960 (4)          |
| ETH 202C | Mexican-American History: 1960 to Present (4)       |
| ETH 203A | History of Mexico: Pre-Columbian to 1821 (4)        |
| ETH 203B | History of Mexico: 1821 to 1910 (4)                 |
| ETH 203C | History of Mexico: 1910 to Present (4)              |
| HIS 104  | Early California History (4)                        |
| HIS 110  | Multicultural History of the United States (4)      |
| SPE 102  | Intercultural Communications (4)                    |

*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 COMPETENCY: 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.

### *Program Learning Outcomes:*

- Communicate effectively in English in the four modalities of listening, reading, writing, and speaking at the Low Beginning through Advanced levels.
- Demonstrate appreciation, understanding and awareness of different English speaking cultures, values, and traditions.

This certificate of competency will be awarded upon completion of the following *noncredit* courses:

Students can start the certificate at one of the following levels:

|          |                                 |
|----------|---------------------------------|
| ESL 561A | ESL Low Beginning <i>or</i>     |
| ESL 562A | ESL High Beginning <i>or</i>    |
| ESL 563A | ESL Low Intermediate <i>or</i>  |
| ESL 564A | ESL Intermediate <i>or</i>      |
| ESL 564B | ESL High Intermediate <i>or</i> |
| ESL 571A | ESL Literacy A                  |

After assessing proficient at all levels above, students must then complete the following courses:

|          |                               |
|----------|-------------------------------|
| ESL 565  | ESL Advanced                  |
| ESL 582A | ESL Introduction to Computers |
| ESL 592A | ESL Pronunciation             |

# WILDERNESS EDUCATION & OUTDOOR LEADERSHIP

Revised certificate coming soon.



# EMPLOYABLE SKILLS 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 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.

### *Program Learning Outcomes:*

- 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.
- 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 (4)  
ANT 110 Applied Anthropology (4)

### **8 units selected from the following:**

- ANT 101 Introduction to Archaeology (4)  
ANT 103 Physical/Biological Anthropology (4)  
ANT 105 Beginning Field Archaeology (2.75)  
ANT 107 Magic, Witchcraft, and Religion (4)  
ANT 112 Anthropology of the Unexplained (4)  
BIO 149 Ecology (5)  
BSN 100 Introduction to Business (4)  
GEG 102 Human Geography (4)  
GEG 103 World Regional Geography (4)  
GEG 134/CIS 135A Introduction to Geographic Information Systems (3.5)  
GEG 135/CIS 135B Intermediate Geographic Information Systems (3.5)  
PEH 100 Personal Health and Wellness (4)  
PSY 101 General Psychology (4)  
SOC 102 Marriage, Families, and Intimate Relationships (4)  
SOC 104 Deviance (4)  
SOC 107 Race and Ethnic Relations (4)  
SOC 111 Sociology of Popular Culture (4)  
SPE 102 Intercultural Communication (4)

## **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 (1-5)  
WKX 102 General Work Experience - Internship (1-5)  
Discipline Specific Internships (1-6)

**TOTAL UNITS (including work experience) = 18**

## CERTIFIED 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.

### **All courses from the following (12 units):**

- BSN 152A Fundamentals of Bookkeeping I (4)  
BSN 152B Fundamentals of Bookkeeping II (4)  
BSN 152C Becoming a Certified Bookkeeper (4)

*This sequence is offered every other year. Please contact Enrollment Services for additional information.*

## COMMERCIAL MUSIC

This employable skills certificate provides the student with an entry level official industry certificate in Pro Tools®, the recording industry's software standard. It is designed to prepare the student for entry level positions that lead to career paths such as: recording engineer, live sound reinforcement, music production and post production audio, and digital media/gaming audio.

AVID PRO TOOLS USER CERTIFICATE: This official certificate is the first level for the recording industry software standard, Pro Tools®.

### **All courses from the following (6 units):**

- MUS 119A Pro Tools 101: Pro Tools Fundamentals I (3)  
MUS 119B Pro Tools 110: Pro Tools Fundamentals II (3)

For further information about this program, contact the Music department at extension 382. Students must also pass the official AVID Certification Exam to receive this certificate.

## **COMPUTER AND INFORMATION SCIENCES**

This employable skills 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 Career and Technical Education department at extension 583 or 723.

### **All courses from the following (12 units):**

- |          |                              |
|----------|------------------------------|
| CIS 120A | Computer Programming I (4)   |
| CIS 120B | Computer Programming II (4)  |
| CIS 120C | Computer Programming III (4) |

## **CULINARY ARTS**

The employable skills 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.

### **All courses from the following (11-11.5 units):**

- |         |                                                                  |
|---------|------------------------------------------------------------------|
| CUL 101 | Introduction to the Culinary Arts Profession (2.5)               |
| CUL 102 | Principles and Practices of Basic Food Preparation (4.5)         |
| CUL 104 | Principles and Practices of Baking and Pastry Arts (4) <u>or</u> |
| CUL 106 | Practices of Intermediate Food Preparation (4.5)                 |

## **DENTAL ASSISTING AND RADIOLOGY**

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. In Dental Radiology, Part 3 (Externship) (HEA 147C), students hone their workplace dental assisting skills and take part in a comprehensive externship placement experience. The radiology curriculum is approved by the Dental Board of California (DBC) and successful completion of the entire course sequence, to include HEA 147A, HEA 147B, and HEA 147C will culminate in a Lake Tahoe Community College Dental Assisting Certificate of Completion, and Dental Board of California (DBC) approved Radiation Safety and Infection Control certificates. For further information about this program, contact the Career and Technical Education department at extension 583 or 723.

### **All courses from the following (21 units):**

- |          |                                               |
|----------|-----------------------------------------------|
| HEA 147A | Dental Assisting and Radiology, Part 1 (7.25) |
| HEA 147B | Dental Radiology, Part 2 (8.25)               |
| HEA 147C | Dental Radiology, Part 3 (Externship) (5.5)   |

## **EMERGENCY MEDICAL TECHNICIAN (EMT)**

The Emergency Medical Technician (EMT) course (HEA 140C, one quarter, **10.75-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 or 723.

- |          |                                            |
|----------|--------------------------------------------|
| HEA 140C | Emergency Medical Technician (EMT) (10.75) |
|----------|--------------------------------------------|

## **GEOGRAPHIC INFORMATION SYSTEMS (G.I.S.)**

This employable skills certificate in GIS is designed to provide opportunities to learn the fundamentals of computerized mapping and data analysis. The courses serve as both a career-readiness certificate leading to employment or continued study leading to a more advanced certificate or degree. For further information about this program, contact the Geography Department at extension 313.

### **All courses from the following (7 units):**

- |                  |                                                      |
|------------------|------------------------------------------------------|
| GEG 134/CIS 135A | Introduction to Geographic Information Systems (3.5) |
| GEG 135/CIS 135B | Intermediate Geographic Information Systems (3.5)    |

## **MEDICAL OFFICE ASSISTANT**

Two employable skills certificates have been designed to assist students in obtaining responsible entry-level administrative 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 or 723.

### **MEDICAL TERMINOLOGY (8 units):**

- |         |                                  |
|---------|----------------------------------|
| MOA 238 | Medical Terminology, Part I (4)  |
| MOA 240 | Medical Terminology, Part II (4) |

### **BILLING AND CODING (8 units):**

- |         |                                        |
|---------|----------------------------------------|
| MOA 236 | Basic Principles of Medical Coding (5) |
| MOA 237 | Medical Insurance Billing (3)          |

NOTE: The Medical Office Assistant: Administrative degree and certificate programs are designed to augment the Certified Medical Assistant: Clinical program through our Regional Training Partners at Barton University and is required for employment consideration at Barton Healthcare.

## **PERSONAL TRAINER CERTIFICATION**

This employable skills 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 (19.50 units):**

- |          |                                                                  |
|----------|------------------------------------------------------------------|
| PEH 102  | Nutrition for Fitness and Sport (4)                              |
| PET 100  | Introduction to Exercise Science (4)                             |
| PET 101  | Exercise Program Design (4)                                      |
| PET 102A | Care and Prevention of Athletic Injuries (4)                     |
| PET 103  | Fitness Assessment (2)                                           |
| WKX 102  | General Work Experience - Internship (1-5)<br>(minimum 1.5 unit) |

## PHLEBOTOMY TRAINING PROGRAM

This employable skills certificate is offered in partnership with Barton Health. The program includes both basic and advanced classroom instruction and is designed for all beginning students. The two-course sequence begins in the Winter quarter with HEA 144A (Phlebotomy Training -Part 1 (Didactic) and concludes in the Spring quarter with HEA 144B (Phlebotomy Training, Part 2 - (Clinical)). Successful certificate completion requires perfect attendance and a final grade of "Passing" or higher (defined as 84% or higher) in HEA 144A and 50 successful patient venipunctures and 10 successful patient skin punctures (pursuant to CCR, Title 17) in HEA 144B. 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 (CTE) department at extension 583.

### All courses from the following (7.25 units):

- HEA 144A Phlebotomy Training - Part 1 (Didactic) (5.75)
- HEA 144B Phlebotomy Training , Part 2 - (Clinical) (1.5)

## PHOTOGRAPHY/DIGITAL PHOTOGRAPHY

Photography/Digital Photography is a dynamic field exploring artistic and commercial applications, as well as digital technology. This employable skills 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 234.

**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 (16 units):

- ART 111 Two-Dimensional Design (4)
- ART 141 History of Photography (4)
- ART 142 Black and White Photography I (4)
- ART 143 Black and White Photography II (4)

**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 Black and White Photography III (4)
- ART 244 Color Photography (4)

### Two courses selected from the following (8 units):

- ART 145A Landscape Photography (A) (4)
- ART 147 Photojournalism (4)
- ART 247 Portrait Photography (4)

**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 (16 units):

- ART 111 Two-Dimensional Design (4)
- ART 142 Black and White Photography I (4)
- ART 146 Digital Photography I (4)
- ART 147 Photojournalism (4)

**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 (16 units):

- ART 111 Two-Dimensional Design (4)
- ART 244 Color Photography (4)
- ART 247 Portrait Photography (4)
- ART 248 Commercial Photography (4)

### One course selected from the following (4 units):

- ART 135A Digital Imaging I (4)
- ART 135B Digital Imaging II (4)
- ART 146 Digital Photography I (4)

**TOTAL UNITS (including required courses) = 20**

**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 (16 units):

- ART 111 Two-Dimensional Design (4)
- ART 142 Black and White Photography I (4)
- ART 146 Digital Photography I (4)
- ART 148 Digital Photography II (4)

### One course selected from the following (4 units):

- ART 135A Digital Imaging I (4)
- ART 135B Digital Imaging II (4)

**TOTAL UNITS (including required courses) = 20**

**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 (16 units)

- ART 111 Two-Dimensional Design (4)
- ART 135A Digital Imaging I (4)
- ART 135B Digital Imaging II (4)
- ART 146 Digital Photography I (4)

## PHYSICAL THERAPY AIDE

This employable skills certificate is offered by the Career & Technical Education and Physical Education departments in collaboration with Barton Health Care. 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 or 723.

### All courses from the following (14 units):

- HEA 119A Introduction to Physical Therapy Aide (3)
- HEA 119B Advanced Physical Therapy Aide (3)
- PET 100 Introduction to Exercise Science (4)
- PET 102A Care and Prevention of Athletic Injuries (4)

## **REAL ESTATE SALESPERSON**

This employable skills certificate helps students to prepare for the California Salesperson licensing exam. Minimum requirements to apply for the Salesperson Examination are: (1) age 18 or older and (2) evidence of successful completion of twelve quarter units of college level courses in California Real Estate Principles, Real Estate Practice, and one elective. Students should note that a felony conviction may result in the denial of a Salesperson's license. Students interested in careers in real estate should ensure that they check relevant websites for information about licensing requirements (including required coursework): the California Department of Real Estate ([www.dre.ca.gov](http://www.dre.ca.gov)) and the California Bureau of Real Estate Appraisers (BREAs) ([www.brea.ca.gov](http://www.brea.ca.gov)).

### **1. All courses from the following (8 units):**

- |         |                                       |
|---------|---------------------------------------|
| RES 151 | California Real Estate Principles (4) |
| RES 155 | Real Estate Practice (4)              |

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

- |         |                                    |
|---------|------------------------------------|
| RES 152 | Legal Aspects of Real Estate (4)   |
| RES 153 | Real Estate Appraisal (4)          |
| RES 154 | Real Estate Finance (4)            |
| RES 160 | California Property Management (4) |

**TOTAL UNITS = 12**

## **WILDERNESS EDUCATION & OUTDOOR LEADERSHIP**

These Employable Skills Certificates offer students the opportunity to gain fundamental skills in a career field by completing an intensive 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 narrow area of study, and are not recorded on the student's transcript. However, they directly lead to either a Certificate of Achievement or AA degree in Wilderness Education and Outdoor Leadership. Employable Skills Certificates within the WEOL Program include nationally and internationally recognized industry certifications, such as those from National Association for Search and Rescue (NASAR), American Avalanche Association (A3) and American Institute for Avalanche Research and Education (AIARE), American Climbing Guides Association (AMGA), International Rafting Federation (IFR) and American Canoe Association (ACA).

## **BASIC MOUNTAIN GUIDE**

Many people are introduced to the mountain climbing as an extension of their rock climbing experience. Most commercial guide services and educational organizations require mountaineering guides to have and maintain the appropriate level of experience and certification. This Employable Skills Certificate provides the opportunity to receive the following industry recognized certificates and courses: Wilderness First Responder (WFR), Leave No Trace Trainer, and American Avalanche Association (A3) recognized Recreation Level 1 and Rescue courses through the American Institute for Avalanche Research and Education (AIARE). Additionally, courses within this Employable Skills Certificate will also prepare the student for the AMGA Alpine Skills Course and Alpine Guides Course.

## **BASIC MOUNTAIN GUIDE**

### **All courses from the following (16.5 units)**

- |          |                                          |
|----------|------------------------------------------|
| WLD 107B | Wilderness First Responder (4.5)         |
| WLD 110B | Leave No Trace Trainer (1.5)             |
| WLD 117A | Beginning Mountaineering (3)             |
| WLD 117B | Intermediate Mountaineering (3)          |
| WLD 120A | Rock Climbing: Beginning (1.5)           |
| WLD 128A | Decision Making in Avalanche Terrain (3) |

## **BASIC SKI GUIDE**

Backcountry skiing and splitboarding has grown significantly in popularity in recent years. Most commercial guide services and educational organizations require backcountry ski/splitboard guides to have and maintain the appropriate level of experience and certification. This Employable Skills Certificate provides the opportunity to receive the following industry recognized certificates and courses: Wilderness First Responder (WFR), Leave No Trace Trainer, and American Avalanche Association (A3) recognized Recreation Level 1, Rescue, and Level 2 courses through the American Institute for Avalanche Research and Education (AIARE). Additionally, courses within this Employable Skills Certificate will prepare the student for the AMGA Ski/Splitboard Guides Course and an A3 recognized Professional 1 course.

## **BASIC SKI GUIDE**

### **All courses from the following (15 units)**

- |          |                                                        |
|----------|--------------------------------------------------------|
| WLD 107B | Wilderness First Responder (4.5)                       |
| WLD 110B | Leave No Trace Trainer (1.5)                           |
| WLD 125A | Backcountry Skiing/Splitboarding: Beginning (1.5)      |
| WLD 125B | Backcountry Skiing/Splitboarding: Intermediate (1.5)   |
| WLD 126C | Multi-Day Backcountry Skiing/Splitboarding Touring (3) |
| WLD 128A | Decision Making in Avalanche Terrain (3)               |

## **CLIMBING INSTRUCTOR**

Many people are introduced to the sport of rock climbing in a climbing gym or at a single pitch climbing area. As a result, most climbing gyms, commercial guide services, and educational organizations require climbing instructors to have and maintain the appropriate level of experience and certification. This Employable Skills Certificate provides the opportunity to receive the following industry recognized certificates; Wilderness First Responder, Leave No Trace Trainer, American Mountain Guides Association's (AMGA) Climbing Wall Instructor and Single Pitch Instructor, and will prepare the student for the AMGA Rock Guides course.

## **CLIMBING INSTRUCTOR**

### **All courses from the following (16.5 units)**

- |          |                                          |
|----------|------------------------------------------|
| WLD 107B | Wilderness First Responder (4.5)         |
| WLD 110B | Leave No Trace Trainer (1.5)             |
| WLD 120A | Rock Climbing: Beginning (1.5)           |
| WLD 120C | Rock Climbing: Advanced (3)              |
| WLD 123A | Climbing Wall Instructor (1.5)           |
| WLD 123B | Single Pitch Instructor Course (3)       |
| WLD 123C | Single Pitch Instructor Assessment (1.5) |



**SEA KAYAKING GUIDE**

The Sea Kayaking Guide is an entry level Employable Skills Certificate that will enable you to enter the sea kayaking profession. Most commercial guide services and educational organizations require their sea kayak guides to have and maintain the appropriate level of experience and certification. This Employable Skills Certificate provides the opportunity to receive the following industry recognized certificates and courses; American Canoe Association (ACA) Touring Leader/Guide, NFPA Flatwater Rescue, Wilderness First Responder (WFR), and Leave No Trace Trainer.

**SEA KAYAKING GUIDE****All courses from the following (15.5 units)**

|          |                                                         |
|----------|---------------------------------------------------------|
| WLD 107B | Wilderness First Responder (4.5)                        |
| WLD 110B | Leave No Trace Trainer (1.5)                            |
| WLD 141B | Flatwater Rescue (2)                                    |
| WLD 146A | Sea Kayaking: Beginning (1.5)                           |
| WLD 146B | Sea Kayaking: Lake Tahoe's Water Trail (1.5)            |
| WLD 146C | Multi-Day Trip Leader Sea Kayaking (3)                  |
| WLD 146D | Sea Kayaking Touring Trip Leader/Guide Assessment (1.5) |

**SEARCH AND RESCUE**

The Search and Rescue Employable Skills Certificate provides students with necessary skills and knowledge to actively participate in Search and Rescue efforts. The certificate mixes hands-on practice with theory and data supported instruction. Upon successful completion you will earn a National Association for Search and Rescue (NASAR) Search and Rescue Tech 2 certificate. In addition, you have the opportunity to receive the following certificates; Wilderness First Responder (WFR), NASAR SAR Tech 3, NASAR Managing Lost Person Incidents, Peace Officer Standards and Training (POST) Basic Tracker, A3/AIARE Rescue, National Fire Protection Association (NFPA) Technical Rope Rescue, Swiftwater Rescue, Flatwater Rescue, and Ice Rescue.

**SEARCH AND RESCUE (16 - 17.5 units):****1. All courses from the following (15.5 units):**

|          |                                       |
|----------|---------------------------------------|
| WLD 102  | Introduction to Search and Rescue (2) |
| WLD 105C | Wilderness Navigation (1.5)           |
| WLD 107B | Wilderness First Responder (4.5)      |
| WLD 112E | Search Theory (1.5)                   |
| WLD 112D | Tracking (1.5)                        |
| WLD 113A | Search and Rescue Assessment (1.5)    |
| WLD 119A | Technical Rope Rescue (3)             |

**2. One course from the following (.5 - 2 units):**

|          |                             |
|----------|-----------------------------|
| WLD 128E | AIARE Avalanche Rescue (.5) |
| WLD 141A | Swiftwater Rescue (2)       |
| WLD 141B | Flatwater Rescue (2)        |
| WLD 141C | Ice Rescue (2)              |

**SKI OR SNOWBOARD INSTRUCTOR**

Resort skiing (on piste) is a large industry employer with in the Tahoe region. This Employable Skills Certificate is designed to advance your love of skiing into a full-fledged career with Level 1 Professional Ski Instructor Association/ Association of Snowboard Instructors (PSIA/AASI) certification. In addition, it will provide the opportunity to receive the following industry recognized certificates and courses: Wilderness First Aid (WFA), Leave No Trace Trainer, and American Avalanche Association (A3) recognized Avalanche Rescue course through the American Institute for Avalanche Research and Education (AIARE). Students must complete all courses in the Ski or Snowboard Core and all courses within at least one track (alpine, snowboard, telemark, or cross country)

**SKI OR SNOWBOARD INSTRUCTOR (14 units total)****1. All courses for Ski or Snowboard Instructor Core (5 units)**

|          |                                                                     |
|----------|---------------------------------------------------------------------|
| WLD 107A | Wilderness First Aid (1.5)                                          |
| WLD 110B | Leave No Trace Trainer (1.5)                                        |
| WLD 128E | AIARE Avalanche Rescue (.5)                                         |
| WLD 200  | Techniques of Instructing, Facilitating, Guiding and Coaching (1.5) |

**2. Choose a discipline and take all courses (9 units each area):****ALPINE**

|          |                                     |
|----------|-------------------------------------|
| WLD 129A | Alpine Skiing: Beginning (1.5)      |
| WLD 129B | Alpine Skiing: Intermediate (1.5)   |
| WLD 129C | Alpine Skiing: Advanced (3)         |
| WLD 129D | Alpine PSIA Level 1 Exam Prep (1.5) |
| WLD 129E | Alpine PSIA Level 1 Exam (1.5)      |

**SNOWBOARD**

|          |                                        |
|----------|----------------------------------------|
| WLD 130A | Snowboarding: Beginning (1.5)          |
| WLD 130B | Snowboarding: Intermediate (1.5)       |
| WLD 130C | Snowboarding: Advanced (3)             |
| WLD 130D | Snowboard AASI Level 1 Exam Prep (1.5) |
| WLD 130E | Snowboard AASI Level 1 Exam (1.5)      |

**TELEMARK**

|           |                                       |
|-----------|---------------------------------------|
| WLD 124A  | Telemark: Beginning (1.5)             |
| WLD 124AA | Telemark: Intermediate (1.5)          |
| WLD 124B  | Telemark: Advanced (3)                |
| WLD 124D  | Telemark PSIA Level I Exam Prep (1.5) |
| WLD 124E  | Telemark PSIA Level 1 Exam (1.5)      |

**CROSS COUNTRY**

|          |                                            |
|----------|--------------------------------------------|
| WLD 122C | Cross Country: Beginning (1.5)             |
| WLD 122D | Cross Country: Intermediate (1.5)          |
| WLD 122E | Cross Country: Advanced (3)                |
| WLD 122F | Cross Country PSIA Level I Exam Prep (1.5) |
| WLD 122G | Cross Country PSIA Level 1 Exam (1.5)      |



## **WHITEWATER RAFTING GUIDE**

Whitewater river rafting can be an exciting and challenging wilderness adventure. With over 50 whitewater rafting outfitters in California, Oregon, and the mountain west you can jump start your career as a rafting guide with this Employable Skills Certificate. This certificate provides the opportunity to receive International Rafting Federation (IRF) guiding certifications which will allow you to operate internationally within IRF member countries. Additionally, you have the opportunity to receive your Swift Water Rescue certification through Rescue 3 International or National Fire Protection Association (NFPA), a Wilderness First Responder (WFR) certification, Leave No Trace Trainer, and California Food Handlers credentials.

### **WHITEWATER RAFTING GUIDE**

#### **All courses from the following (17.5 units)**

|          |                                        |
|----------|----------------------------------------|
| CUL 103  | Food Sanitation and Safety (2)         |
| WLD 107B | Wilderness First Responder (4.5)       |
| WLD 110B | Leave No Trace Trainer (1.5)           |
| WLD 140A | Whitewater Rafting: Beginning (1.5)    |
| WLD 140B | Whitewater Rafting: Intermediate (1.5) |
| WLD 140C | Whitewater Guide School (3)            |
| WLD 140D | Whitewater Guide Assessment (1.5)      |
| WLD 141A | Swiftwater Rescue, Cert (2)            |

## **WILDERNESS MEDICINE**

Wilderness Medicine training provides students with high level instruction necessary to render medical care for outdoor and wilderness medical emergencies. The Wilderness Emergency Medical Technician (WEMT) bridges wilderness and urban settings. The WEMT certificate is awarded to students successfully completing both HEA 140C Emergency Medical Technician (EMT) and WLD 107B Wilderness First Responder (WFR). The EMT certification is commonly required for Ski Patrolters while the WFR is a commonly required certificate for wilderness and outdoor recreation professionals. Emphasis is placed on emergency situations that involve prolonged patient care, severe environments and improvised equipment.

### **WILDERNESS EMERGENCY MEDICAL TECHNICIAN**

#### **All courses from the following (15.25 units)**

|          |                                      |
|----------|--------------------------------------|
| HEA 140C | Emergency Medical Technician (10.75) |
| WLD 107B | Wilderness First Responder (4.5)     |

## **WILDERNESS NATURALIST**

This interdisciplinary Employable Skills Certificate combines the natural sciences with Wilderness Education and Outdoor Leadership. In addition to gaining certification as California Naturalist (offered through UC Davis Cooperative Extension) you will receive industry recognized certificates in Wilderness First Aid (WFA) and Leave No Trace Trainer. After receiving this Employable Skills Certificate, you will have the education and necessary skills to begin or advance your career with local, state, and national government land management organizations or with non-government land advocacy organizations.

### **WILDERNESS NATURALIST (15.5 units)**

#### **1. All courses from the following (10.5 units):**

|          |                                                 |
|----------|-------------------------------------------------|
| EVS 110  | California Naturalist Certificate (4.5)         |
| WLD 100  | Foundations of Recreation Land Management (1.5) |
| WLD 105C | Wilderness Navigation (1.5)                     |
| WLD 107A | Wilderness First Aid, Industry Cert WFA (1.5)   |
| WLD 110B | Leave No Trace Trainer (1.5)                    |

#### **2. One course from the following (5 units):**

|         |                      |
|---------|----------------------|
| GEL 102 | Physical Geology (5) |
| BIO 149 | Ecology (5)          |
| BIO 201 | Botany (5)           |
| BIO 212 | Zoology (5)          |

# Course Descriptions

|                                              |     |                                                      |     |
|----------------------------------------------|-----|------------------------------------------------------|-----|
| Allied Health.....                           | 133 | Hospitality, Tourism, Recreation,<br>and Retail..... | 196 |
| American Sign Language .....                 | 136 | Hotel & Restaurant Management .....                  | 197 |
| Anthropology.....                            | 138 | Humanities .....                                     | 197 |
| Art.....                                     | 139 | Italian.....                                         | 198 |
| Biology.....                                 | 147 | Japanese.....                                        | 198 |
| Business.....                                | 149 | Mathematics .....                                    | 200 |
| Business Office Technology .....             | 153 | Medical Office Assistant.....                        | 202 |
| Chemistry .....                              | 153 | Music.....                                           | 204 |
| Chinese.....                                 | 155 | Philosophy.....                                      | 206 |
| Communications .....                         | 155 | Photography .....                                    | 207 |
| Computer Applications.....                   | 156 | Physical Education - Athletics.....                  | 207 |
| Computer and Information<br>Sciences.....    | 158 | Physical Education - Fitness .....                   | 208 |
| Construction Trades .....                    | 160 | Physical Education - Health .....                    | 220 |
| Counseling.....                              | 161 | Physical Education - Theory .....                    | 221 |
| Criminal & Administration of<br>Justice..... | 163 | Physical Science.....                                | 222 |
| Culinary Arts.....                           | 165 | Physics .....                                        | 222 |
| Digital Media Arts.....                      | 169 | Polish.....                                          | 223 |
| Early Childhood Education .....              | 170 | Political Science.....                               | 223 |
| Economics .....                              | 173 | Portuguese .....                                     | 224 |
| Education.....                               | 174 | Psychology.....                                      | 224 |
| English .....                                | 175 | Real Estate.....                                     | 226 |
| English as a Second Language .....           | 178 | Recreation .....                                     | 227 |
| Environmental Science .....                  | 180 | Religion.....                                        | 228 |
| Ethnic Studies.....                          | 181 | Russian .....                                        | 228 |
| Fire Science .....                           | 182 | Sociology .....                                      | 228 |
| Forestry .....                               | 188 | Spanish .....                                        | 230 |
| French.....                                  | 189 | Intensive Spanish Summer<br>Institute (ISSI) .....   | 233 |
| General Studies .....                        | 190 | Speech.....                                          | 238 |
| Geography .....                              | 190 | Theatre Arts.....                                    | 238 |
| Geology .....                                | 192 | Wilderness Education and Outdoor<br>Leadership ..... | 242 |
| German.....                                  | 193 | Work Experience .....                                | 251 |
| Green Sustainable Education .....            | 193 |                                                      |     |
| Health (see Allied Health) .....             | 194 |                                                      |     |
| History .....                                | 194 |                                                      |     |
| Hospitality Management.....                  | 195 |                                                      |     |

# 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 68. 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 the One-Stop Enrollment Services Center. Students are strongly encouraged to meet with a counselor for transfer planning. Additional transfer information may be found in the course descriptions on pages 133 through 251.

## UC TRANSFERABLE COURSES

Courses that transfer to the University of California System are notated as UC transferable under each course's 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 56 (sections on Non-degree applicable courses and Basic Skills courses). Information regarding transferability of courses to colleges and universities is available in the One-Stop Enrollment Services Center, and in the course descriptions on pages 133 through 251.**

## 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.

## GRADING OPTIONS

Grade only, Pass /No Pass (P/NP) only, or Grade or P/NP options are listed on each course. For grading policies, refer to page 34 and 37.

## 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.

## ENROLLMENT LIMITATIONS:

Information relating to the repeatability of courses is located at the bottom of each course description. As most successfully completed courses can no longer be repeated, enrollment limitations now apply within the newly formed Subject Families. An *enrollment* occurs when a student is currently registered for a course or has previously received a transcribed symbol such as a grade or a "W." Enrollment does not include previous attempts which resulted in a drop with no record. Courses within the individual families that were previously completed with a grade of "C" or better cannot be repeated, unless specifically noted. A *maximum* of 6 enrollments are allowed within any individual Family.

**For additional information, refer to Course Repeatability and Student Repetition of Courses on page 32.**

- ① → **CHM 101 GENERAL CHEMISTRY I**
- ②a → *Lecture 4, Lab 5.25, Units 5.75*      ②b → *Grade or P/NP option*
- ③ → 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.
- ④ → *Transfers to CSU, UC*
- ⑤ → **PREREQUISITE:** MAT 154A or MAT 154AA with a grade of "C" or better or equivalent and completion of CHM 100 or CHM 114 or equivalent with a grade of "C" or better.
- ⑥ → C-ID: CHEM 120S = CHM 101 + CHM 102 + CHM 103

1. Course Number and Title

2a. Unit Codes/Scheduled hours per week

2b. Grading option

3. Course catalog description

4. Transferability

5. Course Requirements and/or Recommendations:  
Prerequisites, Corequisites, Advisory, Notes

6. C-ID: Course Identification Number.

*The C-ID Number (C-ID) system identifies some of the courses taught on the California State University (CSU) campuses and California Community College (CCC) campuses. The system assures that C-ID courses on one participating campus will be accepted on another participating campus. For example: C-ID ECON202 on one campus will be accepted for C-ID ECON202 on every other participating CCC or CSU campus. Each campus retains its own numbering system, but adds the C-ID designation parenthetically in its publications. Please see a counselor for additional information.*

## ALLIED HEALTH

### EMPLOYABLE SKILLS CERTIFICATE

Employable skills certificates are available in the following health related areas: Phlebotomy Training Program, Dental Assisting, Emergency Medical Technician (EMT), and Physical Therapy Aide. For requirements, see pages 125-130.

**COURSES IN THIS SUBJECT AREA AVAILABLE FOR CREDIT BY EXAMINATION ARE AS FOLLOWS: HEA 140C** (in order to challenge HEA 140C, 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 1.5, Units 4

Grade only

This course is designed to meet the prerequisites for both Emergency Medical Technician (HEA 140C) and Lake Tahoe Basin Fire Academy, Part 1 (FIR 170A). This course provides the student with the knowledge and skills necessary for career preparation in the field of Emergency Medical Responder (EMR) by helping to 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 meets or exceeds the Emergency Medical Services Educational Standards for Emergency Medical Responders and is consistent with the current guidelines for first aid and cardiopulmonary resuscitation care. Successful students must obtain a minimum of 80% in the class to receive American Red Cross Certification/Course Completion records.

Transfers to CSU

### HEA 108 EMERGENCY MEDICAL RESPONDER (REFRESHER)

Lecture 1.5, Lab .75, Units 1.75

Grade only

This course is an update and review of the knowledge and skills for Emergency Medical Responders. Instruction consists of demonstrating emergency skills, including current CPR/AED, and students must show their current Emergency Medical Responder card or certificate on first day of class.

Transfers to CSU

**PREREQUISITE:** Current Emergency Medical Responder (Advanced First Aid) card (30-day grace period).

### HEA 119A INTRODUCTION TO PHYSICAL THERAPY AIDE

Lecture 2.5, Lab 1.5, Units 3

Grade only

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

Grade only

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

Grade or P/NP option

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. Each 50 hours of paid work equals one quarter unit. Each 40 hours of non-paid work equals one quarter unit.

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.

**NOTE:** Refer to page 251 for more information on how these units combine with WKX 101 to get the maximum number of units.

### HEA 133 INTERNSHIP-OCCUPATIONAL WORK EXPERIENCE

Lecture 0, Lab 0, Units 1-6

Grade or P/NP option

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. Each 50 hours of paid work equals one quarter unit. Each 40 hours of non-paid work equals one quarter unit.

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.

**NOTE:** Refer to page 251 for more information on how these units combine with WKX 102 to get the maximum number of units.

### HEA 139 INTRODUCTION TO OUTDOOR EMERGENCY CARE

Lecture 3.5, Lab 7, Units 5.75

Grade only

This course is an introduction to patrolling and identifies seven modules that need to be completed during the initial patroller-training period. The objectives were developed to include minimum training objectives. Resort management may require additional aspects of training, and/or skill levels based on area needs. The training objective can be implemented at any ski area in California, regardless of terrain or location

Transfers to CSU

**ADVISORY:** First Aid/CPR Card.

## HEA 140B EMERGENCY MEDICAL TECHNICIAN (EMT) (SANTA CLARA COUNTY EMS APPROVED)

Lecture 5, Lab 10.75, Units 8.5

Grade only

This course provides instruction to the level of Emergency Medical Technician (previously called EMT-I or EMT Basic). Students will acquire the knowledge and skills necessary to provide emergency medical care at a basic life support level with a fire, ambulance, or other specialized service. This course is instructed in compliance with Department of Transportation (DOT) regulations and the California Code of Regulations, and is approved by the Santa Clara County EMS Authority (Title 22). Successful students will be prepared for EMT certification through the National Registry. This course requires 24 hours (TBA) participation in clinical experiences taking place in emergency room departments of hospitals, San Jose Fire Department, and in operational ambulance units.

*Transfers to CSU*

**PREREQUISITE:** Current Emergency Medical Responder card, or current CPR card (either American Heart Association/BLS Healthcare Provider level, or American Red Cross/Professional Rescuer level) AND current First Aid or Medic First Aid card.

## HEA 140C EMERGENCY MEDICAL TECHNICIAN (EMT)

Lecture 8.25, Lab 7.5, Units 10.75

Grade only

This course provides instruction to the level of Emergency Medical Technician (previously called EMT-I or EMT Basic). Students will acquire the knowledge and skills necessary to provide emergency medical care at a basic life support level with a fire, ambulance, or other specialized service. This course is instructed in compliance with Department of Transportation (DOT) regulations and the California Code of Regulations, and is approved by the El Dorado County EMS Authority (Title 22). Successful students will be prepared for EMT certification through the National Registry. This course requires participation in clinical experiences taking place in emergency room departments of hospitals and in operational ambulance units.

*Transfers to CSU*

**PREREQUISITE:** Current Emergency Medical Responder card (preferred), or current CPR card (either American Heart Association/BLS Healthcare Provider level, or American Red Cross/Professional Rescuer level).

To provide documentation of two doses of Measles, Mumps, Rubella (MMR) immunization or positive antibody titers; two doses of varicella vaccination (Chickenpox) OR positive antibody titer; documentation of Hepatitis B vaccination OR positive Hepatitis B surface antibody titer; screening for documented history of Tetanus, Diphtheria, and Pertussis (Tdap) vaccination; and results of a recent TB test within the last year. Students with a history of a positive PPD (Tuberculin skin test) or Quantiferon blood test in the past must provide a chest x-ray report and/or documentation of any medical treatment for TB. During flu season (September through March) students must provide documentation of annual flu vaccination.

## HEA 140D OUTDOOR EMERGENCY CARE

Lecture 3.25, Lab 7.25, Units 5.5

Grade only

This course is designed to prepare students to render prehospital basic life support services, including cardiopulmonary resuscitation, with emphasis on field application, practices, and techniques vital to the interaction of the Outdoor Emergency Care Technician with all levels of emergency medical personnel. Students will acquire the knowledge and skills necessary to provide emergency medical care at a basic life support level with a fire, ambulance, or other specialized service. This course is instructed in compliance with Department of Transportation (DOT) regulations and the California Code of Regulations.

*Transfers to CSU*

## HEA 142A EMT REFRESHER (24 HOURS)

Lecture 1.5, Lab .75, Units 1.75

Grade only

This EMT refresher course provides 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. The content of this course satisfies the 24 hour state requirement and can be applied towards the 72 hours of EMS related continuing education required for the National Registry of EMTs.

*Transfers to CSU*

**PREREQUISITE:** Current CPR Card (either American Heart Association BLS or American Red Cross Professional Rescuer) and Current EMT Certification. Students will be required to present copies of these cards at the first class session.

## HEA 143 EMT REFRESHER (40 HOURS)

Lecture 2.25, Lab 1.25, Units 2.5

Grade only

This EMT refresher course provides 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. The content of this course satisfies the 40 hour state requirement and can be applied towards 72 hours of EMS related continuing education required for the National Registry of EMTs.

*Transfers to CSU*

**PREREQUISITE:** Current CPR Card (either American Heart Association BLS or American Red Cross Professional Rescuer) and Current EMT Certification. Students will be required to present copies of these cards at the first class session.

## HEA 144A PHLEBOTOMY TRAINING - PART 1 (DIDACTIC)

Lecture 5.75, Lab 0, Units 5.75

P/NP only

This course includes both basic and advanced classroom instruction and is designed for all beginning students. 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, communication, ethics, legal issues related to blood collection and quality assurance (QA) in phlebotomy practice. Successful completion of this course requires perfect attendance and a "Pass" grade (defined as 84% or higher). When combined with the successful completion of HEA 144B (Phlebotomy Training - Part 2, Clinical), students will be prepared for a national phlebotomy certification examination and may apply for a California phlebotomy license (CPT1).

*Transfers to CSU*



**HEA 144B PHLEBOTOMY TRAINING - PART 2 (CLINICAL)***Lecture 0, Lab 4.5, Units 1.5**P/NP only*

This course satisfies the practical experience requirement for students to apply for their California phlebotomy license (CPT1) 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 a national phlebotomy certification examination and may apply for a California phlebotomy license (CPT1).

*Transfers to CSU**PREREQUISITE: HEA 144A with a grade of "Pass"*

*COREQUISITE: Students participating in the clinical placements as part of HEA 144B will be required to provide documentation of two doses of Measles, Mumps, Rubella (MMR) immunization or positive antibody titers; two doses of varicella vaccination (Chickenpox) OR positive antibody titer; documentation of Hepatitis B Vaccination OR positive Hepatitis B surface antibody screening for documented history of Tetanus, Diphtheria, and Pertussis (Tdap) vaccination; and results of a recent TB test within the last year. During flu season (September through March) students must provide documentation of annual flu vaccination."*

*ADVISORY: In order to apply for a California phlebotomy license (CPT1), students will be required to produce an official copy of their high school transcript (or High School Equivalency (HSE)).*

**HEA 147A DENTAL ASSISTING AND RADIOLOGY, PART 1***Lecture 7, Lab 1, Units 7.25**Grade only*

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 Lake Tahoe Community College Dental Assisting Certificate of Completion, and Dental Board of California (DBC) approved Radiation Safety and Infection Control certificates.

*Transfers to CSU***HEA 147B DENTAL RADIOLOGY, PART 2***Lecture 7.75, Lab 2, Units 8.25**Grade only*

This course is the second of a three-part sequence focusing on advanced dental radiological safety procedures, anatomic interpretation, and mounting. Also included is a review of learning skills from HEA 147A. Students will receive hands-on experience in perfecting x-ray skills using the paralleling, bisecting, and digital techniques. The radiology curriculum is approved by the Dental Board of California (DBC) and successful completion of the entire course sequence, to include HEA 147A, HEA 147B, and HEA 147C will culminate in a Lake Tahoe Community College Dental Assisting Certificate of Completion, and Dental Board of California (DBC) approved Radiation Safety and Infection Control certificates.

*Transfers to CSU**PREREQUISITE: HEA 147A or equivalent experience.*

*COREQUISITE: CPR Card (Basic Life Support for Healthcare Providers); Verification of Hep-B vaccination; Verification of Tetanus vaccination; Verification of negative TB Test*

**HEA 147C DENTAL RADIOLOGY, PART 3 (EXTERNSHIP)***Lecture 3.5, Lab 6, Units 5.5**Grade only*

This course is the third part of a three-part course sequence which prepares students for 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. Classroom sessions will include a review of basic and advanced assisting procedures and radiology. The radiology curriculum is approved by the Dental Board of California (DBC) and successful completion of the entire course sequence, to include HEA 147A, HEA 147B, and HEA 147C will culminate in a Lake Tahoe Community College Dental Assisting Certificate of Completion, and Dental Board of California (DBC) approved Radiation Safety and Infection Control certificates.

*Transfers to CSU**PREREQUISITE: HEA 147B or equivalent experience.*

*COREQUISITE: CPR Card (Basic Life Support for Healthcare Providers); Verification of Hep-B vaccination; Verification of Tetanus vaccination; Verification of negative TB Test*

**HEA 149 INTRODUCTION TO MEDICAL ETHICS AND LAW***Lecture .75, Lab 0, Units .75**P/NP only*

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.

## AMERICAN SIGN LANGUAGE

### ASL 101 AMERICAN SIGN LANGUAGE - LEVEL I

Lecture 5, Lab 0, Units 5

Grade or P/NP option

This course provides a beginning foundation for acquiring a visual gestural language, fingerspelling, American Sign Language (ASL) vocabulary, and grammatical structure. Communication skills are taught with an emphasis on comprehension. Beginning cultural aspects of Deafness and historical and linguistic elements of ASL will be introduced. This course is taught primarily in American Sign Language in a supportive voice-off environment.

Transfers to CSU, UC

### ASL 102 AMERICAN SIGN LANGUAGE - LEVEL II

Lecture 5, Lab 0, Units 5

Grade or P/NP option

This course is a continuation of ASL 101, building on communication competency for acquiring the visual gestural language of American Sign Language (ASL). Mid beginning skills will target the following language functions: ASL vocabulary, syntax and grammatical structure, and fingerspelling. Mid beginning study of Deaf culture and historical and linguistic elements of ASL will be continued. This course is taught primarily in ASL in a supportive voice-off environment.

Transfers to CSU, UC

PREREQUISITE: ASL 101 (formerly SNL 101) or equivalent with a grade of "C" or better.

### ASL 103 AMERICAN SIGN LANGUAGE - LEVEL III

Lecture 5, Lab 0, Units 5

Grade or P/NP option

This course is a continuation of ASL 102, building on communication competency for acquiring the visual gestural language of American Sign Language (ASL). High beginning skills will target the following language functions: ASL vocabulary, syntax and grammatical structure, and fingerspelling. High beginning study of Deaf culture and historical and linguistic elements of ASL will be continued. This course is taught primarily in ASL in a supportive voice-off environment.

Transfers to CSU, UC

PREREQUISITE: ASL 102 (formerly SNL 102) or equivalent with a grade of "C" or better.

### ASL 104 AMERICAN SIGN LANGUAGE - CONVERSATIONAL I

Lecture 3, Lab 0, Units 3

Grade or P/NP option

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 all levels of ASL students as well as prospective teachers, interpreters, and other professionals working with Deaf people. Students should have basic skills in ASL.

Transfers to CSU

PREREQUISITE: ASL 101 (formerly SNL 101) or equivalent with a grade of "C" or better.

### ASL 105 AMERICAN SIGN LANGUAGE - CONVERSATIONAL II

Lecture 1.5, Lab 0, Units 1.5

Grade or P/NP option

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, expression, and spatial mapping practicing the following conversational tools will be a focus of this class: topic-comment, evoking, surrogating, and partitioning.

Transfers to CSU

PREREQUISITE: ASL 102 (formerly SNL 102) or equivalent with a grade of "C" or better.

### ASL 106 AMERICAN SIGN LANGUAGE - FINGERSPELLING I

Lecture 1.5, Lab 0, Units 1.5

Grade or P/NP option

This course introduces students to the American Sign Language 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 students interested in expanding their ASL knowledge and those interested in continued ASL studies or the field of interpreting.

Transfers to CSU

ADVISORY: ASL 101 (formerly SNL 101) or equivalent.

### ASL 108 AMERICAN DEAF CULTURE I

Lecture 4, Lab 0, Units 4

Grade or P/NP option

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 online. Knowledge of ASL is not necessary for this course.

Transfers to CSU, UC

ADVISORY: ENG 101 or equivalent

### ASL 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

### ASL 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.

### ASL 201 AMERICAN SIGN LANGUAGE - LEVEL IV

Lecture 5, Lab 0, Units 5

Grade or P/NP option

This course provides continued instructional learning for students who wish to obtain intermediate competency and is a continuation of ASL 103, building on communication competency for acquiring the visual gestural language of American Sign Language (ASL). Intermediate skills will target the following language functions: ASL vocabulary, syntax and grammatical structure, and fingerspelling. Intermediate study of Deaf culture and historical and linguistic elements of ASL will be continued. This course is taught primarily in ASL in a supportive voice-off environment.

Transfers to CSU, UC

PREREQUISITE: ASL 103 (formerly SNL 103) or equivalent with a grade of "C" or better.

**ASL 202 AMERICAN SIGN LANGUAGE - LEVEL V***Lecture 5, Lab 0, Units 5**Grade or P/NP option*

This course provides continued instructional learning for students who wish to obtain intermediate competency and is a continuation of ASL 201, building on communication competency for acquiring the visual gestural language of American Sign Language (ASL). Mid intermediate skills will target the following language functions: ASL vocabulary, syntax and grammatical structure, and fingerspelling. Mid intermediate study of Deaf culture and historical and linguistics elements of ASL will be continued. This course is taught primarily in ASL in a supportive voice-off environment.

*Transfers to CSU, UC*

**PREREQUISITE:** ASL 201 (formerly SNL 201) or equivalent with a grade of "C" or better.

**ASL 203 AMERICAN SIGN LANGUAGE - LEVEL VI***Lecture 5, Lab 0, Units 5**Grade or P/NP option*

This course provides continued instructional learning for students who wish to obtain intermediate competency and is a continuation of ASL 202, building on communication competency for acquiring the visual gestural language of American Sign Language (ASL). High intermediate skills will target the following language functions: ASL vocabulary, syntax and grammatical structure, ASL handshapes, five components of a sign and fingerspelling. High intermediate study of Deaf culture and historical and linguistics elements of ASL will be continued. This course is taught primarily in ASL in a supportive voice-off environment.

*Transfers to CSU, UC*

**PREREQUISITE:** ASL 202 (formerly SNL 202) or equivalent with a grade of "C" or better.

**ASL 205 AMERICAN SIGN LANGUAGE - INTERPRETING INTRODUCTION***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

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 American Sign Language (ASL) interpreters. Intermediate ASL skills are necessary in order for students to succeed in this course.

*Transfers to CSU*

**PREREQUISITE:** ASL 102 (formerly SNL 102) or equivalent with a grade of "C" or better.

**ASL 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***ASL 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.

# ANTHROPOLOGY

## ASSOCIATE DEGREE

A degree is offered in the field of Anthropology. For major requirements, see page 72. A transfer degree is also available, see page 73.

## EMPLOYABLE SKILLS CERTIFICATE

An employable skills certificate is available in Applied Anthropology. For requirements, see page 125.

### ANT 101 INTRODUCTION TO ARCHAEOLOGY

Lecture 4, Lab 0, Units 4

Grade or P/NP option

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 hominin 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, cultural resource management, cultural heritage, and post-processualism.

Transfers to CSU, UC

ADVISORY: ENG 101 or equivalent.

C-ID: ANTH 150

### ANT 102 CULTURAL ANTHROPOLOGY

Lecture 4, Lab 0, Units 4

Grade or P/NP option

This course is an introduction to cultural anthropology. The course investigates specific aspects of culture including kinship, law and politics, religion and myth, language, gender, social organization, subsistence, expressive culture and art, cultural change, globalization, and the anthropocene. In addition to studying case studies from various world cultures, the course will introduce students to relevant anthropological theories, perspectives, and methods, including fieldwork, participant observation, and ethnographic writing.

Transfers to CSU, UC

ADVISORY: ENG 101 or equivalent.

C-ID: ANTH 120

### ANT 103 PHYSICAL/BIOLOGICAL ANTHROPOLOGY

Lecture 4, Lab 0, Units 4

Grade or P/NP option

This course will examine the physical and biological nature of the human species including hominin 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.

C-ID: ANTH 110

### ANT 105 BEGINNING FIELD ARCHAEOLOGY

Lecture 1.25, Lab 4.75, Units 2.75

Grade or P/NP option

This course introduces students to the scientific methods of excavation and material culture analysis employed by archaeologists. Emphasis will be on specific hands-on understanding 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

Grade or P/NP option

This course studies 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, multi-media, and mobile and social 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

Grade or P/NP option

This course is a cross-cultural study of beliefs, practices, and issues related to varied forms of the supernatural. Students will develop an anthropological appreciation of religion and spirituality and 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

Grade or P/NP option

This course considers 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

Grade or P/NP option

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, anthropology and law, organizational and business anthropology, educational anthropology, public 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 112 ANTHROPOLOGY OR THE UNEXPLAINED***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

This course uses anthropological methods and critical thinking to explore popular topics such as Sasquatch, the Pyramids of Giza, the lost city of Atlantis, and evidence of extra terrestrial life. The course will look at different ways these topics are portrayed in current and past media, popular culture, and academic literature. Anthropological methods and critical thinking will be used to further understand the history of these topics and their place in popular culture. Students will become familiar with archaeological, physical anthropological, and cultural anthropological methodologies and how each can be used to create a better understanding of the past and present of humanity. Specifically, students will learn the role of the ethnographer, ways of interpreting the archaeological record, and the place of modern humans in evolution. This course will be applicable to students from a variety of majors as it will provide the foundation for critical thought and writing.

*Transfers to CSU,**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 / ASSOCIATE DEGREE FOR TRANSFER**

A degree is offered in the field of Art and Art New Media with concentrations in Illustration, Photography, Video and Audio. For major requirements, see pages 74 and 76. A transfer degree is also available in the area of Studio Arts, see page 75.

**CERTIFICATE OF ACHIEVEMENT**

A Certificate of Achievement in Art is offered with concentrations in Drawing, Painting, Figure Studies, Printmaking, Sculpture, Photography, and Ceramics, see page 110-111 for requirements. A certificate is also available in Photography, see 121.

**EMPLOYABLE SKILLS CERTIFICATE**

An employable skills certificate is available in Photography/Digital Photography. For requirements, see page 127.

**COURSES IN THIS SUBJECT AREA AVAILABLE FOR CREDIT BY EXAMINATION ARE AS FOLLOWS: ART 101, 102, 103, 146.**
**ENROLLMENT LIMITATIONS:**

An *enrollment* occurs when a student is currently registered for a course or has previously received a transcribed symbol such as a grade or "W." Enrollment does not include previous attempts which resulted in a drop with no record. Courses within the individual families that were previously completed with a grade of "C" or better cannot be repeated, unless specifically noted. A maximum of 6 enrollments are allowed within any individual Family.

**Ceramics Family:** ART 119A, 119B, 120A, 120B, 239A, 239B**Commercial Photography Family:** ART 147, 244, 247, 248**Digital Art Family:** ART 135A, 135B, 249**Digital Photography Family:** ART 145B, 146, 148**Drawing Family:** ART 114, 115, 116, 214, 215, 216**Figure Studies Family:** ART 213, 220A, 220B, 220C, 223, 224, 233, 234**Fine Art Photography Family:** ART 142, 143, 145A, 242**Foundation and Design Family:** ART 111, 113, 118**Painting Family:** ART 209A, 209B, 210A, 210B, 211, 212, 240A**Portfolio Development Family:** ART 241A, 241B, 241C**Printmaking Family:** ART 139D, 221A, 221B, 221C, 221D, 221E, 221F**Professional Practices Family:** ART 122, 128, 228A**Sculpture Family:** ART 201A, 201B, 219A, 219B, 219C, 219D, 219E

*NOTE: Family lists above do not include special topic courses. Special topic courses that are included in a particular family will count towards the maximum enrollment limit within that family.*

*For additional information on enrollment limitations, refer to page 132.*

**ART 101 ART HISTORY: PREHISTORIC - ISLAMIC***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

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*

C-ID: ARTH 110 = ART 101 + ART 102



**ART 102 ART HISTORY: MEDIEVAL EUROPE - RENAISSANCE***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

This course is a historical survey of Western art from Medieval Europe through Romanesque, Gothic, and the Renaissance.

*Transfers to CSU, UC*

*ADVISORY: ART 101 or equivalent.*

C-ID: ARTH 110 = ART 101 + ART 102

C-ID: ARTH 120 = ART 102 + ART 103

**ART 103 ART HISTORY: BAROQUE - CONTEMPORARY***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

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*

*ADVISORY: ART 102 or equivalent.*

C-ID: ARTH 120 = ART 102 + ART 103

**ART 107 ART OF THE AMERICAS***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

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 4, Units 4**Grade or P/NP option*

This course introduces students to the concepts, applications, and historical references related to two-dimensional art and composition, including the study of the basic principles and elements of line, shape, texture, value, color, and spatial illusion. Development of a visual vocabulary for creative expression through lecture presentations, studio projects, problem solving, and written assignments.

*Transfers to CSU, UC*

*NOTE: Subject to enrollment limitations within the Foundation and Design Family. For more information, refer to page 139.*

C-ID: ARTS 100

**ART 113 THREE-DIMENSIONAL DESIGN***Lecture 2, Lab 4, Units 4**Grade or P/NP option*

This course introduces students to the concepts, applications, and historical references related to three-dimensional design and spatial composition, including the study of the elements and organizing principles of design as they apply to three-dimensional space and form. Development of a visual vocabulary for creative expression through lecture presentations and use of appropriate materials for non-representational three-dimensional studio projects.

*Transfers to CSU, UC*

*NOTE: Subject to enrollment limitations within the Foundation and Design Family. For more information, refer to page 139.*

C-ID: ARTS 101

**ART 114 BEGINNING DRAWING FROM OBSERVATION***Lecture 2, Lab 4, Units 4**Grade or P/NP option*

This course is an introduction to various principles, elements, and practices of drawing, employing a wide range of subject matter and drawing media. Students will focus on perceptually based drawing, perspective, observational skills, technical abilities, and creative responses to materials and subject matter.

*Transfers to CSU, UC*

*NOTE: Subject to enrollment limitations within the Drawing Family. For more information, refer to page 139.*

C-ID: ARTS 110

**ART 115 DRAWING: WET MEDIA***Lecture 2, Lab 4, Units 4**Grade or P/NP option*

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*

*NOTE: Subject to enrollment limitations within the Drawing Family. For more information, refer to page 139.*

**ART 116 DRAWING: CONCEPT AND IMAGE***Lecture 2, Lab 4, Units 4**Grade or P/NP option*

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*

*NOTE: Subject to enrollment limitations within the Drawing Family. For more information, refer to page 139.*

**ART 118 COLOR***Lecture 2, Lab 4, Units 4**Grade or P/NP option*

This is a course in the exploration and understanding of color. The primary focus of this course is 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. A study of the principles, theories, and applications of additive and subtractive color in two dimensions will be covered. Topics will include major historical and contemporary color systems, production of projects in applied color, and the elements of design as they apply to color.

*Transfers to CSU, UC*

*NOTE: Subject to enrollment limitations within the Foundation and Design Family. For more information, refer to page 139.*

C-ID: ARTS 270

**ART 119A BEGINNING CERAMICS I***Lecture 2, Lab 4, Units 4**Grade or P/NP option*

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*

*NOTE: Subject to enrollment limitations within the Ceramics Family. For more information, refer to page 139.*

**ART 119B BEGINNING CERAMICS II***Lecture 2, Lab 4, Units 4**Grade or P/NP option*

This course is designed for the advanced-beginning level ceramics student. Further exploration and personal development of the concepts and techniques introduced in ART 119A are emphasized.

*Transfers to CSU, UC*

*PREREQUISITE: ART 119A with a grade of "C" or better or equivalent.*

*NOTE: Subject to enrollment limitations within the Ceramics Family. For more information, refer to page 139.*

**ART 120A INTERMEDIATE CERAMICS I***Lecture 2, Lab 4, Units 4**Grade or P/NP option*

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 specialized ceramic concepts and techniques. 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 119A with a grade of "C" or better or equivalent.*

*NOTE: Subject to enrollment limitations within the Ceramics Family. For more information, refer to page 139.*

**ART 120B INTERMEDIATE CERAMICS II***Lecture 2, Lab 4, Units 4**Grade or P/NP option*

This course is designed for the advanced-intermediate level ceramics student. Further exploration and personal development of the concepts and techniques introduced in ART 120A are emphasized.

*Transfers to CSU, UC*

*PREREQUISITE: ART 120A with a grade of "C" or better or equivalent.*

*NOTE: Subject to enrollment limitations within the Ceramics Family. For more information, refer to page 139.*

**ART 122 ART EXHIBIT PRODUCTION***Lecture 1, Lab 1, Units 1.25**Grade or P/NP option*

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*

*NOTE: Subject to enrollment limitations within the Professional Practices Family. For more information, refer to page 139.*

**ART 128 MATTING AND FRAMING***Lecture .25, Lab .5, Units .5**Grade or P/NP option*

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*

*NOTE: Subject to enrollment limitations within the Professional Practices Family. For more information, refer to page 139.*

**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**Grade or P/NP option*

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 CAO 152B, with a grade of "C" or better or equivalent.*

*NOTE: Subject to enrollment limitations within the Digital Art Family. For more information, refer to page 139.*

**ART 135B DIGITAL IMAGING II***Lecture 3, Lab 3, Units 4**Grade or P/NP option*

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 or equivalent.*

*NOTE: Subject to enrollment limitations within the Digital Art Family. For more information, refer to page 139.*

**ART 141 THE HISTORY OF PHOTOGRAPHY***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

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 21st century. Students will also learn about master photographers and their work. No lab is included in this course.

*Transfers to CSU, UC*

**ART 142 BLACK AND WHITE PHOTOGRAPHY I***Lecture 3, Lab 3, Units 4**Grade or P/NP option*

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)*

*NOTE: Subject to enrollment limitations within the Fine Art Photography Family. For more information, refer to page 139.*

**ART 143 BLACK AND WHITE PHOTOGRAPHY II***Lecture 3, Lab 3, Units 4**Grade or P/NP option*

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)*

*ADVISORY: ART 142 or equivalent.*

*NOTE: Subject to enrollment limitations within the Fine Art Photography Family. For more information, refer to page 139.*

**ART 145A LANDSCAPE PHOTOGRAPHY (A)***Lecture 3, Lab 3, Units 4**Grade or P/NP option*

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 ART 146 with a grade of "C" or better or equivalent.*

*NOTE: Subject to enrollment limitations within the Fine Art Photography Family. For more information, refer to page 139.*

**ART 145B LANDSCAPE PHOTOGRAPHY (B)***Lecture 1-3, Lab 0, Units 1-3**Grade or P/NP option*

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*

*NOTE: Subject to enrollment limitations within the Digital Photography Family. For more information, refer to page 139.*

**ART 146 DIGITAL PHOTOGRAPHY I***Lecture 3, Lab 3, Units 4**Grade or P/NP option*

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.*

*NOTE: Subject to enrollment limitations within the Digital Photography Family. For more information, refer to page 139.*

**ART 147 PHOTOJOURNALISM***Lecture 3, Lab 3, Units 4**Grade or P/NP option*

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**ADVISORY: ART 142 or ART 146 or equivalent.*

*NOTE: Subject to enrollment limitations within the Commercial Photography Family. For more information, refer to page 139.*

**ART 148 DIGITAL PHOTOGRAPHY II***Lecture 3, Lab 3, Units 4**Grade or P/NP option*

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, printing, and color management.

*Transfers to CSU**ADVISORY: ART 146 or equivalent.*

*NOTE: Subject to enrollment limitations within the Digital Photography Family. For more information, refer to page 139.*

**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 201A MIXED MEDIA SCULPTURE I***Lecture 2, Lab 4, Units 4**Grade or P/NP option*

This course is an introduction to three-dimensional sculptural forms, techniques, and concepts. Various sculpture methods are practiced with attention to creative self-expression and historical context. Topics will include mixed media fabrication techniques, mold making, carving, soft sculpture, basic metal fabrication, and concepts related to the language of material and object in sculpture.

*Transfers to CSU, UC*

*NOTE: Subject to enrollment limitations within the Sculpture Family. For more information, refer to page 139.*

**ART 201B MIXED MEDIA SCULPTURE II***Lecture 2, Lab 4, Units 4**Grade or P/NP option*

This course is designed for the intermediate level mixed media sculpture student. Further exploration and personal development of the concepts and techniques introduced in ART 201A are emphasized. Intermediate level exercises in mold making, carving, soft sculpture, and metal fabrication will be explored.

*Transfers to CSU, UC**PREREQUISITE: ART 201 or ART 201A with a grade of "C" or better or equivalent..*

*NOTE: Subject to enrollment limitations within the Sculpture Family. For more information, refer to page 139.*

**ART 209A BEGINNING LANDSCAPE WATERCOLOR PAINTING***Lecture 1, Lab 3, Units 2**Grade or P/NP option*

This is an introductory course in the materials and techniques of landscape watercolor painting. Through direct observation of nature, topics including pigment mixing and application, color theory, spatial development, and pictorial compositions will be emphasized.

*Transfers to CSU, UC*

*NOTE: Subject to enrollment limitations within the Painting Family. For more information, refer to page 139.*

## ART 209B ADVANCED LANDSCAPE WATERCOLOR PAINTING

Lecture 1, Lab 3, Units 2

Grade or P/NP option

This is an advanced course in the materials and techniques of landscape watercolor painting. Through direct observation of nature, further investigations of pigment mixing and application, color theory, spatial development, and pictorial compositions will be emphasized.

*Transfers to CSU, UC*

**PREREQUISITE:** ART 209A with a grade of "C" or better or equivalent.

**NOTE:** Subject to enrollment limitations within the Painting Family. For more information, refer to page 139.

## ART 210A BEGINNING WATERCOLOR PAINTING

Lecture 2, Lab 4, Units 4

Grade or P/NP option

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*

**NOTE:** Subject to enrollment limitations within the Painting Family. For more information, refer to page 139.

## ART 210B ADVANCED WATERCOLOR PAINTING

Lecture 2, Lab 4, Units 4

Grade or P/NP option

This is an advanced course in the concepts, materials, and techniques of watercolor painting. Advanced 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*

**PREREQUISITE:** ART 120A or equivalent.

**NOTE:** Subject to enrollment limitations within the Painting Family. For more information, refer to page 139.

## ART 211 PAINTING I

Lecture 2, Lab 4, Units 4

Grade or P/NP option

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*

**NOTE:** Subject to enrollment limitations within the Painting Family. For more information, refer to page 139.

C-ID: ARTS 210

## ART 212 PAINTING II

Lecture 2, Lab 4, Units 4

Grade or P/NP option

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.

**NOTE:** Subject to enrollment limitations within the Painting Family. For more information, refer to page 139.

## ART 213 BEGINNING FIGURE DRAWING

Lecture 2, Lab 4, Units 4

Grade or P/NP option

This course provides an introduction to the methods and techniques in drawing the human figure using a wide variety of drawing media. Students in this course will learn both descriptive and interpretive approaches to drawing the figure. Topics include an introduction to human anatomy and the historical and contemporary roles of figure drawing in the visual arts. Emphasis will be placed on the study of form and structure as they relate to human proportion and anatomy analysis.

*Transfers to CSU, UC*

**NOTE:** Subject to enrollment limitations within the Figure Studies Family. For more information, refer to page 139.

C-ID: ARTS 200

## ART 214 ADVANCED DRAWING FROM OBSERVATION

Lecture 2, Lab 4, Units 4

Grade or P/NP option

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 with a grade of "C" or better or equivalent.

**NOTE:** Subject to enrollment limitations within the Drawing Family. For more information, refer to page 139.

## ART 215 ADVANCED DRAWING: WET MEDIA

Lecture 2, Lab 4, Units 4

Grade or P/NP option

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.

**NOTE:** Subject to enrollment limitations within the Drawing Family. For more information, refer to page 139.

## ART 216 ADVANCED DRAWING: CONCEPT AND IMAGE

Lecture 2, Lab 4, Units 4

Grade or P/NP option

This course involves advanced studio experiments in drawing with emphasis on visual perception, image concept, expression, and symbolic narrative. Techniques with various drawing materials including graphite, charcoal, conte-crayon, and pastel will also be explored.

*Transfers to CSU, UC*

**PREREQUISITE:** ART 116 or equivalent.

**NOTE:** Subject to enrollment limitations within the Drawing Family. For more information, refer to page 139.



**ART 219A METAL SCULPTURE I***Lecture 2, Lab 4, Units 4**Grade or P/NP option*

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. Beginning level experiences in steel fabrication such as blacksmithing, oxygen-acetylene welding and cutting, metal inert gas (MIG) and 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 201A or equivalent with a grade of "C" or better.**NOTE: Subject to enrollment limitations within the Sculpture Family. For more information, refer to page 139.***ART 219B METAL SCULPTURE II***Lecture 2, Lab 4, Units 4**Grade or P/NP option*

This course is a continuation of metal sculpture concepts and techniques introduced in ART 219A. Advanced-beginning level experiences in steel fabrication such as blacksmithing, oxygen-acetylene welding and cutting, metal inert gas (MIG) and tungsten inert gas (TIG) welding, and the lost-wax method for bronze and aluminum casting utilizing ceramic shell investment are emphasized. The works of historical and contemporary metal sculptors will also be examined.

*Transfers to CSU**PREREQUISITE: ART 219A or equivalent with a grade of "C" or better.**NOTE: Subject to enrollment limitations within the Sculpture Family. For more information, refer to page 139.***ART 219C METAL SCULPTURE III***Lecture 2, Lab 4, Units 4**Grade or P/NP option*

This course is a continuation of metal sculpture concepts and techniques introduced in ART 219B. The course will focus on the development of personal artistic vision and individual expression through the exploration of intermediate level experiences in steel fabrication such as blacksmithing, plasma cutting, arc welding, metal inert gas (MIG) and tungsten inert gas (TIG) welding, and the lost-wax method for bronze and aluminum casting utilizing ceramic shell investment.

*Transfers to CSU**PREREQUISITE: ART 219B or equivalent with a grade of "C" or better.**NOTE: Subject to enrollment limitations within the Sculpture Family. For more information, refer to page 139.***ART 219D METAL SCULPTURE IV***Lecture 2, Lab 4, Units 4**Grade or P/NP option*

This course is a continuation of metal sculpture concepts and techniques introduced in ART 219C. The course will focus on the further development of personal artistic vision and individual expression through the exploration of advanced-intermediate level experiences in steel fabrication such as blacksmithing, plasma cutting, arc welding, metal inert gas (MIG) and tungsten inert gas (TIG) welding, and the lost-wax method for bronze and aluminum casting utilizing ceramic shell investment.

*Transfers to CSU**PREREQUISITE: ART 219C or equivalent with a grade of "C" or better.**NOTE: Subject to enrollment limitations within the Sculpture Family. For more information, refer to page 139.***ART 219E SCULPTURE: METAL FABRICATION I***Lecture 2, Lab 4, Units 4**Grade or P/NP option*

This course is an introduction to metal-fabricated sculpture. Study historical and contemporary art concepts, metal sculptors, and artistic techniques. Experience introductory-level hands-on exercises in sheet metal fabrication, including pattern development, scaling-up, cold and hot forging techniques, oxygen-acetylene welding and cutting, electric metal inert gas (MIG) and Arc welding, and plasma cutting. Learn valuable metal fabrication skills while studying and making art.

*Transfers to CSU, UC**ADVISORY: ART 113 and ART 201A or equivalent.**NOTE: Subject to enrollment limitations within the Sculpture Family. For more information, refer to page 139.***ART 220A FIGURE SCULPTURE I***Lecture 2, Lab 4, Units 4**Grade or P/NP option*

This course involves the visual study of the human figure in three-dimensional art materials and methods at the beginning level. Students will be sculpting primarily in clay from live models, photographs, and mirrors. Artistic visual expression using the human figure as subject matter is also emphasized. The works of historical and contemporary ceramic artists will be examined.

*Transfers to CSU, UC**ADVISORY: ART 119A or equivalent.**NOTE: Subject to enrollment limitations within the Figure Studies Family. For more information, refer to page 139.***ART 220B FIGURE SCULPTURE II***Lecture 2, Lab 4, Units 4**Grade or P/NP option*

This course is designed for the advanced-beginning level figure sculpture student. Further exploration and personal development of the concepts and techniques introduced in ART 220A are emphasized.

*Transfers to CSU, UC**PREREQUISITE: ART 220A with a grade of "C" or better or equivalent.**NOTE: Subject to enrollment limitations within the Figure Studies Family. For more information, refer to page 139.***ART 220C FIGURE SCULPTURE III***Lecture 2, Lab 4, Units 4**Grade or P/NP option*

This course is a continuation of figure sculpture concepts and techniques introduced in ART 220B. The course will focus on the development of personal artistic vision and individual expression through the exploration of intermediate level experiences in figure sculpture.

*Transfers to CSU, UC**PREREQUISITE: ART 220B with a grade of "C" or better or equivalent.**NOTE: Subject to enrollment limitations within the Figure Studies Family. For more information, refer to page 139.***ART 221A BEGINNING RELIEF PRINTMAKING***Lecture 2, Lab 4, Units 4**Grade or P/NP option*

This course is a comprehensive introduction to the concepts and techniques of relief printmaking, which includes linoleum, woodblock, and collograph. Emphasis will be on technical experimentation and artistic visual expression. Students will be introduced to the history and theory of relief printing through hands-on experimentation and the examination of artworks of historical and contemporary printmaking.

*Transfers to CSU, UC**NOTE: Subject to enrollment limitations within the Printmaking Family. For more information, refer to page 139.*



**ART 221B ADVANCED RELIEF PRINTMAKING***Lecture 2, Lab 4, Units 4**Grade or P/NP option*

This is an advanced course designed to further explore the concepts and techniques of relief printmaking, which includes linoleum, woodblock, and collograph. Emphasis will be on technical experimentation and artistic visual expression. Students will further explore the history and theory of relief printing through hands-on experimentation and the examination of artworks of historical and contemporary printmaking.

*Transfers to CSU, UC**PREREQUISITE: ART 221A or equivalent.**NOTE: Subject to enrollment limitations within the Printmaking Family. For more information, refer to page 139.***ART 221C BEGINNING MONOTYPE PRINTMAKING***Lecture 2, Lab 4, Units 4**Grade or P/NP option*

This course is a comprehensive introduction to the concepts and techniques of monotype, or single-image, printmaking. Emphasis will be on technical experimentation and artistic visual expression of creating one-of-a-kind prints. Students will be introduced to the history and theory of monotype printing through hands-on experimentation and the examination of artworks of historical and contemporary printmaking.

*Transfers to CSU, UC**NOTE: Subject to enrollment limitations within the Printmaking Family. For more information, refer to page 139.***ART 221D ADVANCED MONOTYPE PRINTMAKING***Lecture 2, Lab 4, Units 4**Grade or P/NP option*

This is an advanced course designed to further explore the concepts and techniques of monotype, or single-image, printmaking. Emphasis will be on technical experimentation and artistic visual expression of creating one-of-a-kind prints. Students will explore the history and theory of advanced monotype printing through hands-on experimentation and the examination of artworks of historical and contemporary printmaking.

*Transfers to CSU, UC**PREREQUISITE: ART 221C or equivalent.**NOTE: Subject to enrollment limitations within the Printmaking Family. For more information, refer to page 139.***ART 221E BEGINNING INTAGLIO PRINTMAKING***Lecture 2, Lab 4, Units 4**Grade or P/NP option*

This course is a comprehensive introduction to the concepts and techniques of intaglio printmaking which includes drypoint, etching, and aquatint. Emphasis will be on technical experimentation and artistic visual expression. Students will be introduced to the history and theory of intaglio printing through hands-on experimentation and the examination of artworks of historical and contemporary printmaking.

*Transfers to CSU, UC**NOTE: Subject to enrollment limitations within the Printmaking Family. For more information, refer to page 139.***ART 221F ADVANCED INTAGLIO PRINTMAKING***Lecture 2, Lab 4, Units 4**Grade or P/NP option*

This is an advanced course designed to further explore the concepts and techniques of intaglio printmaking which includes drypoint, etching, and aquatint. Emphasis will be on technical experimentation and artistic visual expression. Students will further explore the history and theory of intaglio printing through hands-on experimentation and the examination of artworks of historical and contemporary printmaking.

*Transfers to CSU, UC**PREREQUISITE: ART 221E or equivalent.**NOTE: Subject to enrollment limitations within the Printmaking Family. For more information, refer to page 139.***ART 223 INTERMEDIATE FIGURE DRAWING***Lecture 2, Lab 4, Units 4**Grade or P/NP option*

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 with a grade of "C" or better or equivalent.**NOTE: Subject to enrollment limitations within the Figure Studies Family. For more information, refer to page 139.***ART 224 PORTRAITURE***Lecture 2, Lab 4, Units 4**Grade or P/NP option*

This course will emphasize both a historical and technical study of anatomy, form, design, and expression of the human head and face. Studies and experiments in applied techniques for two-dimensional media as observed from live models will be included. Materials and techniques include graphite, charcoal, pen and ink, ink wash, and pastel.

*Transfers to CSU, UC**NOTE: Subject to enrollment limitations within the Figure Studies Family. For more information, refer to page 139.***ART 228A PROFESSIONAL SKILLS FOR ARTISTS***Lecture 2, Lab 0, Units 2**Grade or P/NP option*

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 focus on the preparation, development, and presentation of a portfolio of original art including photographing art in producing a digital image portfolio, developing an artist resume, artist statement, and a biography. The course also addresses preparing the developing artist for professional portfolio applications in a digital world through exploring internet opportunities such as developing an artist web site.

*Transfers to CSU**NOTE: Subject to enrollment limitations within the Professional Practices Family. For more information, refer to page 139.***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 4, Units 4**Grade or P/NP option*

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.**NOTE: Subject to enrollment limitations within the Figure Studies Family. For more information, refer to page 139.*

**ART 234 FIGURE PAINTING***Lecture 2, Lab 4, Units 4**Grade or P/NP option*

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.*

*NOTE: Subject to enrollment limitations within the Figure Studies Family. For more information, refer to page 139.*

**ART 239A ADVANCED CERAMICS I***Lecture 2, Lab 4, Units 4**Grade or P/NP option*

This course is designed for students interested in further developing a personal stylistic expression within the ceramic medium. Expanding on the concepts and techniques gained from previous ceramic course offerings, experiences emphasized in this capstone course include portfolio development, mold-making techniques, glaze formulation, high-fire gas kiln operation, alternative firing processes such as raku, and further development of personal clay forming techniques.

*Transfers to CSU, UC*

*PREREQUISITE: ART 120A with a grade of "C" or better or equivalent.*

*NOTE: Subject to enrollment limitations within the Ceramics Family. For more information, refer to page 139.*

**ART 239B ADVANCED CERAMICS II***Lecture 2, Lab 4, Units 4**Grade or P/NP option*

This course is designed for the highly-advanced level ceramics student. Further exploration and personal development of the concepts and techniques introduced in ART 239A are emphasized.

*Transfers to CSU, UC*

*PREREQUISITE: ART 239A with a grade of "C" or better or equivalent.*

*NOTE: Subject to enrollment limitations within the Ceramics Family. For more information, refer to page 139.*

**ART 240A BEGINNING PAINTING: NARRATIVE AND SYMBOLISM***Lecture 2, Lab 4, Units 4**Grade or P/NP option*

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*

*PREREQUISITE: ART 211 with a grade of "C" or better or equivalent.*

*NOTE: Subject to enrollment limitations within the Painting Family. For more information, refer to page 139.*

**ART 240B ADVANCED PAINTING: NARRATIVE AND SYMBOLISM***Lecture 2, Lab 4, Units 4**Grade or P/NP option*

This advanced painting course is designed to further 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*

*PREREQUISITE: ART 211 and ART 240A with a grade of "C" or better or equivalent.*

*NOTE: Subject to enrollment limitations within the Painting Family. For more information, refer to page 139.*

**ART 241A PORTFOLIO DEVELOPMENT: PAINTING 1***Lecture 2, Lab 4, Units 4**Grade or P/NP option*

This is an advanced course designed to assist students in developing a portfolio in painting. Students will further explore the concepts, materials, and techniques of oil painting in order to develop an individual body of work. 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 and ART 212 with a grade of "C" or better or equivalent.*

*NOTE: Subject to enrollment limitations within the Portfolio Development Family. For more information, refer to page 139.*

**ART 241B PORTFOLIO DEVELOPMENT: DRAWING 1***Lecture 2, Lab 4, Units 4**Grade or P/NP option*

This is an advanced course designed to assist students in developing a portfolio in drawing. Students will further explore the concepts, materials, and techniques of drawing in order to develop an individual body of work. Both perceptual and conceptual approaches to drawing will be emphasized. This course will include the study of historical and contemporary examples of drawing.

*Transfers to CSU, UC*

*PREREQUISITE: ART 114 or ART 115 or ART 116 with a grade of "C" or better or equivalent.*

*NOTE: Subject to enrollment limitations within the Portfolio Development Family. For more information, refer to page 139.*

**ART 241C PORTFOLIO DEVELOPMENT: FIGURE 1***Lecture 2, Lab 4, Units 4**Grade or P/NP option*

This is an advanced course designed to assist students in developing a portfolio in figure drawing. Students will further explore the concepts, materials, and techniques of figure drawing in order to develop an individual body of work. Both perceptual and conceptual approaches to figure drawing will be emphasized. This course will include the study of historical and contemporary examples of figure drawing.

*Transfers to CSU, UC*

*PREREQUISITE: ART 213 with a grade of "C" or better or equivalent.*

*NOTE: Subject to enrollment limitations within the Portfolio Development Family. For more information, refer to page 139.*

**ART 242 BLACK AND WHITE PHOTOGRAPHY III***Lecture 3, Lab 3, Units 4**Grade or P/NP option*

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*

*ADVISORY: ART 143 or equivalent.*

*NOTE: Subject to enrollment limitations within the Fine Art Photography Family. For more information, refer to page 139.*

**ART 244 COLOR PHOTOGRAPHY***Lecture 3, Lab 3, Units 4**Grade or P/NP option*

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. In addition, students will study how color psychology and composition plays a part in commercial photographic work.

*Transfers to CSU*

*PREREQUISITE: ART 142 or ART 146 with a grade of "C" or better or equivalent.*

*NOTE: Subject to enrollment limitations within the Commercial Photography Family. For more information, refer to page 139.*

**ART 247 PORTRAIT PHOTOGRAPHY***Lecture 3, Lab 3, Units 4**Grade or P/NP option*

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 ART 146 with a grade of "C" or better or equivalent.*

*NOTE: Subject to enrollment limitations within the Commercial Photography Family. For more information, refer to page 139.*

**ART 248 COMMERCIAL PHOTOGRAPHY***Lecture 3, Lab 3, Units 4**Grade or P/NP option*

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 ART 146 with a grade of "C" or better or equivalent.*

*NOTE: Subject to enrollment limitations within the Commercial Photography Family. For more information, refer to page 139.*

**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 Environmental Technology and Sustainability, with concentrations in Biological Resources, Physical Resources, and Sustainability. A degree is also offered in the field of Natural Science. For major requirements, see page 88 and 101.

**CERTIFICATE OF ACHIEVEMENT**

A Certificate of Achievement is offered in the field of Environmental Technology and Sustainability, with concentrations in Biological Resources, Physical Resources, and Sustainability. For requirements, see page 118.

**BIO 101 PRINCIPLES OF BIOLOGY I***Lecture 4, Lab 3, Units 5**Grade only*

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**Grade only*

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**Grade only*

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**Grade only*

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 (course limit)***BIO 111 INTRODUCTION TO PLANT AND ANIMAL BIOLOGY***Lecture 4, Lab 3, Units 5**Grade only*

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 (course limit)***BIO 112 SYSTEMS BIOLOGY***Lecture 4, Lab 3, Units 5**Grade only*

This biology course will introduce students to systems concepts and tools, including systems diagramming and computer simulations, to explore biological systems as well as current local and global environmental problems. A holistic view of the field of biology will emerge where disciplinary boundaries are permeable allowing students to cross disciplines to acquire fresh perspectives of complex biological and environmental systems. Topics will include cell function, genetics, information processing in living systems, evolution, population ecology, ecosystem function, and climate change.

*Transfers to CSU, UC*

**BIO 113 FIELD METHODS IN WILDLIFE ECOLOGY***Lecture 4, Lab 0, Units 4**Grade only*

This class provides an overview of survey techniques and the required field experience necessary in wildlife management and research. Topics covered include experimental design, habitat assessment, and survey protocol for mammals, birds, amphibians, herpetofauna, butterflies, bats, and owls. Students should be prepared to participate in field work each class meeting.

*Transfers to CSU***BIO 115 FORENSICS***Lecture 4, Lab 3, Units 5**Grade only*

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 trace evidence and 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**Grade or P/NP option*

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**Grade or P/NP option*

This course is an anatomical study of the human skeleton and the location and movement of the skeletal muscles. Topics covered include an orientation describing human anatomy terminology, 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, torsos, muscle 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 141A BIRDS OF THE LAKE TAHOE BASIN***Lecture 1, Lab .75, Units 1.25**Grade or P/NP option*

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**Grade only*

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.

*Transfers to CSU**ADVISORY: Successful completion of EMT/Fire Academy.***BIO 149 ECOLOGY***Lecture 4, Lab 3, Units 5**Grade only*

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**Grade or P/NP option*

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 (course limit)***BIO 203 HUMAN ANATOMY AND PHYSIOLOGY I***Lecture 4, Lab 3, Units 5**Grade only*

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 histology 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, kinesiology, paramedic, physician assistant, and graduate or medical school.

*Transfers to CSU, UC**PREREQUISITE: BIO 101 or BIO 110 with a grade of "C" or better or equivalent.**C-ID: BIOL 115S = BIO 203 + BIO 204 + BIO 205*



**BIO 204 HUMAN ANATOMY AND PHYSIOLOGY II***Lecture 4, Lab 3, Units 5**Grade only*

This is an integrated course covering the fundamental principles of human anatomy and physiology. Structure and function are related through the study of histology 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, and heart. This course is designed for students entering the fields of nursing, physical therapy, athletic training, chiropractic, kinesiology, paramedic, physician assistant, and graduate or medical school.

*Transfers to CSU, UC**PREREQUISITE: BIO 203 with a grade of "C" or better or equivalent.*

C-ID: BIOL 115S = BIO 203 + BIO 204 + BIO 205

**BIO 205 HUMAN ANATOMY AND PHYSIOLOGY III***Lecture 4, Lab 3, Units 5**Grade only*

This is an integrated course covering the fundamental principles of human anatomy and physiology. Structure and function are related through the study of histology slides, anatomical models and charts, clinical presentations, preserved cat dissection, and sheep and cow body 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, kinesiology, paramedic, physician assistant, and graduate or medical school.

*Transfers to CSU, UC**PREREQUISITE: BIO 204 with a grade of "C" or better or equivalent.*

C-ID: BIOL 115S = BIO 203 + BIO 204 + BIO 205

**BIO 210 MICROBIOLOGY***Lecture 3, Lab 6, Units 5**Grade only*

This course serves as an introduction to the field of microbiology and includes the study of the form, function, pathogenicity, and control of bacteria, fungi, protozoans, helminths, and viruses. The transmission, diagnosis, symptoms, and control of diseases caused by these microbes are examined. Also included is the role of microorganisms in environmental processes, biotechnology, water quality control, and bioremediation. Laboratory emphasis is on specimen handling, pure culture techniques, bacterial growth, staining, and identification.

*Transfers to CSU, UC**PREREQUISITE: BIO 101 or BIO 110 with a grade of "C" or better or equivalent.***BIO 212 ZOOLOGY***Lecture 4, Lab 3, Units 5**Grade only*

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 (course limit)***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 / ASSOCIATE DEGREE FOR TRANSFER**

A degree is offered in the field of Business, with concentrations in Accounting & Finance, Management, Marketing, and General Business. For major requirements and degree information, see page 77. A Business Administration transfer degree is also offered, see page 78.

**CERTIFICATE OF ACHIEVEMENT**

A Certificate of Achievement is offered in the field of Business, with concentrations in Accounting & Finance, Accounting Technician, General Business, Management, Marketing, and Small Business Ownership. For requirements, see page 112.

**EMPLOYABLE SKILLS CERTIFICATE**

A Certified Bookkeeper employable skills certificate is available in the field of Business. For requirements, see page 125.

**COURSES IN THIS SUBJECT AREA AVAILABLE FOR CREDIT BY EXAMINATION ARE AS FOLLOWS: BSN 190.**

**BSN 100 INTRODUCTION TO BUSINESS***Lecture 4, Lab 0, Units 4**Grade only*

This is a survey course in business providing a multidisciplinary examination of how culture, society, economic systems, legal, international, political and financial institutions, and human behavior interact to affect a business organization's policy and practices within the U.S. and a global society. The course demonstrates how these influences impact the primary areas of business, including organizational structure and design; leadership, human resource management, and organized labor practices; marketing; organizational communication; technology; entrepreneurship; legal, accounting, financial practices; the stock and securities market; and therefore affect a business's ability to achieve its organizational goals.

*Transfers to CSU, UC*

C-ID: BUS 110

**BSN 101A BUSINESS LAW: INTRODUCTION TO LAW AND BUSINESS TRANSACTIONS***Lecture 5, Lab 0, Units 5**Grade only*

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, business organizations, judicial and administrative processes, and a full development of contract law.

*Transfers to CSU, UC (course limit)**ADVISORY: ENG 152 or equivalent.*

C-ID: BUS 125



**BSN 102 BUSINESS INFORMATION PROCESSING AND SYSTEMS***Lecture 3.5, Lab 1.5, Units 4**Grade only*

This course provides an introduction to the concepts of management and information systems especially as used in business and similar organizations. Additional topics include the need for information, how computers are used in business and other organizations to provide information, elements of computer hardware and software, software development, data storage and communication, and the social impact of computers. Students will solve real-world business problems using personal productivity software such as word processing, spreadsheet, database, and presentation applications.

*Transfers to CSU, UC*

*ADVISORY: Working knowledge of applications software tools for word processing, spreadsheets, digital presentations, and database systems.*

*C-ID: BUS 140***BSN 104 BUSINESS COMMUNICATION***Lecture 4, Lab 0, Units 4**Grade only*

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 planning, organizing, analyzing, composing, and revising basic types of letters, memos, emails, and written reports for a variety of business situations. An oral business presentation using presentation graphics software is prepared and delivered. Correct English usage with clear, concise, varied, and meaningful expression will be emphasized.

*Transfers to CSU**ADVISORY: ENG 152 or equivalent.***BSN 105 PROFESSIONAL COMMUNICATION***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

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 107 BUSINESS LAW: INTRODUCTION TO THE LEGAL ENVIRONMENT OF BUSINESS***Lecture 5, Lab 0, Units 5**Grade only*

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)**ADVISORY: ENG 152 or equivalent.**C-ID: BUS 120***BSN 110A FINANCIAL ACCOUNTING I***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

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, internal controls, and ethics.

*Transfers to CSU, UC**C-ID: ACCT 110 = BSN 110A + BSN 110B***BSN 110B FINANCIAL ACCOUNTING II***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

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 short-term financial assets, current liabilities, the Time Value of Money (TVOM) concept, 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.**C-ID: ACCT 110 = BSN 110A + BSN 110B***BSN 110C MANAGERIAL ACCOUNTING***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

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, responsibility accounting, and capital investment analysis.

*Transfers to CSU, UC**PREREQUISITE: BSN 110B with a grade of "C" or better or equivalent.**C-ID: ACCT 120***BSN 111 COMPUTERIZED ACCOUNTING***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

This course is an introduction to the use of personal computers 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**Grade or P/NP option*

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: BSN 102 or equivalent and BSN 110B or equivalent.***BSN 117 PERSONAL FINANCE***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

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**Grade or P/NP option*

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**Grade or P/NP option*

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**ADVISORY: ENG 152 or equivalent.***BSN 122 ORGANIZATIONAL BEHAVIOR***Lecture 4, Lab 0, Units 4**Grade only*

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**Grade only*

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**Grade or P/NP option*

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. Each 50 hours of paid work equals one quarter unit. Each 40 hours of non-paid work equals one quarter unit.

*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.*

*NOTE: Refer to page 251 for more information on how these units combine with WKX 101 to get the maximum number of units.*

**BSN 133 INTERNSHIP - OCCUPATIONAL WORK EXPERIENCE***Lecture 0, Lab 0, Units 1-6**Grade or P/NP option*

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. Each 50 hours of paid work equals one quarter unit. Each 40 hours of non-paid work equals one quarter unit.

*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.*

*NOTE: Refer to page 251 for more information on how these units combine with WKX 102 to get the maximum number of units.*

**BSN 135 PRINCIPLES OF MARKETING***Lecture 4, Lab 0, Units 4**Grade only*

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 PRINCIPLES OF ADVERTISING***Lecture 4, Lab 0, Units 4**Grade only*

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 137 WEB MARKETING***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

The primary focus of this course will be on marketing strategies and techniques to help e-businesses reach potential customers, drive traffic to generate customer to e-business interaction, convert leads to sales, and to maintain customer relationships over time. Students will develop and launch a robust Web Marketing Plan that relies on solid business practices and employs leading technologies to achieve increased product awareness and social influence, generate higher site traffic and sales, and establish long-term customer engagement.

*Transfers to CSU**ADVISORY: BSN 135 or equivalent.*

**BSN 152A FUNDAMENTALS OF BOOKKEEPING I***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

This course examines the accounting cycle of small to moderate sized service and merchandising businesses and 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**Grade or P/NP option*

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**Grade or P/NP option*

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 I***Lecture 2, Lab 0, Units 2**Grade or P/NP option*

This course introduces the personal computer accounting software, QuickBooks for Windows. QuickBooks is an easy-to-use accounting system designed for small-business owners and bookkeepers. 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.

*ADVISORY: BSN 152A or BSN 110A or general bookkeeping knowledge.*

**BSN 155B QUICKBOOKS II***Lecture 2, Lab 0, Units 2**Grade or P/NP option*

This course is a continuation of BSN 155A using the small business accounting software program, QuickBooks for Windows. This course covers additional QuickBooks features such as inventory, classes, customizing reports and payroll deductions, working with estimates and time tracking and provides practice using a sample company.

*ADVISORY: BSN 155A or equivalent.*

**BSN 158 DATA ENTRY AND BUSINESS CALCULATIONS***Lecture 2.5, Lab 1.5, Units 3**Grade only*

This course trains students in the techniques, operation, and application of the ten-key electronic calculator for business problems and computations with a focus on developing inputting speed and accuracy skills. The course is recommended for accounting students.

*ADVISORY: MAT 187 or MAT 187B or equivalent.*

**BSN 190 BUSINESS MATH***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

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 187 or 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**Grade or P/NP option*

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**Grade only*

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 260 HOW TO START A SMALL BUSINESS***Lecture .5, Lab 0, Units .5**P/NP only*

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.

## BUSINESS OFFICE TECHNOLOGY

### BOT 122 PROJECT MANAGEMENT CONCEPTS AND SOFTWARE

Lecture 4, Lab 2, Units 4

Grade only

This course explores project management concepts and terminologies along with the use of Microsoft Office Project software and other project management tools through discussions, hands-on exercises, and classroom learning experiences. The course includes work breakdown structure (WBS), budgeting, and resource allocation and other important project management (PM) topics such as Scope and Project Team Development. This course helps prepare students to use the software package in their daily duties as a project manager or project assistant. This course also includes exploration and practice of 21st Century Employability Skills: Adaptability, Collaboration, Social/Diversity.

Transfers to CSU

### BOT 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

### BOT 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.

### BOT 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

### BOT 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 101.

### CHM 100 INTRODUCTION TO GENERAL CHEMISTRY

Lecture 4, Lab 3, Units 5

Grade or P/NP option

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 (course limit)

ADVISORY: MAT 154A or MAT 154AA with a grade of "C" or better or equivalent.

### CHM 101 GENERAL CHEMISTRY I

Lecture 4, Lab 5.25, Units 5.75

Grade or P/NP option

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 100 or equivalent with a grade of "C" or better.

C-ID: CHEM 120S = CHM 101 + CHM 102 + CHM 103

### CHM 102 GENERAL CHEMISTRY II

Lecture 4, Lab 5.25, Units 5.75

Grade or P/NP option

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.

C-ID: CHEM 120S = CHM 101 + CHM 102 + CHM 103

### CHM 103 GENERAL CHEMISTRY III

Lecture 4, Lab 5.25, Units 5.75

Grade or P/NP option

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.

C-ID: CHEM 120S = CHM 101 + CHM 102 + CHM 103

### CHM 116 INTRODUCTION TO ORGANIC CHEMISTRY

Lecture 4, Lab 3, Units 5

Grade or P/NP option

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**Grade or P/NP option*

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 221 ORGANIC CHEMISTRY I***Lecture 4, Lab 0, Units 4**Grade only*

This is the first quarter of a three-quarter course in organic chemistry intended for majors in science and allied health fields. This course introduces the principles of organic chemistry including nomenclature, stereochemistry, functional groups, reaction mechanisms, and properties of aliphatic and unsaturated hydrocarbons and alkyl halides.

*Transfers to CSU**PREREQUISITE: Completion of CHM 102 and CHM 103 with a grade of "C" or better or equivalent.**COREQUISITE: CHM 221L.***CHM 221L ORGANIC CHEMISTRY I LAB***Lecture 0, Lab 3, Units 1**Grade only*

This is a laboratory course to accompany CHM 221. This course is intended to introduce students to laboratory techniques common in modern synthetic organic chemistry. The course introduces laboratory techniques common in synthetic organic chemistry. Students will work on both standard preparatory scale and microscale to prepare, isolate, purify, and characterize organic compounds.

*Transfers to CSU**PREREQUISITE: Completion of CHM 102 and CHM 103 with a grade of "C" or better or equivalent.**COREQUISITE: CHM 221***CHM 222 ORGANIC CHEMISTRY II***Lecture 4, Lab 0, Units 4**Grade only*

This course is the second quarter of a three-quarter course intended for majors in the sciences or closely-related fields, such as chemical engineering or allied health fields. This course expands on the material from CHM 221, focusing on alkynes, polyenes; aromatic compounds; alcohols, thiols, and ethers; and aldehydes and ketones and their derivatives. Concepts will include and expand upon retrosynthesis, spectroscopic structure determination, and reaction mechanisms.

*Transfers to CSU**PREREQUISITE: Completion of CHM 221 with a grade of "C" or better or equivalent.**COREQUISITE: CHM 222L.***CHM 222L ORGANIC CHEMISTRY II LAB***Lecture 0, Lab 3, Units 1**Grade only*

Laboratory course to accompany CHM 222. Intended to introduce students to laboratory techniques common in modern synthetic organic chemistry. Introduces laboratory techniques common in synthetic organic chemistry. Students will work on both standard preparatory scale and microscale to prepare, isolate, purify and characterize organic compounds.

*Transfers to CSU**PREREQUISITE: Completion of CHM 221 with a grade of "C" or better or equivalent.**COREQUISITE: CHM 222***CHM 223 ORGANIC CHEMISTRY III***Lecture 4, Lab 0, Units 4**Grade only*

This course is the final quarter of a three-quarter series intended for majors in the sciences or closely-related fields. This course expands on the material from CHM 222, focusing on carboxylic acids, acid derivatives, and amines. Biologically active molecules such as proteins and carbohydrates are introduced. There is continued emphasis on structure-reactivity relationships, mechanisms of reaction and multi-step syntheses.

*Transfers to CSU**PREREQUISITE: Completion of CHM 222 with a grade of "C" or better or equivalent.**COREQUISITE: CHM 223L.***CHM 223L ORGANIC CHEMISTRY III LAB***Lecture 0, Lab 3, Units 1**Grade only*

Laboratory course to accompany CHM 223. Intended to introduce students to laboratory techniques common in modern synthetic organic chemistry. Introduces laboratory techniques common in synthetic organic chemistry. Emphasis is on chemical reactions relevant to CHM 223, multi-step syntheses, and identification of unknowns.

*Transfers to CSU**PREREQUISITE: Completion of CHM 222 with a grade of "C" or better or equivalent.**COREQUISITE: CHM 223***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 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**Grade or P/NP option*

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**Grade or P/NP option*

This introductory 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**Grade only*

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 125 BROADCASTING: FUNDAMENTALS OF RADIO AND TELEVISION***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

This course provides a study of the fundamentals of radio, television, and other mass media broadcasting, including history, theory, and legal aspects. Different forms of broadcasting are highlighted from network, Internet, cable, and first run syndication, concluding with an overview of developing technologies. The course includes debate on the innovators and issues such as the demise of financial interest in syndication rules, vertical integration, and the rise of broadband and its resultant changes in what constitutes a "broadcast."

*Transfers to CSU, UC**ADVISORY: ENG 101 or equivalent.***COM 130 BROADCASTING: TELEVISION/FILM AESTHETICS***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

This is a survey course that teaches proper terminology and categories for analyzing television and films. Through lecture, visual presentations, and discussion, students will learn how television programs and films are made, both technically and creatively. Students will also learn how television and film influence our social values and ethics.

*Transfers to CSU**ADVISORY: ENG 101 or equivalent.***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**Grade or P/NP option*

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. Each 50 hours of paid work equals one quarter unit. Each 40 hours of non-paid work equals one quarter unit.

*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.*

*NOTE: Refer to page 251 for more information on how these units combine with WKX 101 to get the maximum number of units.*

**COM 133 INTERNSHIP - OCCUPATIONAL WORK EXPERIENCE***Lecture 0, Lab 0, Units 1-6**Grade or P/NP option*

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. Each 50 hours of paid work equals one quarter unit. Each 40 hours of non-paid work equals one quarter unit.

*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.

**NOTE:** Refer to page 251 for more information on how these units combine with WKX 102 to get the maximum number of units.

**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****CAO 120 WORD PROCESSING***Lecture 3.5, Lab 2, Units 4**Grade or P/NP option*

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 3.5, Lab 2, Units 4**Grade or P/NP option*

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 154, or equivalent.***CAO 123 POWERPOINT PRESENTATION SOFTWARE***Lecture 3, Lab 0, Units 3**Grade or P/NP option*

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**Grade or P/NP option*

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. Each 50 hours of paid work equals one quarter unit. Each 40 hours of non-paid work equals one quarter unit.

*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.

**NOTE:** Refer to page 251 for more information on how these units combine with WKX 101 to get the maximum number of units.

**CAO 133 INTERNSHIP - OCCUPATIONAL WORK EXPERIENCE***Lecture 0, Lab 0, Units 1-6**Grade or P/NP option*

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. Each 50 hours of paid work equals one quarter unit. Each 40 hours of non-paid work equals one quarter unit.

*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.

**NOTE:** Refer to page 251 for more information on how these units combine with WKX 102 to get the maximum number of units.

**CAO 151 INTRODUCTION TO PERSONAL COMPUTERS***Lecture 2, Lab 0, Units 2**Grade or P/NP option*

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.

**CAO 152A INTRODUCTION TO WINDOWS FOR THE PC***Lecture 2, Lab 0, Units 2**Grade or P/NP option*

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 personal computer software courses.

*ADVISORY: CAO 151 or equivalent.*

**CAO 152B INTRODUCTION TO THE MACINTOSH***Lecture 2, Lab 0, Units 2**Grade or P/NP option*

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.

**CAO 153A INTRODUCTION TO WORD PROCESSING***Lecture 2, Lab 0, Units 2**Grade or P/NP option*

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.*

**CAO 154 INTRODUCTION TO SPREADSHEETS***Lecture 2, Lab 0, Units 2**Grade or P/NP option*

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.*

**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.*

**CAO 157A INTRODUCTION TO MICROSOFT OUTLOOK***Lecture 2, Lab 0, Units 2**Grade or P/NP option*

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.*

**CAO 158A USING THE WEB***Lecture 2, Lab 0, Units 2**Grade or P/NP option*

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.*

**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.*

**CAO 165A INTRODUCTION TO PHOTO EDITING USING PHOTOSHOP***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

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.*

**CAO 166 COMPUTER ILLUSTRATION USING ILLUSTRATOR***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

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.*

**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 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 80.

## CERTIFICATE OF ACHIEVEMENT

A Certificate of Achievement is offered in the field of Computer Information Sciences - Web Development. For requirements, see page 113.

## EMPLOYABLE SKILLS CERTIFICATE

Employable skills certificates are available in Computer and Information Sciences and Geographic Information Systems. For requirements, see page 126.

### CIS 100 WEB PUBLISHING USING AUTHORING SOFTWARE

Lecture 3, Lab 2, Units 4

Grade or P/NP option

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: CIS 150 or equivalent. CAO 151 or equivalent.

### CIS 101 GRAPHICS FOR THE WEB

Lecture 3.5, Lab 2, Units 4

Grade or P/NP option

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.

### CIS 102 ANIMATION FOR THE WEB

Lecture 3.5, Lab 2, Units 4

Grade or P/NP option

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.

### CIS 103A COMPUTER GAME DESIGN I

Lecture 4, Lab 0, Units 4

Grade or P/NP option

This course provides an introduction to developing computer games. Students will design, develop and test computer games using game development software tools. Topics covered include understanding the principles of game design, genre-specific design issues, storytelling, image manipulation, and development teams. This course does not require prior programming experience.

Transfers to CSU

### CIS 103B COMPUTER GAME DESIGN II

Lecture 4, Lab 0, Units 4

Grade or P/NP option

This course is part of the computer gaming series and involves designing, developing, and programming 3D first person shooter and multi-player computer games using game development software tools. Students will gain a working knowledge of a programming language used to enhance computer games.

Transfers to CSU

PREREQUISITE: CIS 103A (or equivalent) with a grade of "C" or better, or "Pass."

### CIS 104 INFORMATION AND COMMUNICATION TECHNOLOGIES ESSENTIALS - COMPTIA A+

Lecture 4, Lab 2, Units 4.5

Grade or P/NP option

This course provides an introduction to the computer hardware and software skills needed to meet the growing demand for entry-level Information and Communication Technologies (ICT) professionals. The focus is on the fundamentals of computer hardware and software support and advanced concepts such as security, networking, and the responsibilities of an ICT professional. This course includes preparation for CompTIA's A+ certification exam and exploration and practice of 21st Century employability skills: Self-awareness, Communication, Social/Diversity Awareness.

Transfers to CSU

### CIS 105 NETWORK FUNDAMENTALS - COMPTIA NETWORK+

Lecture 4, Lab 2, Units 4.5

Grade or P/NP option

This course introduces the architecture, structure, functions, components, and models of the internet and other computer networks. The principles and structure of IP (Internet Protocol) addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for further study of computer networks. It uses OSI (Open Systems Interconnection) and TCP (Transmission Control Protocol) layered models to examine the nature and roles of protocols and services at the application, network, data link, and physical layers. This course prepares students for the CompTIA Network+ certification exam. Also includes exploration and practice of 21st Century employability skills: Analysis/Solution Mindset, Communication, Collaboration.

Transfers to CSU

ADVISORY: CIS 104 or equivalent.

### CIS 106 MICROSOFT CLIENT OS ADMINISTRATION - MCSA: WINDOWS 10

Lecture 4, Lab 2, Units 4.5

Grade or P/NP option

This course provides instruction for setup and support for a desktop operating system using a current desktop operating system in a networked environment. Creation of local and domain-level accounts, creation of shared resources, use of network services, remote access, resource management and monitoring, and security considerations. Also includes exploration and practice of 21st Century employability skills: Analysis/Solution Mindset, Digital Fluency and Adaptability. This course helps students prepare for MCSA: Windows 10 certification.

Transfers to CSU

PREREQUISITE: Completion of CIS 105 with a grade of "C" or better or equivalent.



**CIS 107 MICROSOFT SERVER OS ADMINISTRATION - MCSA: WINDOWS SERVER 2016***Lecture 4, Lab 2, Units 4.5**Grade or P/NP option*

This course provides knowledge and skills required to build, maintain, troubleshoot and support Microsoft server OS technologies. This course covers environmental issues, disaster recovery, physical/software security procedures, industry terminology and concepts, server roles, specializations, and interaction within the overall computing environment. The course also includes exploration and practice of 21st Century employability skills: Analysis/Solution Mindset, Communication, Collaboration. This course helps students prepare for MCSA: Windows Server 2016 certification.

*Transfers to CSU**PREREQUISITE: Completion of CIS 105 with a grade of "C" or better or equivalent.**ADVISORY: BSN 102 or equivalent.***CIS 108 INTRODUCTION TO INFORMATION SYSTEMS SECURITY - COMPTIA SECURITY+***Lecture 4, Lab 2, Units 4.5**Grade or P/NP option*

This course is an introduction to the fundamental principles and topics of Information Technology (IT) Security and Risk Management at the organizational level. This course addresses hardware, software, processes, communications, applications, and policies and procedures with respect to organizational cybersecurity and risk management. The course includes preparation for the CompTIA Security+ certification exams. Also includes exploration and practice of 21st Century employability skills: Analysis/Solution Mindset.

*Transfers to CSU**PREREQUISITE: Completion of CIS 105 with a grade of "C" or better or equivalent.**ADVISORY: CIS 107 or equivalent.***CIS 112 WEB PUBLISHING USING HTML AND CSS***Lecture 3.5, Lab 2, Units 4**Grade or P/NP option*

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***CIS 113 CLIENT-SIDE SCRIPTING FOR THE WEB***Lecture 3.5, Lab 2, Units 4**Grade or P/NP option*

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.***CIS 114 DATA-DRIVEN WEB SITES***Lecture 3.5, Lab 2, Units 4**Grade or P/NP option*

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.***CIS 115 CURRENT TECHNOLOGIES IN WEB DEVELOPMENT***Lecture 2.5, Lab 2, Units 3**Grade or P/NP option*

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, CIS 101, CIS 112, and ART 111.***CIS 120A COMPUTER PROGRAMMING I***Lecture 3.5, Lab 2, Units 4**Grade or P/NP option*

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 MAT 154AA with a grade of "C" or better or appropriate skills (co-enrollment allowed).**ADVISORY: CAO 152A or equivalent knowledge of Windows.**C-ID: COMP 122 = CIS 120A + CIS 120B***CIS 120B COMPUTER PROGRAMMING II***Lecture 3.5, Lab 2, Units 4**Grade or P/NP option*

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.**C-ID: COMP 122 = CIS 120A + CIS 120B**C-ID: COMP 132 = CIS 120B + CIS 120C***CIS 120C COMPUTER PROGRAMMING III***Lecture 3.5, Lab 2, Units 4**Grade or P/NP option*

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.**C-ID: COMP 132 = CIS 120B + CIS 120C***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**Grade or P/NP option*

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. Each 50 hours of paid work equals one quarter unit. Each 40 hours of non-paid work equals one quarter unit.

*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.

**NOTE:** Refer to page 251 for more information on how these units combine with WKX 101 to get the maximum number of units.

**CIS 133 INTERNSHIP - OCCUPATIONAL WORK EXPERIENCE***Lecture 0, Lab 0, Units 1-6**Grade or P/NP option*

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. Each 50 hours of paid work equals one quarter unit. Each 40 hours of non-paid work equals one quarter unit.

*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.

**NOTE:** Refer to page 251 for more information on how these units combine with WKX 102 to get the maximum number of units.

**CIS 135A/GEG 134 INTRODUCTION TO GEOGRAPHIC INFORMATION SYSTEMS***Lecture 3, Lab 1, Units 3.5**Grade or P/NP option*

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) ArcGIS 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**Grade or P/NP option*

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 151 INTRODUCTION TO WEB PUBLISHING***Lecture 2, Lab 0, Units 2**Grade or P/NP option*

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.

**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**Grade or P/NP option*

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. Each 50 hours of paid work equals one quarter unit. Each 40 hours of non-paid work equals one quarter unit.

*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.

**NOTE:** Refer to page 251 for more information on how these units combine with WKX 101 to get the maximum number of units.

**CNT 133 INTERNSHIP - OCCUPATIONAL WORK EXPERIENCE***Lecture 0, Lab 0, Units 1-6**Grade or P/NP option*

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. Each 50 hours of paid work equals one quarter unit. Each 40 hours of non-paid work equals one quarter unit.

*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.

**NOTE:** Refer to page 251 for more information on how these units combine with WKX 102 to get the maximum number of units.

**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 71.

**CERTIFICATE OF ACHIEVEMENT**

A Certificate of Achievement is offered in the field of Addiction Studies. For requirements, see page 110.

**COU 100 COLLEGE SUCCESS***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

This course is designed to provide students with the knowledge and skills for academic success in college. The course will include topics such as basic study skills, time management and stress management, learning styles, study techniques, and effective interpersonal communication skills. Emphasis is on life-long success in academic, professional, and personal development. Critical thinking exercises will be emphasized through written and verbal communication.

*Transfers to CSU, UC**ADVISORY: ENG 152 or equivalent.***COU 108 CAREER/LIFE PLANNING***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

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**Grade or P/NP option*

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 120 INTRODUCTION TO SUBSTANCE USE DISORDERS***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

This is an introductory course for persons interested in any area of human services who wish to increase their knowledge of substance use disorders (including alcohol) in our society. This course will cover various theories of substance use disorders, 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 SUBSTANCE USE DISORDERS***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

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 substance use disorders process, the dynamics of tolerance and withdrawal, the medical consequences of substance use disorders, fetal alcohol syndrome, effects on human sexuality, and the nutritional aspects in both the active phases of chemical dependence and in recovery. Ethics and scope of practice for substance use disorders counselors are addressed in this course.

*Transfers to CSU***COU 122 REHABILITATION AND RECOVERY FROM SUBSTANCE USE DISORDERS***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

This course provides the knowledge and skills required to help chemically dependent clients in their treatment and recovery from substance use disorders. Topics covered include techniques for client assessment and evaluation, treatment planning, case management, aftercare and relapse prevention, detoxification, 12-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. Ethics and scope of practice for substance use disorders counselors are addressed in this course.

*Transfers to CSU***COU 123 SUBSTANCE USE PREVENTION***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

This course reviews the history, theories, models, and state-of-the-art approaches to the substance use 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. Ethics and scope of practice for substance use counselors are addressed in this course.

*Transfers to CSU*

**COU 124 GROUP LEADERSHIP AND PROCESS***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

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. Ethics and scope of practice for alcohol and drug counselors are addressed in this course.

*Transfers to CSU***COU 125 COUNSELING THE FAMILY OF ADDICTED PERSONS***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

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. Ethics and scope of practice for alcohol and drug counselors are addressed in this course. 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**Grade or P/NP option*

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. Ethics and scope of practice for alcohol and drug counselors are addressed in this course, as well as personal and professional growth for counselors.

*Transfers to CSU***COU 127 CO-OCCURRING DISORDERS***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

This course provides counseling techniques appropriate for paraprofessionals in mental health, corrections, and substance use disorders counseling. Students integrate the often divergent philosophies of mental health and substance use disorders treatment towards the development of an integrated treatment approach. Students will be presented with mental health approaches that are effective with clients with substance use disorders and substance use disorders approaches that are effective with mentally ill clients. Ethics and scope of practice for alcohol and drug counselors are addressed in this course.

*Transfers to CSU***COU 128 LEGAL AND ETHICAL ISSUES IN HUMAN SERVICES FOR COUNSELORS***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

This course is the study, interpretation, and practice of legal and ethical issues, and responsibilities and liabilities encountered when providing and utilizing human services. Special focus is placed on patient rights, privileged relationships, counseling skills, and confidentiality.

*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**Grade or P/NP option*

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. Each 50 hours of paid work equals one quarter unit. Each 40 hours of non-paid work equals one quarter unit.

*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.

*NOTE:* Refer to page 251 for more information on how these units combine with WKX 101 to get the maximum number of units.

**COU 133 INTERNSHIP - OCCUPATIONAL WORK EXPERIENCE***Lecture 0, Lab 0, Units 1-6**Grade or P/NP option*

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. Each 50 hours of paid work equals one quarter unit. Each 40 hours of non-paid work equals one quarter unit.

*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.

*NOTE:* Refer to page 251 for more information on how these units combine with WKX 102 to get the maximum number of units.

**COU 134 ADDICTION STUDIES FIELD WORK – INTERNSHIP***Lecture 0, Lab 0, Units 1-6**Grade or P/NP option*

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 Consortium for Addiction Programs and Professionals (CCAPP) and the California Association of Alcohol and Drug Educators (CAADE) required experiences of counseling will be addressed. This course includes classroom instruction as well as direct supervision by a qualified instructor. Students will attend workshops and other educational opportunities as directed. Fieldwork experience is the foundation of this course and students will learn to apply the acquired knowledge and values as specified in the "12 Core Competencies" (TAP 21) at an agency approved by the instructor. Ethics and scope of practice for alcohol and drug counselors are addressed in this course, as well as personal and professional growth for counselors.

*NOTE:* In addition to other course requirements, students will be expected to complete at least 40 hours of volunteer work per unit or 50 hours of paid employment per unit.

*Transfers to CSU*

*PREREQUISITE:* COU 109, COU 120, COU 121, COU 122, COU 123, COU 124, COU 125, COU 126, COU 127, and COU 128 with a grade of "C" or better or equivalent.

**COU 146 COLLEGE SUCCESS AND THE STUDENT-ATHLETE I***Lecture 1, Lab 0, Units 1**Grade or P/NP option*

This course prepares the first year student-athlete for intercollegiate competition and academic achievement. Topics for this course will include mental and physical health issues as they relate to academic and physical performance, college resource information and utilization, teamwork and leadership, time management, and athletic eligibility rules and regulations.

*Transfers to CSU*

*NOTE: This course coincides with the Athletics program. Please see a counselor for more information.*

**COU 147 COLLEGE SUCCESS AND THE STUDENT-ATHLETE II***Lecture 1, Lab 0, Units 1**Grade or P/NP option*

This course is designed to further assist the second year student-athlete toward degree completion, transfer, and/or professional employment while competing in intercollegiate athletics. Topics for this course include, but are not limited to, transfer and athletic eligibility at the university level, graduation requirements, scholarship rules and regulations, career exploration, leadership, and personal growth.

*Transfers to CSU**PREREQUISITE: COU 146.*

*NOTE: This course coincides with the Athletics program. Please see a counselor for more information.*

**COU 154 SUMMER BRIDGE***Lecture 1.25, Lab 0, Units 1.25**P/NP only*

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 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 / ASSOCIATE DEGREE FOR TRANSFER**

Degrees are offered in the fields of Criminal Justice, and Administration of Justice for Transfer. For major requirements, see pages 81-82.

**CERTIFICATE OF ACHIEVEMENT**

A Certificate of Achievement is offered in the field of Criminal Justice. For requirements, see page 114.

**COURSES IN THIS SUBJECT AREA AVAILABLE FOR CREDIT BY EXAMINATION ARE AS FOLLOWS: CRJ 101, 110.**

**CRJ 101 INTRODUCTION TO CRIMINAL JUSTICE***Lecture 4, Lab 0, Units 4**Grade only*

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**C-ID: AJ 110***CRJ 102 CRIMINAL LAW***Lecture 4, Lab 0, Units 4**Grade only*

This course is an introduction to the legal system, the difference between civil and criminal law, the sources of law, and the court system. The course focus will be classifying, defining, and identifying crimes. This course also explores defenses to crimes, and parties to crimes.

*Transfers to CSU, UC**C-ID: AJ 120***CRJ 103 INTRODUCTION TO EVIDENCE***Lecture 4, Lab 0, Units 4**Grade only*

This course is an introduction to the legal system, the sources of law, the criminal court system, and the trial process. The course focuses in particular on the classifications and rules of evidence. Includes a thorough overview of legal issues in criminal evidence such as admissibility, constitutional protections including the Fourth Amendment, and the burden of proof. Also covered are general considerations in evidence such as inferences and presumptions, privilege, judicial notice, expert testimony, scientific, and demonstrative evidence.

*Transfers to CSU**C-ID: AJ 124*



**CRJ 104 CRIMINAL COURT PROCESS***Lecture 4, Lab 0, Units 4**Grade only*

This course provides an examination and analysis of due process in criminal proceedings from pre-arrest through trial and appeal, utilizing statutory, appellate, and constitutional law. 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*

C-ID: AJ 122

**CRJ 105 CULTURAL DIVERSITY IN CRIMINAL JUSTICE***Lecture 4, Lab 0, Units 4**Grade only*

This course presents a theoretical and conceptual overview of multicultural issues, including those relating to ethnicity, race relations, gender, age, and sexual preference. Topics include cultural/ethnic groups in California and their relationship with law enforcement and justice administration, including courts and corrections. Additional topics include the interaction of the criminal justice agents and the community; theoretical and conceptual overview of multicultural issues affecting human relations; effects of prejudice, bias, and discrimination; awareness of individual and cultural differences affecting human interaction and peacekeeping strategies in a diverse society.

*Transfers to CSU, UC*

C-ID: AJ 160

**CRJ 108 JUVENILE LAW AND PROCEDURES***Lecture 4, Lab 0, Units 4**Grade only*

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*

C-ID: AJ 220

**CRJ 110 INTRODUCTION TO CORRECTIONS***Lecture 4, Lab 0, Units 4**Grade only*

This course provides a historical perspective and critical analysis of punishment. Topics include types of punishment, alternatives to punishment, sentencing, ethics, 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*

C-ID: AJ 200

**CRJ 112 INTRODUCTION TO INVESTIGATION***Lecture 4, Lab 0, Units 4**Grade only*

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.*

C-ID: AJ 140

**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**Grade or P/NP option*

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. Each 50 hours of paid work equals one quarter unit. Each 40 hours of non-paid work equals one quarter unit.

*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.*

*NOTE: Refer to page 251 for more information on how these units combine with WKX 101 to get the maximum number of units.*

**CRJ 133 INTERNSHIP - OCCUPATIONAL WORK EXPERIENCE***Lecture 0, Lab 0, Units 1-6**Grade or P/NP option*

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. Each 50 hours of paid work equals one quarter unit. Each 40 hours of non-paid work equals one quarter unit.

*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.*

*NOTE: Refer to page 251 for more information on how these units combine with WKX 102 to get the maximum number of units.*

**CRJ 152 A LAYPERSON'S VIEW OF UNDER THE INFLUENCE***Lecture .75, Lab 0, Units .75**P/NP only*

This course examines the characteristics and behaviors associated with alcohol and drug intoxication. The course will specifically target illicit drug users' behaviors and assist the student with recognizing and responding to persons under the influence of drugs. Additional strategies will focus on recognizing and responding to alcohol intoxication. An examination of currently abused drugs in the South Lake Tahoe area will be presented, as well as a discussion regarding the identification of commonly used illicit drug paraphernalia. This course is appropriate for parents, teachers, criminal justice students, and any individual interested in increasing awareness on what constitutes being "under the influence" of drugs and alcohol.

**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 83.

**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 114-116.

**EMPLOYABLE SKILLS CERTIFICATE**

An employable skills certificate is available in Culinary Arts. For requirements, see page 126.

**CUL 101 INTRODUCTION TO THE CULINARY ARTS PROFESSION***Lecture 2.5, Lab .5, Units 2.5**Grade only*

This course provides an introduction to the food service industry, including career options and the nature of the profession. The course is designed not only for students who are interested in entering the field of culinary arts with the intention of pursuing it as a career goal, but also for students wishing to learn more about this dynamic profession and the rudiments of professional food service. Students will learn the expectations of the industry and ways they can meet those expectations. An important component of this course will include a series of tastings and evaluations of flavors to help the student develop a mature palate as well as knowledge of the basic skills that are crucial to the industry.

*Transfers to CSU***CUL 102 PRINCIPLES AND PRACTICES OF BASIC FOOD PREPARATION***Lecture 2, Lab 7.5, Units 4.5**Grade only*

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**ADVISORY: CUL 101 or equivalent.*

C-ID: HOSP 160

**CUL 103A CHEF SANITATION AND SAFETY***Lecture 3, Lab 0, Units 3**Grade or P/NP option*

This course presents an in-depth coverage of food safety and sanitation in food-borne diseases, the flow of food, safe food handling, maintaining sanitary facilities, and equipment and crisis management. The course covers the principles of storing, preparing, and serving food to ensure 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 successful completion of the course and assessment, students will receive a ServSafe® Certificate issued by the National Restaurant Association Educational Foundation. This certificate is recognized by the food service industry and the American Culinary Federation (ACF). This course satisfies minimum requirements for Related Instruction with the ACF Cook Apprenticeship program, and ACF Cook and Chef certification.

*Transfers to CSU*

C-ID: HOSP 110

**CUL 104 PRINCIPLES AND PRACTICES OF BAKING AND PASTRY ARTS***Lecture 2, Lab 6, Units 4**Grade only*

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**Grade only*

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 114 PRINCIPLES AND PRACTICES OF INTERMEDIATE BAKING AND PASTRY ARTS***Lecture 2, Lab 6, Units 4**Grade only*

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. In the lab, students will apply the theory that they learn in the lecture to produce baked and pastry goods. 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**Grade only*

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: Students 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**Grade or P/NP option*

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 128 WINES OF CALIFORNIA***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

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**Grade or P/NP option*

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. Each 50 hours of paid work equals one quarter unit. Each 40 hours of non-paid work equals one quarter unit.

*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.**NOTE: Refer to page 251 for more information on how these units combine with WKX 101 to get the maximum number of units.***CUL 133 INTERNSHIP - OCCUPATIONAL WORK EXPERIENCE***Lecture 0, Lab 0, Units 1-6**Grade or P/NP option*

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. Each 50 hours of paid work equals one quarter unit. Each 40 hours of non-paid work equals one quarter unit.

*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.**NOTE: Refer to page 251 for more information on how these units combine with WKX 102 to get the maximum number of units.***CUL 161 FOOD SANITATION: SERVSAFE ESSENTIALS***Lecture .75, Lab 0, Units .75**P/NP only*

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.

**CUL 162A SIMPLY APPETIZERS***Lecture .5, Lab .25, Units .5**Grade or P/NP option*

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**Grade or P/NP option*

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**P/NP only*

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**Grade or P/NP option*

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.

*ADVISORY: CUL 102 or equivalent.*

**CUL 163A HOME COMFORT DESSERTS***Lecture .25, Lab .75, Units .5**Grade or P/NP option*

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 163C RESTAURANT-STYLE DESSERTS***Lecture .5, Lab .75, Units .75**Grade or P/NP option*

In this course, students will learn how to prepare and present individually plated restaurant-style desserts. The 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**P/NP only*

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 .75, Units .5**Grade or P/NP option*

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**Grade or P/NP option*

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**Grade or P/NP option*

This course is an exploration of many of the sweet and savory breads and pastries that are so universally enjoyed during the breakfast period. Students 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**Grade or P/NP option*

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.

ADVISORY: CUL 104 or equivalent.

**CUL 163J CAKES, TORTES, FILLINGS, AND ICINGS***Lecture .75, Lab .75, Units 1**Grade or P/NP option*

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.

ADVISORY: CUL 104 or equivalent.

**CUL 163K THE ESSENTIAL FLATBREADS: NAAN, INJERA, TORTILLAS, AND MORE***Lecture .75, Lab .75, Units 1**Grade or P/NP option*

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.

ADVISORY: CUL 104 or equivalent.

**CUL 163L PIES, TARTS, AND GALETTES***Lecture .5, Lab .75, Units .75**Grade or P/NP option*

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-crust pies, and free-form galettes.

ADVISORY: CUL 104 or equivalent.

**CUL 164A VEGETARIAN CUISINE***Lecture .5, Lab 1.5, Units 1**P/NP only*

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 164C VEGAN FOOD AND COOKING***Lecture 1, Lab 1, Units 1.25**Grade or P/NP option*

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**Grade or P/NP option*

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**P/NP only*

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**P/NP only*

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 168A CAKE DECORATING I***Lecture .25, Lab .75, Units .5**Grade or P/NP option*

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**Grade or P/NP option*

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 CUL 168A Cake Decorating I.

*ADVISORIES: CUL 168A or equivalent.*

**CUL 169A THE FINE ART OF SUSHI MAKING I***Lecture .5, Lab .75, Units .75**Grade or P/NP option*

In this course, students will experience the Japanese art of sushi. The 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**Grade or P/NP option*

In this course, students will experience a more comprehensive and expanded approach to the Japanese art of sushi. The 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 course 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**P/NP only*

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**Grade or P/NP option*

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**Grade or P/NP option*

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**Grade or P/NP option*

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**Grade or P/NP option*

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**Grade or P/NP option*

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 .75, Units 1**Grade or P/NP option*

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.

*ADVISORY: CUL 102 or equivalent.*

**CUL 172F THE FOOD AND COOKING OF CHINA***Lecture 1, Lab 1, Units 1.25**Grade or P/NP option*

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, Shanghaiese, Pekinese, Sichuan, Hunanese, Fujianese, and Mongolian.

*ADVISORY: CUL 102 or equivalent.*

**CUL 172G CONTRASTS IN FLAVOR: VIETNAMESE AND THAI COOKING***Lecture .75, Lab .75, Units 1**Grade or P/NP option*

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.

*ADVISORY: CUL 102 or equivalent.*

**CUL 175A WINE AND CHEESE***Lecture .5, Lab 0, Units .5**Grade or P/NP option*

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 180A CULINARY ARTS TRAINING 1***Lecture 0, Lab 8.25, Units 2.75**P/NP only*

This course provides training for students interested in gaining technical and career skills in the multi-faceted field of Culinary Arts. Topics include proper use of tools and equipment, knife skills, mise en place, kitchen organization, sanitation, cooking methods, and foundations of baking. This course involves a significant lab component in a commercial/industrial kitchen setting.

**CUL 180B CULINARY ARTS TRAINING 2***Lecture 0, Lab 16.75, Units 5.5**P/NP only*

This course provides training for students interested in gaining and practicing technical and career skills in the multi-faceted field of Culinary Arts. Advanced training topics include equipment maintenance, vegetable and potato cookery, grains and legumes, stock making, baking techniques, and catering. This course involves a significant lab component in a commercial/industrial kitchen setting.

**CUL 180C CULINARY ARTS TRAINING 3***Lecture 0, Lab 25, Units 8.25**P/NP only*

This course provides training for students interested in gaining and practicing technical and career skills in the multi-faceted field of Culinary Arts. Advanced training topics include sauce making techniques, soup making, appetizers and hors d'oeuvres, introduction to meats and meat cookery, pasta making, pies and choux paste, and brunch and lunch catering. This course involves a significant lab component in a commercial/industrial kitchen setting.

**CUL 180D CULINARY ARTS TRAINING 4***Lecture 0, Lab 33.25, Units 11**P/NP only*

This course provides training for students interested in gaining and practicing technical and career skills in the multi-faceted field of Culinary Arts. Advanced training topics include ServSafe certification testing, derivative and specialty sauces, entrees, catering, tortes, cakes, fillings, custards, and meringues. This course involves a significant lab component in a commercial/industrial kitchen setting.

**CUL 180E CULINARY ARTS TRAINING 5***Lecture 0, Lab 41.75, Units 13.75**P/NP only*

This course provides training for students interested in gaining and practicing technical and career skills in the multi-faceted field of Culinary Arts. Advanced training topics include catering a five-course meal, dining room service, working on a line, menu planning and design, management skills, and creating showpieces. This course involves a significant lab component in a commercial/industrial kitchen setting.

**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 226 FOOD AND WINE***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

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.

**CUL 550 CULINARY BOOT CAMP***Hours per week: 3*

This course is designed for the student who has a declared interest in employment in the culinary arts. The course will focus on basic kitchen skills including basic cooking techniques, kitchen organization and terminology, sanitation and safety, and knife skills. This course is designed to prepare students for entry-level prep cook/cook positions in the local culinary industry and transition into credit courses and programs.

**DIGITAL MEDIA ARTS****ASSOCIATE DEGREE FOR TRANSFER**

A transfer degree is offered in the field of Art New Media with a concentration in Video. For major requirements see page 76.

**DMA 101 INTRODUCTION TO VIDEO EDITING: YOUTUBE TO HOLLYWOOD***Lecture 3, Lab 3, Units 4**Grade or P/NP option*

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**Grade or P/NP option*

This course is an intermediate level hands-on study of NLE (non-linear editing) software, 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.***DMA 103 FILM PRODUCTION I***Lecture 3, Lab 3, Units 4**Grade or P/NP option*

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**Grade or P/NP option*

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**Grade or P/NP option*

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**Grade or P/NP option*

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***DMA 112 INTRODUCTION TO DIGITAL MEDIA ARTS***Lecture 3, Lab 3, Units 4**Grade or P/NP option*

This introductory 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.

*Transfers to CSU***DMA 121 ARTISTIC CONCEPTS FOR THE WEB***Lecture 3, Lab 3, Units 4**Grade or P/NP option*

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 / ASSOCIATE DEGREE FOR TRANSFER**

A degree is offered in the field of Early Childhood Education. A transfer degree is also offered. For major and transfer requirements, see page 84-85.

**CERTIFICATE OF ACHIEVEMENT**

A Certificate of Achievement is offered in the field of Early Childhood Education. For requirements, see page 117.

**COURSES IN THIS SUBJECT AREA AVAILABLE FOR CREDIT BY EXAMINATION ARE AS FOLLOWS: ECE 101.**

**ECE 100 HEALTH, SAFETY, AND NUTRITION FOR YOUNG CHILDREN***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

This course is designed to provide the student with an introduction to the laws, regulations, procedures, and best practices related to health, safety, and nutrition in early childhood settings. It includes prevention strategies, nutrition, and meal planning for various ages and integrating educational experiences into daily routines that are designed to teach children positive health, safety, and nutrition habits.

*Transfers to CSU*

C-ID: ECE 220

**ECE 101 PRINCIPLES AND PRACTICES OF TEACHING YOUNG CHILDREN***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

This course presents the historical context and theoretical perspectives of developmentally appropriate practice in early care and education. It examines the role of the early childhood educator, identification of best practices for environmental design, curriculum, and teaching strategies while exploring teacher child relationships, professional ethics, career pathways and professional standards.

*Transfers to CSU**ADVISORY: ECE 101 or equivalent.*

C-ID: ECE 120

**ECE 102/PSY 102 CHILD AND ADOLESCENT GROWTH AND DEVELOPMENT***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

This course examines the major physical, psychosocial, and cognitive/language developmental milestones for children, both typical and atypical, from conception through adolescence. There will be an emphasis on interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences, and analyze characteristics of development at various stages. This course is cross-listed with PSY 102.

*Transfers to CSU, UC**ADVISORY: ENG 101 or equivalent.*

C-ID: CDEV 100

**ECE 103 CHILD, FAMILY AND COMMUNITY***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

This course examines the processes of socialization of the young child, focusing on the interrelationship of family, school, and community and the influence of multiple societal contexts. The role of collaboration between family, community, and schools in supporting children's development is emphasized.

*Transfers to CSU, UC*

C-ID: CDEV 110

**ECE 109 LANGUAGE AND LITERACY FOR YOUNG CHILDREN***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

This course provides an overview of language and literacy development in children from infancy to age eight. The course includes a survey of young children's literature and strategies and activities for developing language and emerging literacy for children ages birth through eight. Attention will be given to evaluating quality literature for young children. Appropriate classroom and home learning activities will be planned and demonstrated. Emphasis will be placed on strategies to assist parents and teachers in providing appropriate literacy experiences for children.

*ADVISORY: ECE 101 or equivalent.**Transfers to CSU***ECE 110 INTRODUCTION TO CURRICULUM***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

This course examines developmentally appropriate curriculum and environments for young children and explores teaching strategies and curriculum development based on theoretical frameworks, observation, and assessment. Emphasis is placed on the teacher's role in supporting development and learning across the curriculum, including all content areas. Students will be required to complete activities at the college's child development center.

*Transfers to CSU**ADVISORY: ECE 101 or equivalent.*

C-ID: ECE 130

**ECE 120 CREATIVE EXPERIENCES FOR YOUNG CHILDREN***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

This course will introduce students to educational activities suitable for children in art, music, movement, literature, and drama. It is designed for teachers, aides, parents, and people who provide care for children ages birth through eight. Students will gain an enhanced understanding of the interrelationship between creative arts and the self and will engage in creative and subjective responses to a variety of aesthetic experiences.

*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 focuses on the principles and methods of planning, presenting, and evaluating science and math experiences for young children ages two to five. Students will develop activities that foster children's natural curiosity about scientific and mathematical concepts. These activities will be designed to encourage exploration, experimentation, problem solving, and discovery. Methods for adapting science and math experiences for young children with special needs will also be discussed.

*Transfers to CSU***ECE 124 OBSERVATION AND ASSESSMENT***Lecture 4, Lab 0, Units 4**Grade only*

This course focuses on the appropriate use of assessment and observation tools and strategies to document young children's development and learning. It emphasizes use of findings to inform and plan learning environments and experiences. Recording strategies, rating systems, portfolios, and multiple assessment tools will be explored, along with strategies for collaboration with families and professionals. This course will require the completion of a child study at the college's child development center.

*Transfers to CSU*

C-ID: ECE 200

**ECE 125 POSITIVE CHILD GUIDANCE***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

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. Course content reflects an emphasis on positive guidance principles and techniques, family involvement, and cultural influences. This course is appropriate for teachers and parents.

*Transfers to CSU***ECE 126 TEACHING IN A DIVERSE SOCIETY***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

This course examines the various societal influences in the development of children's social identity. The course covers developmentally appropriate, inclusive, and anti-bias approaches. Self-examination and reflection on issues related to social identity, stereotypes, and bias will be emphasized.

*Transfers to CSU, UC**ADVISORY: ECE 101 or equivalent.*

C-ID: ECE 230

**ECE 127 INFANTS AND TODDLERS: DEVELOPMENT AND CARE***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

This course is a study of infants and toddlers from pre-conception to age three including physical, cognitive, language, social, and emotional growth and development. Content includes application of theoretical frameworks to interpret behavior and interactions between heredity and environment. This course emphasizes the role of family and relationships in development and applies current theory and research to the care and education of infants and toddlers in group settings. Essential policies, principles, and practices that lead to quality care and developmentally appropriate curriculum for children birth to 36 months are examined.

*Transfers to CSU**ADVISORY: ENG 101 or equivalent.***ECE 129 THE EXCEPTIONAL CHILD***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

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**Grade or P/NP option*

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. Each 50 hours of paid work equals one quarter unit. Each 40 hours of non-paid work equals one quarter unit.

*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.*

*NOTE: Refer to page 251 for more information on how these units combine with WKX 101 to get the maximum number of units.*

**ECE 133 INTERNSHIP - OCCUPATIONAL WORK EXPERIENCE***Lecture 0, Lab 0, Units 1-6**Grade or P/NP option*

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. Each 50 hours of paid work equals one quarter unit. Each 40 hours of non-paid work equals one quarter unit.

*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.*

*NOTE: Refer to page 251 for more information on how these units combine with WKX 102 to get the maximum number of units.*

**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**Grade or P/NP option*

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. Reflective practice will be emphasized as student teachers design, implement, and evaluate approaches and strategies, and techniques that promote development and learning.

*Transfers to CSU**PREREQUISITE: TB clearance within the last two years,**Proof of required immunizations as listed below:**1 dose of flu vaccine every year.**2 doses of MMR (measles, mumps, rubella) vaccine.**1 dose of Tdap (tetanus, diphtheria, pertussis) vaccine.**2 doses of varicella (chickenpox) vaccine.**Criminal records clearance.**ECE 101, ECE 102, ECE 103, and ECE 110 or equivalent.**C-ID: ECE 210***ECE 203 ADMINISTRATION I: PROGRAMS IN EARLY CHILDHOOD EDUCATION***Lecture 4, Lab 0, Units 4**Grade only*

This course is an introduction to the administration of early childhood programs. It covers program types, budget, management, regulations, laws, development and implementation of policies and procedures. The examination of administrative tools, philosophies, and techniques needed to organize, open, and operate an early care and education program are also covered.

*Transfers to CSU**ADVISORY: ECE 101 and ECE 110 or equivalent, and ENG 101 or equivalent.*

## ECE 204 ADMINISTRATION II: PERSONNEL AND LEADERSHIP IN EARLY CHILDHOOD EDUCATION

Lecture 4, Lab 0, Units 4

Grade or P/NP option

This course provides students with effective strategies for personnel management and leadership in early care and education settings. It includes legal and ethical responsibilities, supervision techniques, professional development, and reflective practices for a diverse and inclusive early care and education program. This course meets Title 22 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 205 ADMINISTRATION III: ADULT SUPERVISION AND MENTORING IN EARLY CARE AND EDUCATION

Lecture 4, Lab 0, Units 4

Grade or P/NP option

This course provides students with the methods and principles of supervising student teachers, volunteers, staff, and other adults in early care and education settings. Emphasis is on the roles and development of early childhood professionals as mentors and leaders.

*Transfers to CSU*

ADVISORY: ECE 203 and ECE 204 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.

## ECE 551 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.

# ECONOMICS

## ASSOCIATE DEGREE

A degree is offered in the field of Social Science. For major requirements, see page 103.

## ECO 101 PRINCIPLES OF ECONOMICS (MACRO)

Lecture 4, Lab 0, Units 4

Grade only

This course is an introduction to macroeconomics. Topics covered include economic principles, classical and Keynesian macro theory, monetary policy and fiscal policy, money and the banking system, and international trade.

*Transfers CSU, UC*

PREREQUISITE: MAT 152B with a grade of "C" or better or equivalent.

C-ID: ECON 202

## ECO 102 PRINCIPLES OF ECONOMICS (MICRO)

Lecture 4, Lab 0, Units 4

Grade only

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*

PREREQUISITE: MAT 152B with a grade of "C" or better or equivalent.

C-ID: ECON 201

## 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*

## 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.



## EDUCATION

### EDU 100 INTRODUCTION TO ELEMENTARY CLASSROOM TEACHING

Lecture 4, Lab 3.75, Units 5.25

This course introduces students to the concepts and issues related to teaching diverse learners in today's contemporary schools, Kindergarten through grade 12 (K-12). Topics include teaching as a profession and career, historical and philosophical foundations of the American education system, contemporary educational issues, California's content standards and frameworks, and teacher performance standards. In addition to class time, the course requires a minimum of 45 hours of structured fieldwork in public school elementary classrooms that represent California's diverse student population, and includes cooperation with at least one carefully selected and campus-approved certificated classroom teacher.

*Transfers to CSU*

ADVISORY: ENG 101 or equivalent.

C-ID: EDUC 200

### 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

Grade or P/NP option

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. Each 50 hours of paid work equals one quarter unit. Each 40 hours of non-paid work equals one quarter unit.

*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.

NOTE: Refer to page 251 for more information on how these units combine with WKX 101 to get the maximum number of units.

### EDU 133 INTERSHIP - OCCUPATIONAL WORK EXPERIENCE

Lecture 0, Lab 0, Units 1-6

Grade or P/NP option

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. Each 50 hours of paid work equals one quarter unit. Each 40 hours of non-paid work equals one quarter unit.

*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.

NOTE: Refer to page 251 for more information on how these units combine with WKX 102 to get the maximum number of units.

### 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 550 SUPERVISED TUTORING

This course offers individualized and small group tutoring designed to assist students in their college classes. Course content and hours 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 HIGH SCHOOL EQUIVALENCY TEST PREPARATION

Hours per week: 9

This course is designed to prepare students to pass the High School Equivalency Test and enable students to apply the knowledge they gain to real-life situations. Students will review the four test sections: reasoning through language arts, mathematical reasoning, science, and social studies. This course will provide test taking strategies, practice tests, and critical thinking activities.

Note: This course is also offered in Spanish.



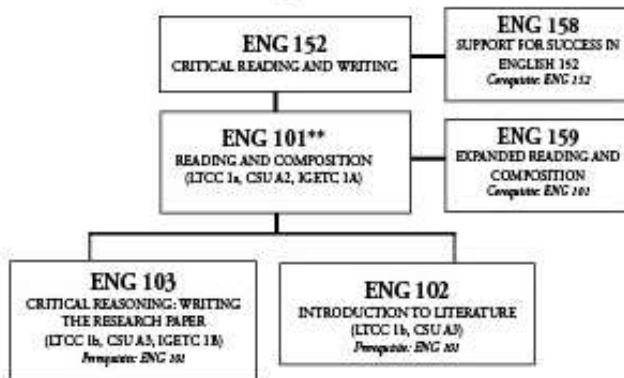
# ENGLISH

## ASSOCIATE DEGREE FOR TRANSFER

A transfer degree is offered in the field of English. For major requirements, see pages 85.

**COURSES IN THIS SUBJECT AREA AVAILABLE FOR CREDIT BY EXAMINATION ARE AS FOLLOWS: ENG 101.**

## ENGLISH COURSE SEQUENCE\*



\*See a counselor for best placement.

\*\* Depending on General Education (GE) pattern chosen, continue to ENG 102 or directly to ENG 103.

## ENG 101 READING AND COMPOSITION

Lecture 5, Lab 0, Units 5

Grade or P/NP option

This course stresses development of mature skills in writing, reading, critical thinking, and research strategies, with an emphasis on expository and argumentative prose.

Transfers to CSU, UC

PREREQUISITE: ENG 152 with a grade of "C" or better or equivalent.

C-ID: ENGL 100

## ENG 102 INTRODUCTION TO LITERATURE

Lecture 4, Lab 0, Units 4

Grade or P/NP option

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.

C-ID: ENGL 120

## ENG 103 CRITICAL REASONING: WRITING THE RESEARCH PAPER

Lecture 5, Lab 0, Units 5

Grade only

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.

C-ID: ENGL 105

## ENG 108 WOMEN IN LITERATURE

Lecture 4, Lab 0, Units 4

Grade or P/NP option

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

Grade or P/NP option

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 152 CRITICAL READING AND WRITING

Lecture 5, Lab 0, Units 5

Grade or P/NP option

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.

NOTE: Check quarterly class schedules for specialized English 152 course descriptions.

## ENG 156A GRAMMAR BRUSH UP I

Lecture 2, Lab 0, Units 2

P/NP only

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**P/NP only*

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 158 SUPPORT FOR SUCCESS IN ENGLISH 152***Lecture 2, Lab 0, Units 2**P/NP only*

This supplemental course is designed for students needing additional support in basic skills English. Focus is on the fundamental reading, writing, and critical thinking tasks students are pursuing in English 152.

*COREQUISITE: ENG 152*

**ENG 159 EXPANDED READING AND COMPOSITION***Lecture 2, Lab 0, Units 2**P/NP only*

This course is designed for students who want additional support to be successful in English 101. Students learn to read critically, articulate arguments, and build relationships with texts, others, and themselves. Focus is on further strengthening the critical reading and writing skills necessary for success in English 101.

*COREQUISITE: ENG 101*

**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**Grade or P/NP option*

This course examines the masterpieces of literature from the ancient Greeks and Egyptians to the fourteenth century. Literature such as *The Epic of Gilgamesh*, *The Iliad*, *The Bhagavad-Gita*, *The Hebrew Bible*, *The Qur'an*, *The Thousand and One Nights*, and *The Canterbury Tales* 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.*

*C-ID: ENGL 140 = ENG 200 + ENG 201*

**ENG 201 MASTERPIECES OF THE RENAISSANCE AND MODERN WORLD***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

This course examines the masterpieces of world literature from the fourteenth century to the middle of the beginning of the eighteenth century. Such authors as Basavanna, Kabir, Petrarch, Labe, Machiavelli, de Navarre, Shakespeare, Cervantes, Milton, Motokiyo, Voltaire, and Basho 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.*

*C-ID: ENGL 140 = ENG 200 + ENG 201*

*C-ID: ENGL 145 = ENG 201 + ENG 202*

**ENG 202 MASTERPIECES OF THE MODERN WORLD***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

This course examines the masterpieces of literature from the eighteenth century to the present. Such authors as Douglass, Coleridge, Shelley, Dickinson, Rimbaud, Ghalib, Dostoevsky, Tagore, Kafka, Lu Xun, Woolf, Borges, Yeats, Rilke, Eliot, Mahfouz, Mishima, Marquez, Silko, Coetzee, and Allende 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.*

*C-ID: ENGL 145 = ENG 201 + ENG 202*

**ENG 205 INTRODUCTION TO POETRY***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

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**Grade or P/NP option*

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**Grade or P/NP option*

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, UC*

*PREREQUISITE: ENG 101 with a grade of "C" or better or equivalent.*

*C-ID: ENGL 200*

**ENG 208A FICTION WRITING***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

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, UC*

*PREREQUISITE: ENG 101 with a grade of "C" or better or equivalent.*

**ENG 209 CREATIVE WRITING: POETRY***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

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, UC*

*PREREQUISITE: ENG 101 with a grade of "C" or better or equivalent.*

**ENG 211 CREATIVE NONFICTION***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

This writing course focuses on creative nonfiction and memoir. Students will practice with many essay forms, including the personal essay, the lyrical essay, and the braided essay, learning how to incorporate research, develop character, setting, and voice, and revise work for clarity and artistic value.

*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**Grade or P/NP option*

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.*

C-ID: ENGL 160 = ENG 212 + ENG 213

**ENG 213 ENGLISH LITERATURE II: FROM SWIFT'S SATIRE TO THE PASSIONS OF THE ROMANTICS***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

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.*

C-ID: ENGL 160 = ENG 212 + ENG 213

C-ID: ENGL 165 = ENG 213 + ENG 214

**ENG 214 ENGLISH LITERATURE III: VICTORIAN VALUES AND MODERN MASTERPIECES***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

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, Rossetti, Joyce, Woolf, and Girdimer.

*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.*

C-ID: ENGL 165 = ENG 213 + ENG 214

**ENG 215 AMERICAN LITERATURE I: BEGINNINGS 1820***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

This course examines the work of major literary figures from the beginnings to 1820 in the genres of poetry and prose. Such writers as Columbus, De Vaca, Bradstreet, Edwards, Franklin, Jefferson, Occom, Wheatley, Pontiac, and Equiano 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.*

C-ID: ENGL 130 = ENG 215 + ENG 216

**ENG 216 AMERICAN LITERATURE II: 1820-1914***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

This course examines the work of major literary figures from 1820 to 1914 in the genres of poetry and prose. Such writers as Emerson, Thoreau, Fuller, Hawthorne, Poe, Melville, Stowe, Douglass, Dickinson, Alcott, Du Bois, and Zitkala-Sa 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.*

C-ID: ENGL 130 = ENG 215 + ENG 216

C-ID: ENGL 135 = ENG 216 + ENG 217

**ENG 217 AMERICAN LITERATURE III: 1914 - PRESENT***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

This course examines the work of major literary figures from 1914 to present in the genres of poetry, prose, and drama. Such writers as Eliot, Glaspell, Moore, McKay, Hurston, Faulkner, Bishop, Baldwin, Plath, Komunyakaa, Silko, Alexie, Lahiri, and Diaz 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.*

C-ID: ENGL 135 = ENG 216 + ENG 217

**ENG 218 LITERATURE INTO FILM***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

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 219L TOPICS IN LITERATURE: TRAVEL WRITING***Lecture 2, Lab 0, Units 2**Grade or P/NP option*

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**Grade or P/NP option*

This course examines the writings of the environmental movement and natural themes in literature. Students will explore the human 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, Ellen Meloy, Mary Oliver, Robinson Jeffers, Leslie Marmon Silko, Joy Harjo, 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.

**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 120.

**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.

*NOTE: May be repeated unlimited times.***ESL 561A ESL LOW BEGINNING***Hours per week: 6*

This course integrates basic survival English skills with reinforcement of oral and written communication skills. Emphasis is placed on developing vocabulary and reading skills for the workplace. This course is designed for students with minimal oral English language skills.

*NOTE: May be repeated unlimited times.***ESL 562A ESL HIGH BEGINNING***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.

*ADVISORY: Successful completion of ESL 561A or equivalent.**NOTE: May be repeated unlimited times.*



**ESL 563A ESL LOW INTERMEDIATE**

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.

*ADVISORY: Successful completion of ESL 562A or equivalent.*

*NOTE: May be repeated unlimited times.*

**ESL 564A ESL INTERMEDIATE**

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 an intermediate proficiency level of English.

*ADVISORY: Successful completion of ESL 563A or equivalent.*

*NOTE: May be repeated unlimited times.*

**ESL 564B ESL HIGH INTERMEDIATE**

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.

*ADVISORY: Successful completion of ESL 564A or equivalent.*

*NOTE: May be repeated unlimited times.*

**ESL 565 ESL ADVANCED**

Hours per week: 6

This course is designed for the high-level ESL student who has an advanced level of understanding of oral and written English. The course will focus on reading and writing in order to increase English proficiency. This course is designed to prepare students for transitioning into credit courses and programs.

*ADVISORY: Successful completion of ESL 564B or equivalent.*

*NOTE: May be repeated unlimited times.*

**ESL 571A ESL: LITERACY A**

Hours per week: 6

In this course, students will be oriented to the expectations of the classroom and the development of ESL literacy skills. An emphasis will be placed on oral English for survival and development of pre-reading and pre-writing skills.

*NOTE: May be repeated unlimited times.*

**ESL 572A ESL: CONVERSATION**

Hours per week: 3

This course emphasizes the development of communication skills and confidence in oral expression at the intermediate level. Students will develop speaking proficiency by expanding vocabulary, increasing listening comprehension and incorporating grammatical structures through intensive conversational practice.

*ADVISORY: ESL 563A or equivalent.*

*NOTE: May be repeated unlimited times.*

**ESL 573A ESL: INTERMEDIATE WRITING**

Hours per week: 3

This course is designed to develop skills in written communications, emphasizing basic writing concepts of English grammar, sentence structure, punctuation, and standard English usage. The focus of the course is on paragraph construction and critical thinking.

*ADVISORY: ESL 564B or equivalent.*

*NOTE: May be repeated unlimited times.*

**ESL 582A ESL: INTRODUCTION TO COMPUTERS**

Hours per week: 6

This course is an introduction to computers for intermediate level ESL students. Overview of English terminology used in computer applications such as word processing, Internet, email, spreadsheets, presentation, and other software. ESL reading, writing, speaking, and listening skills are developed through a variety of projects and interactive classroom work using the computer.

*ADVISORY: ESL 563A or equivalent.*

*NOTE: May be repeated unlimited times.*

**ESL 591A ESL: MATH**

Hours per week: 6

In this course, the development of math vocabulary is used in directions and written problems involving whole numbers, fractions, decimals, and percents in an ESL context.

*NOTE: May be repeated unlimited times.*

**ESL 592A ESL: PRONUNCIATION**

Hours per week: 6

In this course, students will engage in systematic practice in American English sounds and speech segmentals and suprasegmentals for improved reading and oral communication, especially listening and pronunciation. Recommended for ESL 562A, ESL 563A, ESL 564A, ESL 564B and ESL 565 students with pronunciation difficulties.

*ADVISORY: ESL 562A or equivalent.*

*NOTE: May be repeated unlimited times.*

**ESL 592B ESL: PRONUNCIATION - LEVEL II**

Hours per week: 6

This course is a continuation of ESL Pronunciation. In this course, students will continue to engage in systemic practice in American English sounds and speech segmentals and supersegmentals for improved reading and oral communication, especially speaking and listening comprehension. Special attention is given to vowel sounds, rhythm, and stress patterns. Recommended for ESL 563A, ESL 564A, ESL 564B, and ESL 565.

*ADVISORY: ESL 592A and ESL 563A or equivalent.*

*NOTE: May be repeated unlimited times.*



## ENVIRONMENTAL SCIENCE

### ASSOCIATE DEGREE

A degree is offered in the field of Environmental Technology and Sustainability, with concentrations in Biological Resources, Physical Resources, and Sustainability. For major requirements, see page 88.

### CERTIFICATE OF ACHIEVEMENT

A Certificate of Achievement is offered in the field of Environmental Technology and Sustainability, with concentrations in Biological Resources, Physical Resources, and Sustainability. For requirements, see page 118.

### EVS 102 ENVIRONMENTAL SCIENCE: SYSTEM DYNAMICS

Lecture 4, Lab 0, Units 4

Grade only

This course will introduce students to science underlying biological and physical components of environmental systems. Topics covered include biological elements including populations and biomes, geologic and climatic elements, and the importance of biological diversity in our environment. Students will also investigate the effects of human interactions with these systems.

Transfers to CSU, UC

### EVS 103 ENVIRONMENTAL SCIENCE: HUMAN IMPACTS

Lecture 4, Lab 0, Units 4

Grade only

This course is designed to introduce students to human impacts on biological systems and associated chemical and physical processes and structures in our environment. Topics covered include environmental health and toxicology, food and agriculture, energy and resource use and consequences, air, soil, and water pollution, and sustainability issues.

Transfers to CSU, UC

### EVS 104 ENVIRONMENTAL TECHNOLOGY AND SUSTAINABILITY LABORATORY METHODS

Lecture 1.5, Lab 0, Units 1.5

Grade only

This course will introduce students to the basic skills and concepts needed for proper laboratory experiments in Environmental Technology and Sustainability and related fields of study. Students will learn and apply proper basic laboratory methods and procedures. The course will emphasize laboratory writing skills and use of drawings, graphs, and charts. Safety procedures in laboratory settings will be emphasized.

Transfers to CSU

### EVS 105 ENVIRONMENTAL TECHNOLOGY AND SUSTAINABILITY FIELD METHODS

Lecture 2, Lab 0, Units 2

Grade only

This course will familiarize Environmental Technology and Sustainability students with the basic concepts behind proper field techniques. Students will become familiar with basic field procedures, protocols, and methods. The course will emphasize science reporting skills and the use of drawings, photographs, graphs, and charts.

Transfers to CSU

### EVS 110 CALIFORNIA NATURALIST PROGRAM

Lecture 4, Lab 1.5, Units 4.5

Grade only

This interdisciplinary science course combines classroom and field learning, problem-solving, communication training, and service. Coursework includes ecology and watershed concepts, geology, wildlife, plant and animal communities, resources, and land use. Participants earn California Naturalist certification (through UC Davis Cooperative Extension) after completing course requirements. Students will participate in field trips, conduct local citizen science, and complete a service learning project.

Transfers to CSU

*ADVISORY: The required field component of this course may involve overnight camping and hiking over potentially steep or uneven terrain.*

### 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

Grade or P/NP option

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. Each 50 hours of paid work equals one quarter unit. Each 40 hours of non-paid work equals one quarter unit.

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.*

*NOTE: Refer to page 251 for more information on how these units combine with WKX 101 to get the maximum number of units.*

### EVS 133 INTERNSHIP – OCCUPATIONAL WORK EXPERIENCE

Lecture 0, Lab 0, Units 1-6

Grade or P/NP option

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. Each 50 hours of paid work equals one quarter unit. Each 40 hours of non-paid work equals one quarter unit.

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.*

*NOTE: Refer to page 251 for more information on how these units combine with WKX 102 to get the maximum number of units.*

### 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**Grade or P/NP option*

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**Grade or P/NP option*

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**Grade or P/NP option*

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**Grade or P/NP option*

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**Grade or P/NP option*

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**Grade or P/NP option*

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**Grade or P/NP option*

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 Juárez, and the dictatorship of Porfirio Díaz.

*Transfers to CSU, UC**ADVISORY: ENG 152 or equivalent.*

**ETH 203C HISTORY OF MEXICO: 1910 TO PRESENT***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

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 Academy, Fire Officer, and Fire Science. For major requirements, see page 89-91.

**CERTIFICATE OF ACHIEVEMENT**

Certificates of Achievement are offered in the fields of Fire Academy, Fire Officer, and Fire Science. For requirements, see pages 119-120.

**FIR 101 FIRE PROTECTION ORGANIZATION***Lecture 4 Lab 0, Units 4**Grade only*

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**Grade only*

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**Grade only*

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**Grade only*

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**Grade only*

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 MAT 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**Grade only*

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**Grade or P/NP option*

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. Each 50 hours of paid work equals one quarter unit. Each 40 hours of non-paid work equals one quarter unit.

*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.

**NOTE:** Refer to page 251 for more information on how these units combine with WKX 101 to get the maximum number of units.

**FIR 133 INTERNSHIP - OCCUPATIONAL WORK EXPERIENCE***Lecture 0, Lab 0, Units 1-6**Grade or P/NP option*

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. Each 50 hours of paid work equals one quarter unit. Each 40 hours of non-paid work equals one quarter unit.

*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.

**NOTE:** Refer to page 251 for more information on how these units combine with WKX 102 to get the maximum number of units.

**FIR 153 FIRE HYDRAULICS***Lecture 4, Lab 0, Units 4**Grade only*

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 162A PROFESSIONAL FIREFIGHTER TRAINING PROGRAM: PART 1***Lecture 0, Lab 8.25, Units 2.75**P/NP only*

This course is designed to update, improve, and assess the professional skills required by municipal and wildland firefighters. Topics covered include structure firefighting, emergency medical skills, first responder operations, firefighter rescue and survival techniques, and required updates on sexual harassment prevention and OSHA mandates. All hours are TBA and focus on achieving the stated student learning outcomes to meet the mandated training requirements put forth by Cal OSHA and the California State Fire Marshal's Office, State Board of Fire Services.

**PREREQUISITE:** Firefighter I certification through the California State Fire Marshal's Office, State Board of Fire Services or equivalent training through an accredited fire academy or wildland fire training program. This course requires handling live fires and other hazardous conditions. Interested students who are not currently employed as a firefighter should contact the instructor of record for an equivalency evaluation.

**FIR 162B PROFESSIONAL FIREFIGHTER TRAINING PROGRAM: PART 2***Lecture 0, Lab 16.75, Units 5.5**P/NP only*

This course builds on the outcomes achieved in FIR 162A and is designed to further update, improve, and assess the professional skills required by municipal and wildland firefighters. Topics covered include analysis of pre-incident situations, electronic reporting procedures, determining target hazards, water related emergencies, first responder operations, high angle rescue, and engine company operations. All hours are TBA and focus on achieving the stated student learning outcomes to meet the mandated training requirements put forth by Cal OSHA and the California State Fire Marshal's Office, State Board of Fire Services.

**PREREQUISITE:** Firefighter I certification through the California State Fire Marshal's Office, State Board of Fire Services or equivalent training through an accredited fire academy or wildland fire training program. This course requires handling live fires and other hazardous conditions. Interested students who are not currently employed as a firefighter should contact the instructor of record for an equivalency evaluation.

**FIR 162C PROFESSIONAL FIREFIGHTER TRAINING PROGRAM: PART 3***Lecture 0, Lab 25, Units 8.25**P/NP only*

This course builds on the outcomes achieved in FIR 162A and FIR 162B and is designed to further update, improve, and assess the professional skills required by municipal and wildland firefighters. Topics covered include radio communication systems, confined space rescue, first responder operations, emergency medical operations, wildland firefighting techniques, arson investigation, and proper use of ropes and hose. All hours are TBA and focus on achieving the stated student learning outcomes to meet the mandated training requirements put forth by Cal OSHA and the California State Fire Marshal's Office, State Board of Fire Services.

**PREREQUISITE:** Firefighter I certification through the California State Fire Marshal's Office, State Board of Fire Services or equivalent training through an accredited fire academy or wildland fire training program. This course requires handling live fires and other hazardous conditions. Interested students who are not currently employed as a firefighter should contact the instructor of record for an equivalency evaluation.

**FIR 162D PROFESSIONAL FIREFIGHTER TRAINING PROGRAM: PART 4***Lecture 0, Lab 33.25, Units 11**P/NP only*

This course builds on the outcomes achieved in FIR 162A, FIR 162B, and FIR 162C and is designed to further update, improve, and assess the professional skills required by municipal and wildland firefighters. Topics covered include advanced training in emergency medical services, rescue operations, fire prevention, hazardous materials, structure fire, and wildland firefighting. All hours are TBA and focus on achieving the stated student learning outcomes to meet the mandated training requirements put forth by Cal OSHA and the California State Fire Marshal's Office, State Board of Fire Services.

**PREREQUISITE:** Firefighter I certification through the California State Fire Marshal's Office, State Board of Fire Services or equivalent training through an accredited fire academy or wildland fire training program. This course requires handling live fires and other hazardous conditions. Interested students who are not currently employed as a firefighter should contact the instructor of record for an equivalency evaluation.



## **FIR 162E PROFESSIONAL FIREFIGHTER TRAINING PROGRAM: PART 5**

Lecture 0, Lab 42, Units 14

P/NP only

This course builds on the outcomes achieved in FIR 162A, FIR 162B, FIR 162C, and FIR 162D and is designed to further update, improve, and assess the professional skills required by municipal and wildland firefighters. Topics covered include skills mastery related to structure fires, wildland fires, emergency medical services, rescue operations, 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 Cal OSHA and the California State Fire Marshal's Office, State Board of Fire Services.

**PREREQUISITE:** Firefighter I certification through the California State Fire Marshal's Office, State Board of Fire Services or equivalent training through an accredited fire academy or wildland fire training program. This course requires handling live fires and other hazardous conditions. Interested students who are not currently employed as a firefighter should contact the instructor of record for an equivalency evaluation.

## **FIR 167 WILDLAND FIRE SAFETY AND HAND CREW OPERATIONS: BASIC WILDLAND FIREFIGHTER- (L-180, S-130, S-190)**

Lecture 3.25, Lab .75, Units 3.5

Grade or P/NP option

This is a comprehensive course in the safety aspects of fighting wildland fires and the methods, procedures, and responsibilities of firefighters. The course includes instruction in specialized equipment, physical fitness, fire behavior and suppression, human factors, and general fireline construction. Students will participate in a field exercise, and successful completion results in a certificate from the National Wildfire Coordinating Group (NWCG). This class serves as the minimum training needed in order to qualify as a FFT2 and receive a IQS Red Card if hired by a cooperating agency.

## **FIR 168 FIRE SERVICE LABOR/MANAGEMENT RELATIONS**

Lecture 1.5, Lab .25, Units 1.5

Grade only

This course provides participants with an overview of labor/management history, stakeholders, roles and responsibilities, and legislation and the tools to initiate and maintain positive labor/management partnerships. This course is one of the courses required for Executive Chief Fire Officer certification by California State Fire Training.

**ADVISORY:** Completion of California State Firefighter I.

## **FIR 170A LAKE TAHOE BASIN FIRE ACADEMY, PART 1**

Lecture 9, Lab 9.25, Units 12

Grade only

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 service organization, fire fighter responsibilities, cultural diversity, fire fighter safety, responding on fire apparatus, operating on the scene of an incident, use of self-contained breathing apparatus, personal protective clothing, fire hose and appliances, ladder use and care, fire attack scenarios, 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.

**PREREQUISITE:** Completion of Emergency Medical Technician (EMT), or Emergency Medical Responder (EMR), or Wilderness First Aid (WFA), or Wilderness First Responder (WFR), and course and health clearance. Courses at LTCC that meet the prerequisite include HEA 106, HEA 108, HEA 140C, WLD 107A and WLD 107B, or any 21+ hour course that meets the Minimum of Public Safety First Aid and CPR (CA Health and Safety Code 1797.182). The instructor of record will verify the prerequisites prior to the first class meeting.

**ADVISORY:** Students are advised that this is a physically demanding course.

## **FIR 170B LAKE TAHOE BASIN FIRE ACADEMY, PART 2**

Lecture 9, Lab 9.25, Units 12

Grade only

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 donning and doffing the personal protective ensemble, donning and doffing self-contained breathing apparatus, knot tying and hoisting tools and equipment, fire hose and nozzles, water supply, fire control, confined space rescue awareness, ground ladder operations, property conservation, forcible entry tools and techniques, skills review, hazardous materials and weapons of mass destruction, fire service tools and equipment, building construction, fire behavior, and fire extinguisher selection and use, and operating within the Incident Command System. This is a physically demanding course and the curriculum conforms to standards for certification by the California State Board of Fire Services.

**PREREQUISITE:** FIR 170A with a grade of "B" or better.

**ADVISORY:** Physically demanding course.

## **FIR 170C LAKE TAHOE BASIN FIRE ACADEMY, PART 3**

Lecture 9, Lab 9.25, Units 12

Grade only

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 fire fighter survival, auto extrication, wildland firefighting operations, wildland firefighting tools and equipment, fighting exterior fires in high-pile storage, ventilation operations, overhaul, structure fire search and rescue, utility control, fighting vehicle fires, live fire drills, and skill enhancement training. 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 170D FIREFIGHTER I ACADEMY (SOUTH BAY JPA)**

Lecture 13.25, Lab 28.25, Units 22.25

Grade only

This 500 hour fire academy includes instruction on basic firefighting skills, laws and regulations affecting the fire service. The course will provide the student with knowledge and skills to safely perform, under minimal supervision, essential and advanced fire ground tasks, basic rescue, basic fire prevention and fire investigation task and to use, inspect, and maintain firefighting and rescue equipment. This curriculum is intended to provide the minimum required training required by the State of California Fire Marshal in the field of fire technology as it relates to firefighters.

**PREREQUISITE:** EMT Certification.

## **FIR 170E CALIFORNIA DEPARTMENT OF FORESTRY FIRE ACADEMY (CDF FIRE ACADEMY)**

Lecture 2, Lab 5.25, Units 3.75

Grade only

This 84 hour course provides the basic firefighter course oriented toward the equipment utilized on California Department of Forestry (CDF) engines. Fundamentals of wildland fire control, pumping skills, incident command and techniques of controlling other emergency incidents are covered with a strong safety perspective. The course is structured with a maximum emphasis on demonstration, student application and performance examinations.

**PREREQUISITE:** California State Firefighter I Academy or Equivalent EMT-B or Paramedic or EMS Title 22 First Aid Haz Mat First Responder Operational California State Certification Firefighter Survival California State Certification Confined Space Awareness California State Certification

**ADVISORY:** Students will be required to provide uniforms, OSHA approved work boots and physical fitness clothes.



### FIR 170F SUPPLEMENTAL STUDY FOR THE LAKE TAHOE BASIN FIRE ACADEMY - PART 1

Lecture 2, Lab 0, Units 2

P/NP only

This course is specifically designed for students who are enrolled in the Lake Tahoe Basin Fire Academy, Part 1 (FIR 170A) and who fall into any or all of the following categories: (1) do not feel that they have sufficient academic background to succeed in a college-level Fire Science class; (2) have not taken previous Fire Science coursework; (3) are anxious about their success in the Fire Academy; or (4) need additional instruction in the subject matter and/or study skills specific to the Fire Academy. Students will also have the opportunity to hone their physical agility skills and endurance levels. This course is intended to be taken in preparation for successful completion of the entire sequence of Fire Academy courses (FIR 170A, FIR 170B, FIR 170C).

COREQUISITE: FIR 170A.

ADVISORY: This is a physically demanding course.

### FIR 170G SUPPLEMENTAL STUDY FOR THE LAKE TAHOE BASIN FIRE ACADEMY - PART 2

Lecture 2, Lab 0, Units 2

P/NP only

This course is specifically designed for students who are enrolled in the Lake Tahoe Basin Fire Academy, Part 2 (FIR 170B) and who fall into any or all of the following categories: (1) do not feel that they have sufficient academic background to succeed in a college-level Fire Science class; (2) have not taken previous Fire Science coursework; (3) are anxious about their success in the Fire Academy; or (4) need additional instruction in the subject matter and/or study skills specific to the Fire Academy. Students will also have the opportunity to hone their physical agility skills and endurance levels. This course is intended to be taken in preparation for successful completion of the entire sequence of Fire Academy courses (FIR 170A, FIR 170B, FIR 170C).

COREQUISITE: FIR 170B.

ADVISORY: This is a physically demanding course.

### FIR 170H SUPPLEMENTAL STUDY FOR THE LAKE TAHOE BASIN FIRE ACADEMY - PART 3

Lecture 2, Lab 0, Units 2

P/NP only

This course is specifically designed for students who are enrolled in the Lake Tahoe Basin Fire Academy, Part 3 (FIR 170C) and who fall into any or all of the following categories: (1) do not feel that they have sufficient academic background to succeed in a college-level Fire Science class; (2) have not taken previous Fire Science coursework; (3) are anxious about their success in the Fire Academy; or (4) need additional instruction in the subject matter and/or study skills specific to the Fire Academy. Students will also have the opportunity to hone their physical agility skills and endurance levels. This course is intended to be taken in preparation for successful completion of the entire sequence of Fire Academy courses (FIR 170A, FIR 170B, FIR 170C).

COREQUISITE: FIR 170C.

ADVISORY: This is a physically demanding course.

### FIR 172D INSTRUCTOR I: INSTRUCTIONAL METHODOLOGY

Lecture 2, Lab 1.5, Units 2.5

Grade only

This course provides the skills and knowledge needed for the entry level professional instructor to perform his or her duties safely, effectively, and competently. The curriculum is based on the 2012 edition of NFPA 1041 Standard for Fire Service Instructor Professional Qualifications. At the end of this course, candidates for Instructor I certification will be able to teach and deliver instruction from a prepared lesson plan utilizing instructional aids and evaluation instruments. The Instructor I will also be able to adapt a lesson plan and complete the reporting requirements to the local jurisdiction.

ADVISORY : IS-100.B (Introduction to the Incident Command System) or IS-700.A (FEMA - National Incident Management System).

### FIR 172E INSTRUCTOR II: INSTRUCTIONAL DEVELOPMENT

Lecture 2, Lab 1.5, Units 2.5

Grade only

This course provides the skills and knowledge needed for the intermediate level professional instructor to perform his or her duties safely, effectively, and competently. At the end of this course, candidates for Instructor II certification are able to develop lesson plans and evaluation instruments, teach and deliver instruction, and evaluate and coach other instructors. The Instructor II is also able to analyze resources and formulate a program budget.

PREREQUISITES: FIR 172D Instructor I: Instructional Methodology and IS-100.B (Introduction to the Incident Command System) or IS-700.A (FEMA - National Incident Management System).

### FIR 173B FIRE INVESTIGATION 1B: TECHNIQUES OF FIRE INVESTIGATION

Lecture 1, Lab 2.25, Units 1.75

Grade only

This 40 hour course for fire service investigators provides information on scene safety, including post blast investigation. Topics include evidence recognition, documentation, and preservation, including scene photography and trace evidence. Students will gain knowledge and insight related documentation of findings including case reports, insurance information and other resources available to the investigator. Course methodology includes presentations, case studies, group exercises, focused discussions and written assignments.

PREREQUISITE: FIR 173A or Fire Investigation 1A through the California State Fire Marshal's Office.

### FIR 180A SPECIALIZED TRAINING MODULE A: S-205 FIRE OPERATIONS IN THE URBAN INTERFACE

Lecture 2.5, Lab 0, Units 2.5

Grade or P/NP option

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, 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

Grade or P/NP option

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, 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

Grade or P/NP option

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

P/NP only

This 40 hour National Wildfire 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 or S-190 coursework, and FIR 180C or ICS 100/200 coursework.

### **FIR 180F FIRE APPARATUS DRIVER/OPERATOR 1A: EMERGENCY VEHICLE OPERATIONS**

Lecture 1, Lab 2.25, Units 1.75

P/NP only

This 40 hour course provides the student with information on driver responsibilities, recognized standards, and related laws for fire apparatus. Topics include basic inspections, documentation, maintenance, and troubleshooting fire apparatus, and techniques on driving and positioning fire apparatus. Each student also has the opportunity to increase his or her driving skills during simulated driving conditions.

**PREREQUISITE:** Fire apparatus driving experience on a public way.

Option 1: Signed verification from the Fire Chief (form on SFT website)

Option 2: California Class B DL, firefighter restricted

Option 3: CDL Class A, B, or C, firefighter endorsed.

### **FIR 180G FIRE APPARATUS DRIVER/OPERATOR 1B: PUMP OPERATIONS**

Lecture 1, Lab 2.25, Units 1.75

P/NP only

This 40 hour course provides the student with information on pump construction and theory of pump operations. Topics include methods for performing basic hydraulics and techniques on basic inspections, documentation, maintenance, and troubleshooting fire pumps. Each student also has the opportunity to increase his or her pumping skills during simulated pumping conditions.

**PREREQUISITE:** California driver's license (Class A, B, or C) with a firefighter endorsement. Firefighter I training recommended.

### **FIR 180H FIRE OPERATIONS IN THE WILDLAND/ URBAN INTERFACE (S-215)**

Lecture .75, Lab 2.5, Units 1.5

Grade only

This 40 hour course is designed to assist structure and wildland firefighters who will be making tactical decisions when confronting wildland fire that threatens life, property, and improvements in the wildland/urban interface.

**PREREQUISITE:** FIR 167 (I-100, L-180, S-130, S-190), or employing agency equivalent.

### **FIR 181A COMPANY OFFICER 2A: HUMAN RESOURCE MANAGEMENT**

Lecture 3.5, Lab 0, Units 3.5

Grade only

This course provides information on the use of human resources to accomplish assignments; evaluating member performance; supervising personnel; and integrating health and safety plans, policies, and procedures into daily activities as well as the emergency scene. This course is one of a series of courses required for Company Officer certification by California State Fire Training.

**PREREQUISITES:** Completion of California State Firefighter II educational requirements.

### **FIR 181B COMPANY OFFICER 2B: GENERAL ADMINISTRATIVE FUNCTIONS**

Lecture 2, Lab 0, Units 2

Grade only

This course provides information on general administrative functions and the implementation of department policies and procedures, and addresses conveying the fire department's role, image, and mission to the public. This course is one of a series of courses required for Company Officer certification by California State Fire Training.

**PREREQUISITES:** Completion of California State Firefighter II educational requirements.

**ADVISORY:** Completion of FIR 181A "Company Officer 2A: Human Resource Management."

### **FIR 181C COMPANY OFFICER 2C: FIRE INSPECTIONS AND INVESTIGATIONS**

Lecture 3.5, Lab 0, Units 3.5

Grade only

This course provides information on conducting inspections, identifying hazards and addressing violations, performing a fire investigation to determine preliminary cause, and securing the incident scene and preserving evidence. This course is one of a series of courses required for Company Officer certification by California State Fire Training.

**PREREQUISITES:** Completion of California State Firefighter II educational requirements.

**ADVISORY:** Completion of FIR 181B "Company Officer 2B: General Administrative Functions."

### **FIR 181D COMPANY OFFICER 2D: ALL-RISK COMMAND OPERATIONS**

Lecture 2, Lab 1.5, Units 2.5

Grade only

This course provides information on conducting incident size-up, developing and implementing an initial plan of action involving single and multi-unit operations for various types of emergency incidents to mitigate the situation following agency safety procedures, conducting pre-incident planning, and developing and conducting a post-incident analysis. This course is one of a series of courses required for Company Officer certification by California State Fire Training.

**PREREQUISITES:** 1. Completion of California State Firefighter II educational requirements.

2. Completion of ICS-200.B: Incident Command System for Single Resources and Initial Action Incident.

3. Hazardous Material Incident Commander "as offered by the California Specialized Training Institute."

**ADVISORY:** Completion of FIR 181C "Company Officer 2C, Fire Inspections and Investigation."

**FIR 181E COMPANY OFFICER 2E: WILDLAND INCIDENT OPERATIONS***Lecture 2, Lab 1.5, Units 2.5**Grade only*

This course will provide information on evaluating and reporting incident conditions, analyzing incident needs, developing and implementing a plan of action to deploy incident resources, completing all operations to suppress a wildland fire, establishing an incident command post, creating an incident action plan, and completing incident records and reports. This course is one of a series of courses required for Company Officer certification by California State Fire Training.

**PREREQUISITES:** 1. Completion of California State Firefighter II educational requirements.

2. Company Officer 2D: All-Risk Command Operations.
3. S-290 Intermediate Fire Behavior (classroom delivery only).

**FIR 182A CHIEF FIRE OFFICER 3A: HUMAN RESOURCE MANAGEMENT***Lecture 2.5, Lab 0, Units 2.5**Grade only*

This course provides basic knowledge of human resource requirements related to the roles and responsibilities of a Chief Fire Officer. Includes developing plans for providing employee accommodation, developing hiring procedures, establishing personnel assignments, describing methods of facilitating and encouraging professional development, developing an ongoing education training program, developing promotion procedures, developing proposals for improving employee benefits, and developing a measurable accident and injury prevention program. This course is one of a series of courses required for Chief Fire Officer certification by California State Fire Training.

**PREREQUISITES:** Meet the educational requirements for Company Officer by completing Company Officer 2A, 2B, 2C, 2D, 2E, and Instructor I: or equivalent as determined by the Fire Science Program Director.

**FIR 182B CHIEF FIRE OFFICER 3B: BUDGET AND FISCAL RESPONSIBILITY***Lecture 1.5, Lab 0, Units 1.5**Grade only*

This course provides a basic knowledge of the budgeting requirements related to the roles and responsibilities of a Chief Fire Officer, including developing a budget management system, developing a division or departmental budget, and describing the process for ensuring competitive bidding. This course is one of a series of courses required for Chief Fire Officer certification by California State Fire Training.

**PREREQUISITES:** Meet the educational requirements for Company Officer by completing Company Officer 2A, 2B, 2C, 2D, 2E, and Instructor I: or equivalent as determined by the Fire Science Program Director.

**FIR 182C CHIEF FIRE OFFICER 3C: GENERAL ADMINISTRATIVE FUNCTIONS***Lecture 2, Lab 0, Units 2**Grade only*

This course provides a basic knowledge of the administration requirements related to the roles and responsibilities of a Chief Fire Officer, including directing a department record management system, analyzing and interpreting records and data, developing a model plan for continuous organizational improvement, developing a plan to facilitate approval, preparing community awareness programs, and evaluating the inspection program of the authority having jurisdiction (AHJ). This course is one of a series of courses required for Chief Fire Officer certification by California State Fire Training.

**PREREQUISITES:** Meet the educational requirements for Company Officer by completing Company Officer 2A, 2B, 2C, 2D, 2E, and Instructor I: or equivalent as determined by the Fire Science Program Director.

**FIR 182D CHIEF FIRE OFFICER 3D: EMERGENCY SERVICE DELIVERY RESPONSE***Lecture 2, Lab 0, Units 2**Grade only*

This course provides a basic knowledge of the emergency service requirements related to the roles and responsibilities of a Chief Fire Officer, including developing a plan for the integration of fire services resources, developing an agency resource contingency plan, evaluating incident facilities, supervising multiple resources, developing and utilizing an incident action plan, obtaining incident information to facilitate transfer of command, developing and conducting a post-incident analysis, and maintaining incident records. This course is one of a series of courses required for Chief Fire Officer certification by California State Fire Training.

**PREREQUISITES:** Meet the educational requirements for Company Officer by completing Company Officer 2A, 2B, 2C, 2D, 2E, and Instructor I: or equivalent as determined by the Fire Science Program Director.

**FIR 190A EXECUTIVE CHIEF FIRE OFFICER 4A: HUMAN RESOURCE MANAGEMENT***Lecture 1.5, Lab 1, Units 1.75**Grade only*

This course provides the skills and knowledge needed for the Executive Chief Fire Officer to perform his/her duties safely, effectively, and competently. The overarching themes of this curriculum are recruitment, selection, and placement of human resources; the development of a positive and participative member/management program; the establishment and evaluation of a list of education and in-service training goals; appraisal of a member assistance program; and the evaluation of an incentive program to determine if the desired results are achieved. This course is one of a series of courses required for Executive Chief Fire Officer certification by California State Fire Training.

**PREREQUISITES:** Meet the educational requirements for Chief Fire Officer by completing Chief Fire Officer 3A, 3B, 3C, 3D, and I-300: or equivalent as determined by the Fire Science Program Director.

**FIR 190B EXECUTIVE CHIEF FIRE OFFICER 4B: COMMUNITY AND GOVERNMENT RELATIONS FOR THE EXECUTIVE CHIEF FIRE OFFICER***Lecture .5, Lab .5, Units .5**Grade only*

This course provides the skills and knowledge needed for the Executive Chief Fire Officer to perform his/her duties safely, effectively, and competently. The overarching theme of this curriculum is assuming a leadership role in community events. This course is one of a series of courses required for Executive Chief Fire Officer certification by California State Fire Training.

**PREREQUISITES:** Meet the educational requirements for Chief Fire Officer by completing Chief Fire Officer 3A, 3B, 3C, 3D, and I-300: or equivalent as determined by the Fire Science Program Director.

**FIR 190C EXECUTIVE CHIEF FIRE OFFICER 4C: ADMINISTRATION FOR THE EXECUTIVE CHIEF FIRE OFFICER***Lecture 1.75, Lab 1, Units 2**Grade only*

This course provides the skills and knowledge needed to perform Executive Chief Fire Officer duties safely, effectively, and competently. The overarching themes of this curriculum are developing a comprehensive, long range plan; evaluating and projecting training requirements, facilities, and building needs; completing a written comprehensive risk, hazard, and value analysis; and developing a plan for a capital improvement project or program. This course is one of a series of courses required for Executive Chief Fire Officer certification by California State Fire Training.

**PREREQUISITES:** Meet the educational requirements for Chief Fire Officer by completing Chief Fire Officer 3A, 3B, 3C, 3D, and I-300: or equivalent as determined by the Fire Science Program Director.

## **FIR 190D EXECUTIVE CHIEF FIRE OFFICER 4D: EMERGENCY SERVICES FOR DELIVERY FOR THE EXECUTIVE CHIEF FIRE OFFICER**

Lecture 2.5, Lab 1, Units 2.75

Grade only

This course provides the skills and knowledge needed for the Executive Chief Fire Officer to perform duties safely, effectively, and competently. The overarching themes of this curriculum are developing a comprehensive disaster plan and a comprehensive plan for the organization to operate at a civil disturbance. This course is one of a series of courses required for Executive Chief Fire Officer certification by California State Fire Training.

*PREREQUISITES: Meet the educational requirements for Chief Fire Officer by completing Chief Fire Officer 3A, 3B, 3C, 3D, and I-300: or equivalent as determined by the Fire Science Program Director.*

## **FIR 190E EXECUTIVE CHIEF FIRE OFFICER 4E: HEALTH AND SAFETY FOR THE EXECUTIVE CHIEF FIRE OFFICER**

Lecture .75, Lab .5, Units .75

Grade only

This course provides the skills and knowledge needed for the Executive Chief Fire Officer to perform duties safely, effectively, and competently. The overarching theme of this curriculum is maintaining, developing, and providing leadership for a risk management program. This course is one of a series of courses required for Executive Chief Fire Officer certification by California State Fire Training.

*PREREQUISITES: Meet the educational requirements for Chief Fire Officer by completing Chief Fire Officer 3A, 3B, 3C, 3D, and I-300: or equivalent as determined by the Fire Science Program Director.*

## **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

Grade or P/NP option

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. Each 50 hours of paid work equals one quarter unit. Each 40 hours of non-paid work equals one quarter unit.

*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.*

*NOTE: Refer to page 251 for more information on how these units combine with WKX 101 to get the maximum number of units.*

## **FOR 133 INTERNSHIP - OCCUPATIONAL WORK EXPERIENCE**

Lecture 0, Lab 0, Units 1-6

Grade or P/NP option

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. Each 50 hours of paid work equals one quarter unit. Each 40 hours of non-paid work equals one quarter unit.

*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.*

*NOTE: Refer to page 251 for more information on how these units combine with WKX 102 to get the maximum number of units.*

## **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

### FRE 101 ELEMENTARY FRENCH I

Lecture 5, Lab 0, Units 5

Grade or P/NP option

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

Grade or P/NP option

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

Grade or P/NP option

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 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 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

Grade or P/NP option

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

Grade or P/NP option

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

Grade or P/NP option

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 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 188 DEVELOPMENTAL SKILLS - INSTRUCTIONAL SUPPORT

Lecture 0, Lab 2, Units 1

*P/NP only*

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 (DRC) 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.

*NOTE: Non-Degree Applicable course.*

### 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.

*NOTE: Non-Degree Applicable course.*

### GES 193 DEVELOPMENTAL SKILLS - STUDY SKILLS

Lecture 2, Lab 0, Units 2

*Grade or P/NP option*

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

*Grade or P/NP option*

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.

*NOTE: Non-Degree Applicable 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 intellectually 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 / ASSOCIATE DEGREE FOR TRANSFER

Degrees are offered in the field of Environmental Technology and Sustainability, with concentrations in Biological Resources, Physical Resources, and Sustainability and also in Natural Science. For major requirements, see page 88 and 101. A transfer degree is also offered. See page 92 for requirements.

### CERTIFICATE OF ACHIEVEMENT

A Certificate of Achievement is offered in the field of Environmental Technology and Sustainability, with concentrations in Biological Resources, Physical Resources, and Sustainability. For requirements, see page 118.

### EMPLOYABLE SKILLS CERTIFICATE

An employable skills certificate is available in Geographic Information Systems (GIS). For requirements, see page 126.

### GEG 101 PHYSICAL GEOGRAPHY

Lecture 4, Lab 3, Units 5

*Grade only*

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*

C-ID: GEOG 110

### GEG 102 HUMAN GEOGRAPHY

Lecture 4, Lab 0, Units 4

*Grade only*

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*

C-ID: GEOG 120

**GEG 103 WORLD REGIONAL GEOGRAPHY***Lecture 4, Lab 0, Units 2*

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*

C-ID: GEOG 125

**GEG 106 CALIFORNIA GEOGRAPHY***Lecture 4, Lab 0, Units 4**Grade only*

This course provides an overview of the geography of California and how natural processes have influenced its history, economics, and cultural development. Emphasis is placed 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*

C-ID: GEOG 140

**GEG 107 WATER QUALITY MONITORING OF STREAMS AND LAKES***Lecture 2.25, Lab 1, Units 2.5**Grade or P/NP option*

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 2**Grade or P/NP option*

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 2**Grade only*

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*

C-ID: GEOG 130

**GEG 114 ECONOMIC GEOGRAPHY***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

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 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**Grade or P/NP option*

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) ArcGIS 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.*

C-ID: GEOG 155

**GEG 135/CIS 135B INTERMEDIATE GEOGRAPHIC INFORMATION SYSTEMS***Lecture 3, Lab 1, Units 3.5**Grade or P/NP option*

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 / ASSOCIATE DEGREE FOR TRANSFER

Degrees are offered in the field of Environmental Technology and Sustainability, with concentrations in Biological Resources, Physical Resources, and Sustainability and also in Natural Science. For major requirements, see page 88 and 101. A transfer degree is also offered. See page 93 for requirements.

### CERTIFICATE OF ACHIEVEMENT

A Certificate of Achievement is offered in the field of Environmental Technology and Sustainability, with concentrations in Biological Resources, Physical Resources, and Sustainability. For requirements, see page 118.

### GEL 101 GEOLOGY OF CALIFORNIA

Lecture 4, Lab 0, Units 4

Grade only

This course is a general introduction to the geological sciences with emphasis on the geology of California. Topics covered will include tectonic provinces, natural resources, geologic history, and the related geologic and environmental problems of the state.

Transfers to CSU, UC

### GEL 102 PHYSICAL GEOLOGY

Lecture 4, Lab 3, Units 5

Grade only

This course is an introduction to our physical environment, its natural features, distribution, and significance to humans. Primary emphasis will be placed 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

C-ID: GEOL 101

### GEL 103 HISTORY OF THE EARTH AND ITS LIFE

Lecture 4, Lab 3, Units 5

Grade only

This course studies the development of the Earth and its life through examination of the rock and fossil record. In addition, geologic processes, geologic maps, and fossil structures will be studied while tracing the changes in the configuration of the Earth.

Transfers CSU, UC

C-ID: GEOL 111

### GEL 106 GEOLOGY OF DEATH VALLEY

Lecture 1, Lab 1, Units 1.25

Grade or P/NP option

This field-based course introduces students to geology and geologic field methods while exploring Death Valley National Park. A variety of geologic formations will be visited to demonstrate how this unique environment is created and destroyed throughout geologic time.

Transfers to CSU

### GEL 107 GEOLOGY OF THE EASTERN SIERRA NEVADA

Lecture 1, Lab 1, Units 1.25

Grade or P/NP option

This field-based course introduces students to geology and geologic field methods while exploring the Eastern Sierra Nevada. A variety of geologic formations will be visited to demonstrate how this unique environment is created and destroyed throughout geologic time.

Transfers to CSU

### GEL 110 GEOLOGY OF NATIONAL PARKS AND MONUMENTS

Lecture 4, Lab 0, Units 4

Grade or P/NP option

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

Grade or P/NP option

This field-based course introduces students to geology and geologic field methods while exploring the Yosemite National Park and the Mother Lodge. A variety of geologic formations will be visited to demonstrate how this unique environment is created and destroyed throughout geologic time.

Transfers to CSU

### GEL 113 COASTAL GEOLOGY AND OCEANOGRAPHY

Lecture 1, Lab 1, Units 1.25

Grade or P/NP option

This field-based course introduces students to geology, oceanography, and scientific field methods while exploring Monterey and the Central California Coast. A variety of formations will be visited to demonstrate how coastal and marine processes operate in this unique environment.

Transfers to CSU

### GEL 114 INTRODUCTION TO EARTH SCIENCES

Lecture 4, Lab 3, Units 5

Grade only

This course for non-science majors is an introduction to the essentials of Earth Science including the geosphere, atmosphere, hydrosphere, and solar system. The focus will be on the interactions between physical and chemical systems of the Earth such as the tectonic cycle, rock cycle, hydrologic cycle, weather, climate, and the solar system.

Transfers to CSU, UC

C-ID: GEOL 121

### 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 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

### 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 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 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

### ASSOCIATE DEGREE

A degree is offered in the field of Environmental Technology and Sustainability, with concentrations in Biological Resources, Physical Resources, and Sustainability. For major requirements, see page 88.

### CERTIFICATE OF ACHIEVEMENT

A Certificate of Achievement is offered in the field of Environmental Technology and Sustainability, with concentrations in Biological Resources, Physical Resources, and Sustainability. For requirements, see page 118.

### GSE 101 INTRODUCTION TO SUSTAINABILITY

Lecture 2, Lab 1, Units 2.25

*Grade or P/NP option*

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 the efficiency and sustainability of our homes, businesses, transportation, and lives.

*Transfers to CSU*

### GSE 103 LAKE TAHOE ISSUES AND AGENCIES

Lecture 3, Lab 0, Units 3

*Grade or P/NP option*

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

*Grade or P/NP option*

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 107 ENERGY, SOCIETY, AND SUSTAINABILITY

Lecture 4, Lab 3, Units 5

*Grade or P/NP option*

This course examines humanity's efforts to harness and generate energy for industry, work, habitat, and recreation. Students will receive a formal introduction to work concerning energy and efficiency, from humans' earliest endeavors building pyramids to the development of railroads, automobiles, airplanes, nuclear power, and alternative energy sources. The course emphasizes the environmental impacts of acid rain and smog; the greenhouse effect; and pollution from coal, natural gas, petroleum extraction, and nuclear accidents. Additional topics include an overview of sustainable energy systems, megacities, Leadership in Energy and Environmental Design (LEED) and high efficiency buildings, as well as integrated food, water, and transportation services.

*Transfers to CSU, UC*

### GSE 110 THE HISTORY OF TAMING WATER IN THE WEST

Lecture 2, Lab .75, Units 2.25

*Grade or P/NP option*

This course examines the history of water politics in the American West and the challenges and opportunities ahead.

*Transfers to CSU*

### GSE 115 INTRODUCTION TO GEOTOURISM

Lecture 3, Lab 1, Units 3.25

*Grade or P/NP option*

This course will explore the use of geotourism 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 geotourism operations and destinations will be examined.

*Transfers to CSU*

### GSE 120 RESIDENTIAL AND SMALL BUSINESS ENERGY AUDITING

Lecture 3, Lab 2, Units 3.5

*Grade or P/NP option*

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 .75, Units 3.25

Grade or P/NP option

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.

*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 133.

# HISTORY

## **ASSOCIATE DEGREE**

A degree is offered in the field of Social Science. For major requirements, see page 103.

## **HIS 104 EARLY CALIFORNIA HISTORY**

Lecture 4, Lab 0, Units 4

Grade only

This course is a survey of the heritage and development of California from its Native American and Spanish Colonial beginnings through the Mexican period, the Gold Rush, the United States acquisition, California's becoming the 31st state, and the beginning of the railroad era.

*Transfers to CSU, UC*

*ADVISORY: ENG 101 or equivalent.*

## **HIS 105 MODERN CALIFORNIA HISTORY**

Lecture 4, Lab 0, Units 4

Grade only

This course is a survey of the history, heritage, and development of California from the 1860s 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 or equivalent.*

## **HIS 109 WOMEN IN AMERICAN HISTORY**

Lecture 4, Lab 0, Units 4

Grade only

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 or equivalent.*

## **HIS 110 MULTICULTURAL HISTORY OF THE UNITED STATES**

Lecture 4, Lab 0, Units 4

Grade only

This course is a 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, Latino, Native, and Asian Americans.

*Transfers to CSU, UC*

*ADVISORY: ENG 101 or equivalent.*

## **HIS 111 HISTORY OF THE UNITED STATES FROM THE COLONIAL PERIOD THROUGH THE 18TH CENTURY**

Lecture 4, Lab 0, Units 4

Grade only

This course covers the history of the United States from Colonial times through the 18th century, with particular attention given to the Revolutionary period and the development and principles of the United States Constitution, including U.S. territorial expansion into the Jacksonian era.

*Transfers to CSU, UC*

*ADVISORY: ENG 101 and ENG 103 or equivalent.*

C-ID: HIST 130 = HIS 111 + HIS 112



**HIS 112 HISTORY OF THE UNITED STATES IN THE 19TH CENTURY***Lecture 4, Lab 0, Units 4**Grade only*

This course covers the history of the United States during the nineteenth century with particular focus on slavery and western expansion leading to Civil War and Reconstruction.

*Transfers to CSU, UC*

*ADVISORY: ENG 101 and ENG 103 or equivalent.*

C-ID: HIST 130 = HIS 111 + HIS 112

C-ID: HIST 140 = HIS 112 + HIS 113

**HIS 113 HISTORY OF THE UNITED STATES FROM THE 20TH CENTURY TO THE PRESENT***Lecture 4, Lab 0, Units 4**Grade only*

This course covers the history of the United States during the 20th century and into the present 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 ENG 103 or equivalent.*

C-ID: HIST 140 = HIS 112 + HIS 113

**HIS 127A HISTORY OF WORLD CIVILIZATIONS TO 1000***Lecture 4, Lab 0, Units 4**Grade only*

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, UC*

*ADVISORY: ENG 101 and ENG 103 or equivalent.*

C-ID: HIST 150 = HIS 127A + HIS 127B

**HIS 127B HISTORY OF WORLD CIVILIZATIONS FROM 1000 TO 1800***Lecture 4, Lab 0, Units 4**Grade only*

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, UC*

*ADVISORY: ENG 101 and ENG 103 or equivalent.*

C-ID: HIST 150 = HIS 127A + HIS 127B

C-ID: HIST 160 = HIS 127B + HIS 127C

**HIS 127C HISTORY OF WORLD CIVILIZATIONS FROM 1750 TO THE PRESENT***Lecture 4, Lab 0, Units 4**Grade only*

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, UC*

*ADVISORY: ENG 101 and ENG 103 or equivalent.*

C-ID: HIST 160 = HIS 127B + HIS 127C

**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.

**HOSPITALITY MANAGEMENT****HSP 100 INTRODUCTION TO HOSPITALITY MANAGEMENT***Lecture 4.5, Lab 0, Units 4.5**Grade or P/NP option*

This course is an introduction to the hospitality industry for students who are or may be interested in entering the field of hospitality or culinary arts with the intention of pursuing it as a career goal. Students will learn expectations and techniques for leadership and managing in the hospitality industry. The course will analyze the management of rooms, food, beverage, labor and other departments within a hospitality operation. Topics include history of the hospitality industry, types of hospitality operations, rooms management, food and beverage management, beverage service and control, tourism, assemblies, attractions, and event management.

*Transfers to CSU*

C-ID: HOSP 100

**HSP 120 HOSPITALITY COST CONTROL***Lecture 4.5, Lab 0, Units 4.5**Grade or P/NP option*

This course focuses on analyzing and managing food, beverage, labor, and other costs within a hospitality operation. There is an emphasis on problem solving and applying cost control techniques to maximize profits while managing expenses. Topics covered include establishing standards, cost-volume-profit-analysis, forecasting, purchasing and storage controls, menu costing and pricing, theft prevention, and labor control.

*Transfers to CSU*

C-ID: HOSP 120

**HSP 130 INTRODUCTION TO FOOD AND BEVERAGE MANAGEMENT***Lecture 4.5, Lab 0, Units 4.5**Grade or P/NP option*

This course is an introduction to management and operations in the food and beverage industry. Students will learn expectations and management strategies for food and beverage operations and how to maximize profits in the hospitality industry. Techniques and procedures of management are explored and developed as they relate to commercial and institutional food and beverage facilities. Topics include functions of management, marketing, menu development, effective cost controls in purchasing, labor, and service techniques.

*Transfers to CSU*

C-ID: HOSP 130

**HSP 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***HSP 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.

**HSP 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***HSP 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.

**HOSPITALITY, TOURISM, RECREATION, AND RETAIL****HTR 141A COLLEGE AND CAREER CHOICES: THE 10-YEAR PLAN***Lecture 5, Lab 0, Units 5**P/NP only*

This course is part one of a four-part sequence designed to help students identify and plan for career and education goals. This classroom-based guidance experience provides an introduction to the hospitality, tourism, and recreation industry and features a quantifiable decision-making process to help students identify and plan for career and education goals. Students will analyze personal values, interests, aptitudes, and attitudes to better inform career, education, and lifestyle choices. Emphasis is placed on utilizing financial literacy skills to articulate lifestyle goals and inform education and career choices. The culmination of the course is a synthesis of personal, academic and career goals; resources; and skills in a focused 10-Year Plan for success. Skills required for success in a broad range of hospitality, tourism, and recreation careers will be highlighted.

*Transfers to CSU***HTR 141B ATTITUDES AND APTITUDES FOR COLLEGE AND CAREER READINESS***Lecture 1.5, Lab 0, Units 1.5**P/NP only*

This course is part two of a four-part sequence designed to help students identify and plan for career and education goals. Building on the course content in HTR 141A (College and Career Choices: The 10-Year Plan), students will research high-demand/higher-wage careers, determine appropriate post-secondary options and pathways, learn about college access and affordability, continue to envision a productive future through autobiographical writing, and update their 10-Year Plan. Attitudes and aptitudes required for success in a broad range of hospitality, tourism, and recreation careers will be highlighted.

*Transfers to CSU**ADVISORY: HTR 141A with a grade of "Pass" or equivalent.***HTR 141C DETERMINING AN INFORMED MAJOR AND POST-SECONDARY EDUCATION PATH***Lecture 1.5, Lab 0, Units 1.5**P/NP only*

This course is part three of a four-part sequence designed to help students identify and plan for career and education goals. Building on the course content in HTR 141A (College and Career Choices: The 10-Year Plan) and HTR 141B (Attitudes and Aptitudes for College and Career Readiness), students will further develop their online research skills as well as refine their critical thinking and decision-making skills while finding colleges that offer their majors and are close to home. Post-secondary education paths that lead to a broad range of hospitality, tourism, and recreation careers will be highlighted.

*Transfers to CSU**ADVISORY: HTR 141A and HTR 141B with a grade of "Pass" or equivalent.***HTR 141D PREPARING TO ACT ON A 10-YEAR EDUCATION AND CAREER PLAN***Lecture 1.5, Lab 0, Units 1.5**P/NP only*

This course is part four of a four-part sequence designed to help students identify and plan for career and education goals. Building on the course content in HTR 141A (College and Career Choices: The 10-Year Plan), HTR 141B (Attitudes and Aptitudes for College and Career Readiness), and HTR 141C (Determining an Informed Major and Post-Secondary Education Path), this course helps students finalize and launch their 10-year career and education plans. Topics include fine-tuning a resume and personal statement and preparing college applications and scholarship essays. Students will practice business writing and interviewing skills. A broad range of hospitality, tourism, and recreation careers will be highlighted in this course.

*Transfers to CSU**ADVISORY: HTR 141A, HTR 141B, and HTR 141C with a grade of "Pass" or equivalent.*

## 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

*Grade or P/NP option*

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. Each 50 hours of paid work equals one quarter unit. Each 40 hours of non-paid work equals one quarter unit.

*Transfers to CSU*

**COREQUISITE:** Students must be available to work 40 hours per week for an approved business and must have an application on file each quarter enrolled.

**NOTE:** Refer to page 251 for more information on how these units combine with WKX 101 to get the maximum number of units.

### HRM 133 INTERNSHIP - OCCUPATIONAL WORK EXPERIENCE

Lecture 0, Lab 0, Units 1-6

*Grade or P/NP option*

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. Each 50 hours of paid work equals one quarter unit. Each 40 hours of non-paid work equals one quarter unit.

*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.

**NOTE:** Refer to page 251 for more information on how these units combine with WKX 102 to get the maximum number of units.

### 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

### HUM 101 ANCIENT WESTERN WORLD

Lecture 4, Lab 0, Units 4

*Grade only*

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

*Grade only*

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

*Grade only*

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

*Grade only*

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 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****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 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 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 92.

**JPN 101 ELEMENTARY JAPANESE I***Lecture 5, Lab 0, Units 5**Grade or P/NP option*

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**Grade or P/NP option*

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**Grade or P/NP option*

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**Grade or P/NP option*

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**Grade or P/NP option*

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**Grade or P/NP option*



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 Hirakana 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*

*Grade or P/NP option*

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*

*Grade or P/NP option*

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*

*Grade or P/NP option*

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 FOR TRANSFER

A transfer degree is offered in the field of Mathematics. For major requirements, see page 99.

All prerequisite courses listed for mathematics courses require a grade of "C" or better for admission into the pertinent course.

**COURSES IN THIS SUBJECT AREA AVAILABLE FOR CREDIT BY EXAMINATION ARE AS FOLLOWS: ALL COURSE LISTINGS EXCEPT MAT 119, 187, 187B.**

### MAT 102 SURVEY OF MATHEMATICAL IDEAS

*Lecture 4, Lab 0, Units 4*

*Grade only*

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 MAT 154AA with a grade of "C" or better or equivalent.

### MAT 103A COLLEGE ALGEBRA (PART I)

*Lecture 4, Lab 0, Units 4*

*Grade only*

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 MAT 154AA with a grade of "C" or better or equivalent.

**COREQUISITE:** MAT 153 or equivalent. 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*

*Grade only*

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 MAT 154A or MAT 154AA with a grade of "C" or better or equivalent.



**MAT 104 COLLEGE TRIGONOMETRY***Lecture 4, Lab 0, Units 4**Grade only*

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.**COREQUISITE: MAT 103B or equivalent. 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**Grade only*

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.**C-ID: MATH 900S = MAT 105 + MAT 106 + MAT 107***MAT 106 CALCULUS AND ANALYTIC GEOMETRY (PART II)***Lecture 5, Lab 0, Units 5**Grade only*

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.**C-ID: MATH 900S = MAT 105 + MAT 106 + MAT 107***MAT 107 CALCULUS AND ANALYTIC GEOMETRY (PART III)***Lecture 5, Lab 0, Units 5**Grade only*

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.**C-ID: MATH 900S = MAT 105 + MAT 106 + MAT 107***MAT 109 MATHEMATICS FOR ELEMENTARY EDUCATION***Lecture 5, Lab 0, Units 5**Grade or P/NP option*

This course is designed for prospective elementary and middle school teachers. It focuses on the development of quantitative reasoning skills through in-depth, integrated explorations of topics in mathematics, including real number systems and subsystems. Emphasis is on comprehension and analysis of mathematical concepts and applications of logical reasoning.

*Transfers to CSU, UC**PREREQUISITE: MAT 154A or MAT 154AA with a grade of "C" or better or equivalent or appropriate skills demonstrated through the math assessment process.**C-ID: MATH 120 = MAT 109***MAT 110 COLLEGE ALGEBRA FOR STEM***Lecture 6, Lab 0, Units 6*

This is a course in college algebra for majors in science, technology, engineering, and mathematics. The course covers polynomial, rational, radical, exponential, absolute value, and logarithmic functions; systems of equations; analytic geometry.

*Transfers to CSU, UC**PREREQUISITE: MAT 154A or MAT 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**Grade or P/NP option*

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 MAT 154AA or better or equivalent or appropriate skills demonstrated through the math assessment process.**C-ID: MATH 140***MAT 119 TOPICS IN APPLIED MATHEMATICS***Lecture .5, Lab 0, Units .5**Grade or P/NP option*

This course is a survey of applications of mathematics presented by instructors associated with the annual California Mathematics Council Community College (CMC3) Recreational Mathematics Conference. Students will learn applications from statistics, geometry, algebra, calculus, and cultural mathematics.

*Transfers to CSU**ADVISORY: MAT 154A or MAT 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 150 EUCLIDEAN GEOMETRY***Lecture 2, Lab 0, Units 2**Grade or P/NP option*

This is a course in geometry covering the basics of lines, planes, angles, and triangles. The method of deductive reasoning will be stressed. Additional topics will include parallel lines, the Pythagorean Theorem, and similarity.

*ADVISORY: MAT 152B or equivalent.***MAT 152A BASIC ALGEBRA (PART I)***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

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 187 or 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**Grade or P/NP option*

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.

**MAT 154A INTERMEDIATE ALGEBRA***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

This course is a continuation of MAT 152B 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.

**MAT 158 MATH REVIEW***Lecture 2, Lab 0, Units 2**P/NP only*

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 159 MATH PREPARATION FOR STATISTICS***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

This course covers the mathematics necessary to be prepared for a college level introductory statistics class. It is not intended for majors in business, science, technology, engineering, or math. The course introduces students to topics from arithmetic and algebra in the context of their use in statistics. Topics include numbers and the number line, operations on numbers, evaluating numeric and algebraic expressions and square roots, linear equations, square root equations, graphing points and lines in two dimensions, reading tables and graphs, and calculating areas of geometric figures.

**MAT 187 BASIC ARITHMETIC***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

This basic arithmetic course covers general areas of arithmetic which include whole numbers, fractions, decimals, percentages, and signed numbers. Included is an additional study skills/counseling component to assist students in being successful in this course as well as future math courses.

**ADVISORY:** 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**Grade only*

The use of probability techniques, hypothesis testing, and predictive techniques to facilitate decision-making. Topics include descriptive statistics; probability and sampling distributions; statistical inference; correlation and linear regression; analysis of variance, chi-square and t-tests; and application of technology for statistical analysis including the interpretation of the relevance of the statistical findings. Applications using data from disciplines including business, social sciences, psychology, life science, health science, and education.

*Transfers to CSU, UC*

**PREREQUISITE:** MAT 154A or MAT 154AA with a grade of "C" or better or equivalent or appropriate skills demonstrated through the math assessment process.

C-ID: MATH 110

**MAT 202 CALCULUS AND ANALYTIC GEOMETRY (PART IV)***Lecture 5, Lab 0, Units 5**Grade only*

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**Grade only*

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.

C-ID: MATH 250

**MAT 204 DIFFERENTIAL EQUATIONS***Lecture 5, Lab 0, Units 5**Grade only*

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.

C-ID: MATH 240

**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.

# MEDICAL OFFICE ASSISTANT

## ASSOCIATE DEGREE

A degree is offered in the field of Medical Office Assistant: Administrative. For major requirements, see page 100.

## CERTIFICATE OF ACHIEVEMENT

A Certificate of Achievement is offered in the field of Medical Office Assistant: Administrative. For requirements, see page 120.

## EMPLOYABLE SKILLS CERTIFICATE

A Medical Office Assistant employable skills certificate is available. For requirements, see page 126.

## 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*

*Grade or P/NP option*

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. Each 50 hours of paid work equals one quarter unit. Each 40 hours of non-paid work equals one quarter unit.

*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.

**NOTE:** Refer to page 251 for more information on how these units combine with WKX 101 to get the maximum number of units.

## MOA 133 INTERNSHIP - OCCUPATIONAL WORK EXPERIENCE

*Lecture 0, Lab 0, Units 1-6*

*Grade or P/NP option*

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. Each 50 hours of paid work equals one quarter unit. Each 40 hours of non-paid work equals one quarter unit.

*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.

**NOTE:** Refer to page 251 for more information on how these units combine with WKX 102 to get the maximum number of units.

## 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 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*

*Grade or P/NP option*

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*

*Grade or P/NP option*

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 and ICD-10), 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*

*Grade or P/NP option*

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 commercial claims.

*Transfers to CSU*

**ADVISORY:** MOA 236 or equivalent.

**MOA 238 MEDICAL TERMINOLOGY, PART 1***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

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. Topics include word roots, combining forms, prefixes, suffixes, spelling, and pronunciation. This course highlights the integumentary, skeletal, and muscular systems.

*Transfers to CSU***MOA 240 MEDICAL TERMINOLOGY, PART 2***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

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 blood and immune, cardiovascular and lymphatic, respiratory, digestive, urinary, and reproductive systems.

*Transfers to CSU**PREREQUISITE: MOA 238 with a grade of "C" or better or equivalent.***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 Commercial Music. For major requirements, see pages 79.

**CERTIFICATE OF ACHIEVEMENT**

A Certificate of Achievement is offered in the field of Commercial Music. For requirements and areas of concentration, see page 113.

**EMPLOYABLE SKILLS CERTIFICATE**

An employable skills certificate is available in Commercial Music. For requirements, see page 125.

**ENROLLMENT LIMITATIONS:**

An *enrollment* occurs when a student is currently registered for a course or has previously received a transcribed symbol such as a grade or a "W." Enrollment does not include previous attempts which resulted in a drop with no record. Courses within the individual families that were previously completed with a grade of "C" or better cannot be repeated, unless specifically noted. A maximum of 6 enrollments are allowed within any individual Family\*.

**Guitar Family:** MUS 116C\***Instrumental Ensemble Family:** MUS 247\*, 248A\*, 248B\***Keyboard Family:** MUS 116D\***Percussion Family:** MUS 116A\*, 116B\***Vocal Ensemble Family:** MUS 141A\*, 141B\*, 141C\***Voice Family:** MUS 116E\*, 116F\*

\*Repeatable course.

*NOTE: Family lists above do not include special topic courses. Special topic courses that are included in a particular family will count towards the maximum enrollment limit within that family.*

*For additional information on enrollment limitations, refer to page 132.*

**MUS 101 MUSIC LISTENING AND APPRECIATION***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

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*

C-ID: MUS 100

**MUS 104B HISTORY OF ROCK MUSIC***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

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**Grade or P/NP option*

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 104E THE BEATLES***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

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**Grade or P/NP option*

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, 25 Lab 1.75, Units 4.75**Grade or P/NP option*

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 4.25, Lab 1.75, Units 4.75**Grade or P/NP option*

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**PREREQUISITE: MUS 111 with a grade of "C" or better or equivalent.***MUS 113 BASIC MUSIC THEORY III***Lecture 4.25, Lab 1.75, Units 4.75**Grade or P/NP option*

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**PREREQUISITE: MUS 112 with a grade of "C" or better or equivalent.***MUS 116A DRUMSET***Lecture 2, Lab 0, Units 2**Grade or P/NP option*

This course covers basic rudimental stick control exercises and introduces students of all skill levels to the following styles of rhythms on the drumset: Rock, Funk, Country, Swing, and Shuffle.

*Transfers to CSU**ADVISORY: MUS 111 or equivalent.*

*NOTE: This course is repeatable subject to enrollment limitations within the Percussion Family. For more information, refer to page 208.*

**MUS 116B HAND DRUMMING AND PERCUSSION***Lecture 2, Lab 0, Units 2**Grade or P/NP option*

This course is designed for students of all skill levels who want to learn how to play West African rhythms on the djembe drum. Instruction will include exercises in hand placement techniques in order to facilitate proper tones on the djembe. Jun jun and bell parts may be introduced as well as concepts for playing solos.

*Transfers to CSU*

*NOTE: This course is repeatable subject to enrollment limitations within the Percussion Family. For more information, refer to page 208.*

**MUS 116C GUITAR***Lecture 1.5, Lab 1.5, Units 2**Grade or P/NP option*

This course covers basic guitar techniques and introduces students of all skill levels to the study of folk, pop, and classical guitar styles. Emphasis will be placed on music theory fundamentals, reading chord charts and melody lines

*Transfers to CSU*

*NOTE: This course is repeatable subject to enrollment limitations within the Guitar Family. For more information, refer to page 208.*

**MUS 116D PIANO***Lecture 2.25, Lab 1.75, Units 2.75**Grade or P/NP option*

In this course students of all skill levels will learn fundamentals of reading music and chord theory as it applies to the piano. Basic scales and chord progressions will be emphasized along with solo pieces in a wide variety of styles that will improve sight-reading ability and two-hand coordination.

*Transfers to CSU*

*NOTE: This course is repeatable subject to enrollment limitations within the Keyboard Family. For more information, refer to page 208.*

**MUS 116E VOICE***Lecture 1, Lab 3, Units 2**Grade or P/NP option*

This course introduces to students of all skill levels the fundamentals of classical singing technique. Opportunities are provided for performance with evaluation of sound vocal practice. Repertoire consists primarily of folk songs, musical theater, and art songs.

*Transfers to CSU*

*NOTE: This course is repeatable subject to enrollment limitations within the Voice Family. For more information, refer to page 208.*

**MUS 116F VOICE: BROADWAY/POP STYLES***Lecture 1, Lab 3, Units 2**Grade or P/NP option*

This course provides instruction in Broadway and Pop singing styles to students of all skill levels. Students focus on correct breathing technique, mouth and larynx position, vowel modulation, vocal placement, and tone production. Class periods are divided between rehearsing solo pieces and ensemble numbers. The course culminates with a public performance by the students in the Duke Theatre.

*Transfers to CSU**ADVISORY: MUS 116E or equivalent.*

*NOTE: This course is repeatable subject to enrollment limitations within the Voice Family. For more information, refer to page 208.*



## MUS 119A PRO TOOLS 101: PRO TOOLS FUNDAMENTALS I

Lecture 2.5, Lab 1.5, Units 3

Grade or P/NP option

This course is an introduction to Pro Tools using Avid Certification training materials. Students learn basic audio editing tools and techniques, plug-ins and mixing in the Pro Tools environment. Students will build sessions that include multi-track recordings of live instruments, MIDI sequences, virtual instruments, and audio loops. This is the first of a two-course series leading to Avid Pro Tools User Certification.

Transfers to CSU

ADVISORY: MUS 111 and MUS 133A or equivalent. Basic understanding of recording techniques, processes, and equipment.

## MUS 119B PRO TOOLS 110: PRO TOOLS FUNDAMENTALS II

Lecture 2.5, Lab 1.5, Units 3

Grade or P/NP option

This course provides a more detailed look at Pro Tools, covering all the key concepts and skills needed to operate a Pro Tools system at the User level. This course, along with MUS 119A Pro Tools 101: Pro Tools Fundamentals I, leads to certification as a Pro Tools User.

Transfers to CSU

PREREQUISITE: MUS 119A: Pro Tools 101: Pro Tools Fundamentals I.

## MUS 120A BASIC RECORDING I

Lecture 2.5, Lab 1.5, Units 3

Grade or P/NP option

This course is an introduction to fundamental concepts and techniques of mixing boards, amplifiers, microphones, signal processors and their application to both live and studio sound reinforcement. It also includes a basic introduction to computer based recording. Students will also learn microphone placement and physics of sound as it relates to recording, sound reinforcement, and studio setup techniques.

Transfers to CSU

## MUS 120B BASIC RECORDING II

Lecture 2.5, Lab 1.5, Units 3

Grade or P/NP option

Students will apply what they learned in Basic Recording I in live music recording sessions. They will continue to improve their proficiency in operating professional audio equipment. Studio production techniques will include microphone selection and placement, analog and digital signal flow, speaker monitors, and studio acoustics.

Transfers to CSU

ADVISORY: MUS 120A or equivalent.

## 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 141A COLLEGE CHORUS (A)

Lecture 1, Lab 3, Units 2

Grade or P/NP option

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

NOTE: This course is repeatable subject to enrollment limitations within the Vocal Ensemble Family. For more information, refer to page 208.

## MUS 141B COLLEGE CHORUS (B)

Lecture 1.25, Lab 1.75, Units 1.75

Grade or P/NP option

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

NOTE: This course is repeatable subject to enrollment limitations within the Vocal Ensemble Family. For more information, refer to page 208.

## MUS 141C COLLEGE CHORUS (C)

Lecture 1, Lab 1.5, Units 1.5

Grade or P/NP option

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.

NOTE: This course is repeatable subject to enrollment limitations within the Vocal Ensemble Family. For more information, refer to page 208.

## 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 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 247 INSTRUMENTAL MUSIC ENSEMBLE

Lecture .5, Lab 1.5, Units 1

Grade or P/NP option

This ensemble 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

NOTE: This course is repeatable subject to enrollment limitations within the Instrumental Ensemble Family. For more information, refer to page 208.

## MUS 248A BEGINNING ROCK ENSEMBLE

Lecture 1.5, Lab 1.5, Units 2

Grade or P/NP option

This course gives beginning level students the opportunity to learn 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

NOTE: This course is repeatable subject to enrollment limitations within the Instrumental Ensemble Family. For more information, refer to page 208.

**MUS 248B INTERMEDIATE ROCK ENSEMBLE***Lecture 2.25, Lab 1.75, Units 2.75**Grade or P/NP option*

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, UC**ADVISORY: MUS 248A or equivalent.*

*NOTE: This course is repeatable subject to enrollment limitations within the Instrumental Ensemble Family. For more information, refer to page 208.*

**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

**PHI 101 INTRODUCTION TO PHILOSOPHY***Lecture 4, Lab 0, Units 4**Grade only*

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 104 CRITICAL THINKING***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

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**Grade or P/NP option*

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 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 in Art is offered with a concentration in Photography, see page 111 for requirements. A certificate is also available in Photography, see 121.

**EMPLOYABLE SKILLS CERTIFICATE**

An employable skills certificate is available in Photography/Digital Photography. For requirements, see page 127.

All photography courses have been placed under Art. Refer to page 139.

## PHYSICAL EDUCATION - ATHLETICS

**PEA 100A PRE-SEASON SOCCER TRAINING - MEN***Lecture 0, Lab 2.5, Units .75**Grade or P/NP option*

This course prepares the student to participate on the men's intercollegiate soccer team. Emphasis will be placed on physical conditioning, skill development, tactical awareness, and mental conditioning, allowing for successful performance in intercollegiate athletics.

*Transfers to CSU, UC (unit limit)**NOTE: Maximum of six enrollments per course.***PEA 100B PRE-SEASON SOCCER TRAINING - WOMEN***Lecture 0, Lab 2.5, Units .75**Grade or P/NP option*

This course prepares the student to participate on the women's intercollegiate soccer team. Emphasis will be placed on physical conditioning, skill development, tactical awareness, and mental conditioning, allowing for successful performance in intercollegiate athletics.

*Transfers to CSU, UC (unit limit)**NOTE: Maximum of six enrollments per course.*

**PEA 101A INTERCOLLEGIATE SOCCER I - MEN***Lecture 1, Lab 4.5, Units 2.5**Grade or P/NP option*

This course is for students who wish to participate in intercollegiate men's soccer competition working towards personal development, athletic scholarship, and career opportunities.

*Transfers to CSU, UC (unit limit)*

*NOTE: Maximum of six enrollments per course.*

**PEA 101B INTERCOLLEGIATE SOCCER I - WOMEN***Lecture 1, Lab 4.25, Units 2.5**Grade or P/NP option*

This course is for students who wish to participate in intercollegiate women's soccer competition working towards personal development, athletic scholarship, and career opportunities.

*Transfers to CSU, UC (unit limit)*

*NOTE: Maximum of six enrollments per course.*

**PEA 101C INTERCOLLEGIATE SOCCER II - MEN***Lecture 0, Lab 9, Units 3**Grade or P/NP option*

This course is for students who wish to participate in intercollegiate men's soccer competition working towards personal development, athletic scholarship, and career opportunities.

*Transfers to CSU, UC (unit limit)*

*PREREQUISITE: Students must demonstrate appropriate intercollegiate athletic skills and understanding through assessment by the coaching staff.*

*NOTE: Maximum of six enrollments per course.*

**PEA 101D INTERCOLLEGIATE SOCCER II - WOMEN***Lecture 0, Lab 9, Units 3**Grade or P/NP option*

This course is for students who wish to participate in intercollegiate women's soccer competition working towards personal development, athletic scholarship, and career opportunities.

*Transfers to CSU, UC (unit limit)*

*PREREQUISITE: Students must demonstrate appropriate intercollegiate athletic skills and understanding through assessment by the coaching staff.*

*NOTE: Maximum of six enrollments per course.*

**PEA 102A SPORTS TECHNIQUES AND CONDITIONING - SOCCER***Lecture 1, Lab 3, Units 2**Grade or P/NP option*

This course is designed to improve soccer-specific physical conditioning to compete at the intercollegiate level. Emphasis will be placed on the development of physical fitness levels in strength, endurance, speed, power, agility, and reaction time. Fundamental soccer techniques and game related strategies will also be addressed.

*Transfers to CSU, UC (unit limit)*

*NOTE: Maximum of six enrollments per course.*

**PEA 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*

**PEA 150 INTERCOLLEGIATE ATHLETIC PRE-PARTICIPATION ORIENTATION***Lecture .5, Lab 0, Units .5**Grade or P/NP option*

This course prepares new students intending to tryout/compete for the varsity soccer teams for the upcoming academic term and season of competition. Students will complete the California Community College Athletic Association (CCCCAA) athletic eligibility requirements, complete medical forms and waivers, register for the National College Athletic Association (NCAA) Clearinghouse, and fulfill other requirements for Lake Tahoe Community College (LTCC) athletic program.

**PEA 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.

**PEA 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*

**PEA 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

### ASSOCIATE DEGREE FOR TRANSFER

A transfer degree is also available in the field of Kinesiology, see page 94.

#### ENROLLMENT LIMITATIONS:

An *enrollment* occurs when a student is currently registered for a course or has previously received a transcribed symbol such as a grade or a "W." Enrollment does not include previous attempts which resulted in a drop with no record. Courses within the individual families that were previously completed with a grade of "C" or better cannot be repeated, unless specifically noted. A maximum of 6 enrollments are allowed within any individual Family\*.

**Aerobic Dance Family:** PEF 102A, 102B, 102D, 102E

**Badminton Family:** PEF 118A, 118B, 118C, 118D, 118E, 118F

**Basketball Family:** PEF 123A, 123B, 123C, 123D, 123E, 123F

**Cardiovascular Conditioning Family:** PEF 121A, 121B, 121C

**Core Training Family:** PEF 100C, 100CA, 100CB, 101H, 101HA, 101HB

**Golf Family:** PEF 125A, 125B, 125C, 125D, 125E, 125F, 125G

**Group Resistance Training Family:** PEF 100B, 100BA, 100BB, 101A, 101AA, 101AB, 101B, 101BA, 101BB, 101C, 101CA, 101CB, 101D, 101E, 101G, 101GA, 101GB

**Indoor Cycling Family:** PEF 100A, 100D, 100E, 100F

**Intensive Interval Training Family:** PEF 101F, 101FA, 101FB, 101J, 101K, 103A, 103B, 104F, 104G

**Jogging/Running Family:** PEF 111A, 111B, 111C, 111D, 111E, 111F, 111G

**Kickboxing Family:** PEF 104A, 104B, 104C, 104D, 104E

**Outdoor Cycling Family:** PEF 117A, 117B

**Pickleball Family:** PEF 126A, 126B, 126C, 126D, 126E, 126F

**Soccer Family:** PEF 135A, 135F, 135G, 135H, 135J, 135K, 135L, 135M

**Table Tennis Family:** PEF 122A, 122B, 122C, 122D, 122E, 122F

**Tai Chi & Stress Management Family:** PEF 100G, 100GA, 100GB, 143B, 143C

**Tennis Family:** PEF 116A, 116B, 116C, 116E, 116F, 116G

**Volleyball Family:** PEF 124A, 124B, 124C, 124D, 124E, 124F, 136E

**Weight Training Family:** PEF 120A, 120B, 120C

**Yoga Family:** PEF 140A, 140B, 140C, 140D, 140E, 140F

*NOTE: Family lists above do not include special topic courses. Special topic courses that are included in a particular family will count towards the maximum enrollment limit within that family.*

*For additional information on enrollment limitations, refer to page 132.*

### PEF 100A INTRODUCTION TO PRECISION CYCLING

Lecture 1, Lab 1, Units 1.25

Grade or P/NP option

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)*

*NOTE: Subject to enrollment limitations within the Indoor Cycling Family. For more information, refer to page 208.*

### PEF 100B BEGINNING WEIGHT TRAINING AND CARDIOVASCULAR ENDURANCE

Lecture 1, Lab 2.25, Units 1.75

Grade or P/NP option

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 discover how to assess and utilize 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. The student can expect overall muscle and aerobic conditioning.

*Transfers to CSU, UC (unit limit)*

*NOTE: Subject to enrollment limitations within the Group Resistance Training Family. For more information, refer to page 208.*

### PEF 100BA INTERMEDIATE WEIGHT TRAINING AND CARDIOVASCULAR ENDURANCE

Lecture 1, Lab 2.25, Units 1.75

Grade or P/NP option

This course is designed to build on the intermediate level students' strength, endurance, as well as cardiovascular fitness. Students will use various resistance equipment to advance their muscular strength and utilize improved strength during a cycling workout and resistance training fitness session. Students will determine their own range of motion based upon anatomical, biomechanical, physiological, and neurological limitations and progressions. Students will apply correct form and techniques while resistance training for optimal results. Hypertrophic factors from resistance training as they relate to cycling will be discussed.

*Transfers to CSU, UC (unit limit)*

*NOTE: Subject to enrollment limitations within the Group Resistance Training Family. For more information, refer to page 208.*

### PEF 100BB ADVANCED WEIGHT TRAINING AND CARDIOVASCULAR ENDURANCE

Lecture 1, Lab 2.25, Units 1.75

Grade or P/NP option

This course is designed to benefit the advanced level students' strength, endurance, as well as cardiovascular fitness. Students will use various resistance equipment to advance their muscular strength and utilize improved strength during a cycling workout and resistance training fitness session. Students will determine their own range of motion based upon anatomical, biomechanical, physiological, and neurological limitations and progressions. Students will apply correct form and techniques while resistance training for optimal results. Hypertrophic factors from resistance training as they relate to cycling will be discussed. The relationship of indoor cycling and resistance training to competitive cycling and century riding will be explored.

*Transfers to CSU, UC (unit limit)*

*NOTE: Subject to enrollment limitations within the Group Resistance Training Family. For more information, refer to page 208.*

### PEF 100C BEGINNING CORE TRAINING AND CARDIOVASCULAR FITNESS

Lecture 1, Lab 2.25, Units 1.75

Grade or P/NP option

This course is designed to improve the beginning students' cardiorespiratory fitness as well as build core stabilization muscles. Students will discover how ball training provides an effective means for building core strength. Primary focus will be on development of the stabilizing muscles that are critical to posture and performance and their relationship to daily activities and cycling. Balance awareness and proprioception training will be introduced. Half of the class time will be devoted to cardiorespiratory training utilizing indoor cycling. Core stabilization, postural and kinesthetic awareness, will be emphasized both on and off the bike.

*Transfers to CSU, UC (unit limit)*

*NOTE: Subject to enrollment limitations within the Core Training Family. For more information, refer to page 208.*



## PEF 100CA INTERMEDIATE CORE TRAINING AND CARDIOVASCULAR FITNESS

Lecture 1, Lab 2.25, Units 1.75

Grade or P/NP option

This course is designed to improve the intermediate students' cardiorespiratory fitness as well as core stabilization. Ball training will provide a challenging venue to improve their strength and core stabilization. Students will challenge postural stabilization and core strength while training the upper and lower body. Proprioception training will be applied to new exercises to further challenge the intermediate student. Half of the class time will be devoted to cardiorespiratory training utilizing indoor cycling. Core stabilization, postural and kinesthetic awareness, and proprioception awareness will be trained while on and off the bike.

*Transfers to CSU, UC (unit limit)*

*NOTE: Subject to enrollment limitations within the Core Training Family. For more information, refer to page 208.*

## PEF 100CB ADVANCED CORE TRAINING AND CARDIOVASCULAR FITNESS

Lecture 1, Lab 2.25, Units 1.75

Grade or P/NP option

This course is designed to improve the advanced 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 performed at an advanced level. Half of the class time will be devoted to cardiorespiratory training while using the core musculature required for rigorous cycling. Core stabilization, postural and kinesthetic awareness, and proprioception awareness will be utilized while cycling on the bike.

*Transfers to CSU, UC (unit limit)*

*NOTE: Subject to enrollment limitations within the Core Training Family. For more information, refer to page 208.*

## PEF 100D INDOOR CYCLING

Lecture .5, Lab .75, Units .75

Grade or P/NP option

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)*

*NOTE: Subject to enrollment limitations within the Indoor Cycling Family. For more information, refer to page 208.*

## PEF 100E PRECISION HEART-RATE TRAINING

Lecture 1, Lab 1, Units 1.25

Grade or P/NP option

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)*

*NOTE: Subject to enrollment limitations within the Indoor Cycling Family. For more information, refer to page 208.*

## PEF 100F THE RIDE

Lecture 1, Lab 1, Units 1.25

Grade or P/NP option

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.*

*NOTE: Subject to enrollment limitations within the Indoor Cycling Family. For more information, refer to page 208.*

## PEF 100G BEGINNING FLEXIBILITY, STRESS REDUCTION, AND CARDIOFITNESS

Lecture 1, Lab 2.25, Units 1.75

Grade or P/NP option

This course is for the beginning student who wants to improve their flexibility and cardiovascular fitness, while practicing stress reduction techniques. Students will balance their heart-healthy workout with injury-preventing stretching, breathing, and visualizations. Cardiovascular fitness training may utilize step benches, indoor cycling, or aerobic dance in combination with flexibility and visualizations.

*Transfers to CSU, UC (unit limit)*

*NOTE: Subject to enrollment limitations within the Tai Chi and Stress Management Family. For more information, refer to page 208.*

## PEF 100GA INTERMEDIATE FLEXIBILITY, STRESS REDUCTION, AND CARDIOFITNESS

Lecture 1, Lab 2.25, Units 1.75

Grade or P/NP option

This course is designed to improve the intermediate students' cardiorespiratory fitness as well as range of motion. One third of the class time will be devoted to an intense aerobic workout that provides a challenging venue for improving strength and endurance for the intermediate level student. Modalities may include step benches, indoor cycling, or aerobic dance. One third of the class will involve flexibility practices and principles. Relaxation response will be trained while participating in a cardiovascular workout and during static and dynamic flexibility exercises. Stress reduction, visualization, and meditation will be practiced as they apply to exercise and everyday activities.

*Transfers to CSU, UC (unit limit)*

*NOTE: Subject to enrollment limitations within the Tai Chi and Stress Management Family. For more information, refer to page 208.*

## PEF 100GB ADVANCED FLEXIBILITY, STRESS REDUCTION, AND CARDIOFITNESS

Lecture 1, Lab 2.25, Units 1.75

Grade or P/NP option

This course is designed as a challenging cardiorespiratory and flexibility workout for the advanced fitness enthusiast and athletes. Students will discover how flexibility and stress reduction techniques can be an effective tool for increasing their athletic potential. One third of the class time will be devoted to an intense cardiorespiratory training while using visualization and breath techniques to reduce stress response. Breath and heart rate awareness will be utilized while participating in an intense aerobic workout, that may include cycling, aerobic dance or step bench work. One third of the class will be devoted to improving range of motion to minimize injury and improve sports specific performance. The remainder of the class will be spent in guided meditation, designed to elicit a relaxation response and reduce stress related illness and injury.

*Transfers to CSU, UC (unit limit)*

*NOTE: Subject to enrollment limitations within the Tai Chi and Stress Management Family. For more information, refer to page 208.*



**PEF 101A BODY BLAST: BEGINNING***Lecture 1, Lab 2.25, Units 1.75**Grade or P/NP option*

This course is designed for the beginning fitness enthusiast. The course will focus on foundational strength training methods utilizing dumbbells, sport cords, and therabands. This course will enhance overall muscle tone and strength.

*Transfers to CSU, UC (unit limit)*

*NOTE: Subject to enrollment limitations within the Group Resistance Training Family. For more information, refer to page 208.*

**PEF 101AA BODY BLAST: INTERMEDIATE***Lecture 1, Lab 2.25, Units 1.75**Grade or P/NP option*

This course is designed for the intermediate fitness enthusiast who chooses a more challenging strength and cardiovascular workout. The student will use heavier weights, utilizing multi-joint and single-joint exercises. Dumbbells, sports cords, and therabands will be incorporated into the workout.

*Transfers to CSU, UC (unit limit)*

*NOTE: Subject to enrollment limitations within the Group Resistance Training Family. For more information, refer to page 208.*

**PEF 101AB BODY BLAST: ADVANCED***Lecture 1, Lab 2.25, Units 1.75**Grade or P/NP option*

This course is designed for the advanced student who desires aggressive strength and aerobic training. Concepts will include eccentric training, proprioceptive training, high intensity aerobic, and core development for maximum athletic or individual performance.

*Transfers to CSU, UC (unit limit)*

*NOTE: Subject to enrollment limitations within the Group Resistance Training Family. For more information, refer to page 208.*

**PEF 101B BEGINNING CARDIOVASCULAR BODY SCULPTING***Lecture 1, Lab 2.25, Units 1.75**Grade or P/NP option*

This course is for the beginning student who would like to build cardiovascular fitness and learn a strength training program. The student will improve cardiovascular fitness and muscle tone. Students will also increase flexibility by simple stretching movements.

*Transfers to CSU, UC (unit limit)*

*NOTE: Subject to enrollment limitations within the Group Resistance Training Family. For more information, refer to page 208.*

**PEF 101BA INTERMEDIATE CARDIOVASCULAR BODY SCULPTING***Lecture 1, Lab 2.25, Units 1.75**Grade or P/NP option*

This course is for the intermediate student who would like to increase cardiovascular fitness as well as muscle hypertrophy using steps and heavier resistance equipment. Flexibility will be increased by using various flexibility techniques, as well as increasing cardiovascular endurance.

*Transfers to CSU, UC (unit limit)*

*NOTE: Subject to enrollment limitations within the Group Resistance Training Family. For more information, refer to page 208.*

**PEF 101BB ADVANCED CARDIOVASCULAR BODY SCULPTING***Lecture 1, Lab 2.25, Units 1.75**Grade or P/NP option*

This course is designed for the advanced student who has an aerobic base and is familiar with strength training methods. This course will teach advanced strength training techniques which will incorporate the eccentric and concentric concepts of muscle training. Cardiovascular training will consist of endurance and interval training to improve performance in various heart zones during aerobic and anaerobic activities.

*Transfers to CSU, UC (unit limit)*

*NOTE: Subject to enrollment limitations within the Group Resistance Training Family. For more information, refer to page 208.*

**PEF 101C PEOPLE ON WEIGHTS: BEGINNING***Lecture 1, Lab 2.25, Units 1.75**Grade or P/NP option*

This course is a group personal training workout designed for the student who would like to learn strength training techniques and concepts. This course will introduce simple strength training exercises using dumbbells, sport-cords and therabands. Included in this course will be flexibility and postural training.

*Transfers to CSU, UC (unit limit)*

*NOTE: Subject to enrollment limitations within the Group Resistance Training Family. For more information, refer to page 208.*

**PEF 101CA PEOPLE ON WEIGHTS: INTERMEDIATE***Lecture 1, Lab 2.25, Units 1.75**Grade or P/NP option*

This course is designed for the intermediate student who is familiar with strength training concepts and techniques. The student will be introduced to various resistance training systems as well as functional training. Students will be utilizing heavier resistance equipment during workouts. Postural and balance concepts will be introduced during the workout.

*Transfers to CSU, UC (unit limit)*

*NOTE: Subject to enrollment limitations within the Group Resistance Training Family. For more information, refer to page 208.*

**PEF 101CB PEOPLE ON WEIGHTS: ADVANCED***Lecture 1, Lab 2.25, Units 1.75**Grade or P/NP option*

This course is designed for the student who would like an aggressive and challenging workout. Circuit training, functional training, and core/balance training will be included in this strength training workout. Advanced training concepts will be used including eccentric, super-setting, circuit and compound resistance training systems. Hypertrophy and increased athleticism will be a benefit of this advanced course.

*Transfers to CSU, UC (unit limit)*

*NOTE: Subject to enrollment limitations within the Group Resistance Training Family. For more information, refer to page 208.*

**PEF 101D UPPER BODY AND CARDIOVASCULAR TONING***Lecture 1, Lab 1, Units 1.25**Grade or P/NP option*

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)*

*NOTE: Subject to enrollment limitations within the Group Resistance Training Family. For more information, refer to page 208.*

**PEF 101E LOWER BODY TONING AND STRENGTHENING***Lecture .5, Lab 1.5, Units 1**Grade or P/NP option*

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)*

*NOTE: Subject to enrollment limitations within the Group Resistance Training Family. For more information, refer to page 208.*

**PEF 101F INTERVAL TRAINING: BEGINNING***Lecture 1, Lab 2.25, Units 1.75**Grade or P/NP option*

This course is designed for the beginning student who would like to participate in a simple interval training workout to enhance cardiovascular and muscular strength. Beginning interval training concepts will be used during the workout.

*Transfers to CSU, UC (unit limit)*

*NOTE: Subject to enrollment limitations within the Intensive Interval Training Family. For more information, refer to page 208.*

**PEF 101FA INTERVAL TRAINING: INTERMEDIATE***Lecture 1, Lab 2.25, Units 1.75**Grade or P/NP option*

This course provides the intermediate student a structured physical conditioning program designed to increase cardio-respiratory fitness as well as improve muscular strength through an interval training concept. The intervals utilized in this class are for students who have already achieved a beginning level of fitness and can benefit from a more intense level of training.

*Transfers to CSU, UC (unit limit)*

*NOTE: Subject to enrollment limitations within the Intensive Interval Training Family. For more information, refer to page 208.*

**PEF 101FB INTERVAL TRAINING: ADVANCED***Lecture 1, Lab 2.25, Units 1.75**Grade or P/NP option*

This course is designed to enhance performance of the student practicing overload principles and advanced interval training techniques. Students will participate in a structured physical conditioning program designed to increase cardio-respiratory fitness as well as improve muscular strength. The intervals utilized in this class are for conditioned students who have already achieved an intermediate level of fitness and can benefit from a highly intense level of interval training. Tabata training may be utilized.

*Transfers to CSU, UC (unit limit)*

*NOTE: Subject to enrollment limitations within the Intensive Interval Training Family. For more information, refer to page 208.*

**PEF 101G BEGINNING STRENGTH TRAINING WITH THERABALLS AND EXERTUBES***Lecture 1, Lab 2.25, Units 1.75**Grade or P/NP option*

This course is designed for the student wishing to increase muscular and core strength. Simple resistance training techniques will be introduced while using a theraball. This course will help the beginning student feel comfortable using dumbbells, exertubes, and therabands while balancing on a theraball.

*Transfers to CSU, UC (unit limit)*

*NOTE: Subject to enrollment limitations within the Group Resistance Training Family. For more information, refer to page 208.*

**PEF 101GA INTERMEDIATE STRENGTH TRAINING WITH THERABALLS AND EXERTUBES***Lecture 1, Lab 2.25, Units 1.75**Grade or P/NP option*

This course is designed for the student who would like a more challenging workout using the theraball and other resistance equipment. Intermediate strength training exercises will be utilized as well as balance and functional exercises. This course will increase the students' balance, posture, and muscular/core strength while exercising on a theraball.

*Transfers to CSU, UC (unit limit)*

*NOTE: Subject to enrollment limitations within the Group Resistance Training Family. For more information, refer to page 208.*

**PEF 101GB ADVANCED STRENGTH TRAINING WITH THERABALLS AND EXERTUBES***Lecture 1, Lab 2.25, Units 1.75**Grade or P/NP option*

This course is designed for the advanced student who is comfortable using resistance equipment on a theraball. Advanced core and balance exercises will be utilized. Heavier resistance equipment will be used during the workouts. Balancing exercises will be used to increase agility, coordination, and proprioception. The relationship of core strength to enhanced sport performance will be discussed and practiced.

*Transfers to CSU, UC (unit limit)*

*NOTE: Subject to enrollment limitations within the Group Resistance Training Family. For more information, refer to page 208.*

**PEF 101H BALANCE AND STABILITY EXERCISE (B.A.S.E.)***Lecture 1, Lab 2.25, Units 1.75**Grade or P/NP option*

This course is designed to increase students' balance and stability as well as core/postural strength. This course will focus on simple balance/core exercises using a stability ball. Strength training will be introduced using hand weights, sport-cords, and bands.

*Transfers to CSU, UC (unit limit)*

*NOTE: Subject to enrollment limitations within the Core Training Family. For more information, refer to page 208.*

**PEF 101HA INTERMEDIATE BALANCE AND STABILITY EXERCISE (B.A.S.E.)***Lecture 1, Lab 2.25, Units 1.75**Grade or P/NP option*

This course is designed for the student who is familiar with stability exercises and seeks to further their knowledge using theraball and balance exercises. This course will focus on increasing strength in postural and core muscles. Heavier resistance tools will be utilized for increased hypertrophy. Balance will be challenged using intermediate balance concepts.

*Transfers to CSU, UC (unit limit)*

*NOTE: Subject to enrollment limitations within the Core Training Family. For more information, refer to page 208.*

**PEF 101HB ADVANCED BALANCE AND STABILITY EXERCISE (B.A.S.E.)***Lecture 1, Lab 2.25, Units 1.75**Grade or P/NP option*

This course is designed for the advanced student seeking to further their core strength using a stability ball. This course will benefit athletes who participate in specific sports. Students will learn postural sensory systems and how they relate to balance and stability. Advanced balance and core exercises/concepts will be taught. Students will increase their postural and core strength as well as their proprioception/balance for their sporting activities.

*Transfers to CSU, UC (unit limit)*

*NOTE: Subject to enrollment limitations within the Core Training Family. For more information, refer to page 208.*

**PEF 101J POWER, SPEED, AND AGILITY TRAINING 1***Lecture 1, Lab 2.25, Units 1.75**Grade or P/NP option*

In this course, students will perform a variety of basic power, speed, agility, and jumping exercises.

*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.

**NOTE:** Subject to enrollment limitations within the Intensive Interval Training Family. For more information, refer to page 208.

**PEF 101K POWER, SPEED, AND AGILITY TRAINING 2***Lecture 1, Lab 2.25, Units 1.75**Grade or P/NP option*

In this course, students will perform a variety of beginning-intermediate power, speed, agility, and jumping exercises.

*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.

**NOTE:** Subject to enrollment limitations within the Intensive Interval Training Family. For more information, refer to page 208.

**PEF 102A AEROBIC DANCE: LOW IMPACT***Lecture 1, Lab 3, Units 2**Grade or P/NP option*

This course is a regular group exercise program that promotes cardiovascular fitness, coordination, and flexibility through aerobic activities and dance step movements to music. Low-impact implies a lower intensity of movement or less aggressive workout. Topics will include cardiovascular, body composition, and flexibility wellness in addition to nutritional principles.

*Transfers to CSU, UC (unit limit)*

**NOTE:** Subject to enrollment limitations within the Aerobic Dance Family. For more information, refer to page 208.

**PEF 102B AEROBIC DANCE: HIGH IMPACT***Lecture 1, Lab 3, Units 2**Grade or P/NP option*

This course is a regular group exercise program that promotes cardiovascular fitness, coordination, and flexibility through aerobic activities and dance step movements to music. High-impact implies a greater intensity of movement or more aggressive workout. Topics will include cardiovascular, body composition, and flexibility wellness in addition to nutritional principles.

*Transfers to CSU, UC (unit limit)*

**NOTE:** Subject to enrollment limitations within the Aerobic Dance Family. For more information, refer to page 208.

**PEF 102D WORLD RHYTHMS***Lecture 1, Lab 3, Units 2**Grade or P/NP option*

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)*

**NOTE:** Subject to enrollment limitations within the Aerobic Dance Family. For more information, refer to page 208.

**PEF 102E HEART RHYTHMS***Lecture 1, Lab 3, Units 2**Grade or P/NP option*

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)*

**NOTE:** Subject to enrollment limitations within the Aerobic Dance Family. For more information, refer to page 208.

**PEF 103A BOOT CAMP (A)***Lecture .5, Lab 1, Units .75**Grade or P/NP option*

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)*

**NOTE:** Subject to enrollment limitations within the Intensive Interval Training Family. For more information, refer to page 208.

**PEF 103B BOOT CAMP (B)***Lecture .5, Lab 1.5, Units 1**Grade or P/NP option*

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)*

**NOTE:** Subject to enrollment limitations within the Intensive Interval Training Family. For more information, refer to page 208.

**PEF 104A BOX AEROBICS***Lecture 1, Lab 2.25, Units 1.75**Grade or P/NP option*

This course provides an intensive cardiovascular workout utilizing the principles and moves that boxers train with in a less combative format. Emphasis will be placed on fitness progressions and precision training used by boxers. This workout will be coupled with strength training and flexibility.

*Transfers to CSU, UC (unit limit)*

**NOTE:** Subject to enrollment limitations within the Kickboxing Family. For more information, refer to page 208.

**PEF 104B ULTRA KICKBOXING***Lecture 1, Lab 2.25, Units 1.75**Grade or P/NP option*

This course combines the punches of boxing and the kicks of martial arts into a non-contact aerobic workout and consists of aerobics with various kickboxing combinations and the use of heavy bags to strengthen muscles. Students will learn proper execution of many techniques while toning muscles.

*Transfers to CSU, UC (unit limit)*

**NOTE:** Subject to enrollment limitations within the Kickboxing Family. For more information, refer to page 208.

**PEF 104C POWERKICKBOXING***Lecture 1, Lab 2.25, Units 1.75**Grade or P/NP option*

This course combines the punches of boxing and the kicks of martial arts with the use of heavy bags to strengthen upperbody muscles. Students learn various combinations used by kickboxers in practice and competition. Emphasis is on correct technique and physical fitness.

*Transfers to CSU, UC (unit limit)*

**NOTE:** Subject to enrollment limitations within the Kickboxing Family. For more information, refer to page 208.

**PEF 104D HARD CORE KICKBOXING***Lecture 1, Lab 2.25, Units 1.75**Grade or P/NP option*

This course is designed to improve students' cardiovascular fitness as well as focusing on improving core muscle strength while participating in a fast paced cardio kickboxing workout using heavy bags. Focus is place is on strengthening the torso, abs, gluteus, and quadriceps for overall core stability and strength.

*Transfers to CSU, UC (unit limit)*

*NOTE: Subject to enrollment limitations within the Kickboxing Family. For more information, refer to page 208.*

**PEF 104E POWERSTRIKE CIRCUIT***Lecture 1, Lab 2.25, Units 1.75**Grade or P/NP option*

This fast-paced course is designed for the more advanced kickboxing student. It combines the punches of boxing and the kicks of martial arts into a non-combative 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.

*Transfers to CSU, UC (unit limit)*

*ADVISORY: PEF 104B or PEF 104C or PEF 104D or equivalent.*

*NOTE: Subject to enrollment limitations within the Kickboxing Family. For more information, refer to page 208.*

**PEF 104F CIRCUIT TRAINING 1***Lecture 1 Lab 2.25, Units 1.75**Grade or P/NP option*

This course provides an introductory level, instructor led, structured circuit training program.

*Transfers to CSU, UC (unit limit)*

*NOTE: Subject to enrollment limitations within the Intensive Interval Training Family. For more information, refer to page 208.*

**PEF 104G CIRCUIT TRAINING 2***Lecture 1 Lab 2.25, Units 1.75**Grade or P/NP option*

This course provides a beginning-intermediate level, instructor led, structured circuit training program.

*Transfers to CSU, UC (unit limit)*

*NOTE: Subject to enrollment limitations within the Intensive Interval Training Family. For more information, refer to page 208.*

**PEF 111A WALKING FOR FITNESS***Lecture .25, Lab 1.5, Units .75**Grade or P/NP option*

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)*

*NOTE: Subject to enrollment limitations within the Jogging/Running Family. For more information, refer to page 208.*

**PEF 111B BEGINNING JOGGING***Lecture .5, Lab 1, Units .75**Grade or P/NP option*

This course introduces jogging methods and concepts including exercise program development and injury prevention.

*Transfers to CSU, UC (unit limit)*

*NOTE: Subject to enrollment limitations within the Jogging/Running Family. For more information, refer to page 208.*

**PEF 111C INTERMEDIATE JOGGING***Lecture .5, Lab 1, Units .75**Grade or P/NP option*

This course includes jogging methods including an introduction to interval training. Other course topics include injury prevention and static stretching.

*Transfers to CSU, UC (unit limit)*

*NOTE: Subject to enrollment limitations within the Jogging/Running Family. For more information, refer to page 208.*

**PEF 111D TRAINING FOR A 5K***Lecture .5, Lab 1, Units .75**Grade or P/NP option*

This course provides the training, nutrition/hydration, and injury prevention information to prepare a student to complete a 5K race.

*Transfers to CSU, UC (unit limit)*

*NOTE: Subject to enrollment limitations within the Jogging/Running Family. For more information, refer to page 208.*

**PEF 111E TRAINING FOR A 10K***Lecture .5, Lab 1, Units .75**Grade or P/NP option*

This course provides the training, nutrition/hydration, and injury prevention information to prepare a student to complete a 10K race.

*Transfers to CSU, UC (unit limit)*

*NOTE: Subject to enrollment limitations within the Jogging/Running Family. For more information, refer to page 208.*

**PEF 111F TRAINING FOR A 1/2 MARATHON***Lecture .5, Lab 1, Units .75**Grade or P/NP option*

This course provides the training, nutrition/hydration, and injury prevention information to prepare a student to complete a 1/2 marathon race.

*Transfers to CSU, UC (unit limit)*

*NOTE: Subject to enrollment limitations within the Jogging/Running Family. For more information, refer to page 208.*

**PEF 111G TRAINING FOR A MARATHON***Lecture .5, Lab 1, Units .75**Grade or P/NP option*

This course provides the training, nutrition/hydration, and injury prevention information to prepare a student to complete a marathon race.

*Transfers to CSU, UC (unit limit)*

*NOTE: Subject to enrollment limitations within the Jogging/Running Family. For more information, refer to page 208.*

**PEF 116A TENNIS 1***Lecture .5, Lab 1.5, Units 1**Grade or P/NP option*

This course addresses the basic fundamental skills and techniques for the tennis strokes setup, forehand and backhand groundstroke, volley, overhead, serve, and return of serve. Additional emphasis includes terminology and etiquette.

*Transfers to CSU, UC (unit limit)*

*NOTE: Subject to enrollment limitations within the Tennis Family. For more information, refer to page 208.*

**PEF 116B TENNIS 2***Lecture .5, Lab 1.5, Units 1**Grade or P/NP option*

This course reviews the fundamental skills of Tennis 1 and builds on intermediate stroke mechanics for forehand and backhand groundstroke, volley, overhead, serve, and return of serve. Additional emphasis includes rules of the game.

*Transfers to CSU, UC (unit limit)*

*NOTE: Subject to enrollment limitations within the Tennis Family. For more information, refer to page 208.*

**PEF 116C TENNIS 3***Lecture .5, Lab 1.5, Units 1**Grade or P/NP option*

This course addresses the advanced swing and stroke mechanics and theories for forehand and backhand groundstroke, volley, overhead, serve, and return of serve. Additional topics include advanced tennis rules, definitions, terminology, and specialty shots.

*Transfers to CSU, UC (unit limit)*

*ADVISORY: PEF 116A or PEF 116B or equivalent.*

*NOTE: Subject to enrollment limitations within the Tennis Family. For more information, refer to page 208.*



**PEF 116E TENNIS 4***Lecture .5, Lab 1.5, Units 1**Grade or P/NP option*

This course addresses equipment make up, ball and racquet technology, racquet selection, and strings. Additional emphasis will be on spins created by different swings and strokes as it relates to player abilities.

*Transfers to CSU, UC (unit limit)*

*ADVISORY: PEF 116A or PEF 116B or PEF 116C or equivalent.*

*NOTE: Subject to enrollment limitations within the Tennis Family. For more information, refer to page 208.*

**PEF 116F TENNIS 5***Lecture .5, Lab 1.5, Units 1**Grade or P/NP option*

This course identifies singles and doubles strategies. Additional emphasis will be placed on video analysis of one's personal swing and stroke mechanics.

*Transfers to CSU, UC (unit limit)*

*ADVISORY: PEF 116C or PEF 116E or equivalent.*

*NOTE: Subject to enrollment limitations within the Tennis Family. For more information, refer to page 208.*

**PEF 116G TENNIS 6***Lecture .25, Lab 1.75, Units .75**Grade or P/NP option*

This course identifies different competition arrangements; singles and doubles tournaments, round robins and challenge ladder. Additional emphasis will be on refining one's match skills and abilities. Assessment of personal tennis playing characteristics will be addressed.

*Transfers to CSU, UC (unit limit)*

*ADVISORY: PEF 116E or PEF 116F or equivalent.*

*NOTE: Subject to enrollment limitations within the Tennis Family. For more information, refer to page 208.*

**PEF 117A MOUNTAIN BIKING: BEGINNING***Lecture .75, Lab 1.5, Units 1.25**Grade or P/NP option*

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)*

*NOTE: Subject to enrollment limitations within the Outdoor Cycling Family. For more information, refer to page 208.*

**PEF 117B MOUNTAIN BIKING: INTERMEDIATE***Lecture .75, Lab 1.5, Units 1.25**Grade or P/NP option*

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.*

*NOTE: Subject to enrollment limitations within the Outdoor Cycling Family. For more information, refer to page 208.*

**PEF 118A BADMINTON 1***Lecture 1, Lab 2.25, Units 1.75**Grade or P/NP option*

This course addresses the fundamental skills and techniques for the grip, serve, clear, drive, and net drop. Additional emphasis includes badminton terminology, etiquette, equipment, and scoring rules.

*Transfers to CSU, UC (unit limit)*

*NOTE: Subject to enrollment limitations within the Badminton Family. For more information, refer to page 208.*

**PEF 118B BADMINTON 2***Lecture 1, Lab 2.25, Units 1.75**Grade or P/NP option*

This course reviews the fundamental skills of badminton and builds on intermediate skills for smashes, back court drops, and smash blocks. Additional emphasis will include rules and basic positioning for single and doubles team play.

*Transfers to CSU, UC (unit limit)*

*ADVISORY: PEF 118A or equivalent.*

*NOTE: Subject to enrollment limitations within the Badminton Family. For more information, refer to page 208.*

**PEF 118C BADMINTON 3***Lecture 1, Lab 2.25, Units 1.75**Grade or P/NP option*

This course addresses advanced shot flight patterns and selections. Additional emphasis will be on singles and doubles court strategy and footwork.

*Transfers to CSU, UC (unit limit)*

*ADVISORY: PEF 118A or PEF 118B or equivalent.*

*NOTE: Subject to enrollment limitations within the Badminton Family. For more information, refer to page 208.*

**PEF 118D BADMINTON 4***Lecture 1, Lab 2.25, Units 1.75**Grade or P/NP option*

This course addresses offensive and defensive strategies and tactics that relate to singles and doubles game play.

*Transfers to CSU, UC (unit limit)*

*ADVISORY: PEF 118A or PEF 118B or PEF 118C or equivalent.*

*NOTE: Subject to enrollment limitations within the Badminton Family. For more information, refer to page 208.*

**PEF 118E BADMINTON 5***Lecture 1, Lab 2.25, Units 1.75**Grade or P/NP option*

This course identifies game play management and personal stroke mechanics via the use of video analysis feedback.

*Transfers to CSU, UC (unit limit)*

*ADVISORY: PEF 118C or PEF 118D or equivalent.*

*NOTE: Subject to enrollment limitations within the Badminton Family. For more information, refer to page 208.*

**PEF 118F BADMINTON 6***Lecture 1, Lab 2.25, Units 1.75**Grade or P/NP option*

This course is a competitive tournament style game play class. Singles and doubles competitive play will be utilized with emphasis on refining game management skills and abilities. Assessment of personal game playing characteristics will be addressed. This course addresses the basic fundamental skills and techniques for the grip, serve, clear, drive, and net drop. Additional emphasis includes badminton terminology, etiquette, equipment, and scoring rules.

*Transfers to CSU, UC (unit limit)*

*ADVISORY: PEF 118D or PEF 118E or equivalent.*

*NOTE: Subject to enrollment limitations within the Badminton Family. For more information, refer to page 208.*

**PEF 120A WEIGHT TRAINING 1***Lecture 0, Lab 2, Units .75**Grade or P/NP option*

In this course students will develop and practice an introductory level weight training program that is tailored to their goals. This course also introduces weight training principles.

*Transfers to CSU, UC (unit limit)*

*NOTE: Subject to limitations within the Weight Training Family. For more information, refer to page 208.*



**PEF 120B WEIGHT TRAINING 2***Lecture 0, Lab 3, Units 1**Grade or P/NP option*

In this course students will develop and practice a beginning-intermediate level weight training program that is tailored to their goals. This course also examines health benefits of weight training.

*Transfers to CSU, UC (unit limit)*

*NOTE: Subject to enrollment limitations within the Weight Training Family. For more information, refer to page 208.*

**PEF 120C WEIGHT TRAINING 3***Lecture 0, Lab 4, Units 1.25**Grade or P/NP option*

In this course students will develop and practice an intermediate level weight training program that is tailored to their goals. This course also focuses on guidelines for designing weight training programs.

*Transfers to CSU, UC (unit limit)*

*NOTE: Subject to enrollment limitations within the Weight Training Family. For more information, refer to page 208.*

**PEF 121A CARDIOVASCULAR CONDITIONING 1***Lecture 0, Lab 2, Units .75**Grade or P/NP option*

In this course students will develop and practice an introductory level cardiovascular exercise program that is tailored to their goals. This course also introduces cardiovascular conditioning principles.

*Transfers to CSU, UC (unit limit)*

*NOTE: Subject to enrollment limitations within the Cardiovascular Conditioning Family. For more information, refer to page 208.*

**PEF 121B CARDIOVASCULAR CONDITIONING 2***Lecture 0, Lab 3, Units 1**Grade or P/NP option*

In this course students will develop and practice a beginning level cardiovascular exercise program that is tailored to their goals. This course also introduces cardiovascular conditioning principles.

*Transfers to CSU, UC (unit limit)*

*NOTE: Subject to enrollment limitations within the Cardiovascular Conditioning Family. For more information, refer to page 208.*

**PEF 121C CARDIOVASCULAR CONDITIONING 3***Lecture 0, Lab 4, Units 1.25**Grade or P/NP option*

In this course students will develop and practice an intermediate level cardiovascular exercise program that is tailored to their goals. This course also focuses on the design of cardiovascular conditioning programs.

*Transfers to CSU, UC (unit limit)*

*NOTE: Subject to enrollment limitations within the Cardiovascular Conditioning Family. For more information, refer to page 208.*

**PEF 122A TABLE TENNIS 1***Lecture 1, Lab 2.25, Units 1.75**Grade or P/NP option*

This course introduces table tennis techniques, rules, etiquette, and equipment.

*Transfers to CSU, UC (unit limit)*

*NOTE: Subject to enrollment limitations within the Table Tennis Family. For more information, refer to page 208.*

**PEF 122B TABLE TENNIS 2***Lecture 1, Lab 2.25, Units 1.75**Grade or P/NP option*

This course covers beginning level table tennis skills, including forehand and backhand drives.

*Transfers to CSU, UC (unit limit)*

*NOTE: Subject to enrollment limitations within the Table Tennis Family. For more information, refer to page 208.*

**PEF 122C TABLE TENNIS 3***Lecture 1, Lab 2.25, Units 1.75**Grade or P/NP option*

This course covers beginning-intermediate level table tennis skills, including forehand and backhand push shots.

*Transfers to CSU, UC (unit limit)*

*NOTE: Subject to enrollment limitations within the Table Tennis Family. For more information, refer to page 208.*

**PEF 122D TABLE TENNIS 4***Lecture 1, Lab 2.25, Units 1.75**Grade or P/NP option*

This course covers intermediate level table tennis skills, including block shots.

*Transfers to CSU, UC (unit limit)*

*NOTE: Subject to enrollment limitations within the Table Tennis Family. For more information, refer to page 208.*

**PEF 122E TABLE TENNIS 5***Lecture 1, Lab 2.25, Units 1.75**Grade or P/NP option*

This course covers techniques of table tennis including intermediate-advanced level shot making and serves.

*Transfers to CSU, UC (unit limit)*

*NOTE: Subject to enrollment limitations within the Table Tennis Family. For more information, refer to page 208.*

**PEF 122F TABLE TENNIS 6***Lecture 1, Lab 2.25, Units 1.75**Grade or P/NP option*

This course covers techniques of table tennis including advanced level shot making and serves.

*Transfers to CSU, UC (unit limit)*

*NOTE: Subject to enrollment limitations within the Table Tennis Family. For more information, refer to page 208.*

**PEF 123A BASKETBALL 1***Lecture 1, Lab 2.25, Units 1.75**Grade or P/NP option*

This course introduces techniques of basketball including shooting, passing, dribbling, defense, and rebounding.

*Transfers to CSU, UC (unit limit)*

*NOTE: Subject to enrollment limitations within the Basketball Family. For more information, refer to page 208.*

**PEF 123B BASKETBALL 2***Lecture 1, Lab 2.25, Units 1.75**Grade or P/NP option*

This course covers techniques of basketball including beginning level shooting, passing, dribbling, defense, and rebounding.

*Transfers to CSU, UC (unit limit)*

*NOTE: Subject to enrollment limitations within the Basketball Family. For more information, refer to page 208.*

**PEF 123C BASKETBALL 3***Lecture 1, Lab 2.25, Units 1.75**Grade or P/NP option*

This course covers techniques of basketball including beginning-intermediate level shooting, passing, dribbling, defense, and rebounding.

*Transfers to CSU, UC (unit limit)*

*NOTE: Subject to enrollment limitations within the Basketball Family. For more information, refer to page 208.*

**PEF 123D BASKETBALL 4***Lecture 1, Lab 2.25, Units 1.75**Grade or P/NP option*

This course covers techniques of basketball including intermediate level shooting, passing, dribbling, defense, and rebounding.

*Transfers to CSU, UC (unit limit)*

*NOTE: Subject to enrollment limitations within the Basketball Family. For more information, refer to page 208.*

**PEF 123E BASKETBALL 5***Lecture 1, Lab 2.25, Units 1.75**Grade or P/NP option*

This course covers techniques of basketball including intermediate-advanced level shooting, passing, dribbling, defense, and rebounding.

*Transfers to CSU, UC (unit limit)*

*NOTE: Subject to enrollment limitations within the Basketball Family. For more information, refer to page 208.*

**PEF 123F BASKETBALL 6***Lecture 1, Lab 2.25, Units 1.75**Grade or P/NP option*

This course covers techniques of basketball including advanced shooting, passing, dribbling, defense, and rebounding.

*Transfers to CSU, UC (unit limit)*

*NOTE: Subject to enrollment limitations within the Basketball Family. For more information, refer to page 208.*

**PEF 124A VOLLEYBALL 1***Lecture 1, Lab 2.25, Units 1.75**Grade or P/NP option*

This course addresses the fundamental skills and techniques for the volleyball forearm pass, set, serve, spike and block. Additional emphasis includes beginner level game play that applies the basic etiquette, rules, strategies, and scoring in volleyball.

*Transfers to CSU, UC (unit limit)*

*NOTE: Subject to enrollment limitations within the Volleyball Family. For more information, refer to page 208.*

**PEF 124B VOLLEYBALL 2***Lecture 1, Lab 2.25, Units 1.75**Grade or P/NP option*

This course reviews and builds upon the fundamental skills through court coverage drills and game play. Additional emphasis includes beginning level volleyball related physical fitness development.

*Transfers to CSU, UC (unit limit)*

*ADVISORY: PEF 124A or equivalent.*

*NOTE: Subject to enrollment limitations within the Volleyball Family. For more information, refer to page 208.*

**PEF 124C VOLLEYBALL 3***Lecture 1, Lab 2.25, Units 1.75**Grade or P/NP option*

This course addresses the intermediate level skills of the volley, forearm pass, set, serve, spike and block. Additional emphasis includes the application of team building skills development through skills and game play.

*Transfers to CSU, UC (unit limit)*

*ADVISORY: PEF 124A or PEF 124B course or equivalent.*

*NOTE: Subject to enrollment limitations within the Volleyball Family. For more information, refer to page 208.*

**PEF 124D VOLLEYBALL 4***Lecture 1, Lab 2.25, Units 1.75**Grade or P/NP option*

This course reviews and builds upon the intermediate level volleyball skills through advanced court coverage skills and game play. Additional emphasis includes intermediate level volleyball related physical fitness and development.

*Transfers to CSU, UC (unit limit)*

*ADVISORY: PEF 124A or PEF 124B or PEF 124C or equivalent.*

*NOTE: Subject to enrollment limitations within the Volleyball Family. For more information, refer to page 208.*

**PEF 124E VOLLEYBALL 5***Lecture 1, Lab 2.25, Units 1.75**Grade or P/NP option*

This course addresses the advanced level skills of the volley, forearm pass, set, serve, spike and block during drills and game play. Additional emphasis includes advanced level volleyball related physical fitness and development. Video analysis will be used for the breakdown of skills and techniques.

*Transfers to CSU, UC (unit limit)*

*ADVISORY: PEF 124C or PEF 125D or equivalent.*

*NOTE: Subject to enrollment limitations within the Volleyball Family. For more information, refer to page 208.*

**PEF 124F VOLLEYBALL 6***Lecture 1, Lab 2.25, Units 1.75**Grade or P/NP option*

This course reviews and builds upon the advanced level volleyball skills through court coverage drills and game play. Major emphasis will be on tactics and strategies related to tournament level competition.

*Transfers to CSU, UC (unit limit)*

*ADVISORY: PEF 124D or PEF 124E or equivalent.*

*NOTE: Subject to enrollment limitations within the Volleyball Family. For more information, refer to page 208.*

**PEF 125A GOLF 1***Lecture .5, Lab 1.5, Units 1**Grade or P/NP option*

This course addresses the fundamental skills and techniques for the golf setup, putting, chipping, pitching, and full swing. Additional emphasis includes golf terminology and etiquette.

*Transfers to CSU, UC (unit limit)*

*NOTE: Subject to enrollment limitations within the Golf Family. For more information, refer to page 208.*

**PEF 125B GOLF 2***Lecture .5 Lab 1.5, Units 1**Grade or P/NP option*

This course reviews the fundamental skills of golf and builds on the mechanics for putting, chipping, pitching, and full swing. Additional emphasis includes rules of the game.

*Transfers to CSU, UC (unit limit)*

*ADVISORY: PEF 125A or equivalent.*

*NOTE: Subject to enrollment limitations within the Golf Family. For more information, refer to page 208.*

**PEF 125C GOLF 3***Lecture .5, Lab 1.5, Units 1**Grade or P/NP option*

This course builds on one's mechanics for putting, chipping, pitching, and full swing. Theories related to each of these skills will be addressed. Additional swing mechanics include sand play. Advanced golf rules, definitions, and terminology will be emphasized.

*Transfers to CSU, UC (unit limit)*

*ADVISORY: PEF 125A or PEF 125B or equivalent.*

*NOTE: Subject to enrollment limitations within the Golf Family. For more information, refer to page 208.*

**PEF 125D GOLF 4***Lecture .5, Lab 1.5, Units 1**Grade or P/NP option*

This course continues to build on setup and swing mechanics for putting, chipping, pitching, and full-swing. It also addresses equipment makeup, technology, club selection and utilization. Additional emphasis will be on ball flight laws as it relates to player mis-hits and shot shaping.

*Transfers to CSU, UC (unit limit)*

*ADVISORY: PEF 125A or PEF 125B or PEF 125C or equivalent.*

*NOTE: Subject to enrollment limitations within the Golf Family. For more information, refer to page 208.*

**PEF 125E GOLF 5***Lecture .5, Lab 1.5, Units 1**Grade or P/NP option*

This course identifies course management strategies for putting, chipping, pitching, driving, approach shots, and sand play. Additional emphasis will be placed on video analysis of one's personal swing mechanics in order to fine tune the movement.

*Transfers to CSU, UC (unit limit)*

**ADVISORY:** PEF 125A or PEF 125B or PEF 125C or PEF 125D or equivalent.

**NOTE:** Subject to enrollment limitations within the Golf Family. For more information, refer to page 208.

**PEF 125F GOLF 6***Lecture .25, Lab 1.75, Units .75**Grade or P/NP option*

This course is an on-course golf playing management class. Individual and team type games will be utilized with emphasis on refining one's game management skills and abilities. Assessment of personal golf playing characteristics will be addressed. Note: Typical week - one day is for working on skills, the other day is a 9 hole on-course play.

*Transfers to CSU, UC (unit limit)*

**ADVISORY:** PEF 125D and PEF 125E or equivalent.

**NOTE:** Subject to enrollment limitations within the Golf Family. For more information, refer to page 208.

**PEF 125G DISC GOLF - BEGINNING***Lecture .25, Lab .75, Units .5**Grade or P/NP option*

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 (unit limit)*

**NOTE:** Subject to enrollment limitations within the Golf Family. For more information, refer to page 208.

**PEF 126A PICKLEBALL 1***Lecture 1, Lab 2.25, Units 1.75**Grade or P/NP option*

This course introduces the game of pickleball. Grip, stance, footwork, and shot-making will be introduced. Etiquette and rules will be covered. The course includes game play and instructional drills.

*Transfers to CSU, UC (unit limit)*

**NOTE:** Subject to enrollment limitations within the Pickleball Family. For more information, refer to page 208.

**PEF 126B PICKLEBALL 2***Lecture 1, Lab 2.25, Units 1.75**Grade or P/NP option*

This course introduces the basic techniques for the game of pickleball. Shot-making and tactics will be introduced. The course includes game play and instructional drills.

*Transfers to CSU, UC (unit limit)*

**NOTE:** Subject to enrollment limitations within the Pickleball Family. For more information, refer to page 208.

**PEF 126C PICKLEBALL 3***Lecture 1, Lab 2.25, Units 1.75**Grade or P/NP option*

This course includes beginning/intermediate shot-making techniques for the game of pickleball. Forehand and backhand ground strokes and volleys will be emphasized. The course includes game play and instructional drills.

*Transfers to CSU, UC (unit limit)*

**NOTE:** Subject to enrollment limitations within the Pickleball Family. For more information, refer to page 208.

**PEF 126D PICKLEBALL 4***Lecture 1, Lab 2.25, Units 1.75**Grade or P/NP option*

This course includes intermediate shot-making techniques for the game of pickleball. Volleys, dinks, and deep serves will be emphasized. The course includes game play and instructional drills.

*Transfers to CSU (unit limit)*

**NOTE:** Subject to enrollment limitations within the Pickleball Family. For more information, refer to page 208.

**PEF 126E PICKLEBALL 5***Lecture 1, Lab 2.25, Units 1.75**Grade or P/NP option*

This course includes intermediate/advanced shot-making techniques for the game of pickleball. Diagonal dinks and the third shot drop will be emphasized. The course includes game play and instructional drills.

*Transfers to CSU (unit limit)*

**NOTE:** Subject to enrollment limitations within the Pickleball Family. For more information, refer to page 208.

**PEF 126F PICKLEBALL 6***Lecture 1, Lab 2.25, Units 1.75**Grade or P/NP option*

This course includes advanced shot-making techniques for the game of pickleball. The course includes game play and instructional drills.

*Transfers to CSU (unit limit)*

**NOTE:** Subject to enrollment limitations within the Pickleball Family. For more information, refer to page 208.

**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***Lecture 1, Lab 3, Units 2**Grade or P/NP option*

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.

*Transfers to CSU, UC (unit limit)*

**NOTE:** Subject to enrollment limitations within the Soccer Family. For more information, refer to page 208.

**PEF 135F SOCCER 1***Lecture 1, Lab 3, Units 2**Grade or P/NP option*

This course addresses the fundamental skills and techniques for push pass, trapping, dribbling, throw-ins and tackling. Additional emphasis includes terminology, etiquette, sportsmanship, and field space.

*Transfers to CSU, UC (unit limit)*

**NOTE:** Subject to enrollment limitations within the Soccer Family. For more information, refer to page 208.

**PEF 135G SOCCER 2***Lecture 1, Lab 3, Units 2**Grade or P/NP option*

This course reviews the fundamental skills addressed in Soccer 1. Intermediate skills and techniques for chipping, crossing, shooting, and heading will be addressed. Additional emphasis includes rules of the game.

*Transfers to CSU, UC (unit limit)*

**ADVISORY:** PEF 135F or equivalent.

**NOTE:** Subject to enrollment limitations within the Soccer Family. For more information, refer to page 208.

**PEF 135H SOCCER 3***Lecture 1, Lab 3, Units 2**Grade or P/NP option*

This course addresses team systems of play. Advanced skills in shooting, heading, goalkeeping, and set plays will be addressed.

*Transfers to CSU, UC (unit limit)*

**ADVISORY:** PEF 135F or PEF 135G or equivalent.

**NOTE:** Subject to enrollment limitations within the Soccer Family. For more information, refer to page 208.

**PEF 135J SOCCER 4***Lecture 1, Lab 3, Units 2**Grade or P/NP option*

This course addresses different styles of international play. Individual and team attacking and defensive styles will be addressed. Additional emphasis will look at national and cultural heritages and their influence on the world game.

*Transfers to CSU, UC (unit limit)*

**ADVISORY:** PEF 135G or PEF 135H or equivalent.

**NOTE:** Subject to enrollment limitations within the Soccer Family. For more information, refer to page 208.

**PEF 135K SOCCER 5***Lecture 1, Lab 3, Units 2**Grade or P/NP option*

This course addresses personal shot making abilities and team game tactics and strategies and includes the use of video analysis.

*Transfers to CSU, UC (unit limit)*

**ADVISORY:** PEF 135H or PEF 135J or equivalent.

**NOTE:** Subject to enrollment limitations within the Soccer Family. For more information, refer to page 208.

**PEF 135L SOCCER 6***Lecture 1, Lab 3, Units 2**Grade or P/NP option*

This course is a competitive tournament style game play class. Emphasis is on refining one's game management skills and abilities. Individual playing characteristics will also be addressed.

*Transfers to CSU, UC (unit limit)*

**ADVISORY:** PEF 135J or PEF 135K or equivalent.

**NOTE:** Subject to enrollment limitations within the Soccer Family. For more information, refer to page 208.

**PEF 135M FUTSAL***Lecture 1, Lab 2.25, Units 1.75**Grade or P/NP option*

Futsal is a variant of association football/soccer. The surface, ball, and rules differences create an emphasis on improvisation, creativity, and technique as well as ball control and passing in small spaces.

*Transfers to CSU, UC (unit limit)*

**NOTE:** Subject to enrollment limitations within the Soccer Family. For more information, refer to page 208.

**PEF 136E SAND VOLLEYBALL: COMPETITIVE***Lecture .25, Lab .75, Units .5**Grade or P/NP option*

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 124A, 124C, 124E or equivalent.

**NOTE:** Subject to enrollment limitations within the Volleyball Family. For more information, refer to page 208.

**PEF 140A HATHA YOGA: BEGINNING***Lecture 1, Lab 2.25, Units 1.75**Grade or P/NP option*

This course introduces students to the science and practice of Hatha Yoga. This includes posture training and exercises designed to achieve strength, flexibility and proper body alignment. Emphasis will also be placed on 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)*

**NOTE:** Subject to enrollment limitations within the Yoga Family. For more information, refer to page 208.

**PEF 140B HATHA YOGA: INTERMEDIATE***Lecture 1 Lab 2.25, Units 1.75**Grade or P/NP option*

In this course, students will have the opportunity to further their knowledge and learn more intermediate techniques of yoga. More challenging postures and exercises designed to increase strength, flexibility and stamina will be presented. Emphasis will be on fine-tuning proper body alignment, along with variations and modifications for safety. Intermediate meditation, breathing, and relaxation techniques for reduction of stress and tension will also be offered. Special focus will be placed on methods to further integrate these tools into all areas of daily life.

*Transfers to CSU, UC (unit limit)*

**ADVISORY:** PEF 140A or equivalent.

**NOTE:** Subject to enrollment limitations within the Yoga Family. For more information, refer to page 208.

**PEF 140C ASTANGA YOGA: BEGINNING***Lecture 1, Lab 2.25, Units 1.75**Grade or P/NP option*

This course introduces the student to the science and practice of the Ashtanga 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 Ashtanga Yoga and how they might be applied to a modern, western lifestyle.

*Transfers to CSU, UC (unit limit)*

**ADVISORY:** PEF 140A or PEF 140B or PEF 140E or PEF 140F or equivalent.

**NOTE:** Subject to enrollment limitations within the Yoga Family. For more information, refer to page 208.

**PEF 140D ASTANGA YOGA: INTERMEDIATE***Lecture 1, Lab 2.25, Units 1.75**Grade or P/NP option*

This course furthers the study and practice of the Ashtanga Primary Series of Yoga. This is a specific sequence of poses that takes a minimum of one-hour and forty-five minutes to complete. Shorter variations of the sequence will also be presented to support consistent home practice. Focus will be placed on learning the poses and sequence of the second half of the series, and practicing the entire series while fine tuning proper body alignment and breathing. This practice is designed to further develop strength, flexibility, stamina, and concentration. Emphasis will also be placed on intermediate meditation, breathing, and relaxation techniques for reduction of stress and tension. Special focus will be placed on methods to further integrate these tools into all areas of daily life.

*Transfers to CSU, UC (unit limit)*

**ADVISORY:** PEF 140C or equivalent.

**NOTE:** Subject to enrollment limitations within the Yoga Family. For more information, refer to page 208.



**PEF 140E VINYASA YOGA: BEGINNING***Lecture 1, Lab 2.25, Units 1.75**Grade or P/NP option*

This course introduces the student to the practice of Vinyasa style yoga. The practice links yoga poses in a series of movements that are synchronized with the breath. Vinyasa offers an ever-changing variety of poses, sequences, and pace designed to reduce stress while increasing muscle strength, endurance, and flexibility. Attention will be placed on transitions between poses, proper body alignment, and pose modifications while maintaining consistent breath. Emphasis will also be placed on meditation, relaxation, and breathing techniques for reduction of stress and tension. Special focus will be placed on methods to incorporate these tools in all areas of daily life.

*Transfers to CSU, UC (unit limit)*

*NOTE: Subject to enrollment limitations within the Yoga Family. For more information, refer to page 208.*

**PEF 140F VINYASA YOGA: INTERMEDIATE***Lecture 1, Lab 2.25, Units 1.75**Grade or P/NP option*

This course furthers the study and practice of Vinyasa style yoga and introduces intermediate poses. The practice links yoga poses in a series of movements that are synchronized with the breath. Intermediate Vinyasa offers an ever-changing variety of poses and sequences designed to further reduce stress while advancing muscle strength, endurance, and flexibility. Attention will be focused on transitions between poses, proper body alignment, and pose modifications while maintaining consistent breath. Emphasis will also be placed on intermediate meditation, relaxation, and breathing techniques for reduction of stress and tension. Special focus will be placed on methods to incorporate these tools in all areas of daily life.

*Transfers to CSU, UC (unit limit)*

*NOTE: Subject to enrollment limitations within the Yoga Family. For more information, refer to page 208.*

**PEF 143B STRETCHING AND RELAXATION TECHNIQUES***Lecture 1, Lab 2.25, Units 1.75**Grade or P/NP option*

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)*

*NOTE: Subject to enrollment limitations within the Tai Chi and Stress Management Family. For more information, refer to page 208.*

**PEF 143C BREATH AND MEDITATION***Lecture 1, Lab 1, Units 1.25**Grade or P/NP option*

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.*

*NOTE: Subject to enrollment limitations within the Tai Chi and Stress Management Family. For more information, refer to page 208.*

**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.

*ADVISORY: If certain medical conditions exist, a physician's note may be required.*

*NOTE: This course is repeatable.***PEF 551 FITNESS FOR LIFE (ADULT WELLNESS II)***Hours per Week: 3*

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.

*ADVISORY: If certain medical conditions exist, a physician's note may be required.*

*NOTE: This course is repeatable.***PEF 552 WELLNESS AND HEALTH FOR THE OLDER ADULT***Hours per Week: 4*

This course covers wellness and health for older adults. The course includes nutrition, stress management, disease prevention and management, and physical conditioning programs specifically designed for the older adult. Personalized wellness and health programs will be designed and implemented.

*NOTE: This course is repeatable.*



## PHYSICAL EDUCATION - HEALTH

### ASSOCIATE DEGREE FOR TRANSFER

A transfer degree is also available in the field of Kinesiology, see page 94.

### EMPLOYABLE SKILLS CERTIFICATE

A Personal Trainer Certification employable skills certificate is available. For requirements, see page 126.

### PEH 100 PERSONAL HEALTH AND WELLNESS

Lecture 4, Lab 0, Units 4

Grade only

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

Grade only

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

Grade or P/NP option

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

Grade or P/NP option

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

Grade only

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 FOR TRANSFER

A transfer degree is also available in the field of Kinesiology, see page 93.

### EMPLOYABLE SKILLS CERTIFICATE

Employable skills certificates are available in Personal Trainer Certification and Physical Therapy Aide. For requirements, see pages 124 and 125.

### PET 100 INTRODUCTION TO EXERCISE SCIENCE

Lecture 4, Lab 0, Units 4

Grade or P/NP option

This course introduces students to exercise physiology and its relationship to health, fitness, and performance. The course also introduces students to how the body's systems, such as cardiovascular and muscular, respond and adapt to exercise.

*Transfers to CSU, UC (unit limit)*

### PET 101 EXERCISE PROGRAM DESIGN

Lecture 4, Lab 0, Units 4

Grade or P/NP option

This course focuses on the art and science of exercise program design for athletic and fitness populations. Teaching cues and techniques for resistance and cardiovascular exercise are examined.

*Transfers to CSU*

### PET 102A CARE AND PREVENTION OF ATHLETIC INJURIES

Lecture 4, Lab 0, Units 4

Grade or P/NP option

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, UC (unit limit)*

### PET 103 FITNESS ASSESSMENT

Lecture 2, Lab 0, Units 2

Grade or P/NP option

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 104 INTRODUCTION TO KINESIOLOGY

Lecture 4, Lab 0, Units 4

Grade or P/NP option

This course is an introduction to the interdisciplinary approach to the study of human movement. An overview of the importance of the sub-disciplines in kinesiology will be discussed along with career opportunities in the areas of teaching, sport and coaching, allied health, and fitness professions.

*Transfers to CSU, UC (unit limit)*

C-ID: KIN 100

### PET 106 FIRST AID AND CPR

Lecture 4, Lab 0, Units 4

Grade or P/NP option

This course involves the theory and detailed demonstration of first aid care for the injured. Students will learn to assess a victim's condition and incorporate proper treatment. American Red Cross First Aid, cardiopulmonary resuscitation (CPR), and automatic external defibrillator (AED) certifications will be issued upon successful completion of course requirements.

*Transfers to CSU*

C-ID: KIN 101

### 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 101.

### PHS 102 SURVEY OF CONCEPTS IN CHEMISTRY AND PHYSICS

Lecture 4, Lab 3, Units 5

This course investigates the basic principles of physics and chemistry including matter, physical and chemical properties, energy, motion, light, atomic structure, bonding, solutions, and chemical reactions. The interdependence of chemistry and physics will be emphasized. This course is intended for non-science majors.

Transfers to CSU, UC

**PREREQUISITE:** MAT 152B with a grade of "C" or better or equivalent or appropriate skills demonstrated through the math assessment process.

C-ID: PHYS 140

### PHS 111 ASTRONOMY

Lecture 4, Lab 0, Units 4

Grade only

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 117 OCEANOGRAPHY

Lecture 4, Lab 3, Units 5

Grade or P/NP option

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 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 101.

### PHY 104 GENERAL PHYSICS I

Lecture 4, Lab 3, Units 5

Grade only

This course is the first in a sequence intended for students not majoring in physics or engineering but needing a one year course in physics as a requirement for their major program. The course is part of a three-quarter sequence. Core topics include an introduction to kinematics, dynamics, work and energy, and momentum.

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.

C-ID: PHYS 100S = PHY 104 + PHY 105 + PHY 106

### PHY 105 GENERAL PHYSICS II

Lecture 4, Lab 3, Units 5

Grade only

This course is the second in a sequence intended for students not majoring in physics or engineering but needing a one year course in physics as a requirement for their major program. The course is part of a three-quarter sequence. Core topics include an introduction to simple harmonic motion, mechanical waves and sound, fluids, laws of thermodynamics, heat engines, kinetic theory, and entropy.

Transfers to CSU, UC (course limit)

**PREREQUISITE:** PHY 104 with a grade of "C" or better or equivalent.

C-ID: PHYS 100S = PHY 104 + PHY 105 + PHY 106

### PHY 106 GENERAL PHYSICS III

Lecture 4, Lab 3, Units 5

Grade only

This course is the third in a sequence intended for students not majoring in physics or engineering but needing a one year course in physics as a requirement for their major program. The course is part of a three-quarter sequence. Core topics include an introduction to electrostatics, magnetism, DC circuits, optics and modern physics.

Transfers to CSU, UC (course limit)

**PREREQUISITE:** PHY 105 with a grade of "C" or better or equivalent.

C-ID: PHYS 100S = PHY 104 + PHY 105 + PHY 106

### PHY 107 GENERAL PHYSICS (CALCULUS) – MECHANICS

Lecture 5, Lab 3, Units 6

Grade only

This course is the first in a sequence intended for students majoring in physical sciences and engineering. It is part of a four-quarter sequence. Core topics include an introduction to translational and rotational kinematics, dynamics, Newton's laws, work and energy, momentum, and gravitation.

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.

C-ID: PHYS 200S = PHY 107 + PHY 108 + PHY 207 + PHY 208

**PHY 108 GENERAL PHYSICS (CALCULUS) - WAVES, THERMODYNAMICS, AND LIGHT***Lecture 5, Lab 3, Units 6**Grade only*

This course is the second in a sequence intended for students majoring in physical sciences and engineering. It is part of a four-quarter sequence. Core topics include an introduction to fluids, simple harmonic motion, mechanical waves and sound, thermodynamics.

*Transfers to CSU, UC (course limit)*

**PREREQUISITE:** MAT 106 and PHY 107 with a grade of "C" or better or equivalent.

**COREQUISITE:** MAT 107 or equivalent. Prior completion of MAT 107 with a grade of "C" or better also satisfies this corequisite.

C-ID: PHYS 200S = PHY 107 + PHY 108 + PHY 207 + PHY 208

**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 5, Lab 3, Units 6**Grade only*

This course is the third in a sequence intended for students majoring in physical sciences and engineering. It is part of a four-quarter sequence. Core topics include an introduction to electrostatics, magnetism, DC and AC circuits, and Maxwell's equations.

*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.

C-ID: PHYS 200S = PHY 107 + PHY 108 + PHY 207 + PHY 208

**PHY 208 GENERAL PHYSICS (CALCULUS) - OPTICS AND MODERN PHYSICS***Lecture 5, Lab 3, Units 6**Grade only*

This course is the fourth in a sequence intended for students majoring in physical sciences and engineering. It is part of a four-quarter sequence. Core topics include an introduction to optics and modern physics.

*Transfers to CSU, UC (course limit)*

**PREREQUISITE:** PHY 207 or equivalent with a grade of "C" or better. MAT 202 or equivalent or appropriate skills demonstrated through the math assessment process.

C-ID: PHYS 200S = PHY 107 + PHY 108 + PHY 207 + PHY 208

**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 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 103.

**POL 101 INTRODUCTION TO AMERICAN GOVERNMENT AND POLITICS***Lecture 4, Lab 0, Units 4**Grade only*

This course is a study of the formation and development of the United States' national government, the Constitution, and the national government's organization, function, and powers. Particular attention is given to the study of political behavior, public policy and social movements. Emphasis will be given to California state and local government as examples of Federalism.

*Transfers to CSU, UC*

**ADVISORY:** ENG 101 or equivalent.

C-ID: POLS 110

**POL 107 INTRODUCTION TO POLITICAL THEORY***Lecture 4, Lab 0, Units 4**Grade only*

This course examines the major political theories and ideologies from the ancient period to the present. The course includes an analysis of Western political philosophy and the central thinkers, themes, concepts and ideas in relation to origin of systems of governance.

*Transfers to CSU, UC**ADVISORY: ENG 101 or equivalent.*

C-ID: POLS 120

**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 204 INTRODUCTION TO INTERNATIONAL RELATIONS***Lecture 4, Lab 0, Units 4**Grade only*

This is a survey of the historical development of the modern nation-state system and world politics. Focus is given to the historical development of major theories and concepts within International Relations, as well as the international, national, sub-national and transnational actors and their institutions, interactions and processes.

*Transfers to CSU, UC**ADVISORY: ENG 101 or equivalent.*

C-ID: POLS 140

**POL 206 INTRODUCTION TO COMPARATIVE GOVERNMENT AND POLITICS***Lecture 4, Lab 0, Units 4**Grade only*

This course is a comparative analysis of different kinds of political systems, including their history, political institutions, processes and policies, the environments in which they occur, and their consequences.

*Transfers to CSU, UC**ADVISORY: ENG 101 or equivalent.*

C-ID: POLS 130

**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 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**

A degree is offered in the field of Social Science. For major requirements, see page 103. A transfer degree is also available in the field of Psychology, see page 102.

**PSY 101 GENERAL PSYCHOLOGY***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

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.*

C-ID: PSY 110



## PSY 102/ECE 102 CHILD AND ADOLESCENT GROWTH AND DEVELOPMENT

Lecture 4, Lab 0, Units 4

Grade or P/NP option

This course examines the major physical, psychosocial, and cognitive/language developmental milestones for children, both typical and atypical, from conception through adolescence. There will be an emphasis on interactions between maturational processes and environmental factors. While studying developmental theory and investigative research methodologies, students will observe children, evaluate individual differences, and analyze characteristics of development at various stages. This course is cross-listed with ECE 102.

Transfers to CSU, UC

ADVISORY: ENG 101 or equivalent.

C-ID: CDEV 100

C-ID: PSY 180 = PSY 102 + PSY 103

## PSY 103 ADULT DEVELOPMENT

Lecture 4, Lab 0, Units 4

Grade or P/NP option

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.

C-ID: PSY 180 = PSY 102 + PSY 103

## PSY 104 SOCIAL PSYCHOLOGY

Lecture 4, Lab 0, Units 4

Grade or P/NP option

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.

C-ID: PSY 170

## PSY 106 HUMAN SEXUALITY

Lecture 4, Lab 0, Units 4

Grade only

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

Grade or P/NP option

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: ENG 101 and PSY 101 or equivalent.

## PSY 108 HEALTH PSYCHOLOGY

Lecture 4, Lab 0, Units 4

Grade or P/NP option

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, the individual in the treatment setting, and management of chronic and terminal illness. The relationship between emotional, behavioral, and cognitive factors in well-being will also be explored.

Transfers to CSU, UC

ADVISORY: PSY 101 or equivalent.

## PSY 109 LIFESPAN DEVELOPMENT

Lecture 4, Lab 0, Units 4

Grade or P/NP option

This course is designed to provide an overview of human development from conception through the lifespan. The emphasis will be on the practical application of developmental principles. Theories and research of physical, cognitive, personality, and social development are examined, as well as attention to developmental problems.

Transfers to CSU, UC

ADVISORY: ENG 101 or equivalent.

## PSY 111 PSYCHOLOGY OF PERSONAL GROWTH

Lecture 4, Lab 0, Units 4

Grade or P/NP option

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: ENG 101 and PSY 101 or equivalent.

## PSY 113 PSYCHOLOGY OF HUMAN RELATIONS

Lecture 4, Lab 0, Units 4

Grade or P/NP option

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: ENG 101 and PSY 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**Grade or P/NP option*

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: ENG 101 and PSY 101 or equivalent.***PSY 210 INTRODUCTION TO BIOLOGICAL PSYCHOLOGY***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

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**PREREQUISITE: PSY 101 with a grade of "C" or better or equivalent.**ADVISORY: ENG 101 or equivalent.*

C-ID: PSY 150

**PSY 211 RESEARCH METHODS AND DESIGN***Lecture 4, Lab 3, Units 5**Grade or P/NP option*

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, and ethical considerations when conducting research.

*Transfers to CSU, UC**PREREQUISITE: MAT 201 and PSY 101 with a grade of "C" or better or equivalent.**ADVISORY: ENG 101 or equivalent.*

C-ID: PSY 205B

C-ID: SOCI 120

**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.

**REAL ESTATE****EMPLOYABLE SKILLS CERTIFICATE**

An employable skills certificate is available in the field of Real Estate. For requirements, see page 128.

**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**Grade or P/NP option*

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. Each 50 hours of paid work equals one quarter unit. Each 40 hours of non-paid work equals one quarter unit.

*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.*

*NOTE: Refer to page 251 for more information on how these units combine with WKX 101 to get the maximum number of units.*

**RES 133 INTERNSHIP - OCCUPATIONAL WORK EXPERIENCE***Lecture 0, Lab 0, Units 1-6**Grade or P/NP option*

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. Each 50 hours of paid work equals one quarter unit. Each 40 hours of non-paid work equals one quarter unit.

*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.*

*NOTE: Refer to page 251 for more information on how these units combine with WKX 102 to get the maximum number of units.*

**RES 151 CALIFORNIA REAL ESTATE PRINCIPLES***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

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 one of three required by the California Department of Real Estate prior to being licensed by the State of California as a real estate salesperson.

*ADVISORY: One of the additional two courses required by the Department of Real Estate State is Real Estate Practice (RES 155). It is recommended students complete either Real Estate Finance (RES 154) or Legal Aspects of Real Estate (RES 152) as the elective course.*

**RES 152 LEGAL ASPECTS OF REAL ESTATE***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

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**Grade or P/NP option*

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**Grade or P/NP option*

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**Grade or P/NP option*

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**Grade or P/NP option*

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 161 CALIFORNIA REAL ESTATE SALESPERSON EXAM PREP COURSE***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

This course prepares students for the California state licensing exam for the Salesperson License. This instructionally designed course combines solid industry principles with the latest state-specific information students need to pass the California sales person licensing exam. In this course, students will take practice exams and review the principles of real property law, land use controls, environmental issues and how real property is legally described. Students will also review the rights and interests received in real property as an owner or a tenant, how they are properly recorded, and how ownership is transferred.

*ADVISORY: RES 151 and RES 155 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.

**RECREATION****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.

## RELIGION

### REL 103 WORLD RELIGIONS

Lecture 4, Lab 0, Units 4

Grade or P/NP option

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, Jainism, Taoism, Confucianism, Sikhism, Judaism, Christianity, and Islam will be studied.

Transfers to CSU, UC

ADVISORY: ENG 101 or equivalent.

### REL 107 THE PRINCIPLE TEACHINGS OF BUDDHISM

Lecture 4, Lab 0, Units 4

Grade or P/NP option

This course will present the principle teachings and philosophies of Buddhism. The three Paths of Buddhism, Theravada, Mahayana and Vajrayana Buddhism will be studied. Students will examine concepts such as "The Three Principle Paths," "Higher Knowledge" (Abhidharmakosha), meditation, karma, and role of the Dalai Lama. Students will also compare and contrast Buddhism with other major religions of the world.

Transfers to CSU, UC

ADVISORY: ENG 101 or equivalent.

### 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 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.

## SOCIOLOGY

### ASSOCIATE DEGREE FOR TRANSFER

A transfer degree is offered in the field of Sociology. For major requirements, see page 104.

### SOC 101 INTRODUCTION TO SOCIOLOGY

Lecture 4, Lab 0, Units 4

Grade or P/NP option

This course is an introduction to the basic principles of sociological inquiry. The course includes analysis of social structures and social behavior, including socialization, culture, social institutions, groups, race, class, gender, deviance, the family, stratification, 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.

C-ID: SOCI 110



**SOC 102 MARRIAGE, FAMILIES, AND INTIMATE RELATIONSHIPS***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

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, romantic love, 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.*

C-ID: SOCI 130

**SOC 103 SOCIAL PROBLEMS***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

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, terrorism, medical crises, crimes against the environment, and white-collar crime. Emphasis will also include the dynamics of the social construction of social problems and debates related to addressing and solving social problems.

*Transfers to CSU, UC**ADVISORY: ENG 101 or equivalent.*

C-ID: SOCI 115

**SOC 104 DEVIANCE***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

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, the media, and popular culture will also be a special focus.

*Transfers to CSU, UC**ADVISORY: ENG 101 or equivalent.***SOC 106 CRIME AND SOCIETY***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

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, terrorism, cyber 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 and popular culture.

*Transfers to CSU, UC**ADVISORY: ENG 101 or equivalent.*

C-ID: SOCI 160

**SOC 107 RACE AND ETHNIC RELATIONS***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

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.*

C-ID: SOCI 150

**SOC 111 SOCIOLOGY OF POPULAR CULTURE***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

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**Grade or P/NP option*

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.*

C-ID: SOCI 140

**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 / ASSOCIATE DEGREE FOR TRANSFER

Degree is offered in the field of Spanish. For major requirements, see pages 105 A transfer degree in Spanish is also available, see page 107.

### CERTIFICATE OF ACHIEVEMENT

A Certificate of Achievement is offered in the field of Spanish. For requirements, see page 121.

**COURSES IN THIS SUBJECT AREA AVAILABLE FOR CREDIT BY EXAMINATION ARE AS FOLLOWS: SPA 101, 102, 103.**

### SPA 101 ELEMENTARY SPANISH I

Lecture 5, Lab 0, Units 5

Grade or P/NP option

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

C-ID: SPAN 100 = SPA 101 + SPA 102

### SPA 102 ELEMENTARY SPANISH II

Lecture 5, Lab 0, Units 5

Grade or P/NP option

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.

C-ID: SPAN 100 = SPA 101 + SPA 102

C-ID: SPAN 110 = SPA 102 + SPA 103

### SPA 103 ELEMENTARY SPANISH III

Lecture 5, Lab 0, Units 5

Grade or P/NP option

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.

C-ID: SPAN 110 = SPA 102 + SPA 103

### SPA 105 INTERMEDIATE SPANISH ORAL PROFICIENCY

Lecture 3, Lab 0, Units 3

Grade or P/NP option

This course emphasizes the development of 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, UC

PREREQUISITE: SPA 103 with a grade of "C" or better or equivalent.

### SPA 110 HISPANIC CIVILIZATION AND CULTURE

Lecture 4, Lab 0, Units 4

Grade or P/NP option

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

Grade or P/NP option

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

Grade or P/NP option

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**Grade or P/NP option*

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**Grade or P/NP option*

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**P/NP only*

This course is designed to complement vocabulary and concepts presented in low 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**P/NP only*

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**P/NP only*

This course is designed to complement vocabulary and concepts presented in high 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**P/NP only*

This course is designed to complement vocabulary and concepts presented in low 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**P/NP only*

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**P/NP only*

This course is designed to complement vocabulary and concepts presented in high 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**P/NP only*

This course is designed to complement vocabulary and concepts presented in low advanced 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**P/NP only*

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 210 or equivalent.***SPA 157J CONVERSATION EXPANDED EXPERIENCE - HIGH ADVANCED***Lecture 1, Lab 0, Units 1**P/NP only*

This course is designed to complement vocabulary and concepts presented in high advanced Spanish grammar classes and to assist students in acquiring practical advanced conversational skills in Spanish.

*ADVISORY: SPA 211 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 201 INTERMEDIATE SPANISH I***Lecture 5, Lab 0, Units 5**Grade or P/NP option*

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.**C-ID: SPAN 200 = SPA 201 + SPA 202***SPA 202 INTERMEDIATE SPANISH II***Lecture 5, Lab 0, Units 5**Grade or P/NP option*

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.**C-ID: SPAN 200 = SPA 201 + SPA 202**C-ID: SPAN 210 = SPA 202 + SPA 203*

**SPA 203 INTERMEDIATE SPANISH III***Lecture 5, Lab 0, Units 5**Grade or P/NP option*

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 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.**C-ID: SPAN 210 = SPA 202 + SPA 203***SPA 210 ADVANCED SPANISH GRAMMAR AND COMPOSITION I***Lecture 5, Lab 0, Units 5**Grade or P/NP option*

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**Grade or P/NP option*

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**Grade or P/NP option*

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, SPA 210, or SPA 211 with a grade of "C" or better or equivalent.***SPA 220B INTERMEDIATE SPANISH FOR HERITAGE SPEAKERS AND TWO-WAY IMMERSION II***Lecture 6, Lab 0, Units 6**Grade or P/NP option*

This course continues to provide instruction that builds upon the existing reading, writing, speaking, and listening skills and the cultural heritage and knowledge of these students. This course will continue to increase awareness of linguistic registers, discuss items beyond the familiar routine, and expand upon the appreciation for Hispanic cultures as manifested in Spanish-speaking countries and in the United States. This course is conducted entirely in Spanish.

*Transfers to CSU, UC**PREREQUISITE: SPA 220A with a grade of "C" or better or equivalent.**C-ID: SPAN 230 = SPA 220B***SPA 221A SPANISH FOR HERITAGE AND BILINGUAL SPEAKERS 1A***Lecture 3, Lab 0, Units 3**Grade or P/NP option*

This course is designed for heritage and bilingual speakers and other linguistically qualified students. It is the first course of its series. The course provides instruction that builds upon the existing reading, writing, speaking, and listening skills and the cultural heritage and knowledge of these students. The course will increase awareness of linguistic registers, discuss items beyond the familiar routine, and develop an appreciation for Hispanic cultures as manifested in Spanish-speaking countries and in the United States. This course is conducted entirely in Spanish.

*Transfers to CSU**PREREQUISITE: SPA 103 with a grade of "C" or better or equivalent.***SPA 221B SPANISH FOR HERITAGE AND BILINGUAL SPEAKERS 1B***Lecture 3, Lab 0, Units 3**Grade or P/NP option*

This course is designed for heritage speakers and other linguistically qualified students. It is the second course of its series. The course provides instruction that builds upon the existing reading, writing, speaking, and listening skills and the cultural heritage and knowledge of these students. The course will increase awareness of linguistic registers, discuss items beyond the familiar routine, and develop an appreciation for Hispanic cultures as manifested in Spanish-speaking countries and in the United States. This course is conducted entirely in Spanish.

*Transfers to CSU**PREREQUISITE: SPA 103 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 (ISSI)

### SPA 121A ISSI: LOW BEGINNING

Lecture 2.5, Lab 0, Units 2.5

P/NP only

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

P/NP only

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

P/NP only

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

P/NP only

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

P/NP only

This course is for students who have had one year of college Spanish or the equivalent. Topics include a review of reflexive verbs and reflexive pronouns and the 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 122C ISSI: INTERMEDIATE - LEVEL II

Lecture 2.5, Lab 0, Units 2.5

P/NP only

This course, a continuation of SPA 122B: ISSI Intermediate, is designed to continue building grammatical structures that focus on speaking, reading, writing, and understanding. Topics include a review of the present tense and a comparison of the present and present progressive tenses. Students will review the preterite and imperfect tenses, compare and contrast the preterite and imperfect tenses, and be introduced to additional uses in more complex sentences. New vocabulary and grammatical structures will be presented and developed in conversational and written contexts.

Transfers to CSU

ADVISORY: SPA 122B with a grade of "P" or one year of college-level Spanish or equivalent.

### SPA 122CA ISSI: INTERMEDIATE - LEVEL III

Lecture 2.5, Lab 0, Units 2.5

P/NP only

This course is a continuation of SPA 122C: ISSI Intermediate Level II. It is designed to continue building grammatical structures that focus on speaking, reading, writing, and understanding at a higher intermediate level. The course is designed as a bridge to build the skills necessary to advance to the high intermediate level. Students will review the structure and uses of preterite and imperfect tenses and compare and contrast the preterite and imperfect tenses at more advanced and complex levels. Students will be introduced to additional uses, triggers, and time cues for the preterite/imperfect tenses. Uses of "se", direct and indirect pronouns, roots and endings, and prepositions will be covered. New vocabulary will be introduced and grammatical structures will be presented and developed in conversational and written contexts.

Transfers to CSU

ADVISORY: SPA 122C with a grade of "P" or one year of college-level Spanish or equivalent.

### SPA 122D ISSI: HIGH INTERMEDIATE

Lecture 2.5, Lab 0, Units 2.5

P/NP only

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, review and compare preterite and imperfect tenses, 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 122E ISSI: HIGH INTERMEDIATE - LEVEL II

Lecture 2.5, Lab 0, Units 2.5

P/NP only

This course, a continuation of SPA122D: ISSI High Intermediate, is for students with one to two years of Spanish at the college level or the equivalent. This course will provide a review and an in-depth comparison of preterite and imperfect tenses, will further develop the subjunctive mood, and will expand preposition usage and past tense time expressions. New vocabulary will be presented and developed in conversational and academic contexts. Complex structures will be introduced, and difficult grammatical items will be reviewed and new items introduced. This course is conducted almost entirely in Spanish.

Transfers to CSU

ADVISORY: SPA 122D with a grade of "P" or one year of college-level Spanish or equivalent.



**SPA 122EA ISSI: HIGH INTERMEDIATE - LEVEL III***Lecture 2.5, Lab 0, Units 2.5*

This course is a continuation of SPA 122E: ISSI High Intermediate Level II. This course will provide a review of the preterite and imperfect tenses, expand the uses of preterite and imperfect, and apply and use these in more complex sentence structures. The present subjunctive will be reviewed and expanded uses and triggers will be introduced. Expanded uses of prepositions, pronouns, and other difficult grammar items will be reviewed and new items introduced. New vocabulary will be presented and developed in conversational and academic contexts.

*Transfers to CSU*

**ADVISORY:** SPA 122E 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**P/NP only*

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**P/NP only*

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. Students will read and discuss short literature passages. 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**P/NP only*

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**P/NP only*

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**P/NP only*

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 subjects are 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 154A ISSI: REINFORCING GRAMMATICAL CONCEPTS AND STRUCTURES - LEVEL 1***Lecture .5, Lab 0, Units .5**P/NP only*

In this course, 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 high beginning to intermediate students who need to brush up on these beginning level "power" verbs and expressions.

**ADVISORY:** SPA 121B with a grade of "P" or equivalent.

**SPA 154B ISSI: REINFORCING GRAMMATICAL CONCEPTS AND STRUCTURES - LEVEL 2***Lecture .5, Lab 0, Units .5**P/NP only*

In this course, students will study the differences between the two main past tenses. 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. Advanced level students will benefit from this grammar course.

**ADVISORY:** SPA 122D with a grade of "P" or equivalent.

**SPA 154C ISSI: COMMUNICATIVE CONVERSATIONAL SPANISH VOCABULARY - BEGINNING***Lecture .5, Lab 0, Units .5**P/NP only*

This course will equip students with the necessary vocabulary and grammar tools to communicate at the beginning level in Spanish. 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***Lecture .5, Lab 0, Units .5**P/NP only*

In this course, students will learn to recognize and solve key translation 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.



**SPA 154F ISSI: SPANISH SLANG, JARGON, AND STREET LANGUAGE***Lecture .5, Lab 0, Units .5**P/NP only*

In this course, students will 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. The course will offer insights into the roots of Spanish-speaking cultures. This will be 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**P/NP only*

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.

**SPA 154M ISSI: REINFORCING GRAMMATICAL CONCEPTS AND STRUCTURES - LOW BEGINNING TO BEGINNING***Lecture .5, Lab 0, Units .5**P/NP only*

This course is for the low beginning to beginning student. The course will methodically provide an in-depth look at Spanish verb conjugation.

**SPA 154P ISSI: CONVERSATIONAL SCENARIOS I: HIGH BEGINNING AND LOW INTERMEDIATE***Lecture .5, Lab 0, Units .5**P/NP only*

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.

*ADVISORY: SPA 121B or SPA 156AA with a grade of "P" or equivalent.*

**SPA 154Q ISSI: CONVERSATIONAL SCENARIOS II: INTERMEDIATE AND HIGH INTERMEDIATE***Lecture .5, Lab 0, Units .5**P/NP only*

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.

*ADVISORY: SPA 122A or SPA 156C with a grade of "P" or equivalent.*

**SPA 154R ISSI: INCREASE SPANISH PROFICIENCY THROUGH INTERACTIVE STORIES***Lecture .5, Lab 0, Units .5**P/NP only*

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 156CC ISSI: SMALL GROUP CONVERSATION - INTERMEDIATE***Lecture .5, Lab 0, Units .5**P/NP only*

This course introduces students to conversational communication strategies while building oral proficiency skills in a small group situation with a Spanish speaking group leader. 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 122A with a grade of "P" or the equivalent.*

**SPA 156CD ISSI: SMALL GROUP CONVERSATION - INTERMEDIATE LEVEL II***Lecture .5, Lab 0, Units .5*

This small group conversation course introduces students to communication strategies used while building their oral proficiency skills. 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 the equivalent.*

**SPA 156CE ISSI: SMALL GROUP CONVERSATION - INTERMEDIATE LEVEL III***Lecture .5, Lab 0, Units .5**P/NP only*

This small group conversation course introduces students to communication strategies used while building their oral proficiency skills. 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 156CD with a grade of "P" or the equivalent.*

**SPA 156D ISSI: SMALL GROUP CONVERSATION - HIGH INTERMEDIATE***Lecture .5, Lab 0, Units .5**P/NP only*

This course introduces students to communication strategies used while building their oral proficiency skills in a small group situation 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 156DA ISSI: SMALL GROUP CONVERSATION - HIGH INTERMEDIATE - LEVEL II***Lecture .5, Lab 0, Units .5**P/NP only*

This small group conversation course introduces students to communication strategies used while building their oral proficiency skills. 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 the equivalent.*

**SPA 156DB ISSI: SMALL GROUP CONVERSATION - HIGH INTERMEDIATE - LEVEL III***Lecture .5, Lab 0, Units .5**P/NP only*

This small group conversation course introduces students to communication strategies used while building their oral proficiency skills. 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 156DA with a grade of "P" or the equivalent.*

**SPA 156E ISSI: SMALL GROUP CONVERSATION - LOW ADVANCED***Lecture .5, Lab 0, Units .5**P/NP only*

This course introduces students to communication strategies used while building their oral proficiency skills in a small group situation 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**P/NP only*

This course introduces students to communication strategies used while building their oral proficiency skills in a small group situation 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**P/NP only*

This course introduces students to communication strategies used while building their oral proficiency skills in a small group situation 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**P/NP only*

This course introduces students to communication strategies used while building their oral proficiency skills in a small group situation 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**P/NP only*

This course introduces students to communication strategies used while building their oral proficiency skills in a small group situation 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**P/NP only*

This course introduces students to communication strategies used while building their oral proficiency skills in a small group situation 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 156GH ISSI: SMALL GROUP CONVERSATION - HIGH SUPERIOR LEVEL II***Lecture .5, Lab 0, Units .5**P/NP only*

This small group conversation course introduces students to communication strategies used while building their oral proficiency skills. 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 156GG with a grade of "P" or equivalent.

**SPA 160H ISSI: MULTI-LEVEL CALL (COMPUTER-ASSISTED LANGUAGE LEARNING - PC)***Lecture .5, Lab 0, Units .5**P/NP only*

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 methods 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: HIGH BEGINNING TO INTERMEDIATE***Lecture .5, Lab 0, Units .5**P/NP only*

This course is 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 and Spanish.

ADVISORY: SPA 121B with a grade of "P" or equivalent.

**SPA 181D ISSI: SPANISH FOR THE MEDICAL PROFESSION: HIGH INTERMEDIATE TO HIGH SUPERIOR***Lecture .5, Lab 0, Units .5**P/NP only*

This course is designed to improve oral and written 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.

ADVISORY: Recommend one year of college-level Spanish or equivalent.

**SPA 182 ISSI: COMPARATIVE GRAMMAR: BEGINNING TO HIGH BEGINNING***Lecture .5, Lab 0, Units .5**P/NP only*

This course is for the beginning to high beginning student. 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.

ADVISORY: SPA 121A with a grade of "P" or equivalent.

**SPA 183A ISSI: BREAKING OUT OF BEGINNER'S SPANISH***Lecture .5, Lab 0, Units .5**P/NP only*

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, traditional phrases, space fillers, clarification words and expressions 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 183B ISSI: BREAKING OUT OF INTERMEDIATE SPANISH***Lecture .5, Lab 0, Units .5**P/NP only*

This course is a continuation of SPA 183A: ISSI Breaking Out of Beginner's Spanish. This course is for the student who has knowledge of spoken Spanish at the intermediate level and is continuing to work on language skills to sound more like a native speaker of Spanish. Transition words, traditional phrases, space fillers, clarification words and expressions will be reviewed and developed, and new vocabulary and structures 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: One year of college level Spanish or ISSI SPA 183A.*

**SPA 184A ISSI: COMPARATIVE GRAMMAR: HIGH BEGINNING TO INTERMEDIATE***Lecture .5, Lab 0, Units .5**P/NP only*

This course will focus on the versatility of the present tense and develop the students' oral communication skills by expanding their understanding and usage of this tense.

*ADVISORY: SPA 121B with a grade of "P" or equivalent.*

**SPA 185A ISSI: COMPARATIVE GRAMMAR: HIGH INTERMEDIATE TO SUPERIOR***Lecture .5, Lab 0, Units .5**P/NP only*

This course will compare and contrast 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**P/NP only*

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**P/NP only*

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**P/NP only*

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: THE POWER OF PROPER PRONUNCIATION IN SPANISH***Lecture .5, Lab 0, Units .5**P/NP only*

This course will provide Spanish pronunciation skills that will help students be better understood and increase their ability to listen and understand the spoken language and increase fluency. It will assist the student in improving written Spanish skills. Topics will include mouth position, vowel sounds, consonant changes, the importance of syllables, stress placement, intonation, and transitioning of words. Practice will include rhythm of the language to more authentically sound like a native speaker. Some English will be used during the course.

**SPA 189 ISSI: LANGUAGE AND CULTURE THROUGH ZUMBA***Lecture .5, Lab 0, Units .5**P/NP only*

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 199A ISSI: SPANISH COMMUNICATIVE INTERACTIVE CONVERSATION COURSE (SCICC): THE DIFFICULT TRIP: BEGINNING LEVELS***Lecture .25, Lab 0, Units .25**P/NP only*

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, or SPA 121B, or SPA 121D, or equivalent, or concurrent enrollment in SPA 121A, or SPA 121B, or SPA 121D.*

**SPA 199D ISSI: SPANISH COMMUNICATIVE INTERACTIVE CONVERSATION COURSE (SCICC): THE DIFFICULT TRIP: INTERMEDIATE LEVELS***Lecture .25, Lab 0, Units .25**P/NP only*

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, or SPA 122A, or SPA 122B, or SPA 122D, or SPA 199A, or equivalent, or concurrent enrollment in SPA 122A, or SPA 122B, or SPA 122D.*

**SPA 199H ISSI: SPANISH COMMUNICATIVE INTERACTIVE CONVERSATION COURSE (SCICC): THE DIFFICULT TRIP: ADVANCED LEVELS**

Lecture .25, Lab 0, Units .25

P/NP only

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, or SPA 123A, or SPA 123B, or SPA 123D, or SPA 199D, or equivalent, or concurrent enrollment in SPA 123A, or SPA 123B, or SPA 123D.

## SPEECH

**SPE 101 PUBLIC SPEAKING**

Lecture 4, Lab 0, Units 4

Grade or P/NP option

This course offers instruction on the theories and techniques of public speaking in a democratic society. Topics covered will include the discovery, development, and criticism of ideas in public discourse. Students will engage in research, reasoning, organization, composition, presentation, and evaluation of various types of speeches, including informative and persuasive speeches.

Transfers to CSU, UC

ADVISORY: ENG 152 or equivalent.

C-ID: COMM 110

**SPE 102 INTERCULTURAL COMMUNICATIONS**

Lecture 4, Lab 0, Units 4

Grade or P/NP option

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

Grade or P/NP option

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

**ENROLLMENT LIMITATIONS:**

An *enrollment* occurs when a student is currently registered for a course or has previously received a transcribed symbol such as a grade or a "W." Enrollment does not include previous attempts which resulted in a drop with no record. Courses within the individual families that were previously completed with a grade of "C" or better cannot be repeated, unless specifically noted. A maximum of 6 enrollments are allowed within any individual Family.\*

**Acting Family:** THE 105A, 105B, 105E

**Improvisation Family:** THE 108A, 108B, 108C

**Musical Theatre Performance Family:** THE 135A\*, 135B\*, 135C\*, 135D\*

**New Play Development Family:** THE 115A

**Play Performance Family:** THE 134A\*, 134B\*, 134C\*, 134D\*

**Technical Theatre: Stage Production Family:** THE 136A\*, 136B\*, 136C\*, 136D\*

\*Repeatable course.

*NOTE: Family lists above do not include special topic courses. Special topic courses that are included in a particular family will count towards the maximum enrollment limit within that family.*

*For additional information on enrollment limitations, refer to page 132.*

**THE 101 INTRODUCTION TO THEATRE**

Lecture 4, Lab 0, Units 4

Grade or P/NP option

This course focuses on the relationship of theatre to various cultures throughout history, and on the contributions of significant individual artists. This course introduces students to elements of the production process including playwriting, acting, directing, design, and criticism. Students will also survey different periods, styles, and genres of theatre through play reading, discussion, films, and viewing and critiquing live theatre, including required attendance of theatre productions.

Transfers to CSU, UC

C-ID: THTR 111



**THE 105A INTRODUCTION TO ACTING***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

This course presents the fundamentals of the acting process to students with little or no acting experience. Focus will be on participation as students learn, through individual and group exercises, scene and monologue work, while exploring the process all actors go through in approaching a role. Students will also explore methods for approaching text and be given a basic understanding of the acting profession.

*Transfers to CSU, UC*

*NOTE: Subject to enrollment limitations within the Acting Family. For more information, refer to page 238.*

**THE 105B INTERMEDIATE ACTING***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

This course builds a foundation beyond the basics in theories and techniques of acting by exploring greater depths in the acting process, with strong emphasis on script, character analysis, and interpretation. Recommended for students with previous acting experience.

*Transfers to CSU, UC*

*ADVISORY: Completion of THE 105A with a letter grade of "C" or better or equivalent.*

*NOTE: Subject to enrollment limitations within the Acting Family. For more information, refer to page 238.*

**THE 105D ACTING STYLES: SHAKESPEARE***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

This course explores the unique demands associated with performing Shakespeare's plays and sonnets through research, exercises, scene study, and in-class scene and monologue rehearsal and performance. Previous acting experience is recommended.

*Transfers to CSU, UC*

*ADVISORY: Completion of THE 105A with a grade of "C" or better, or equivalent.*

*NOTE: Subject to enrollment limitations within the Acting Family. For more information, refer to page 238.*

**THE 105E ACTING STYLES: BEGINNING MUSICAL THEATRE TECHNIQUES***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

This course explores the development of the beginning fundamentals of acting and singing for musical theatre through exercises, audition techniques, solo and group performances.

*Transfers to CSU, UC*

*NOTE: Subject to enrollment limitations within the Acting Family. For more information, refer to page 238.*

**THE 106A VOICE AND DICTION FOR THE STAGE***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

This course presents principles of voice and speech for the stage including breathing, relaxation, resonance, enunciation, articulation, projection, expressiveness, and vocal characterization. Students will be introduced to the International Phonetic Alphabet (IPA). This course will enhance any student's vocal ability whether a serious acting student or nonperformer.

*Transfers to CSU, UC***THE 108A BEGINNING IMPROVISATION***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

This course introduces the basic principles and practices of improvisation. Students will focus on the development of spontaneity, character, story development, and developing group consciousness and trust work toward ensemble techniques as they pertain to the creation of improvised scenes and games. This course is recommended for performers of all levels.

*Transfers to CSU, UC*

*NOTE: Subject to enrollment limitations within the Improvisation Family. For more information, refer to page 238.*

**THE 108B INTERMEDIATE IMPROVISATION***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

This course further develops skill sets for improvisation with an emphasis on creating characters, improving skills in spontaneity, and learning more complex scene structure as it relates to improvisational performance.

*Transfers to CSU, UC**PREREQUISITE: Audition.*

*NOTE: Subject to enrollment limitations within the Improvisation Family. For more information, refer to page 238.*

**THE 108C ADVANCED IMPROVISATION***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

This course develops improvisation techniques directed toward live performance, as well as music improvisation, and three-person and ensemble scenes. Students will plan and design an improvisation performance for a live audience. This course is recommended for actors with some experience in acting and improvisation.

*Transfers to CSU, UC**PREREQUISITE: Audition.*

*NOTE: Subject to enrollment limitations within the Improvisation Family. For more information, refer to page 238.*

**THE 110 STUDY OF LIVE THEATRE***Lecture .5, Lab 1.5, Units 1**Grade or P/NP option*

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***THE 112A HISTORY OF FILM: BEGINNINGS TO 1945***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

This course is a 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**Grade or P/NP option*

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**Grade or P/NP option*

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**Grade or P/NP option*

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 115A INTRODUCTION TO PLAYWRITING***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

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*

*NOTE: Subject to enrollment limitations within the New Play Development Family. For more information, refer to page 238.*

**THE 116 FILM APPRECIATION***Lecture 4, Lab 0, Units 4**Grade or P/NP option*

This course surveys the motion picture both as a medium of mass communication and as a developing art form. Representative feature films will be analyzed as to genre, technique, aesthetics, and sociological impact.

*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**Grade or P/NP option*

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. Each 50 hours of paid work equals one quarter unit. Each 40 hours of non-paid work equals one quarter unit.

*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.*

*NOTE: Refer to page 251 for more information on how these units combine with WKX 101 to get the maximum number of units.*

**THE 133 INTERNSHIP - OCCUPATIONAL WORK****EXPERIENCE***Lecture 0, Lab 0, Units 1-6**Grade or P/NP option*

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. Each 50 hours of paid work equals one quarter unit. Each 40 hours of non-paid work equals one quarter unit.

*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.*

*NOTE: Refer to page 251 for more information on how these units combine with WKX 102 to get the maximum number of units.*

**THE 134A PLAY REHEARSAL AND PERFORMANCE (A)***Lecture 0, Lab 3, Units 1**Grade or P/NP option*

This course focuses on acting as it emphasizes rehearsal techniques for the public performance of a play. Enrollment in this play rehearsal and performance course aligns with the size of the acting role assigned through the audition process. This course culminates in the production of and performance in a stage play. Auditions are required before registration.

*Transfers to CSU, UC**PREREQUISITE: Successful audition.*

*NOTE: This course is repeatable subject to enrollment limitations within the Play Performance Family. For more information, refer to page 238.*

**THE 134B PLAY REHEARSAL AND PERFORMANCE (B)***Lecture 1, Lab 3, Units 2**Grade or P/NP option*

This course focuses on acting as it emphasizes rehearsal techniques for the public performance of a play. Enrollment in this play rehearsal and performance course aligns with the size of the acting role assigned through the audition process. This course culminates in the production of and performance in a stage play. Auditions are required before registration.

*Transfers to CSU, UC**PREREQUISITE: Successful audition.*

*NOTE: This course is repeatable subject to enrollment limitations within the Play Performance Family. For more information, refer to page 238.*

**THE 134C PLAY REHEARSAL AND PERFORMANCE (C)***Lecture 1, Lab 6, Units 3**Grade or P/NP option*

This course focuses on acting as it emphasizes rehearsal techniques for the public performance of a play. Enrollment in this play rehearsal and performance course aligns with the size of the acting role assigned through the audition process. This course culminates in the production of and performance in a stage play. Auditions are required before registration.

*Transfers to CSU, UC**PREREQUISITE: Successful audition.*

*NOTE: This course is repeatable subject to enrollment limitations within the Play Performance Family. For more information, refer to page 238.*

**THE 134D PLAY REHEARSAL AND PERFORMANCE (D)***Lecture 1, Lab 9, Units 4**Grade or P/NP option*

This course focuses on acting as it emphasizes rehearsal techniques for the public performance of a play. Enrollment in this play rehearsal and performance course aligns with the size of the acting role assigned through the audition process. This course culminates in the production of and performance in a stage play. Auditions are required before registration.

*Transfers to CSU, UC*

**PREREQUISITE:** Successful audition.

**NOTE:** This course is repeatable subject to enrollment limitations within the Play Performance Family. For more information, refer to page 238.

### THE 135A MUSICAL THEATRE REHEARSAL AND PERFORMANCE (A)

*Lecture 0, Lab 3, Units 1*

*Grade or P/NP option*

This course focuses on performance as it emphasizes rehearsal techniques for the public presentation of a musical theatre production. Enrollment in this musical theatre rehearsal and performance course aligns with the size of the acting role assigned through the audition process. This course culminates in the production of and performance in a musical. Auditions are required before registration.

*Transfers to CSU, UC*

**PREREQUISITE:** Successful audition.

**NOTE:** This course is repeatable subject to enrollment limitations within the Musical Theatre Performance Family. For more information, refer to page 238.

### THE 135B MUSICAL THEATRE REHEARSAL AND PERFORMANCE (B)

*Lecture 1, Lab 3, Units 2*

This course focuses on performance as it emphasizes rehearsal techniques for the public presentation of a musical theatre production. Enrollment in this musical theatre rehearsal and performance course aligns with the size of the acting role assigned through the audition process. This course culminates in the production of and performance in a musical. Auditions are required before registration.

*Transfers to CSU, UC*

**PREREQUISITE:** Successful audition.

**NOTE:** This course is repeatable subject to enrollment limitations within the Musical Theatre Performance Family. For more information, refer to page 238.

### THE 135C MUSICAL THEATRE REHEARSAL AND PERFORMANCE (C)

*Lecture 1, Lab 6, Units 3*

*Grade or P/NP option*

This course focuses on performance as it emphasizes rehearsal techniques for the public presentation of a musical theatre production. Enrollment in this musical theatre rehearsal and performance course aligns with the size of the acting role assigned through the audition process. This course culminates in the production of and performance in a musical. Auditions are required before registration.

*Transfers to CSU, UC*

**PREREQUISITE:** Successful audition.

**NOTE:** This course is repeatable subject to enrollment limitations within the Musical Theatre Performance Family. For more information, refer to page 238.

### THE 135D MUSICAL THEATRE REHEARSAL AND PERFORMANCE (D)

*Lecture 1, Lab 9, Units 4*

*Grade or P/NP option*

This course focuses on performance as it emphasizes rehearsal techniques for the public presentation of a musical theatre production. Enrollment in this musical theatre rehearsal and performance course aligns with the size of the acting role assigned through the audition process. This course culminates in the production of and performance in a musical. Auditions are required before registration.

*Transfers to CSU, UC*

**PREREQUISITE:** Successful audition.

**NOTE:** This course is repeatable subject to enrollment limitations within the Musical Theatre Performance Family. For more information, refer to page 238.

### THE 136A TECHNICAL THEATRE: STAGE PRODUCTION (A)

*Lecture 0, Lab 3, Units 1*

*Grade or P/NP option*

This course provides hands-on backstage technical preparation for the current stage production, including scenery construction, lighting, sound, props, stage management, running crew, makeup, and costumes. Enrollment in this technical theatre stage production course is based on the assessment of applicable skills as determined through the interview process.

*Transfers to CSU, UC*

**PREREQUISITE:** Successful interview.

**NOTE:** This course is repeatable subject to enrollment limitations within the Technical Theatre: Stage Production Family. For more information, refer to page 238.

### THE 136B TECHNICAL THEATRE: STAGE PRODUCTION (B)

*Lecture 1, Lab 3, Units 2*

This course provides hands-on backstage technical preparation for the current stage production, including scenery construction, lighting, sound, props, stage management, running crew, makeup, and costumes. Enrollment in this technical theatre stage production course is based on the assessment of applicable skills as determined through the interview process.

*Transfers to CSU, UC*

**PREREQUISITE:** Successful interview.

**NOTE:** This course is repeatable subject to enrollment limitations within the Technical Theatre: Stage Production Family. For more information, refer to page 238.

### THE 136C TECHNICAL THEATRE: STAGE PRODUCTION (C)

*Lecture 1 Lab 6, Units 3*

*Grade or P/NP option*

This course provides hands-on backstage technical preparation for the current stage production, including scenery construction, lighting, sound, props, stage management, running crew, makeup, and costumes. Enrollment in this technical theatre stage production course is based on the assessment of applicable skills as determined through the interview process.

*Transfers to CSU, UC*

**PREREQUISITE:** Successful interview.

**NOTE:** This course is repeatable subject to enrollment limitations within the Technical Theatre: Stage Production Family. For more information, refer to page 238.

### THE 136D TECHNICAL THEATRE: STAGE PRODUCTION (D)

Lecture 1, Lab 9, Units 4

Grade or P/NP option

This course provides hands-on backstage technical preparation for the current stage production, including scenery construction, lighting, sound, props, stage management, running crew, makeup, and costumes. Enrollment in this technical theatre stage production course is based on the assessment of applicable skills as determined through the interview process.

*Transfers to CSU, UC*

**PREREQUISITE:** Successful interview.

**NOTE:** This course is repeatable subject to enrollment limitations within the Technical Theatre: Stage Production Family. For more information, refer to page 238.

## 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 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 & OUTDOOR LEADERSHIP

## ASSOCIATE DEGREE

A new degree will soon be offered in the field of Wilderness Education and Outdoor Leadership. For major requirements and areas of concentration, see page 108.

## CERTIFICATE OF ACHIEVEMENT

A new Certificate of Achievement will soon be offered in the field of Wilderness Education and Outdoor Leadership. For requirements and areas of concentration, see page 124.

## EMPLOYABLE SKILLS CERTIFICATE

Employable skills certificates are available in the field of Wilderness Education and Outdoor Leadership: Climbing Instructor, Basic Mountain Guide, Basic Ski Guide, Ski or Snowboard Instructor, Whitewater Rafting Guide, Sea Kayaking Guide, Search and Rescue, Wilderness Naturalist, and Wilderness Medicine. For requirements, see page 128-130.

## ENROLLMENT LIMITATIONS:

An *enrollment* occurs when a student is currently registered for a course or has previously received a transcribed symbol such as a grade or a "W." Enrollment does not include previous attempts which resulted in a drop with no record. Courses within the individual families that were previously completed with a grade of "C" or better cannot be repeated, unless specifically noted. A maximum of 6 enrollments are allowed within any individual Family.\*

**Backcountry Ski/Snowboard Family:** WLD 125A, 125B, 125C, 126A, 126B, 126C

**Cross Country Skiing Family:** WLD 122C, 122D, 122F

**Hiking/Backpacking Family:** WLD 114B, 137C

**Mountaineering Family:** WLD 117A, 117B

**Rock Climbing Family:** WLD 120A, 120B, 120C, 120D

**Sea Kayaking Family:** WLD 146A, 146B, 146C

**Snowshoeing Family:** WLD 121

**Telemark Skiing Family:** WLD 124A, 124AA, 124D

**Whitewater Family:** WLD 140A, 140B, 140C

**NOTE:** Family lists above do not include special topic courses. Special topic courses that are included in a particular family will count towards the maximum enrollment limit within that family.

For additional information on enrollment limitations, refer to page 132.

## WLD 100 FOUNDATIONS OF RECREATION LAND MANAGEMENT

Lecture 3, Lab 0, Units 3

Grade or P/NP option

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**Grade or P/NP option*

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 studies, and experiential education will be investigated.

*Transfers to CSU***WLD 102 INTRODUCTION TO SEARCH AND RESCUE***Lecture 2, Lab 0, Units 2**Grade or P/NP option*

This course will introduce students to the fundamentals of search and rescue (SAR). Particular attention will be given to the Incident Command System (ICS), radio communications, legal issues and commonly used equipment. This course is designed to prepare students to take the written portions of the National Association for Search and Rescue (NASAR) Search and Rescue Technician (SARTECH) III and II exams.

*Transfers to CSU***WLD 103 FUNDAMENTALS OF WILDERNESS EDUCATION AND OUTDOOR LEADERSHIP***Lecture 4.5, Lab 0, Units 4.5**Grade or P/NP option*

This course is designed to introduce students to wilderness education and outdoor leadership as a professional practice. Students will examine the broad scope of the profession while exploring its value to society. Emphasis is placed on the theory and practice of outdoor leadership. Topics include historical and philosophical foundations of outdoor recreation and education, theories of leadership, judgment and decision making, teaching and facilitation, safety and risk management, and environmental stewardship. In addition to class time, this course includes two field components; 1) the course will include participation in a challenge course experience, and 2) the course will include participation in a service learning experience.

*Transfers to CSU*

**ADVISORY:** This course will require active participation on a challenge course and service learning project.

**WLD 104 FUNDAMENTALS OF OUTDOOR LEADERSHIP***Lecture 2, Lab 2.25, Units 2.75**Grade or P/NP option*

In this course students will learn and practice outdoor leadership. Topics include Leave No Trace (LNT) 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 four day backpacking experience. Instruction will be both classroom and field-based.

*Transfers to CSU, UC***WLD 105A SUMMER FIELD EXPERIENCE***Lecture 2.5, Lab 6, Units 4.5**Grade or P/NP option*

The Field Experience courses will survey skills designed to give an overview of various technical, intra- and interpersonal skills within the areas of concentration in the Wilderness Education and Outdoor Leadership (WEOL) program. The purpose is to give the student an initial experience to the activities offered in the program prior to choosing an area of concentration. Skills for the summer experience include leadership, communication, risk management, backpacking and survival, search and rescue, rock climbing and mountaineering, sea kayaking, standup paddleboarding, and whitewater rafting. This course will culminate in an 8-day field experience which incorporates multiple areas of concentration.

*Transfers to CSU*

**ADVISORY:** This is a physically-demanding field course. Students should be prepared to hike at least 5-8 miles a day over varying terrain with at least a 30-pound pack. Students may use their personal equipment if it meets industry standard and is in good working condition, otherwise program equipment will be provided.

**WLD 105B WINTER FIELD EXPERIENCE***Lecture 1.5, Lab 5, Units 3**Grade or P/NP option*

The Field Experience courses will survey skills designed to give an overview of various technical, intra- and interpersonal skills within the areas of concentration in the Wilderness Education and Outdoor Leadership (WEOL) program. The purpose is to give the student an initial experience to the activities offered in the program prior to choosing an area of concentration. Skills for the winter field course include leadership, communication, risk management, on-piste (lift access and groomed slopes) skiing/boarding techniques, cross-country and backcountry travel techniques, avalanche awareness, winter camping and survival, and winter mountaineering. This course will culminate in a 5-day field experience which incorporates multiple areas of concentration.

*Transfers to CSU*

**ADVISORY:** This is a physically-demanding course. Students should be prepared to travel 3-5 miles a day in the winter backcountry, over varying terrain, with at least a 40-pound pack. Students may use their personal equipment if it meets industry standard and is in good working condition, otherwise program equipment will be provided. However, students must provide their own backcountry ski/splitboard equipment.

**WLD 105C WILDERNESS NAVIGATION***Lecture .5, Lab 3.5, Units 1.5**Grade or P/NP option*

This is a comprehensive course on wilderness navigation techniques to include the use of maps, compass, altimeters, Global Positioning System (GPS) systems, smartphone GPS applications, and computer-aided tools used for planning trips outdoor adventure trips. This course has both classroom and field components; field sessions will be held during the day and night. Successful students will finish the course with command of the most common and reliable tools plan for and navigate in a wilderness environment.

*Transfers to CSU*

**ADVISORY:** This course will include late night field trips. Students are encouraged to bring their own compass and GPS unit and/or have a GPS mapping application for their smartphone.

**WLD 107A WILDERNESS FIRST AID***Lecture 1, Lab 2, Units 1.5**Grade or P/NP option*

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. Upon successful completion of the course requirements, the student will be eligible for a Wilderness First Aid (WFA) certificate from LTCC and a CPR/AHD certificate from the American Heart Association (AHA).

*Transfers to CSU*



**WLD 107B WILDERNESS FIRST RESPONDER***Lecture 3.5, Lab 3.5, Units 4.5**Grade or P/NP option*

This course is designed for wilderness educators, outdoor leaders, and enthusiasts who need wilderness medical skills where prolonged patient care/evacuation may be required before professional emergency medical care personnel arrive on scene. Emphasis will be placed on severe and extreme environments using improvised equipment is required. Upon successful completion of the course requirements, the student will be eligible for a Wilderness First Responder (WFR) certificate from LTCC and a CPR/AHD certificate from the American Heart Association (AHA). Current Wilderness First Responders (WFR) may recertify in this course.

*Transfers to CSU***WLD 110B LEAVE NO TRACE TRAINER***Lecture 1, Lab 1.5, Units 1.5**Grade or P/NP option*

This course will emphasize skills and techniques essential to Leave No Trace (LNT) minimum impact outdoor ethics and education by developing an appreciation of the ethical reasons behind the principles. Explores environmental and sustainability issues when recreating in the natural world and how to teach LNT to diverse groups. Upon successful completion of the course requirements, the student will be eligible to earn an LNT Trainer Certification provided by the Center for Outdoor Ethics.

*Transfers to CSU*

*ADVISORY: This course will require participation in an easy overnight backpacking field trip.*

**WLD 112D TRACKING***Lecture 1.25, Lab .75, Units 1.5**Grade or P/NP option*

This course will introduce students to tracking as it relates to wilderness travelers and search and rescue professionals. Topics covered include history of tracking, sight tracking, signs, and useful equipment. This course will emphasize field applications and be especially useful for outdoor enthusiasts and those interested in search and rescue activities.

*Transfers to CSU***WLD 112E SEARCH THEORY***Lecture 1, Lab 0, Units 1**Grade or P/NP option*

This course is designed for students wishing to learn about lost person behavior and the searching techniques used by organized rescue groups. Topics include terminology, probability of area, lost person strategies, and the International Search and Rescue Incident Database (ISRID).

*Transfers to CSU***WLD 113A SEARCH AND RESCUE ASSESSMENT***Lecture 1.5, Lab 0, Units 1.5**Grade or P/NP option*

This course/assessment will assess skills gained from courses taken within the Search and Rescue (SAR) area of concentration. Successful completion of this course/assessment and active membership in the National Association for Search and Rescue (NASAR) will result in the NASAR SAR 2 Technician certification.

*Transfers to CSU*

*PREREQUISITE: WLD 102 with a grade of "C" or better or equivalent.*

*ADVISORY: This course will require participation in an easy overnight backpacking field trip.*

**WLD 114B ULTRALIGHT BACKPACKING***Lecture 1.25, Lab 1, Units 1.5**Grade or P/NP option*

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)*

*NOTE: Subject to enrollment limitations within the Hiking/Backpacking Family. For more information, refer to page 242.*

**WLD 115 WILDERNESS SURVIVAL***Lecture 2, Lab 1, Units 2.25**Grade or P/NP option*

Students will learn how to travel in the back country and cope with wilderness emergencies. Topics covered will include wilderness survival, land navigation, food storage, cold injury, shelter and clothing, and wilderness travel with an emphasis on self-reliance, improvisation and environmental awareness.

*Transfers to CSU, UC (unit limit)***WLD 116 MOUNTAIN WEATHER***Lecture 2, Lab 0, Units 2**Grade or P/NP option*

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 BEGINNING MOUNTAINEERING***Lecture 2.5, Lab 1.5, Units 3**Grade or P/NP option*

This field-based course is designed to provide students with the necessary beginning skills to travel safely and efficiently in an alpine environment. Students will learn basic mountaineering skills including decision-making and risk management, off-trail travel, and route finding. The course will cover basic mountaineering techniques and technical systems for steep snow, moderate alpine ice and 3rd, 4th, and easy 5th class rock. This course is designed for students to be able to successfully complete the American Mountain Guides Association (AMGA) Alpine Skills Course.

*Transfers to CSU, UC (unit limit)*

*PREREQUISITE: WLD 120A with a grade of "C" or better or equivalent.*

*ADVISORY: WLD 105C or equivalent. This is a physically demanding field course, students should be prepared to hike between 2-5 miles a day, over varying alpine terrain, and climb easy 5th class terrain with a 20-pound pack. Students may use their personal equipment if it meets industry standard and in good working condition otherwise program equipment will be provided.*

*NOTE: Subject to enrollment limitations within the Mountaineering Family. For more information, refer to page 242.*

**WLD 117B INTERMEDIATE MOUNTAINEERING***Lecture 2, Lab 2.25, Units 2.75**Grade or P/NP option*

This course is designed to provide students with necessary intermediate skills to lead groups and travel safely and efficiently in an alpine environment. Students will enhance the skills learned in the Beginning Mountaineering class and be introduced to intermediate alpine mountaineering skills. Topics include decision-making and risk management, intermediate snow, rock and ice climbing techniques, glacier travel and glissading techniques, crevasse rescue, mechanical advantage raising systems, and expedition planning. This course is designed for students to be able to successfully complete the American Mountain Guides Association (AMGA) Alpine Guides Course.

*Transfers to CSU, UC (unit limit)*

*PREREQUISITE: WLD 117A with a grade of "C" or better or equivalent.*

*ADVISORY: WLD 105C or equivalent. This is a physically demanding field course, students should be prepared to hike between 3-6 miles a day, over varying alpine terrain, and climb moderate 5th class terrain with a 20-pound pack. There are planned overnights on this course. Students may use their personal equipment if it meets industry standard and in good working condition otherwise program equipment will be provided.*

*NOTE: Subject to enrollment limitations within the Mountaineering Family. For more information, refer to page 242.*



**WLD 119A TECHNICAL ROPE RESCUE***Lecture 1.25, Lab .75, Units 1.5**Grade or P/NP option*

This course builds upon self-rescue techniques for climbers by introducing practices common to organized Search and Rescue groups and Ski Patrols. The course will cover equipment, rigging systems, raising and lowering.

*Transfers to CSU*

**WLD 120A ROCK CLIMBING: BEGINNING***Lecture .5, Lab 3.5, Units 1.5**Grade or P/NP option*

This course is designed for those students interested in learning an in-depth introduction to rock climbing. Topics include climbing equipment, knots and hitches, communication, belaying techniques, top rope systems and anchors, rappelling, and basic climbing techniques. In addition, students will be introduced to decision-making, risk management, and Leave No Trace (LNT) principles as it pertains to top rope climbing.

*Transfers to CSU, UC (unit limit)*

**ADVISORY:** Students may use their personal equipment if it meets industry standard and in good working condition otherwise program equipment will be provided.

**NOTE:** Subject to enrollment limitations within the Rock Climbing Family. For more information, refer to page 242.

**WLD 120B ROCK CLIMBING: INTERMEDIATE***Lecture 2, Lab 3.5, Units 3**Grade or P/NP option*

This course is designed for those students who wish to develop foundational rock climbing skills for traditional lead climbing. Topics include placing traditional rock protection, route finding and protection strategies, anchor requirements, communication, belaying techniques for lead climbing, follower responsibilities, and rescue techniques. In addition, students will be introduced to decision-making, risk management, and Leave No Trace (LNT) principles as it pertains to traditional lead climbing.

*Transfers to CSU, UC (unit limit)*

**ADVISORY:** WLD 120A or equivalent. Students may use their personal equipment if it meets industry standard and in good working condition otherwise program equipment will be provided.

**NOTE:** Subject to enrollment limitations within the Rock Climbing Family. For more information, refer to page 242.

**WLD 120C ROCK CLIMBING: ADVANCED***Lecture 2, Lab 3.5, Units 3**Grade or P/NP option*

This course is designed for those students who wish to build upon their foundational rock climbing skills by learning the basics of traditional lead climbing. Topics include placing traditional rock protection, route finding and protection strategies, anchor requirements, communication, belaying techniques for lead climbing, follower responsibilities, and rescue techniques. Students will acquire these skills with the safety of a top rope belay in an instructional setting. In addition, students will be introduced to decision-making, risk management, and Leave No Trace (LNT) principles as it pertains to traditional lead climbing.

*Transfers to CSU, UC (unit limit)*

**PREREQUISITE:** WLD 120A with a grade of "C" or better or equivalent.

**ADVISORY:** WLD 120B or equivalent. Students may use their personal equipment if it meets industry standard and in good working condition otherwise program equipment will be provided.

**NOTE:** Subject to enrollment limitations within the Rock Climbing Family. For more information, refer to page 242.

**WLD 120D ROCK CLIMBING MOVEMENT***Lecture 2, Lab 1, Units 2.25**Grade or P/NP option*

This course is designed for students interested in a thorough introduction to rock climbing movement. Topics include hand /foot contact points, body positions, balance techniques, jamming, smearing, edging, back-stepping, pivoting, flagging, drop knees, stemming, liebacking, chimney techniques, dynamic movements, lower body initiation, rest techniques, and sequence identification.

*Transfers to CSU, UC (unit limit)*

**ADVISORY:** WLD 120A or equivalent.

**NOTE:** Subject to enrollment limitations within the Rock Climbing Family. For more information, refer to page 242.

**WLD 121 SNOWSHOEING***Lecture 1, Lab 1, Units 1.25**Grade or P/NP option*

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)*

**NOTE:** Subject to enrollment limitations within the Snowshoeing Family. For more information, refer to page 242.

**WLD 122C CROSS COUNTRY SKIING: BEGINNING***Lecture 1, Lab 1.5, Units 1.5**Grade or P/NP option*

This course is designed for the beginner cross country skier. This course will teach students the fundamental skills for cross country skiing in beginner zone on green (easy) and groomed blue (moderate) terrain. Students will learn basic traditional, skating and poling techniques, hill climbing and descending techniques, and ski base preparation and waxing techniques.

*Transfers to CSU, UC (unit limit)*

**ADVISORY:** Students must provide all equipment for the course.

**NOTE:** Subject to enrollment limitations within the Cross Country Skiing Family. For more information, refer to page 242.

**WLD 122D CROSS COUNTRY SKIING: INTERMEDIATE***Lecture 1, Lab 1.5, Units 1.5**Grade or P/NP option*

This course is designed for the intermediate cross country skier. This course will teach students the fundamental skills for cross country skiing in intermediate zone on moderate (blue) to groomed black (expert) terrain. Students will learn intermediate traditional, skating and poling techniques, hill climbing and descending techniques, and ski base preparation and waxing techniques.

*Transfers to CSU, UC (unit limit)*

**ADVISORY:** WLD 122C or equivalent. Students must provide all equipment for the course.

**NOTE:** Subject to enrollment limitations within the Cross Country Skiing Family. For more information, refer to page 242.

**WLD 122F CROSS COUNTRY SKIING: ADVANCED***Lecture 1.5, Lab 2, Units 2**Grade or P/NP option*

This course will focus on foundational cross country skiing PSIA instruction techniques and will cover a range of skills necessary for the cross country skiing turn on groomed black (expert) and ungroomed black and off-piste terrain.

*Transfers to CSU*

**PREREQUISITE:** WLD 122D with a grade of "C" or better or equivalent.

**ADVISORY:** Students must provide all equipment for the course.

**NOTE:** Subject to enrollment limitations within the Cross Country Skiing Family. For more information, refer to page 242.

**WLD 122G CROSS COUNTRY PSIA LEVEL 1 EXAM PREP***Lecture 1.5, Lab 0, Units 1.5**Grade or P/NP option*

This course will utilize groomed terrain to prepare students for their Professional Ski Instructors of America (PSIA) Cross Country Level 1 Instructor Certification. Over the course of three days the course will cover fundamentals and specific requirements for skiing and instructing beginner and novice students in the beginner zone on green (easy) and groomed blue (moderate) terrain.

*Transfers to CSU*

**ADVISORY:** WLD 122F or equivalent. Students must provide all equipment for the course.

**WLD 122H CROSS COUNTRY PSIA LEVEL 1 EXAM***Lecture 1.5, Lab 0, Units 1.5**Grade or P/NP option*

This course will utilize groomed terrain to prepare students for their Professional Ski Instructors of America (PSIA) Cross Country Level 1 Instructor Certification. Over the course of three days the course will cover fundamentals and specific requirements for skiing and instructing beginner and novice students in the beginner zone on green (easy) and groomed blue (moderate) terrain. Successful completion of this course/assessment and active membership in the PSIA will result in the Cross Country Ski Level 1 Instructor Certification.

*Transfers to CSU*

**PREREQUISITE:** WLD 122G with a grade of "C" or better or equivalent.

**ADVISORY:** Students must provide all equipment for the course.

**WLD 123A CLIMBING WALL INSTRUCTOR***Lecture 1, Lab 2, Units 1.5**Grade or P/NP option*

This course is designed for those students interested in receiving in-depth training and evaluation to become a certified climbing wall instructor. An emphasis will be placed on instructor education, collaboration and upholding current industry practices. The course will cover the technical skills necessary to manage an instructional program at an indoor/artificial climbing wall facility. Topics include professionalism, instructor roles and responsibilities, client orientation, risk management, lesson planning and teaching climbing/bouldering skills, teaching lead climbing, belaying techniques for top rope and lead climbing, and basic rescue and emergency procedures. Successful assessment and active membership in the American Mountain Guides Association (AMGA) will result in an AMGA Climbing Wall Instructor Certification.

*Transfers to CSU*

**PREREQUISITE:** WLD 120A with a grade of "C" or better or equivalent.

**ADVISORY:** You must be at least 18 years old in order to receive your AMGA CWI certification. A minimum of 20 days of climbing experience in the last year.

**WLD 123B SINGLE PITCH INSTRUCTOR***Lecture 1.5, Lab 5, Units 3**Grade or P/NP option*

This course is designed for those students interested in receiving in-depth training to become a Single Pitch Instructor (SPI). An emphasis will be placed on instructor education, collaboration and upholding current industry practices. The course will cover the technical skills necessary to manage an instructional program Grade I, non-wilderness, single pitch terrain. Topics include professionalism, instructor roles and responsibilities, client orientation, risk management, lesson planning and teaching lead climbing, belaying techniques for lead climbing, and rescue and emergency procedures. Successful completion and active membership in the American Mountain Guides Association (AMGA) will qualify the student to take the AMGA SPI Assessment.

*Transfers to CSU*

**PREREQUISITE:** WLD 120A with a grade of "C" or better or equivalent.

**ADVISORY:** Must have a minimum of 12 months of outdoor climbing experience. Have traditionally led a minimum of 15 rock climbing pitches of any grade and capable of comfortably climbing 5.8 on top rope.

**WLD 123C SINGLE PITCH ASSESSMENT***Lecture 1.5, Lab .5, Units 1.5**Grade or P/NP option*

This course is an assessment of skills gained during a successful completion of the Single Pitch Instructor (SPI) Course. Successful completion of this course/assessment and active membership in the American Mountain Guides Association (AMGA) will result in the SPI Certification.

*Transfers to CSU*

**PREREQUISITE:** WLD 123B with a grade of "C" or better or equivalent.

**ADVISORY:** Must have a minimum of 12 months of outdoor climbing experience. Have traditionally led a minimum of 40 rock climbing pitches of any grade (a majority of these 5.6 or higher) and are capable of comfortably lead climbing and 5.6 route and comfortable climbing 5.8 on top rope. Must hold a current First Aid/CPR or better certification for SPI certification.

**WLD 124A TELEMAR SKIING: BEGINNING***Lecture 1, Lab 1.5, Units 1.5**Grade or P/NP option*

This course will utilize lift-accessed terrain to teach foundational telemark skiing techniques and will cover a range of skills necessary to comfortably telemark ski on green (easy) to groomed blue (moderate) terrain.

*Transfers to CSU, UC (unit limit)*

**ADVISORY:** Students must provide all equipment for the course.

**NOTE:** Subject to enrollment limitations within the Telemark Skiing Family. For more information, refer to page 242.

**WLD 124AA TELEMAR SKIING: INTERMEDIATE***Lecture 1, Lab 1.5, Units 1.5**Grade or P/NP option*

This course will utilize a local ski resort to teach foundational telemark skiing techniques. This course will cover a range of skills necessary for the telemark turn. Students will need to provide their own equipment.

*Transfers to CSU, UC (unit limit)*

**ADVISORY:** WLD 124A or equivalent. To ensure appropriate placement, a skills assessment will be done on the first day of the class. Students must provide all equipment for the course.

**NOTE:** Subject to enrollment limitations within the Telemark Skiing Family. For more information, refer to page 242.

**WLD 124D TELEMAR SKIING: ADVANCED***Lecture 2, Lab 3, Units 3**Grade or P/NP option*

This course will utilize lift-accessed terrain to teach foundational telemark skiing PSIA instruction techniques and will cover a range of skills necessary for the telemark turn on groomed black (expert) and ungroomed black, double-black, and off-piste terrain.

*Transfers to CSU*

**PREREQUISITE:** WLD 124AA with a grade of "C" or better or equivalent.

**ADVISORY:** Students must provide all equipment for the course. Students must log 48 hours of telemark ski instruction.

**NOTE:** Subject to enrollment limitations within the Telemark Skiing Family. For more information, refer to page 242.

**WLD 124E TELEMAR PSIA LEVEL 1 EXAM PREP***Lecture 1.5, Lab 0, Units 1.5**Grade or P/NP option*

This course will utilize lift-accessed terrain to prepare students for the Professional Ski Instructors of America (PSIA) Telemark Level 1 instructor certification. Over the course of three days the course will cover fundamentals and specific requirements for skiing and instructing students in the beginner zone on green (easy) and groomed blue (moderate) terrain.

*Transfers to CSU*

**ADVISORY:** WLD 124D or equivalent. Students must provide all equipment for the course.

**WLD 124F TELEMARK PSIA LEVEL 1 EXAM***Lecture 1.5, Lab 0, Units 1.5**Grade or P/NP option*

This course will utilize lift-accessed terrain to prepare students for their Professional Ski Instructors of America (PSIA) Telemark Level 1 instructor certification. Over the course of three days the course will cover fundamentals and specific requirements for skiing and instructing students in the beginner zone on green (easy) and groomed blue (moderate) terrain.

*Transfers to CSU**PREREQUISITE: WLD 124E with a grade of "C" or better or equivalent.**ADVISORY: Students must provide all equipment for the course.***WLD 125A BACKCOUNTRY SKIING AND SNOWBOARDING: BEGINNING***Lecture 1, Lab 1.5, Units 1.5**Grade or P/NP option*

This course is designed for the skier or snowboarder/splitboarder interested in learning how to safely navigate simple backcountry terrain. Topics include: decision-making and risk management, avalanche awareness and companion rescue, route selection, proper equipment selection and use, prevention of cold weather injuries and emergencies, emergency shelters, and winter Leave No Trace (LNT) principles.

*Transfers to CSU, UC (unit limit)**PREREQUISITE: WLD 128E with a grade of "C" or better or equivalent.*

*ADVISORY: WLD 128B or equivalent. Except for avalanche equipment (beacon, probe, shovel) which may be signed out from the WEOL Program, students must supply all equipment needed for daylong backcountry trips. Students must be able to consistently link controlled turns on a variety of backcountry snow conditions.*

*NOTE: Subject to enrollment limitations within the Back Country Ski/Snowboard Family. For more information, refer to page 242.*

**WLD 125B BACKCOUNTRY SKIING AND SNOWBOARDING: INTERMEDIATE***Lecture 1, Lab 1.5, Units 1.5**Grade or P/NP option*

This course will reinforce and build upon the skills and knowledge gained in WLD 125A and how to facilitate a backcountry ski/snowboard/splitboard group on challenging backcountry terrain. Topics include: decision-making and risk management, planning, organization, navigation and route selection, prevention of cold weather injuries and emergencies, emergency shelters, and winter Leave No Trace (LNT) principles.

*Transfers to CSU, UC (unit limit)**COREQUISITE: WLD 128A.*

*ADVISORY: WLD 125A or equivalent. Except for avalanche equipment (beacon, probe, shovel) which may be signed out from the WEOL Program, students must supply all equipment needed for daylong backcountry trips. Students must be able to consistently link controlled turns on a variety of backcountry snow conditions.*

*NOTE: Subject to enrollment limitations within the Back Country Ski/Snowboard Family. For more information, refer to page 242.*

**WLD 125C BACKCOUNTRY SKIING AND SNOWBOARDING: ADVANCED***Lecture 1, Lab 1.5, Units 1.5**Grade or P/NP option*

This course will reinforce and build upon the skills and knowledge gained in WLD 125B and how to facilitate a backcountry ski/snowboard/splitboard group on complex backcountry terrain. Topics include: decision-making and risk management, planning, organization, navigation and route selection, prevention of cold weather injuries and emergencies, emergency shelters, and winter Leave No Trace (LNT) principles.

*Transfers to CSU, UC (unit limit)**PREREQUISITE: WLD 128A with a grade of "C" or better or equivalent.*

*ADVISORY: WLD 125B or equivalent. Except for avalanche equipment (beacon, probe, shovel) which may be signed out from the WEOL Program, students must supply all equipment needed for daylong backcountry trips. Students must be able to consistently link controlled turns on a variety of backcountry snow conditions.*

*NOTE: Subject to enrollment limitations within the Back Country Ski/Snowboard Family. For more information, refer to page 242.*

**WLD 126A BACKCOUNTRY SNOWBOARDING***Lecture 1, Lab 1, Units 1.25**Grade or P/NP option*

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 or WLD 128E or equivalent. Students must be able to consistently link controlled turns on a variety of terrain.*

*NOTE: Subject to enrollment limitations within the Back Country Ski/Snowboard Family. For more information, refer to page 244.*

**WLD 126B SPLITBOARDING: BEGINNING***Lecture 1, Lab 1, Units 1.5**Grade or P/NP option*

This course is designed for the snowboarder interested in learning how to use a splitboard to become part of a backcountry group and safely enter simple backcountry terrain. Topics include decision-making and risk management, avalanche awareness and companion rescue, route selection, proper equipment selection and use, prevention of cold weather injuries and emergencies, emergency shelters, and winter Leave No Trace (LNT) principles.

*Transfers to CSU, UC (unit limit)**PREREQUISITE: WLD 128E with a grade of "C" or better or equivalent.*

*ADVISORY: WLD 128B or equivalent. Except for avalanche equipment (beacon, probe, shovel) which may be signed out from the WEOL Program, students must supply all equipment needed for daylong backcountry trips. Students must be able to consistently link controlled turns on a variety of backcountry snow conditions.*

*NOTE: Subject to enrollment limitations within the Back Country Ski/Snowboard Family. For more information, refer to page 242.*

**WLD 126C MULTI-DAY SKI/SPLITBOARD TOURING***Lecture 2, Lab 3, Units 3**Grade or P/NP option*

This course is for the skier or splitboarder who wants to hone their leadership/guiding skills while accessing remote peaks on challenging backcountry terrain. Topics include planning for multi-day backcountry ski/splitboard trip, route and run planning, food packing and snow camping, decision-making, risk management, and emergency action plans.

*Transfers to CSU, UC (unit limit)**PREREQUISITE: WLD 128A with a "C" or better or equivalent*

*ADVISORY: WLD 125B or equivalent. Students must be able to carry a 40lb pack for 5-8 miles a day. Students must be able to consistently link controlled turns on a variety of backcountry snow conditions. Except for avalanche equipment (beacon, probe, shovel) which may be signed out from the WEOL Program, students must supply all equipment needed for daylong backcountry trips.*

*NOTE: Subject to enrollment limitations within the Back Country Ski/Snowboard Family. For more information, refer to page 242.*

**WLD 127A WINTER SURVIVAL***Lecture 2, Lab 1, Units 2.25**Grade or P/NP option*

Students will learn techniques for traveling in the winter environment. Topics covered will include equipment selection and use, snow travel and avalanche avoidance, 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 128A DECISION MAKING IN AVALANCHE TERRAIN***Lecture 1.5, Lab 4.5, Units 3**Grade or P/NP option*

This course provides preparation and training aligned to American Institute for Avalanche Research and Education (AIARE) standards, and students earn AIARE Recreation Level 1, Rescue, and Level 2 certificates. Through both classroom and field instruction, students will learn to apply a routine that promotes teamwork, preparation and planning for traveling in avalanche terrain, safe skiing/riding techniques, end-of-day reflection/discussions to reduce risk, and effective companion rescue.

*Transfers to CSU*

*ADVISORY: 1. The materials fee provides students with AIARE certificates, student manuals, and a field book.*

*2. Except for avalanche equipment (beacon, probe, shovel, and snow study kit) which may be signed out from the WEOL Program, students must supply all equipment needed for daylong winter trips.*

*3. Students should be competent backcountry skiers/splitboarders (i.e., have the physical fitness to travel, ascend, and descend in the winter environment using the appropriate gear).*

**WLD 128B AIARE LEVEL 1***Lecture 1.25, Lab .75, Units 1.5**Grade or P/NP option*

This course provides an AIARE Level 1 certificate through the American Institute for Avalanche Research and Education (AIARE). Through 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, ascend, and descend in the winter environment using the appropriate gear.*

**WLD 128D AIARE LEVEL 2***Lecture 1.25, Lab 1, Units 1.5**Grade or P/NP option*

This is an American Institute for Avalanche Research and Education (AIARE) Level 2 Avalanche class. The AIARE Level 2 course is a program that provides backcountry leaders the opportunity to advance their knowledge and decision making skills. This course prepares students to be facilitators of the AIARE Risk Management Framework introduced in the Level 1 course and adds to it the evaluation of factors critical to stability evaluation.

*Transfers to CSU**PREREQUISITE: WLD 128B and 128E with a grade of "C" or better or equivalent.*

*ADVISORY: Students must have the ability to travel in avalanche terrain. Students will need to provide their own backcountry ski/riding equipment, and should have a beacon, shovel, probe, and snow-study kit.*

**WLD 128E AIARE AVALANCHE RESCUE***Lecture .5, Lab .25, Units .5**Grade or P/NP option*

This course focuses on avalanche avoidance, one of the most important result of avalanche education. This course will cover rescue principles, personal protective equipment (PPE) and packing, the companion rescue process, basic patient considerations and evacuation. This course meets American Avalanche Association (A3) and American Institute Avalanche Research and Education (AIARE) Avalanche Rescue course requirements.

*Transfers to CSU*

*ADVISORY: WLD 128B or equivalent. Students should have the ability to travel in winter backcountry environment using appropriate gear. Except for avalanche equipment (beacon, probe, shovel) which may be signed out from the WEOL Program, students must supply all equipment needed for a daylong winter trip.*

**WLD 129A ALPINE SKIING: BEGINNING***Lecture 1, Lab 1.5, Units 1.5**Grade or P/NP option*

This course will utilize lift-accessed terrain to teach foundational alpine skiing techniques and will cover a range of skills necessary to comfortably alpine ski on green (easy) to groomed blue (moderate) terrain.

*Transfers to CSU**ADVISORY: Students must provide all equipment for the course.***WLD 129B ALPINE SKIING: INTERMEDIATE***Lecture 1, Lab 1.5, Units 1.5**Grade or P/NP option*

This course will utilize lift-accessed terrain to teach foundational alpine skiing techniques and will cover a range of skills necessary to comfortably alpine ski on moderate (blue) to groomed black (expert) terrain.

*Transfers to CSU**ADVISORY: WLD 129A or equivalent.***WLD 129C ALPINE SKIING: ADVANCED***Lecture 2, Lab 3, Units 3**Grade or P/NP option*

This course will utilize lift-accessed terrain to teach foundational alpine skiing PSIA instruction techniques and will cover a range of skills necessary for the alpine turn on groomed black (expert) and ungroomed black, double-black, and off-piste terrain.

*Transfers to CSU**ADVISORY: WLD 129A or equivalent.***WLD 129D ALPINE PSIA LEVEL 1 EXAM PREP***Lecture 1.5, Lab 0, Units 1.5**Grade or P/NP option*

This course will utilize lift-accessed terrain to prepare students for their Professional Ski Instructors of America (PSIA) Alpine Level 1 instructor certification. Over the course of three days, the course will cover fundamentals and specific requirements for skiing and instructing students in the beginner zone on green (easy) and groomed blue (moderate) terrain.

*Transfers to CSU*

*ADVISORY: WLD 129C or equivalent. Students must provide all equipment for the course.*



**WLD 130A SNOWBOARDING: BEGINNING***Lecture 1, Lab 1.5, Units 1.5**Grade or P/NP option*

This course will utilize lift-accessed terrain to teach foundational snowboard techniques and will cover a range of skills necessary to comfortably snowboard on green (easy) to groomed blue (moderate) terrain.

*Transfers to CSU**ADVISORY: Students must provide all equipment for the course.***WLD 130B SNOWBOARDING: INTERMEDIATE***Lecture 1, Lab 1.5, Units 1.5**Grade or P/NP option*

This course will utilize lift-accessed terrain to teach intermediate snowboard techniques and will cover a range of skills necessary to comfortably snowboard on moderate (blue) to groomed black (expert) terrain.

*Transfers to CSU**ADVISORY: WLD 130A or equivalent. Students must provide all equipment for the course.***WLD 130C SNOWBOARDING: ADVANCED***Lecture 2, Lab 3, Units 3**Grade or P/NP option*

This course will utilize lift-accessed terrain to teach advanced snowboard techniques and will cover a range of skills necessary to comfortably snowboard on groomed black (expert) and ungroomed black, double-black, and off-piste terrain.

*Transfers to CSU**ADVISORY: WLD 130B or equivalent. Students must provide all equipment for the course.***WLD 130D SNOWBOARDING AASI LEVEL 1 EXAM PREP***Lecture 1.5, Lab 0, Units 1.5**Grade or P/NP option*

This course will utilize lift-accessed terrain to prepare students for their American Association of Snowboard Instructors (AASI) Level 1 Snowboard Instructor certification. Over the course of three days, the course will cover fundamentals and specific requirements for riding and instructing students in the beginner zone on green (easy) and groomed blue (moderate) terrain.

*Transfers to CSU**ADVISORY: WLD 130C or equivalent. Students must provide all equipment for the course.***WLD 130E SNOWBOARDING AASI LEVEL 1 EXAM***Lecture 1.5, Lab 0, Units 1.5**Grade or P/NP option*

This course will assess the skills gained from courses taken within the snowboarding area of concentration. Successful completion of this course/assessment and active membership in the American Association of Snowboard Instructors (AASI) will result in the AASI Snowboard Instructor Certification.

*Transfers to CSU**PREREQUISITE: WLD 130D with a grade of "C" or better or equivalent.**ADVISORY: Students must provide all equipment for the course.***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**Grade or P/NP option*

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. Each 50 hours of paid work equals one quarter unit. Each 40 hours of non-paid work equals one quarter unit.

*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.*

*NOTE: Refer to page 251 for more information on how these units combine with WKX 102 to get the maximum number of units.*

**WLD 137C WILDFLOWER HIKES***Lecture 1, Lab 2.25 Units 1.75**Grade or P/NP option*

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 (LNT) principles, 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.*

*NOTE: Subject to enrollment limitations within the Hiking/Backpacking Family. For more information, refer to page 242.*

**WLD 140A WHITEWATER RAFTING: BEGINNING***Lecture 1.25, Lab 1, Units 1.5**Grade or P/NP option*

This course is designed for students interested in acquiring 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)*

*NOTE: Subject to enrollment limitations within the Whitewater Family. For more information, refer to page 242.*

**WLD 140B WHITEWATER RAFTING: INTERMEDIATE***Lecture 1.25 Lab 1, Units 1.5**Grade or P/NP option*

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 trip 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 or equivalent.*

*NOTE: Subject to enrollment limitations within the Whitewater Family. For more information, refer to page 242.*



**WLD 140C WHITEWATER GUIDE SCHOOL***Lecture 1 Lab 6, Units 3**Grade or P/NP option*

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.

**NOTE:** Subject to enrollment limitations within the Whitewater Family. For more information, refer to page 242.

**WLD 140D WHITEWATER GUIDE ASSESSMENT***Lecture 1.5 Lab .5, Units 1.5**Grade or P/NP option*

This course/assessment is designed for students that wish to seek employment in the whitewater rafting industry as well as those who wish to learn the skills needed to captain/guide their own raft on private trips. This course will assess guide skills for both row and paddle rafts on Class 4 rapids. Successful completion of this course/assessment and active membership in the International Rafting Federation (IRF) will result in the IRF Raft Guide Level 4 Certification.

*Transfers to CSU*

**PREREQUISITES:** WLD 140C with a grade of "C" or better or equivalent.

**ADVISORY:** SWLD 110B or equivalent. Students should be strong swimmers, comfortable in the water, and physically and mentally prepared to spend multiple days on the river.

A California Food Handlers Certificate is highly recommended.

**WLD 141A SWIFTWATER RESCUE***Lecture 1 Lab 2.25, Units 1.75**Grade or P/NP option*

This course is an intensive field training to prepare students to be proficient in swiftwater rescue. Students will explore the rescue hierarchy of reach, throw, row, go. Course topics include hydrology, scene assessment, entrapments, anchors, throw bags, and mechanical advantage. This course is compliant with NFPA (National Fire Protection Association) 1670 Operations (Water).

*Transfers to CSU, UC (unit limit)*

**ADVISORY:** WLD 140B or WLD 140C or equivalent skills.

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.

**WLD 146A SEA KAYAKING: BEGINNING***Lecture .75, Lab .75, Units 1**Grade or P/NP option*

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)*

**NOTE:** Subject to enrollment limitations within the Sea Kayaking Family. For more information, refer to page 242.

**WLD 146B SEA KAYAKING: CAMPING***Lecture .75, Lab 1, Units 1**Grade or P/NP option*

This course is designed for those individuals wanting to increase their kayaking experience and knowledge while exploring the east shore of 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. This course is suitable for those interested in improving their sea kayaking skills.

*Transfers to CSU, UC (unit limit)*

**ADVISORY:** WLD 146A or WLD 146F or equivalent.

**NOTE:** Subject to enrollment limitations within the Sea Kayaking Family. For more information, refer to page 242.

**WLD 146C MULTI-DAY SEA KAYAKING***Lecture 2, Lab 2.25, Units 2.75**Grade or P/NP option*

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, UC (unit limit)*

**NOTE:** Subject to enrollment limitations within the Sea Kayaking Family. For more information, refer to page 242.

**WLD 146D SEA KAYAKING TOURING TRIP LEADER/ GUIDE ASSESSMENT***Lecture 1.5, Lab .5, Units 1.5**Grade or P/NP option*

This course/assessment is designed for students that wish to seek employment in the sea kayak touring industry as a professional or who wish to learn the skills and lead trips recreationally. This course will assess trip leader/guide skills for sea kayaks in protected waterways. Successful completion of this course/assessment will result in the American Canoe Association (ACA) Level 2 Essentials of Kayak Touring Trip Leader Certification.

*Transfers to CSU*

**PREREQUISITE:** WLD 146C with a grade of "C" or better or equivalent.

**ADVISORY:** Must meet the essential eligibility criteria for the ACA Level 2 Essentials of Kayak Touring Trip Leader Assessment.

**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 200 TECHNIQUES OF INSTRUCTING, FACILITATING, GUIDING, AND COACHING***Lecture 1, Lab 2, Units 1.5**Grade or P/NP option*

This course provides students an opportunity to explore, practice, and apply methods appropriate for a wide spectrum of Wilderness Education and Outdoor Leadership including instructing, facilitating, guiding, and coaching. Examines learning and personality styles, lesson and activity planning, delivery and sequencing options, coaching and debriefing, risk management strategies, and evaluation and assessment of wilderness education and outdoor activities.

*Transfers to CSU*

**ADVISORY:** WLD 103 or equivalent.

**WLD 201 EXPEDITION AND PROGRAM PLANNING***Lecture 1.5, Lab .5, Units 1.5**Grade or P/NP option*

This course will cover how to develop expedition and program goals and objectives, obtaining participant information, travel and access plans, equipment and resource plans, food and hygiene/medical requirements, and safety/emergency plans. The success or failure of every wilderness outing, whether a day trip or a month-long expedition, in part hinges on the planning process. Exhaustive and detailed planning does not necessarily ensure the success of achieving the expedition's goals; however, poor planning most certainly will contribute to its failure.

*Transfers to CSU*

**ADVISORY:** WLD 103 or equivalent. A working knowledge of word processing (e.g., Word, etc.) and spreadsheets (e.g., Excel, etc.).

**WLD 240 WILDERNESS EDUCATION AND OUTDOOR LEADERSHIP CAPSTONE***Lecture 4.5, Lab 2, Units 4.5**Grade or P/NP option*

Examines principles related to planning, scheduling, and implementation of wilderness education and outdoor adventure activities and events. Students gain knowledge essential to the entrepreneurial and administrative duties related to leading and managing wilderness education and outdoor adventure organizations. Topics will include program development, human resource management, facility and fiscal management, legal liabilities and risk management, public relations, marketing and budgeting. The course will culminate in the development and presentation of a business plan for a wilderness/outdoor adventure organization.

*Transfers to CSU*

**PREREQUISITE:** WLD 101 and WLD 103 with a grade of "C" or better or equivalent.

**ADVISORY:** BSN 100 and ECO 102 or equivalent.

**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**Grade or P/NP option*

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. Each 50 hours of paid work equals one quarter unit. Each 40 hours of non-paid work equals one quarter unit.

*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 file each quarter enrolled.

**NOTE:** Although general work experience is limited to five (5) attempted units, additional units may be taken within the occupational work experience courses. The combined maximum for general work experience and occupational work experience courses is twenty-four (24) attempted units. Please see box below.

**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**Grade or P/NP option*

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. Each 50 hours of paid work equals one quarter unit. Each 40 hours of non-paid work equals one quarter unit.

*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.

**NOTE:** Although internship-general work experience is limited to five (5) attempted units, additional units may be taken within the internship occupational work experience courses. The combined maximum for internship-general and internship-occupational work experience courses is twenty-four (24) attempted units. Please see box below.

**INTERNSHIP- OCCUPATIONAL WORK EXPERIENCE COURSES:**

An Internship-Occupational Work Experience 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 EMPLOYEES

## ADMINISTRATIVE SERVICES

|                   |                                                                         |
|-------------------|-------------------------------------------------------------------------|
| Maryellen Sanchez | Executive Assistant to the Vice President of<br>Administrative Services |
| Heather Cade      | Purchasing Technician                                                   |

## ADVANCE ADULT EDUCATION

|                          |                                |
|--------------------------|--------------------------------|
| Frank Gerdeman           | Director of Adult Education    |
| Claudia Manzano          | Transition Coordinator         |
| Meredith Crosby          | Transition Coordinator         |
| Scott McCoubrey          | Industry Program Coordinator   |
| Nicole Paulley-Davenport | Interim Transition Coordinator |

## ART

|               |                           |
|---------------|---------------------------|
| Francis Rider | Art Studio Technician, 3D |
|---------------|---------------------------|

## CAREER AND TECHNICAL EDUCATION

|                 |                                                  |
|-----------------|--------------------------------------------------|
| Jamie Rhone     | Program Specialist, Career & Technical Education |
| Melissa Liggett | Program Technician, Career & Technical Education |

## CHILD DEVELOPMENT CENTER

|                       |                                               |
|-----------------------|-----------------------------------------------|
| Leslie Amato          | Director of Child Development Center          |
| Shawna Sarver         | Lead Teacher- Child Development Center        |
| Karen Allen           | Program Specialist - Child Development Center |
| Christina Arellano    | Teacher - Child Development Center            |
| Yunnuen Salgado Arias | Teacher - Child Development Center            |
| Lisa Strauss          | Teacher - Child Development Center            |
| Sharlyn Velia         | Teacher - Child Development Center            |
| Tara Vohs             | Teacher - Child Development Center            |
| Cindy Lu Robinson     | Cook - Child Development Center               |

## COLLEGE ADVANCEMENT AND COMMUNITY ENGAGEMENT

|                |                                                                      |
|----------------|----------------------------------------------------------------------|
| Nancy Harrison | Executive Director of the LTCC Foundation and<br>College Advancement |
| Diane Lewis    | Director of Marketing and Communications                             |
| Katie Bailey   | Technology and Media Support Technician                              |

## CONNECT - COMMUNITY EDUCATION

|                    |                                         |
|--------------------|-----------------------------------------|
| Megan Waskiewicz   | Director of Community Education         |
| Allison Broadhurst | Program Specialist, Community Education |

## EQUITY

|               |                    |
|---------------|--------------------|
| Laura Salinas | Director of Equity |
|---------------|--------------------|

## FISCAL SERVICES

|                      |                                    |
|----------------------|------------------------------------|
| Andrea Salazar       | Director of Fiscal Services        |
| Amber Smith          | Accountant                         |
| Greg Dupree          | Payroll Specialist                 |
| Georgillis Ortega    | Fiscal Services/Payroll Technician |
| Rachel Santley-Smith | Accounting Assistant               |
| Vanessa Orozco       | Bursar Technician                  |

## GENERAL OBLIGATION BOND MANAGEMENT

|                  |                                                            |
|------------------|------------------------------------------------------------|
| Al Frangione     | Interim Director of Facilities and Capital<br>Construction |
| Ami Chilton      | Capital Projects Finance Manager                           |
| Michelle Ramirez | Program Assistant, General Obligation Bond<br>Management   |

## HUMAN RESOURCES

|                |                             |
|----------------|-----------------------------|
| Shelley Hansen | Director of Human Resources |
| Laura Ryland   | Human Resources Specialist  |
| Ellen Martin   | Human Resources Assistant   |

## INCARCERATED STUDENTS PILOT PROGRAM

|                  |                                                    |
|------------------|----------------------------------------------------|
| Shane Reynolds   | Director of Incarcerated Students Program          |
| Tori Kuwahara    | Incarcerated Students Program Specialist           |
| Garrett Bethmann | Office Assistant, Incarcerated Students<br>Program |

## INSTITUTIONAL EFFECTIVENESS

|                  |                                      |
|------------------|--------------------------------------|
| Donna Sohan      | Director Institutional Effectiveness |
| Michael Atkinson | Research Analyst                     |

## INSTRUCTION OFFICE

|                |                                                                                                                 |
|----------------|-----------------------------------------------------------------------------------------------------------------|
| Lori Thorne    | Executive Assistant to the Vice President of<br>Academic Affairs                                                |
| Natalie Lehman | Administrative Assistant to the Dean of Instruction<br>and the Dean of Workforce Development and<br>Instruction |
| Terry Livesay  | Program Technician, Curriculum and Instruction                                                                  |

## INTERNATIONAL STUDENTS

|               |                                           |
|---------------|-------------------------------------------|
| Marta Sternal | International Student program Coordinator |
|---------------|-------------------------------------------|

LIBRARY AND LEARNING SERVICES

KyMBER Ensele Library and Learning Services Support Specialist

MAINTENANCE AND OPERATIONS

Al Frangione Interim Director of Facilities and Capital Construction  
 Teresa Peshon Operations Technician  
 Matthew McElligott Facilities and Maintenance Technician  
 Jose Gutierrez Facilities and Maintenance Technician  
 Ramiro Oropeza Lead Groundskeeper/Custodian  
 Scott Bolton Field and Grounds Technician  
 Virgil Ballesteros Groundskeeper/Custodian  
 Davin Kangas Groundskeeper/Custodian  
 Hugo Perez Groundskeeper/Custodian  
 James Cooper Groundskeeper/Custodian  
 Blake Sutton Groundskeeper/Custodian

OFFICE OF INFORMATION TECHNOLOGY SERVICES

David Burba Director of Information Technology Services  
 Bill Abiko Programmer/Web Applications Developer  
 Austin Stephens Multimedia Technician  
 Diana Nelson Computer/Network Technician  
 Kurt Munger Theatre Production Technician

ONE-STOP CENTERENROLLMENT SERVICES

Steve Berry Director of Enrollment Services  
 Danny Masellones Enrollment and Student Support Coordinator  
 Reyna Reger Enrollment and Student Support Coordinator  
 Rosie Juarez Student Support Technician II  
 Drusilla Cunningham Student Records Technician  
 Amanda Sanderson Student Support Technician

FINANCIAL AID

Naomi Follett Director of Financial Aid  
 America Ramirez Financial Aid Technician

OTHER SERVICES

Julie Booth Student Life Coordinator  
 Nick Barclay Analyst  
 Julie Ann Gilland Special Programs Assistant  
 Katie Bongard Interim Program Coordinator of Outreach and Dual Enrollment

VICE PRESIDENT

Katie Meyers Executive Assistant to the Vice President of Student Services

PRESIDENT'S OFFICE

Lisa Shafer Executive Assistant to the Superintendent/  
 President  
 Connie Summers Board, Governance, and Policy Assistant

REPROGRAPHICS

Bob Peart Reprographics Technician

SCHEDULE PRODUCTION

Ricki Rozga Schedule Production Specialist  
 Darci Osika Program Technician, Schedule Production/  
 Catalog Development

SCIENCE

Kathy Strain Science Laboratory and Instructional Safety  
 Specialist  
 Amelia Oleson Laboratory Specialist, Science

TAHOE PARENTS NURSERY SCHOOL

Leslie Amato Director of Child Development Programs  
 Jennifer David Tahoe Parents Nursery School Lead Teacher  
 Emily Erkkila Tahoe Parents Nursery School Lead Teacher

THEATRE ARTS

Kurt Munger Theatre Production Technician

TRiO

David Czarnecki High School Program Coordinator/Student  
 Support Specialist, (UB)  
 Nichole Robinson Instructional Program Specialist, (UB)  
 Gladys Garcia Middle School Student Support Specialist, (ETS)  
 Ulises Caro Flores High School Academic Support Specialist, (ETS)

WORK EXPERIENCE

Amber Goligoski Program Coordinator of Apprenticeship and  
 Work-Based Learning

# FACULTY

**Bob Albrecht****DIRECTOR, DISABILITY RESOURCE CENTER** (through June 30, 2019)

B.S. University of Southern California  
M.S. National University

**Bruce Armbrust****MATHEMATICS/PHYSICS**

B.A. DePauw University  
M.S. Colorado State University

**Aaron Barnett****COUNSELOR**

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

**Melanie Chu****DIRECTORY OF LIBRARY & LEARNING SERVICES**

B.A. Rutgers University  
M.L.I.S. San Jose State University

**Cathy Cox****PHYSICS**

A.A.S. Whatcom Community College  
B.S. Western Washington University  
M.S. University of Rochester  
Ph.D. University of Rochester

**Clinton Culp****WILDERNESS EDUCATION & OUTDOOR LEADERSHIP**

B.A. West Texas A&M University  
M.S. University of Idaho  
Ph.D. University of Idaho

**Mark Davis****HOSPITALITY MANAGEMENT, CULINARY**

B.A. Colorado Technical University  
M.A. South University

**Peter Dixon****COUNSELOR**

B.A. Southern Illinois University  
M.Ed. Colorado State University

**John Duerk****HISTORY/POLITICAL SCIENCE**

A.A. McHenry County College  
B.A. Illinois State University  
M.S. Northern Illinois University  
Ph.D. Northern Illinois University

**Cristi Ellingford****COUNSELOR, DISABILITY RESOURCE CENTER**

B.A. California Polytechnic State University  
M.S. California Lutheran University

**Julie Ewing****ENGLISH**

B.A. Eastern Oregon University  
M.A. Boise State University

**Behnaz Gangursky****BIOLOGICAL SCIENCES**

B.S. Urmia University, Iran  
M.S. Azad University, Kazeroon, Iran  
Ph.D. Tokyo University of Agriculture & Technology

**Catalina Goralski****SPANISH**

A.A. Universidad Gabriela Mistral  
B.A. Universidad Gabriela Mistral  
M.A. University of Nevada

**Larry Green****MATHEMATICS**

B.A. University of California, San Diego  
Ph.D. University of California, Los Angeles

**Tim Johnson****PHYSICAL EDUCATION/ HEALTH**

B.S. Wheaton College, Illinois  
M.S. University of Arizona

**Jon Kingsbury****ACCOUNTING/BUSINESS**

B.A. University of Massachusetts  
M.B.A. University of Massachusetts  
Ed.D. Alliant International University

**Susan Kloss****BIOLOGICAL SCIENCES**

B.S. West Chester State College  
M.A. University of Connecticut  
M.S. University of California, Berkeley  
Ph.D. University of California, Berkeley

**Esta Lewin****COUNSELOR**

B.S. University of Wisconsin, Madison  
M.S. University of Wisconsin, Milwaukee

**Scott Lukas****ANTHROPOLOGY/SOCIOLOGY**

B.A. Indiana University  
M.A. University of Iowa  
Ph.D. Rice University

**Beth Marinelli-Laster****LEARNING DISABILITIES SPECIALIST, DISABILITY RESOURCE CENTER**

B.A. West Virginia University  
M.S. University of Tennessee  
Ph.D. University of Pittsburgh



**Sarah Marquez****COUNSELOR**

B.A. Point Loma Nazarene University  
M.A. Azusa Pacific University

**Walter Morris****PHYSICAL EDUCATION/HEALTH**

B.A. Pitzer College, Claremont  
M.S. University of Oregon  
Ph.D. University of New Mexico

**Michael O'Laughlin****ENGLISH**

A.S. City College of San Francisco  
B.A. San Francisco State University  
M.F.A. University of Iowa

**Sara Pierce****SPANISH**

B.A. Westmont College, Santa Barbara  
M.A. California State University, Sacramento

**Steve Richardson****COMPUTER & INFORMATION SCIENCES/MATHEMATICS**

B.S. Oregon State University  
M.S. Iowa State University

**Sean Ryland****CHEMISTRY**

B.S. Point Loma Nazarene University  
M.S. University of Colorado

**Phyllis Shafer****ART**

B.A. State University of New York, Potsdam  
M.F.A. University of California, Berkeley

**Helen Shen****MATHEMATICS**

B.S. National Taiwan Normal University  
M.A. California State University, Long Beach

**Mike Spina****PHYSICAL EDUCATION**

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

**Eric Sturgess****BUSINESS/ECONOMICS**

A.A. Pasadena City College  
B.S. Brigham Young University  
M.A. American Graduate School of International  
Management, Glendale, AZ

**Tracy Thomas****COUNSELOR**

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

**Treva Thomas****BUSINESS**

A.A. Lake Tahoe Community College  
B.S. California State University, Sacramento  
M.B.A. National University

**Christina Tomolillo****PSYCHOLOGY**

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

**Scott Valentine****EARTH SCIENCES**

B.S. University of California, Santa Barbara  
M.S. San Diego State University

**Wynn Walker****MATHEMATICS**

B.S. Massachusetts Institute of Technology  
M.S. University of California, Los Angeles  
Ph.D. University of California, Los Angeles

**Mark Williams****MUSIC**

B.A. Luther College, Decorah, Iowa  
M.A. University of Iowa  
D.M.A. University of Illinois at Urbana-Champaign

**Bryan Yerian****ART**

B.A. Humboldt State University  
M.F.A. San José State University

# 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>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>AS</b>                 | Associate in Science Degree (2-year college degree)                                                                                                                                                                                                                                                                                                                                                                             | <b>Articulation Agreement</b> | Formal course agreements between schools which guarantee course equivalency credit.                                                                                                    |
| <b>AA-T</b>               | Associate in Arts for Transfer (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>AP</b>                 | Advanced Placement                                                                                                                                                                                                                                                                                                                                                                                                              | <b>CCPG</b>                   | A program that waives the enrollment and certain service fees for students who qualify.                                                                                                |
| <b>AS-T</b>               | Associate in Science for Transfer (2-year college degree)                                                                                                                                                                                                                                                                                                                                                                       | <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>BA</b>                 | Bachelor of Arts Degree (4-year college degree)                                                                                                                                                                                                                                                                                                                                                                                 | <b>Challenging a Course</b>   | See Credit by Examination.                                                                                                                                                             |
| <b>BS</b>                 | Bachelor of Science Degree (4-year college degree)                                                                                                                                                                                                                                                                                                                                                                              | <b>Commencement</b>           | Annual ceremony which takes place each June to celebrate student achievement towards completion of a degree.                                                                           |
| <b>CARE</b>               | Cooperative Agencies Resources for Education                                                                                                                                                                                                                                                                                                                                                                                    | <b>Corequisite</b>            | A course students are required to complete simultaneously (or prior) to enrollment in another course.                                                                                  |
| <b>CCCAA</b>              | California Community College Athletic Association                                                                                                                                                                                                                                                                                                                                                                               | <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>CCPG</b>               | California College Promise Grant (formerly Board of Governor's Fee Waiver)                                                                                                                                                                                                                                                                                                                                                      | <b>Credit by Examination</b>  | A test, typically the comprehensive final exam, students may take for certain designated courses in order to earn credit by examination.                                               |
| <b>CDC</b>                | Child Development Center                                                                                                                                                                                                                                                                                                                                                                                                        | <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>CLEP</b>               | College Level Examination Program                                                                                                                                                                                                                                                                                                                                                                                               | <b>Electives</b>              | Courses that are not required subjects but are taken by the student, out of personal interest, for unit credit.                                                                        |
| <b>CONNECT</b>            | Community Education                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Finals</b>                 | Exams administered at the end of the term to measure comprehension of course material.                                                                                                 |
| <b>CSU</b>                | California State University                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Freshman</b>               | A student who has completed less than 45 quarter units or 30 semester units.                                                                                                           |
| <b>CTE</b>                | Career and Technical Education                                                                                                                                                                                                                                                                                                                                                                                                  | <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>DRC</b>                | Disability Resource Center                                                                                                                                                                                                                                                                                                                                                                                                      | <b>General Education</b>      | Courses that all students must complete to obtain a degree. Most are prescribed by state law.                                                                                          |
| <b>EOP&amp;S</b>          | Extended Opportunity Programs and Services                                                                                                                                                                                                                                                                                                                                                                                      |                               |                                                                                                                                                                                        |
| <b>ESL</b>                | English as a Second Language                                                                                                                                                                                                                                                                                                                                                                                                    |                               |                                                                                                                                                                                        |
| <b>FAFSA</b>              | Free Application for Federal Student Aid                                                                                                                                                                                                                                                                                                                                                                                        |                               |                                                                                                                                                                                        |
| <b>FEC</b>                | Fitness Education Center                                                                                                                                                                                                                                                                                                                                                                                                        |                               |                                                                                                                                                                                        |
| <b>FFELP</b>              | Federal Family Educational Loan Program                                                                                                                                                                                                                                                                                                                                                                                         |                               |                                                                                                                                                                                        |
| <b>GE</b>                 | General Education                                                                                                                                                                                                                                                                                                                                                                                                               |                               |                                                                                                                                                                                        |
| <b>GPA</b>                | Grade Point Average                                                                                                                                                                                                                                                                                                                                                                                                             |                               |                                                                                                                                                                                        |
| <b>GPS</b>                | Guidance and Planning for Success                                                                                                                                                                                                                                                                                                                                                                                               |                               |                                                                                                                                                                                        |
| <b>IB</b>                 | International Baccalaureate                                                                                                                                                                                                                                                                                                                                                                                                     |                               |                                                                                                                                                                                        |
| <b>IGETC</b>              | Intersegmental General Education Transfer Curriculum                                                                                                                                                                                                                                                                                                                                                                            |                               |                                                                                                                                                                                        |
| <b>LTCC</b>               | Lake Tahoe Community College                                                                                                                                                                                                                                                                                                                                                                                                    |                               |                                                                                                                                                                                        |
| <b>MSC</b>                | Math Success Center                                                                                                                                                                                                                                                                                                                                                                                                             |                               |                                                                                                                                                                                        |
| <b>SNC</b>                | Sierra Nevada College                                                                                                                                                                                                                                                                                                                                                                                                           |                               |                                                                                                                                                                                        |
| <b>SSSP</b>               | Student Success and Support Program                                                                                                                                                                                                                                                                                                                                                                                             |                               |                                                                                                                                                                                        |
| <b>SUCCESS</b>            | Scheduling Using Counseling and Comprehensive Evaluation for Student Success                                                                                                                                                                                                                                                                                                                                                    |                               |                                                                                                                                                                                        |
| <b>TBA</b>                | To Be Announced                                                                                                                                                                                                                                                                                                                                                                                                                 |                               |                                                                                                                                                                                        |
| <b>TRIO-ETS</b>           | Educational Talent Search                                                                                                                                                                                                                                                                                                                                                                                                       |                               |                                                                                                                                                                                        |
| <b>TRIO-UB</b>            | Upward Bound                                                                                                                                                                                                                                                                                                                                                                                                                    |                               |                                                                                                                                                                                        |
| <b>UC</b>                 | University of California                                                                                                                                                                                                                                                                                                                                                                                                        |                               |                                                                                                                                                                                        |
| <b>UNR</b>                | University of Nevada Reno                                                                                                                                                                                                                                                                                                                                                                                                       |                               |                                                                                                                                                                                        |
| <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>Academic Renewal</b>   | A policy that allows a student who meets specific criteria to have disregarded a portion of previous LTCC substandard college work that 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>Graduation</b>            | The conferral of an associate degree subsequent to completion of all requirements.                                                                                                                                                                                                                         | <b>Registration</b>                 | Official process of enrolling in a course and paying the required fees.                                                                                                                                                                                           |
| <b>Highest Honors</b>        | Honors at graduation bestowed on students with a cumulative LTCC grade point average of 4.0.                                                                                                                                                                                                               | <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.   |
| <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>Semester</b>                     | An academic year from September to June that is typically divided into two 18-week terms. Students receive grades at the end of each semester.                                                                                                                    |
| <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>Sophomore</b>                    | A student who has completed between 45 and 89 quarter units or 30-59 semester units.                                                                                                                                                                              |
| <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>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>Lower Division</b>        | Freshman or Sophomore level course work.                                                                                                                                                                                                                                                                   | <b>Transcript</b>                   | A copy of a student's academic record at a specific high school or college.                                                                                                                                                                                       |
| <b>Major</b>                 | A group of required courses in a designated field of study.                                                                                                                                                                                                                                                | <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>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 Admission Agreement</b> | Guaranteed admission agreements with participating universities for eligible students.                                                                                                                                                                            |
| <b>Non-degree Applicable</b> | Certain courses which do not count towards the 90-unit requirement for an Associate Degree at LTCC.                                                                                                                                                                                                        | <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>Pass/No Pass (P/NP)</b>   | A grading option for certain designated courses.                                                                                                                                                                                                                                                           | <b>Undergraduate</b>                | College freshman, sophomore, junior or senior.                                                                                                                                                                                                                    |
| <b>Passport</b>              | The student portal, which provides secure access to online services including WebAdvisor, information, and student email.                                                                                                                                                                                  | <b>Unit</b>                         | Amount of credit given to a course. (See also "credit.")                                                                                                                                                                                                          |
| <b>Prerequisite</b>          | Requirement students must meet 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>Prerequisite Appeal</b>   | A process to petition the requirements students must complete prior to enrolling in a particular course.                                                                                                                                                                                                   | <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>Probation</b>             | Warning status that the proper academic or progress standard is not being met.                                                                                                                                                                                                                             | <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>Priority Registration</b> | A priority system by which college students may be deemed eligible to enroll before open registration begins for each quarter. Enrollment priority is granted to students who have completed GPS, maintain a 2.0 GPA while attending LTCC, and make satisfactory progress towards their educational goals. | <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>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>Quarter</b>               | An academic year from September to June that is divided into three 12-week terms. Students receive grades at the end of each quarter.                                                                                                                                                                      |                                     |                                                                                                                                                                                                                                                                   |

# INDEX

## A

|                                                                   |        |
|-------------------------------------------------------------------|--------|
| Abbreviations and Terms.....                                      | 256    |
| Academic Calendar.....                                            | 4      |
| Academic Course Codes.....                                        | 70     |
| Academic Dishonesty and Plagiarism.....                           | 46     |
| Academic Freedom.....                                             | 1      |
| Academic Planning (also see GPS).....                             | 33     |
| Academic Probation and Dismissal.....                             | 34     |
| Dismissal Appeal Procedures.....                                  | 34     |
| Progress Probation and Dismissal.....                             | 34     |
| Reinstatement.....                                                | 35     |
| Academic Renewal.....                                             | 35     |
| Accreditation.....                                                | 1      |
| Addiction Studies                                                 |        |
| Associate Degree, requirements for.....                           | 71     |
| Certificate of Achievement, requirements for.....                 | 110    |
| Adding and Dropping Classes.....                                  | 14     |
| Administration.....                                               | 10     |
| Administration of Justice                                         |        |
| Associate Degree for Transfer, requirements for.....              | 82     |
| Admission Information, see Enrollment Services.....               | 12     |
| Advanced Placement Exams.....                                     | 60     |
| Advocacy.....                                                     | 40     |
| Allied Health - Course Descriptions.....                          | 133    |
| Dental Assistant and Radiology-                                   |        |
| Employable Skills Certificate, requirements for.....              | 126    |
| Emergency Medical Technician (EMT)-                               |        |
| Employable Skills Certificate, requirements for.....              | 126    |
| Phlebotomy Training Program-                                      |        |
| Employable Skills Certificate, requirements for.....              | 127    |
| Physical Therapy Aide-                                            |        |
| Employable Skills Certificate, requirements for.....              | 127    |
| Alpha Gamma Sigma (AGS).....                                      | 24     |
| American Sign Language - Course Descriptions.....                 | 136    |
| Anthropology - Course Descriptions.....                           | 138    |
| Associate Degree, requirements for.....                           | 72     |
| Associate Degree for Transfer, requirements for.....              | 73     |
| Applied Anthropology                                              |        |
| Employable Skills Certificate, requirements for.....              | 125    |
| Application for Graduation (see Quarterly Conferral).....         | 55, 57 |
| Art - Course Descriptions.....                                    | 139    |
| Associate Degree, requirements for.....                           | 74     |
| Associate Degree for Transfer in Studio Arts, requirements for... | 75     |
| Certificate of Achievement, requirements for.....                 | 110    |
| Art New Media:                                                    |        |
| Audio - Associate Degree, requirements for.....                   | 76     |
| Illustration - Associate Degree, requirements for.....            | 76     |
| Photography - Associate Degree, requirements for.....             | 76     |
| Video - Associate Degree, requirements for.....                   | 76     |
| Art Shows.....                                                    | 25     |
| Assessments, Math and English.....                                | 13     |
| Associate Degrees                                                 |        |
| Addiction Studies.....                                            | 71     |
| Administration of Justice for Transfer.....                       | 82     |
| Anthropology.....                                                 | 72     |
| Anthropology for Transfer.....                                    | 73     |

|                                                         |        |
|---------------------------------------------------------|--------|
| Art.....                                                | 74     |
| Art New Media.....                                      | 76     |
| Business.....                                           | 77     |
| Business Administration for Transfer.....               | 77     |
| Commercial Music.....                                   | 79     |
| Computer and Information Sciences: Web Development..... | 80     |
| Criminal Justice.....                                   | 81     |
| Culinary Arts.....                                      | 83     |
| Early Childhood Education.....                          | 84     |
| Early Childhood Education for Transfer.....             | 85     |
| Elementary Teacher Education for Transfer.....          | 86     |
| English for Transfer.....                               | 87     |
| Environmental Technology and Sustainability.....        | 88     |
| Fire Academy.....                                       | 89     |
| Fire Officer.....                                       | 90     |
| Fire Science.....                                       | 91     |
| Geography for Transfer.....                             | 92     |
| Geology for Transfer.....                               | 93     |
| Kinesiology for Transfer.....                           | 94     |
| Liberal Arts.....                                       | 95     |
| Mathematics for Transfer.....                           | 99     |
| Medical Office Assistant: Administrative.....           | 100    |
| Natural Science.....                                    | 101    |
| Psychology for Transfer.....                            | 102    |
| Social Science.....                                     | 103    |
| Sociology for Transfer.....                             | 104    |
| Spanish.....                                            | 105    |
| Spanish for Transfer.....                               | 107    |
| Studio Arts for Transfer.....                           | 75     |
| Wilderness Education & Outdoor Leadership.....          | 108    |
| Associate Degree Requirements.....                      | 55     |
| Associate Degree General Education Curriculum.....      | 64     |
| Associate Degrees for Transfer to CSU.....              | 54     |
| Athletic Eligibility.....                               | 32     |
| Attendance Policy.....                                  | 14, 36 |
| Auditing of Classes.....                                | 14     |

## B

|                                                               |     |
|---------------------------------------------------------------|-----|
| Basic Skills Courses.....                                     | 56  |
| Beliefs Statement.....                                        | 2   |
| Biology - Course Descriptions.....                            | 147 |
| Board of Trustees Welcome.....                                | 8   |
| Bookstore.....                                                | 20  |
| Business - Course Descriptions.....                           | 149 |
| Accounting & Finance - Associate Degree, requirements for.... | 77  |
| Certificate of Achievement, requirements for.....             | 112 |
| Accounting Technician -                                       |     |
| Certificate of Achievement, requirements for.....             | 112 |
| Certified Bookkeeper-                                         |     |
| Employable Skills Certificate, requirements for.....          | 125 |
| General Business - Associate Degree, requirements for.....    | 77  |
| Certificate of Achievement, requirements for.....             | 112 |
| Management - Associate Degree, requirements for.....          | 77  |
| Certificate of Achievement, requirements for.....             | 112 |
| Marketing - Associate Degree, requirements for.....           | 77  |
| Certificate of Achievement, requirements for.....             | 112 |
| Small Business Ownership -                                    |     |
| Certificate of Achievement, requirements for.....             | 112 |
| Business Administration -                                     |     |
| Associate Degree for Transfer, requirements for.....          | 78  |

**C**

|                                                                                      |                   |
|--------------------------------------------------------------------------------------|-------------------|
| Calendar, Academic .....                                                             | 4                 |
| California State University .....                                                    | 58                |
| Admission Requirements .....                                                         | 58                |
| Associate Degrees for Transfer .....                                                 | 59                |
| Lower Division Transfer .....                                                        | 58                |
| Upper Division Transfer .....                                                        | 59                |
| California State University General Education Curriculum .....                       | 65                |
| CalWORKs .....                                                                       | 20                |
| Campus Map .....                                                                     | inside back cover |
| Career Services .....                                                                | 20                |
| Certificates of Achievement .....                                                    | 109               |
| Addiction Studies .....                                                              | 110               |
| Art (multiple certificates available) .....                                          | 110               |
| Business (multiple certificates available) .....                                     | 112               |
| Commercial Music .....                                                               | 113               |
| Computer and Information Science: Web Development .....                              | 113               |
| Criminal Justice .....                                                               | 114               |
| Culinary Arts (multiple certificates available) .....                                | 114               |
| Early Childhood Education .....                                                      | 117               |
| Environmental Technology and Sustainability .....                                    | 118               |
| Fire Academy .....                                                                   | 119               |
| Fire Officer .....                                                                   | 119               |
| Fire Science .....                                                                   | 120               |
| Medical Office Assistant: Administrative .....                                       | 120               |
| Photography .....                                                                    | 121               |
| Spanish .....                                                                        | 121               |
| Non-Credit Certificate of Completion: ESL Proficiency .....                          | 123               |
| Wilderness Education & Outdoor Leadership (multiple<br>certificates available) ..... | 124               |
| Challenging a Course (Credit by Examination) .....                                   | 14, 36            |
| Chemistry - Course Descriptions .....                                                | 153               |
| Child Development Center (CDC) .....                                                 | 20                |
| Chinese - Course Descriptions .....                                                  | 155               |
| Classified Employee Listing .....                                                    | 252               |
| Clubs and Organizations .....                                                        | 24                |
| College and Transfer Day .....                                                       | 25                |
| College Bookstore .....                                                              | 20                |
| College Level Examination Program (CLEP) .....                                       | 63                |
| Commercial Music .....                                                               |                   |
| Associate Degree, requirements for .....                                             | 79                |
| Certificate of Achievement, requirements for .....                                   | 113               |
| Employable Skills Certificate, requirements for .....                                | 123               |
| Communications - Course Descriptions .....                                           | 155               |
| Competency Statement (General Education Core Competencies) .....                     | 67                |
| Complaint Procedure (see Sexual Harassment Policy) .....                             | 41                |
| Computer Applications - Course Descriptions .....                                    | 156               |
| Computer and Information Sciences - Course Descriptions .....                        | 158               |
| Computer and Information Sciences - Web Development .....                            |                   |
| Associate Degree, requirements for .....                                             | 80                |
| Certificate of Achievement, requirements for .....                                   | 113               |
| Employable Skills Certificate, requirements for .....                                | 126               |
| Conferral, quarterly .....                                                           | 57                |
| Confidentiality of Social Security Numbers .....                                     | 38                |
| CONNECT Community Education .....                                                    | 28                |
| Construction Trades - Course Descriptions .....                                      | 160               |
| Counseling / Advising .....                                                          | 18                |
| Counseling - Course Descriptions .....                                               | 161               |
| Course Codes, listing of .....                                                       | 70                |
| Course Descriptions .....                                                            | 131               |

|                                                            |        |
|------------------------------------------------------------|--------|
| Course Numbering system, explanation of .....              | 132    |
| Course Repeatability & Student Repetition of Courses ..... | 32     |
| Credits Awarded per Course, Determining Number of .....    | 37     |
| Credit by Examination (Challenging a Course) .....         | 14, 36 |
| Credit for Advance Placement Exams .....                   | 60     |
| Credit, transferring to LTCC .....                         | 13, 38 |
| Crime Awareness and Campus Security Act of 1990 .....      | 38     |
| Criminal Justice - Course Descriptions .....               | 163    |
| Associate Degree, requirements for .....                   | 81     |
| Administration of Justice .....                            |        |
| Associate Degree for Transfer, requirements for .....      | 82     |
| Certificate of Achievement, requirements for .....         | 114    |
| Culinary Arts - Course Descriptions .....                  | 165    |
| Associate Degree, requirements for .....                   | 83     |
| Foundations of Baking and Pastry - .....                   |        |
| Certificate of Achievement, requirements for .....         | 115    |
| Foundations of Cooking - .....                             |        |
| Certificate of Achievement, requirements for .....         | 114    |
| Global Cuisine - .....                                     |        |
| Certificate of Achievement, requirements for .....         | 115    |
| Vegetarian Cuisine - .....                                 |        |
| Certificate of Achievement, requirements for .....         | 116    |
| Wine Studies - .....                                       |        |
| Certificate of Achievement, requirements for .....         | 116    |
| Employable Skills Certificate, requirements for .....      | 125    |
| Cultural Events .....                                      | 25     |

**D**

|                                                                                  |     |
|----------------------------------------------------------------------------------|-----|
| Degree Requirements and Transfer Planning, Table of Contents .....               | 54  |
| Credit for Advanced Placement Exams .....                                        | 60  |
| CSU General Education Curriculum .....                                           | 65  |
| Degrees Available .....                                                          | 54  |
| Graduation Requirements .....                                                    | 55  |
| IGETC General Education Curriculum .....                                         | 66  |
| LTCC General Education Curriculum .....                                          | 64  |
| Transferring to CSUs .....                                                       | 58  |
| Transferring to UCs .....                                                        | 58  |
| Transferring to UNR, Private, Independent and<br>Out-of-State Universities ..... | 59  |
| Transfer Planning .....                                                          | 57  |
| Dental Assisting Program .....                                                   | 126 |
| Digital Media Arts - Course Descriptions .....                                   | 169 |
| Disciplinary Actions and Procedures .....                                        | 48  |
| Disability Resource Center (DRC) .....                                           | 20  |
| Dismissal Appeal Procedures .....                                                | 34  |
| Dropping, Withdrawing .....                                                      | 14  |
| Drug-Free School Policy .....                                                    | 38  |

**E**

|                                                         |          |
|---------------------------------------------------------|----------|
| Early Childhood Education - Course Descriptions .....   | 170      |
| Associate Degree, requirements for .....                | 84       |
| Associate Degree for Transfer, requirements for .....   | 85       |
| Certificate of Achievement, requirements for .....      | 117      |
| Earning and Awarding Credit for Prior Learning .....    | 37       |
| Economics - Course Descriptions .....                   | 173      |
| Educación para los Padres Temporales o Familiares ..... | 28       |
| Education - Course Descriptions .....                   | 174      |
| Eligibility, admission .....                            | 12       |
| Emergency Medical Technician (HEA 140C) .....           | 126, 130 |



|                                                          |        |
|----------------------------------------------------------|--------|
| English - Course Descriptions .....                      | 175    |
| Assessment (Math and English).....                       | 13     |
| Associate Degree for Transfer, requirements for .....    | 87     |
| English as a Second Language - Course Descriptions.....  | 178    |
| English Sequence.....                                    | 175    |
| Employable Skills Certificates                           |        |
| Applied Anthropology.....                                | 125    |
| Certified Bookkeeper .....                               | 125    |
| Commercial Music .....                                   | 125    |
| Computer & Informations Sciences .....                   | 126    |
| Culinary Arts .....                                      | 126    |
| Dental Assisting and Radiology.....                      | 126    |
| Emergency Medical Technician (EMT) .....                 | 126    |
| Geographic Information Systems (G.I.S.) .....            | 126    |
| Medical Office Assistant .....                           | 126    |
| Medical Terminology .....                                | 126    |
| Billing and Coding.....                                  | 126    |
| Personal Trainer Certification .....                     | 126    |
| Phlebotomy Training Program .....                        | 127    |
| Photography/Digital Photography .....                    | 127    |
| Physical Therapy Aide .....                              | 127    |
| Real Estate Salesperson .....                            | 128    |
| Wilderness Education & Outdoor Leadership (WEOL):        |        |
| Basic Mountain Guide .....                               | 128    |
| Basic Ski Guide .....                                    | 128    |
| Climbing Instructor .....                                | 128    |
| Sea Kayaking Guide.....                                  | 129    |
| Search and Rescue.....                                   | 129    |
| Ski or Snowboard Instructor .....                        | 129    |
| Whitewater Rafting Guide .....                           | 130    |
| Wilderness Medicine.....                                 | 130    |
| Wilderness Naturalist .....                              | 130    |
| Enrollment                                               |        |
| Limitations (Repeat Policy) .....                        | 132    |
| Limitation of Student Load .....                         | 14     |
| Open Enrollment and Non-Description, statements of ..... | 14     |
| Enrollment Services, Table of Contents.....              | 11     |
| Admission Information .....                              | 12     |
| Admissions .....                                         | 12     |
| Eligibility .....                                        | 12     |
| Financial Aid .....                                      | 13, 16 |
| International Admissions.....                            | 13     |
| Interstate Attendance Agreement.....                     | 12     |
| Math and English Assessment.....                         | 13     |
| Non-Resident Tuition Exemption (AB540).....              | 12     |
| Out-of-State Residents .....                             | 12     |
| Residence Requirement .....                              | 12     |
| Transferring Credit to LTCC.....                         | 13     |
| Registration Information.....                            | 13     |
| Adding and Dropping .....                                | 14     |
| Attendance Policy.....                                   | 14     |
| Auditing of Classes .....                                | 14     |
| Challenging a Course (Credit by Examination) .....       | 14     |
| Limitation of Student Load.....                          | 14     |
| Open Enrollment and Non-Discrimination .....             | 14     |
| Registration Procedures .....                            | 14     |
| Schedule of Classes .....                                | 13     |
| Total Withdrawal from College.....                       | 14     |

|                                                    |        |
|----------------------------------------------------|--------|
| Fees, Tuition and Refunds.....                     | 15     |
| Prepaid Tuition Programs .....                     | 16     |
| Refund Policy.....                                 | 15     |
| Student Health and Accident Insurance.....         | 16     |
| Tuition and Fees .....                             | 15     |
| Financial Aid.....                                 | 13, 16 |
| General Information .....                          | 16     |
| Grant Repayment .....                              | 17     |
| Programs .....                                     | 17     |
| Qualifications.....                                | 16     |
| Satisfactory Academic Progress for Financial Aid   |        |
| Recipients.....                                    | 17     |
| Scholarships.....                                  | 17     |
| Environmental Science - Course Descriptions.....   | 180    |
| EOP&S and CARE Programs.....                       | 20     |
| Equity Program.....                                | 20     |
| Ethnic Studies - Course Descriptions.....          | 181    |
| Exclusion and Petition Rights, procedure for ..... | 56     |
| Expulsion of Students, procedure for.....          | 49     |

## F

|                                                         |        |
|---------------------------------------------------------|--------|
| Faculty Listing .....                                   | 245    |
| Family Educational Rights and Privacy Act (FERPA).....  | 39     |
| Fee Waivers .....                                       | 17     |
| Fees - Examples .....                                   | 15     |
| Materials- Books, Supplies, Special Courses,.....       | 15     |
| Accident and Health Insurance.....                      | 16     |
| Financial Aid .....                                     | 13, 16 |
| General Information .....                               | 16     |
| Grant Repayment.....                                    | 17     |
| Programs.....                                           | 17     |
| Qualifications .....                                    | 16     |
| Satisfactory Academic Progress for Financial Aid        |        |
| Recipients.....                                         | 17     |
| Scholarships .....                                      | 17     |
| Fire Academy - Associate Degree, requirements for.....  | 89     |
| Certificate of Achievement, requirements for .....      | 119    |
| Fire Officer - Associate Degree, requirements for ..... | 90     |
| Certificate of Achievement, requirements for .....      | 119    |
| Fire Science - Course Descriptions .....                | 182    |
| Associate Degree, requirements for .....                | 91     |
| Certificate of Achievement, requirements for .....      | 120    |
| Fitness Education Center (FEC) .....                    | 21     |
| Food Service .....                                      | 21     |
| Forestry - Course Descriptions .....                    | 188    |
| Formal Grievance Procedures .....                       | 51     |
| Foster and Kinship Care.....                            | 28     |
| Foundation, LTCC.....                                   | 9      |
| French - Course Descriptions .....                      | 189    |

## G

|                                                                   |     |
|-------------------------------------------------------------------|-----|
| General Education Curriculum .....                                | 64  |
| General Education Core Competencies.....                          | 67  |
| General Education Requirements                                    |     |
| Associate Degree for LTCC .....                                   | 64  |
| California State University (CSU).....                            | 65  |
| Intersegmental General Education Transfer Curriculum (IGETC)..... | 66  |
| General Studies - Course Descriptions.....                        | 190 |
| Geography - Course Descriptions.....                              | 190 |
| Associate Degree for Transfer, requirements for .....             | 92  |

|                                                         |        |
|---------------------------------------------------------|--------|
| Geographic Information Systems (GIS)                    |        |
| Employable Skills Certificate, requirements for .....   | 126    |
| Geology - Course Descriptions .....                     | 192    |
| Associate Degree for Transfer, requirements for .....   | 93     |
| German - Course Descriptions .....                      | 193    |
| Grade Changes .....                                     | 37     |
| Grading Policy.....                                     | 35     |
| Graduation, Quarterly Conferral                         |        |
| Application for .....                                   | 55     |
| Honors at .....                                         | 56     |
| Requirements for .....                                  | 55     |
| Green Sustainable Education - Course Descriptions ..... | 193    |
| Grants, repayment .....                                 | 16     |
| Grievance Procedures, student .....                     | 51     |
| Guidance and Planning for Success (GPS) .....           | 21, 33 |
| Guided Pathways (also see Meta Majors) .....            | i      |

## H

|                                                                                |          |
|--------------------------------------------------------------------------------|----------|
| Hazing .....                                                                   | 37       |
| Health (see Allied Health) - Course Descriptions .....                         | 133, 194 |
| History - Course Descriptions .....                                            | 194      |
| Honors at Graduation.....                                                      | 56       |
| Hospitality, Tourism, Recreation, and Retail (HTRR) - Course Descriptions..... | 196      |
| Hotel & Restaurant Management - Course Descriptions .....                      | 196      |
| Housing.....                                                                   | 21       |
| Humanities - Course Descriptions .....                                         | 197      |

## I

|                                                                   |     |
|-------------------------------------------------------------------|-----|
| Intensive Spanish Summer Institute (ISSI).....                    | 28  |
| Intensive Spanish Summer Institute (ISSI) -Course Descriptions... | 233 |
| Intercollegiate Athletics / Soccer .....                          | 21  |
| International Baccalaureate (IB) Credit.....                      | 62  |
| International Admissions.....                                     | 13  |
| International Student Programs .....                              | 21  |
| Internships.....                                                  | 21  |
| Intersegmental General Education Transfer Curriculum (IGETC)      |     |
| for Transfer to CSU and UC .....                                  | 66  |
| Interstate Attendance Agreement.....                              | 12  |
| Italian - Course Descriptions .....                               | 198 |

## J

|                                     |     |
|-------------------------------------|-----|
| Japanese - Course Descriptions..... | 198 |
| Job Training Skills.....            | 21  |

## K

|                                                       |    |
|-------------------------------------------------------|----|
| Kinesiology - Transfer Degree, requirements for ..... | 94 |
|-------------------------------------------------------|----|

## L

|                                                         |    |
|---------------------------------------------------------|----|
| Lake Tahoe College Promise .....                        | 17 |
| Late Registration.....                                  | 14 |
| Liberal Arts - Associate Degree, requirements for ..... | 95 |
| Art and Humanities Emphasis .....                       | 95 |
| Mathematics and Science Emphasis .....                  | 96 |
| Social Sciences Emphasis.....                           | 96 |
| Library & Learning Services.....                        | 22 |
| Limitation of Student Load.....                         | 14 |

## M

|                                                             |                   |
|-------------------------------------------------------------|-------------------|
| Majors and Certificates.....                                | 69                |
| Map, Campus .....                                           | inside back cover |
| Mathematics - Course Descriptions .....                     | 200               |
| Placement .....                                             | 13                |
| Associate Degree for Transfer, requirements for .....       | 99                |
| Math Success Center (see Library & Learning Services) ..... | 21                |
| Media Services .....                                        | 22                |
| Medical Office Assistant - Course Descriptions.....         | 202               |
| Medical Office Assistant:                                   |                   |
| Administrative - Associate Degree, requirements for.....    | 100               |
| Certificate of Achievement, requirements for .....          | 120               |
| Meta Majors (also see Guided Pathways) .....                | i                 |
| Mission Statement .....                                     | 2                 |
| Multiple Majors.....                                        | 56                |
| Music - Course Descriptions.....                            | 203               |

## N

|                                                            |     |
|------------------------------------------------------------|-----|
| Natural Science - Associate Degree, requirements for ..... | 101 |
| Non-Credit Certificate of Competency: ESL Proficiency..... | 123 |
| Non-Credit ESL Courses.....                                | 178 |
| Non-Credit General Studies Course .....                    | 190 |
| Non-degree Applicable Courses .....                        | 56  |
| Non-Discrimination, statement for .....                    | 15  |
| Non-Resident Tuition Exemption .....                       | 12  |

## O

|                                            |        |
|--------------------------------------------|--------|
| One-Stop Enrollment Services Center .....  | 12, 21 |
| Online Registration.....                   | 14     |
| Open Enrollment & Non-Discrimination ..... | 14     |
| Organizing Clubs and Activities .....      | 39     |
| Out-of-State Residents .....               | 12     |

## P

|                                                           |          |
|-----------------------------------------------------------|----------|
| Parking.....                                              | 40       |
| Pass / No Pass Courses .....                              | 37       |
| Passport / Student Email.....                             | 21       |
| Personal Trainer Certification.....                       | 126      |
| Philosophy                                                |          |
| of Lake Tahoe Community College .....                     | 2        |
| of Student Organizations & Activities .....               | 24       |
| Philosophy - Course Descriptions.....                     | 206      |
| Photography - Course Descriptions (see Art) .....         | 139, 207 |
| Certificate of Achievement, requirements for .....        | 121      |
| Photography/Digital Photography                           |          |
| Employable Skills Certificate, requirements for .....     | 127      |
| Physical Education - Athletics - Course Descriptions..... | 207      |
| Physical Education - Fitness - Course Descriptions .....  | 208      |
| Kinesiology - Transfer Degree, requirements for .....     | 94       |
| Physical Education - Health - Course Descriptions.....    | 220      |
| Personal Trainer Certification-                           |          |
| Employable Skills Certificate, requirements for .....     | 126      |
| Physical Education - Theory - Course Descriptions .....   | 221      |
| Kinesiology - Transfer Degree, requirements for .....     | 94       |
| Personal Trainer Certification-                           |          |
| Employable Skills Certificate, requirements for .....     | 126      |
| Physical Therapy Aide                                     |          |
| Employable Skills Certificate, requirements for .....     | 127      |
| Physical Science - Course Descriptions.....               | 222      |

|                                                           |        |
|-----------------------------------------------------------|--------|
| Physical Therapy Aide.....                                | 127    |
| Physics - Course Descriptions.....                        | 222    |
| Policies and Procedures, Table of Contents .....          | 32     |
| Academic: Registration / Eligibility .....                |        |
| Athletic Eligibility .....                                | 32     |
| Course Repeatability & Student Repetition .....           | 32     |
| Guidance and Planning for Success (GPS).....              | 33     |
| Prerequisites, Corequisites, and Advisories .....         | 33     |
| Priority Registration.....                                | 34     |
| Residency Determination .....                             | 34     |
| Academic: Grading / Awarding of Credit .....              |        |
| Academic and Progress Probation and Dismissal.....        | 34     |
| Academic Record Symbols and Grade Point Average .....     | 35     |
| Academic Renewal .....                                    | 35     |
| Attendance .....                                          | 36     |
| Credit by Examination (Challenging a Course) .....        | 36     |
| Determining Number of Credits Awarded per Course .....    | 37     |
| Earning and Awarding Credit for Prior Learning .....      | 37     |
| Grade Changes .....                                       | 37     |
| Notice to Students Receiving Veterans Benefits .....      | 37     |
| Pass/No Pass Courses .....                                | 37     |
| Transcripts .....                                         | 38     |
| Transfer of Credits to LTCC .....                         | 38     |
| Requesting Exceptions to LTCC Academic Policies .....     | 38     |
| Student Conduct: Rights and Responsibilities .....        |        |
| Confidentiality of Social Security Numbers.....           | 38     |
| Crime Awareness and Campus Security Act of 1990 .....     | 38     |
| Drug Free School .....                                    | 38     |
| Federal Education Rights and Privacy Act (FERPA).....     | 39     |
| Hazing.....                                               | 39     |
| Organizing Clubs and Activities .....                     | 39     |
| Parking.....                                              | 40     |
| Service Animals .....                                     | 40     |
| Sexual Assault on Campus.....                             | 40     |
| Sexual Harassment Policy.....                             | 41     |
| Smoking .....                                             | 46     |
| Title IX Regulations.....                                 | 46     |
| Weapons on Campus.....                                    | 46     |
| Withholding of Services for Nonpayment of Fees .....      | 46     |
| Student Conduct: Standards & Policies .....               |        |
| Academic Dishonesty and Plagiarism.....                   | 46     |
| Student Conduct Standards.....                            | 47     |
| Student Disciplinary Actions and Procedures .....         | 48     |
| Student Disciplinary Appeal Hearing Process.....          | 48     |
| Student Grievance Procedure .....                         | 51     |
| Polish - Course Descriptions.....                         | 223    |
| Political Science - Course Descriptions.....              | 223    |
| Portuguese - Course Descriptions .....                    | 224    |
| Prepaid Tuition Programs.....                             | 16     |
| Prerequisites, Corequisites, and Advisories .....         | 33     |
| President's Welcome.....                                  | 7      |
| Priority Registration .....                               | 14, 34 |
| Private, Independent, and Out-of-State Universities ..... | 59     |
| Probation and Dismissal.....                              | 34     |
| Psychology - Course Descriptions.....                     | 224    |
| Associate Degree for Transfer, requirements for .....     | 102    |

## Q

|                           |    |
|---------------------------|----|
| Quarterly Conferral ..... | 57 |
|---------------------------|----|

## R

|                                                                                   |         |
|-----------------------------------------------------------------------------------|---------|
| Real Estate - Course Descriptions.....                                            | 226     |
| Real Estate Salesperson-<br>Employable Skills Certificate, requirements for ..... | 128     |
| Recreation - Course Descriptions .....                                            | 227     |
| Refund Policy.....                                                                | 15      |
| Registration Procedures .....                                                     | 14      |
| Religion - Course Descriptions.....                                               | 228     |
| Repeat Policy (Enrollment Limitations).....                                       | 30, 122 |
| Requesting Exceptions to Academic Policies and Procedures .....                   | 38      |
| Residence Requirement .....                                                       | 12      |
| Residency Determination .....                                                     | 34      |
| Russian - Course Descriptions .....                                               | 228     |

## S

|                                                                              |     |
|------------------------------------------------------------------------------|-----|
| Satisfactory Academic Progress Agreement to Financial Aid<br>Recipients..... | 17  |
| Schedule of Classes .....                                                    | 13  |
| Scholarships, Financial Aid .....                                            | 17  |
| Search and Rescue (see WEOL).....                                            | 129 |
| Employable Skills Certificate, requirements for .....                        | 129 |
| Service Animals .....                                                        | 40  |
| Sexual Assault on Campus.....                                                | 40  |
| Sexual Harassment Policy.....                                                | 41  |
| Sign Language (See American Sign Language) .....                             | 136 |
| Smoking.....                                                                 | 46  |
| Social Security Numbers.....                                                 | 38  |
| Social Science - Associate Degree, requirements for.....                     | 103 |
| Sociology - Course Descriptions .....                                        | 228 |
| Associate Degree for Transfer, requirements for .....                        | 104 |
| South Bay Regional Public Safety Training Consortium.....                    | 29  |
| Spanish - Course Descriptions .....                                          | 230 |
| Associate Degree, requirements for .....                                     | 105 |
| Associate Degree for Transfer, requirements for .....                        | 107 |
| Certificate of Achievement, requirements for .....                           | 121 |
| Special Events.....                                                          | 23  |
| Art Shows.....                                                               | 25  |
| Back to School BBQ.....                                                      | 25  |
| Coyote Chronicle.....                                                        | 25  |
| Coyote Kick-Off .....                                                        | 25  |
| Cultural Events .....                                                        | 25  |
| CultureFest (Community Games).....                                           | 26  |
| Halloween-Fest .....                                                         | 26  |
| Honor Roll Celebrations.....                                                 | 26  |
| Howl-Out Awards.....                                                         | 26  |
| Intercollegiate Soccer Games .....                                           | 26  |
| Taste of Gold .....                                                          | 26  |
| Theatre Performances .....                                                   | 26  |
| Special Programs, Table of Contents.....                                     | 27  |
| CONNECT Community Education.....                                             | 28  |
| Educación para los Padres y Temporales o Familiares.....                     | 28  |
| Foster and Kinship Care .....                                                | 28  |
| Incarcerated Students Program .....                                          | 28  |
| Intensive Spanish Summer Institute (ISSI) .....                              | 28  |
| South Bay Regional Public Safety Training Consortium .....                   | 29  |
| Tahoe Parents Nursery School (TPNS) .....                                    | 29  |

|                                                                                  |        |
|----------------------------------------------------------------------------------|--------|
| TRiO - Educational Talent Search (ETS) .....                                     | 29     |
| TRiO - Upward Bound (UB) .....                                                   | 29     |
| Speech - Course Descriptions .....                                               | 238    |
| Student Support Services, Table of Contents .....                                | 19     |
| Bookstore .....                                                                  | 20     |
| CalWORKS .....                                                                   | 20     |
| Career Center .....                                                              | 20     |
| Child Development Center (CDC) .....                                             | 20     |
| Clubs and Organizations .....                                                    | 20     |
| Counseling / Advising .....                                                      | 20     |
| Disability Resource Center (DRC) .....                                           | 20     |
| EOPS and CARE Programs .....                                                     | 21     |
| Equity Program .....                                                             | 20     |
| Fitness Education Center (FEC) .....                                             | 21     |
| Food Service .....                                                               | 21     |
| Guidance and Planning for Success (GPS) .....                                    | 21     |
| Housing .....                                                                    | 21     |
| Intercollegiate Athletics/Soccer .....                                           | 21     |
| International Student Program .....                                              | 21     |
| Job Training, Internships, Workforce Experience .....                            | 21     |
| Library & Learning Services .....                                                | 22     |
| Media Services .....                                                             | 22     |
| One-Stop Enrollment Services Center .....                                        | 12, 22 |
| Passport/Student Email .....                                                     | 22     |
| Transfer Center .....                                                            | 22     |
| Veterans Services .....                                                          | 22     |
| Student Advocacy .....                                                           | 40     |
| Student Ambassadors .....                                                        | 25     |
| Student Clubs & Organizations Listing .....                                      | 24     |
| Student Conduct Standards .....                                                  | 47     |
| Student Disciplinary Actions and Procedures .....                                | 48     |
| Student Grievance Procedures .....                                               | 51     |
| Student Hazing .....                                                             | 39     |
| Student Health and Accident Insurance .....                                      | 16     |
| Student Life: Student Organizations & Special Events, Table of<br>Contents ..... | 23     |
| Student Life .....                                                               | 24     |
| Student Load, limitation of .....                                                | 14     |
| Student Organizations .....                                                      | 24     |
| Students Organizing Clubs and Activities .....                                   | 39     |
| Student Support Services .....                                                   | 19     |
| Student Rights and Responsibilities .....                                        | 32     |
| Student Senate .....                                                             | 25     |
| Studio Art - Transfer Degree, requirements for .....                             | 75     |

## T

|                                                          |        |
|----------------------------------------------------------|--------|
| Table of Contents .....                                  | 3      |
| Tahoe Parents Nursery School (TPNS) .....                | 29     |
| Terms .....                                              | 256    |
| Title IX Regulations .....                               | 46     |
| Theatre Arts - Course Descriptions .....                 | 228    |
| Theatre Performances .....                               | 26     |
| Transcripts .....                                        | 38     |
| Transfer Degrees .....                                   | 54     |
| Transfer Planning .....                                  | 57     |
| General Education Certification .....                    | 57     |
| California State University System (CSU) .....           | 58     |
| University of California (UC) .....                      | 58     |
| University of Nevada, Reno .....                         | 59     |
| Private, Independent and Out-of-State Universities ..... | 59     |
| Transferring Credit to LTCC .....                        | 13, 38 |

|                                                  |    |
|--------------------------------------------------|----|
| TRiO - Educational Talent Search (ETS) .....     | 29 |
| TRiO - Upward bound (UB) .....                   | 29 |
| Tuition and Fees .....                           | 15 |
| Tutoring (see Library & Learning Services) ..... | 21 |

## U

|                                                      |     |
|------------------------------------------------------|-----|
| Unit Code System .....                               | 132 |
| University of California .....                       | 58  |
| Admission Requirements (Junior level transfer) ..... | 58  |
| General Education/Breadth Requirements .....         | 58  |
| Transfer Admission Guarantees (TAG) .....            | 58  |
| University of Nevada, Reno .....                     | 59  |

## V

|                                                       |    |
|-------------------------------------------------------|----|
| Veterans Services .....                               | 22 |
| Veterans Benefits, Notice to Students Receiving ..... | 37 |
| Vision Statement .....                                | 2  |

## W

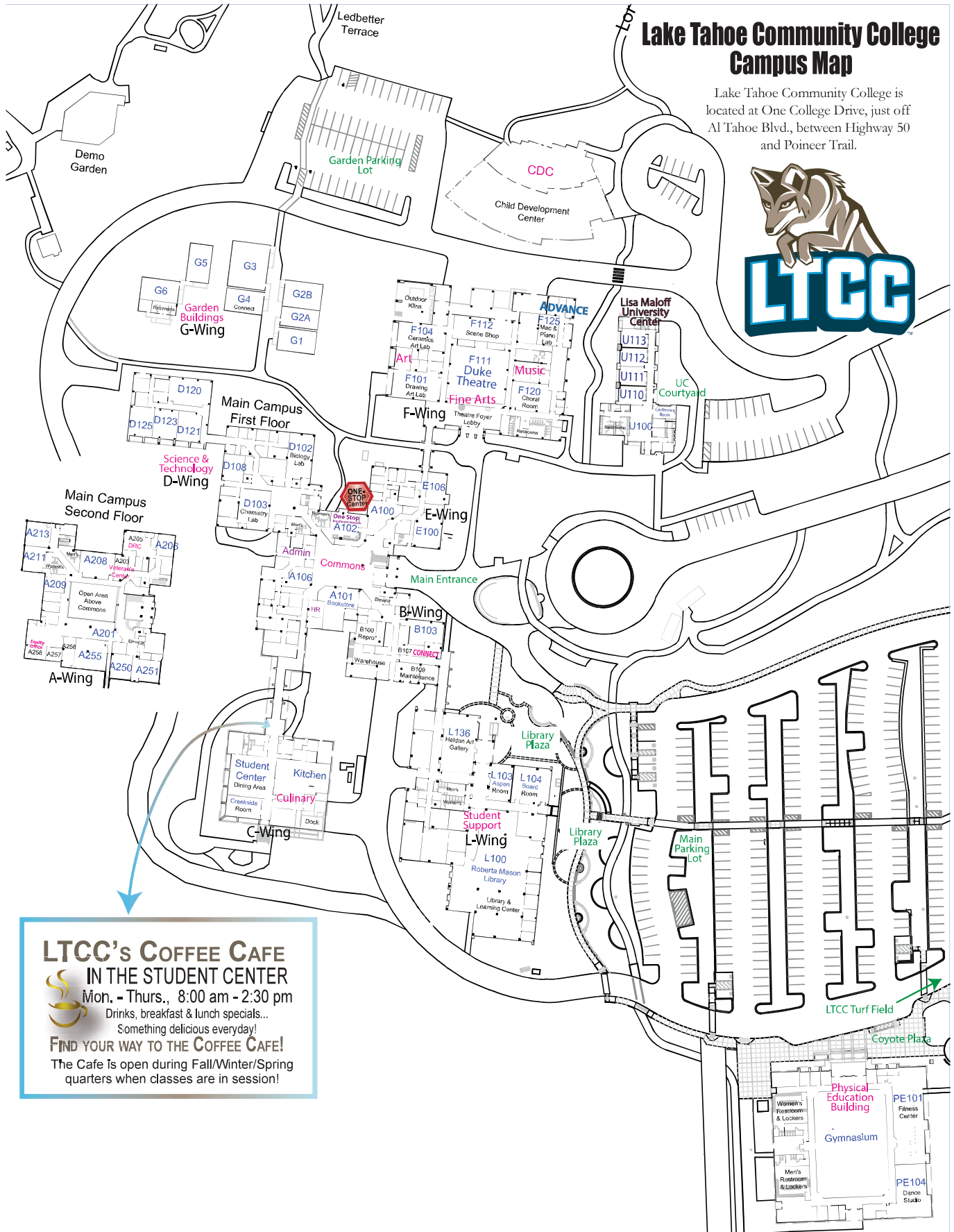
|                                                         |     |
|---------------------------------------------------------|-----|
| Waitlists .....                                         | 14  |
| Weapons on Campus .....                                 | 46  |
| Welcome from the Board of Trustees .....                | 8   |
| Welcome from the President .....                        | 7   |
| Welcome to LTCC .....                                   | 5   |
| Wilderness Education & Outdoor Leadership (WEOL):       |     |
| WEOL Course Descriptions .....                          | 242 |
| WEOL Associate Degree, requirements for .....           | 107 |
| WEOL Certificate of Achievement, requirements for ..... | 122 |
| WEOL Employable Skills Certificates, requirements for:  |     |
| Basic Mountain Guide .....                              | 128 |
| Basic Ski Guide .....                                   | 128 |
| Climbing Instructor .....                               | 128 |
| Sea Kayaking Guide .....                                | 129 |
| Search and Rescue .....                                 | 129 |
| Ski or Snowboard Instructor .....                       | 129 |
| Whitewater Rafting Guide .....                          | 130 |
| Wilderness Medicine .....                               | 130 |
| Wilderness Naturalist .....                             | 130 |
| Withdrawing from College .....                          | 14  |
| Withholding Services for Nonpayment of Fees .....       | 46  |
| Work Experience .....                                   | 20  |
| Work Experience, Course Descriptions .....              | 251 |
| Workforce Preparation (see Job Training Skills) .....   | 20  |
| Writing Center (see Library & Learning Services) .....  | 21  |





# Lake Tahoe Community College Campus Map

Lake Tahoe Community College is located at One College Drive, just off Al Tahoe Blvd., between Highway 50 and Pioneer Trail.



## LTCC's COFFEE CAFE IN THE STUDENT CENTER



Mon. - Thurs., 8:00 am - 2:30 pm

Drinks, breakfast & lunch specials...

Something delicious everyday!

### FIND YOUR WAY TO THE COFFEE CAFE!

The Cafe is open during Fall/Winter/Spring quarters when classes are in session!

